

ACPHS requires anyone in a campus space (including but not limited to campus buildings, campus grounds, laboratories) to wear a face covering at all times, except when alone outside, or alone in a room, office or laboratory. Cloth face coverings are acceptable for most interactions on campus, unless otherwise specified. Employees who are required to wear a mask due to their job responsibilities or work environment will be provided with a mask(s) upon request. Please contact the Environmental Health and Safety Officer (Judy Meyers: Judith.meyers@acphs.edu) to request face coverings (masks). Whenever possible, faculty, staff and students should provide their own face coverings. Please see the guidelines below from the Centers for Disease Control and Prevention (CDC) about cloth face coverings.

Laboratory researchers should have two face coverings; one for working in the lab and one for general use outside of the lab. Masks that have been worn in a research lab should be removed prior to leaving the lab and replaced with a different mask to be worn outside of the lab. Single use masks should be disposed of in proper trash receptacles provided in the labs. Re-usable cloth masks should be placed in a bag with your name on in and laundered daily. See CDC [guidelines for wearing and laundering cloth face coverings](#). Instructions for donning and doffing face coverings and other PPE are available on the [COVID-19 intranet site](#).

Purchasing masks is challenging due to limited supplies and very high demand. ACPHS has a limited supply of surgical masks that are available for distribution to ACPHS employees for use while at work and for selected students (i.e., Collaboratory, Student-Operated Pharmacies, APPE rotations). In order to manage our supply and to coordinate purchase and distribution of masks, we are asking that all individuals with an essential need for surgical masks to submit a request to Judy Meyers, Environmental Health and Safety Officer (judith.meyers@acphs.edu). Please try to submit your request at least two weeks before the date that the masks are needed. The request must include the following information:

1. Name of Requester
2. Reason for the Request (i.e., intended users, the setting of use)
3. Number of Masks Requested (include total number and number of intended users)
4. Timeframe of Need (eg., masks needed from May 15-July 1)
5. Date Masks are Required
6. Indicate if other sources of masks/face coverings have been explored

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

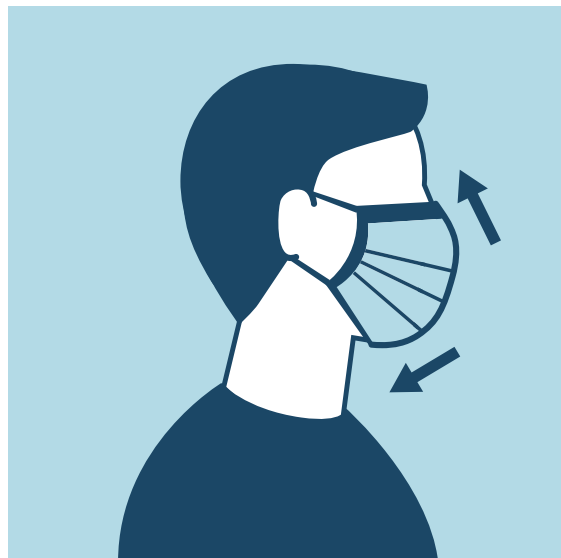
Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



cdc.gov/coronavirus

Coronavirus Disease 2019 (COVID-19)

How to Wash Cloth Face Coverings

Cloth face coverings are an additional step to help slow the spread of COVID-19 when combined with [every day preventive actions](#) and [social distancing](#) in public settings.

Cloth face coverings should be washed after each use. It is important to always [remove face coverings correctly](#) and [wash your hands](#) after handling or touching a used face covering.

How to clean

Washing machine

- You can include your face covering with your regular laundry.
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the face covering.



Washing by hand

- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) household bleach per gallon of room temperature water or
 - 4 teaspoons household bleach per quart of room temperature water
- Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection. Ensure the bleach product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
- Soak the face covering in the bleach solution for 5 minutes.
- Rinse thoroughly with cool or room temperature water.



Make sure to completely dry cloth face covering after washing.

How to dry

Dryer

- Use the highest heat setting and leave in the dryer until completely dry.



Air dry

- Lay flat and allow to completely dry. If possible, place the cloth face covering in direct sunlight.