



Date: June 19, 2020

To: All West Park Patients

From: Kim Cook, Vice President Programs, and Chief Nursing Executive

Re: Procedure masks for patients

Although we continue to see fewer cases of COVID-19 being reported daily across Ontario, community spread is still occurring. With restrictions easing and West Park re-opening outpatient care in a phased approach, physical distancing will be more difficult with more staff, patients and caregivers at the Centre.

To help keep our staff and patients safe, as of June 15 2020, all staff are required to wear a mask in inpatient units, outpatient areas, when out in common areas or when physical distancing cannot be maintained.

We are also asking patients going off their units to wear a procedure mask if tolerated. Patients will be provided with one procedure mask per day, and masks may be obtained from unit clerks or nursing staff. Masks should be worn in common areas within the hospital such as corridors, rotundas and lobbies, when going outdoors and during therapy if tolerated.

Please see below for *Tips for wearing and caring for your procedure masks* for additional information, and should you have any questions or require assistance with wearing your mask please speak with the unit Service Manager or a member of the unit staff. Further opportunities for education will be shared in the Patient and Community Update. If a procedure mask cannot be tolerated, please maintain physical distancing.

Thank you for your patience and please remember to wear your mask and practice physical distancing.

What are basic tips for wearing my mask?

- Wash your hands or use hand sanitizer before putting on and after removing the mask.
- Ensure that your nose and mouth are completely covered at all times
- While wearing the mask, do not touch it with your hands
- Wash your hands or use hand sanitizer any time you touch your mask or face
- Do not hang the mask around your neck or from your ear, or rest it on your head
- The mask can be worn for several hours

How do I safely remove the mask, and where should it be kept when I am not wearing it?

- Wash your hands or use hand sanitizer Remove the mask using the ear loops (the front of the mask may be contaminated, so do not touch it); remove mask slowly and carefully
- Store your mask with the inside facing upward on clean surface or inside a paper bag
- The mask may be put back on again after hands have been cleaned
- The paper bag used to store the mask must be discarded to avoid contamination