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Document name:	McColl's COVID-19 How to Wear A Cloth Mask Correctly
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When should face masks be worn?

Face masks will be provided to employees that are required to wear masks whilst at work where the Government directs you to including cross-border travel, travel within Victoria and where a customer site requirement is enforced.

Fit testing is very important to ensure that the mask is effective.

Cloth masks provided by McColl's are considered a uniform item and must be washed and dried regularly.

- Handwash recommended in warm water.
- Wash before first use.

Extract from Victorian DHHS on wearing masks correctly.

How do I wear a cloth mask correctly?

- A cloth mask should fit securely around the face, specifically covering the nose and the mouth areas.
- The mask should fit snugly on your face and be secured by ties at the back of your head or ear loops. If you are using a mask with ear loops, you can use a plastic clip or tie to join the ends together at the back of your head to make sure it fits snugly on your face.
- Make sure that your mask does not have holes or a valve. This can result in breathing out the virus if you have coronavirus (COVID-19).
- Wash your hands for at least 20 seconds with soap and water or use hand sanitiser that is made up of over 60% alcohol before putting it on and after taking it off.
- Avoid touching your eyes, nose, or mouth at all times and store used face masks in a plastic bag until you have an opportunity to wash them.

How do I know my cloth face mask is working?

- You know your mask is working to protect you if it is well fitted.
 - If the ties are loose, tighten them to ensure a snug fit.
 - The mask should fit snugly and cover your nose and mouth.
 - Keep an eye on the integrity of the fabric as it may thin over time with repeated washing. If this happens, replace the mask.