Important Information about Your Face Covering

Face coverings help prevent the person wearing the cover from spreading respiratory droplets when talking, sneezing, or coughing. Since people spread the virus without having any symptoms or feeling ill, wearing a face covering can protect others around you. Face coverings, including gaiters, should consist of two or more layers and be worn over the mouth and nose to stop the spread of COVID-19.

DOD requires all persons to wear face coverings/masks on DOD property, installations, and facilities in public areas and work centers. In addition, face coverings/masks should be worn at all indoor or outdoor gatherings with people who live outside your home (on or off DOD property). This is especially important when indoors.

**You DO NOT have to wear a face covering when you are:**
- Alone (outdoors, in vehicle, in office with walls to ceiling and door closed, while eating or drinking, or for security identification)
- With household members (outdoors, in home, or vehicle)
- While conducting organized PT, properly distanced.

**You SHOULD NOT wear a face covering when you are:**
- Sleeping
- Having trouble breathing
- Impaired (e.g., inebriated, taking sedative medication)

**Proper wear of face coverings**
- Clean your hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer before and after putting on, touching or adjusting the face covering.
- Inspect face covering for visible dirt, tears, or holes before each use. Elastic should not break when stretched. Do not wear if wet or soiled.
- Follow these steps for putting your face cover on (donning):
  - Hold the cover against the face, with the top part against the bridge of the nose and the bottom below your chin.
  - Secure cover to head.
  - For elastic bands, pull the bands over and behind ears, one at a time.
  - For tied cover, using a bow knot, tie lower bands around base of neck and upper bands around crown of head.
  - Make sure your nose, mouth, and chin are covered; ensure the areas around the nose, sides, and chin are tight, but do not restrict your ability to breathe.
- Do not place face coverings on anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance.
- If at any time it becomes difficult to breathe, immediately remove the face cover and social distance. If your condition does not improve, seek medical attention.
- Do not use face covering with an exhalation valve, as it does not stop respiratory droplets exhaled by the wearer.
- After donning, avoid touching the face covering.
 Proper removal of face coverings

- Consider the front of the cover to be contaminated – DO NOT TOUCH!
- If using one with elastic bands, grasp both of the elastic bands from behind the ears and move it slowly away from your face.
- If using one with ties/bands, unknot the top bands and pull cover away from face using top band. Untie the lower knot and completely remove face cover from face. If you cannot untie it, have another person cut the bands and discard face covering.
- Put the cover in a clean bag or container.
- Properly wash hands with soap and water.
- If cover is no longer being used, properly discard as regular waste.

 Discard face coverings when they

- No longer cover nose and mouth.
- Are damaged (e.g., stretched out, holes, tears).
- Cannot remain on the face.
- Can no longer be cleaned.

 Proper care of face coverings

- Clean daily after use or more frequently if covering becomes soiled or wet from use.
- Routinely wash by hand or in a washing machine using warm water and regular detergent.
- Face cover should be capable of laundering without change to shape or damage.
- Dry completely in a hot dryer or air dry.

 Proper storage of face coverings

- Store in a clean bag or sealed container to protect from damage, dust, contamination, and excessive moisture when not in use.
- Do not place cover on surfaces (e.g., countertops) to store for reuse.
- Keep a face covering with you so that you can put it on if you encounter another person.

 Improve How Your Face Covering Protects You

Make sure your face covering fits snugly against your face. This can be done by:

- Choosing a face covering with a nose wire
- Using a mask fitter or brace
- Check that it fits snugly over your nose, mouth, and chin

Pick a face covering with layers. You can add layers of material by:

- Using a cloth face covering that has multiple layers of fabric (preferred)
- Wear one disposable mask underneath a cloth mask (ensuring the second mask pushes the edges of the inner mask against your face.)

Do Not:

- Combine two disposable masks
- Combine a KN95 mask with any other mask

 Children and face coverings

- Do not put on children under 2 years of age or older children who are unable to remove the covering themselves.
- Use ties or elastic that goes behind the head to help younger children keep the cover on.
- Consider using fun fabric patterns to encourage wear.

Face coverings are not surgical masks or N-95 respirators. Those are critical supplies that must be reserved for healthcare workers and other medical first responders.