



How to put on a face mask

1. Clean your hands thoroughly with soap and water (for a minimum of 20 seconds) or hand sanitiser before touching the mask or removing it from its packaging. Dry your hands and make sure you do not touch any surfaces before you get your mask (like opening a door).
2. Remove a mask from its packaging and make sure the mask has no obvious tears, holes or faults. Avoid touching the front of the mask.
3. Identify the top of the mask (generally it has a stiff bendable edge that will mould to the shape of your nose) and the front of the mask (normally a mask is coloured on the front) with the white side towards your face.
4. If your mask has ear loops, hold the mask by the ear loops and place a loop around each ear. If your mask has ties bring the mask to nose level and place the ties over the crown of your head and tie with a bow (leave the bottom set of ties at this time).
5. If your mask has a band, hold the mask in your hands with the nose piece or top of the mask at your fingertips, the headbands will hang loosely below your hands, then bring the mask to your nose level and pull the top strap over your head to rest on the crown of your head, then pull the bottom strap all the way over your head to rest at the nape of your neck.
6. Pinch the stiff nose piece to the shape of your nose.
7. If your face mask has ties take the bottom ties (one in each hand) and tie at the nape of your neck with a bow.
8. Adjust the bottom of the mask over your mouth and under your chin.

How to remove a face mask

1. Clean your hands thoroughly with soap and water (for a minimum of 20 seconds) or hand sanitiser before touching the mask or removing it from its packaging. Dry your hands and avoid touching the front of the mask as it is a contaminated surface.
2. If you are wearing gloves you should remove your gloves and wash your hands before removing your mask. See our information on Gloves for how information on how to remove your gloves.
3. Only touch the ear loops, ties or bands.
4. If your mask has ear loops hold both of the ear loops and gently lift and pull the mask away from you and away from your face.
5. If your mask has ties untie the bottom bow first (at the nape of your neck), then untie the top bow and pull the mask away from your face as the ties are loosened.
6. If your mask has bands lift the bottom strap over your head first, then pull the top strap over your head and pull the mask away from you and away from your face.
7. Throw the mask in a sealed bin. Some masks must be disposed of in a biohazard bin if they have obvious contamination.
8. Clean your hands thoroughly with soap and water (for a minimum of 20 seconds) or hand sanitiser