

2020

Ski Maine Association

COVID-19 Readiness | Module 2



2020

Module 2: Personal Protective Equipment

An Explanation of How to Properly Utilize Personal Protective Equipment (PPE)

What is Personal Protective Equipment (PPE)?

2020

Learning Objectives

After reading this module, you will be able to answer the following questions:

1. What are the Guidelines for Masks and Face Coverings?
2. What is the Proper Way to Use Masks and Other Face Coverings?
3. What are the Best Practices for Utilizing Argyle Gloves?

Personal Protective Equipment

This section will explain how to properly utilize **Personal Protective Equipment (PPE)**. COVID-19 has caused many of us to be more familiar with PPE than we would like. Nonetheless, being able to properly use PPE will be an integral part of keeping your guests and coworkers safe at our facilities.

As much as possible, we are relying on supervisors and managers to formalize specific policies for their areas. Typically, there are many workspaces at a recreational ski facility that will naturally reduce the potential for COVID transmission. This module will provide a broad overview of PPE even though some of this information may not be relevant to your specific role. In our new COVID reality, employees should be prepared for the possibility of occasionally working outside of their normal roles.

Use Appropriate PPE

As stated in the header for this module, PPE is the abbreviation for Personal Protective Equipment. This includes **face masks, face shields, gloves** - anything that a person would wear intending to limit the spread of infectious diseases.

Part of our 'new normal' is the expectation that PPE will be worn in most work environments. This is especially true for employees that regularly interact with members of the general public. The Ski Maine Association has drafted policies that maximize our abilities to keep both employees and guests safe at Maine ski facilities. Precise PPE requirements may differ for employees depending on their specific job responsibilities.

Stipulations on the Mask

Ski Maine Association Face Mask Policy

Important points to remember about wearing masks and face coverings:

Employees must wear face mask coverings over their nose and mouth when in the presence of others. A face shield is acceptable instead of a mask.

Remember to avoid touching the mask while you're wearing it. You could accidentally contaminate your mask.

Your mask primarily protects those around you from being infected by you. Remember, people with COVID-19 can transmit the virus without showing any symptoms of the disease.

Stipulations on the Mask

Ski Maine Association Face Mask Policy

Because of this, all employees must keep strict **social distancing** between themselves and customers or other staff. That means keeping **6 feet** between yourself and the other person. This is for your protection and theirs.

Avoid touching your eyes, nose, and mouth when removing your mask, and always wash your hands or use a sanitizing gel after you remove your mask.

If you are using a reusable cloth mask, you should clean your cloth mask regularly. Clean your mask in a washing machine and dryer.

Mask and Face Coverings



Face Masks and Face Coverings

Cloth masks are an important tool in protection from the spread of the novel coronavirus. The CDC recommends wearing cloth face coverings in public settings where social distancing measures are difficult to maintain.

Face Covering Guidelines from the CDC

Cloth face coverings should—

- ✓ **Cover the nose and chin**
- ✓ **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 the shape**

Be careful when putting on or removing a face mask. There is a proper way and an improper way to wear and remove a face mask.

Watch this video below from the [World Health Organization](#) on the following page for the best practices for donning and removing a face mask. Keep in mind, mask types may differ, but there is still a proper way and an improper way to wear a protective face covering.



Role-Related PPE

Some employees are required to wear gloves, either nitrile gloves or work gloves. This is especially true for employees in housekeeping, maintenance, and retail positions.

Glove Guidelines

Gloves are an important part of your Personal Protective Equipment, and it is important to learn how to properly put them on and take them off. Checking your gloves for holes or tears is an important step for both nitrile gloves as well as work gloves. The following steps will cover how to safely put on nitrile gloves.

Putting on Disposable Nitrile Gloves



1

Remove one glove from the package and inspect it to be sure no pinholes or tears are present.



2

If gloves are ambidextrous, they can be worn on either hand. If not, align the glove's fingers and thumb with the proper hand before donning.



3

Insert five fingers into the cuff and pull the cuff over the wrist.



4

Check for a secure fit around the fingers and palm. The cuff should fit snugly around the wrist.

Step 5:
Repeat with
the other
hand.

Gloves

After Wearing

After being worn, it is important to act as though your gloves have become contaminated, to protect yourself from any possible contaminant. The goal of these steps is to reduce the possibility of touching the outside of your gloves with your bare skin. If you're wearing work gloves, remove your gloves and clean them thoroughly for reuse. Always wash your hands after removing gloves. Nitrile gloves are disposable. Follow these steps to remove nitrile gloves safely.

Taking Off Gloves



1

Grasp the outside edge of the glove near the wrist.



2

Peel the glove away from the hand, turning it inside out. Hold it in the opposite gloved hand.



3

Slide an ungloved finger under the wrist of the remaining glove, being careful not to touch the outside of the glove.



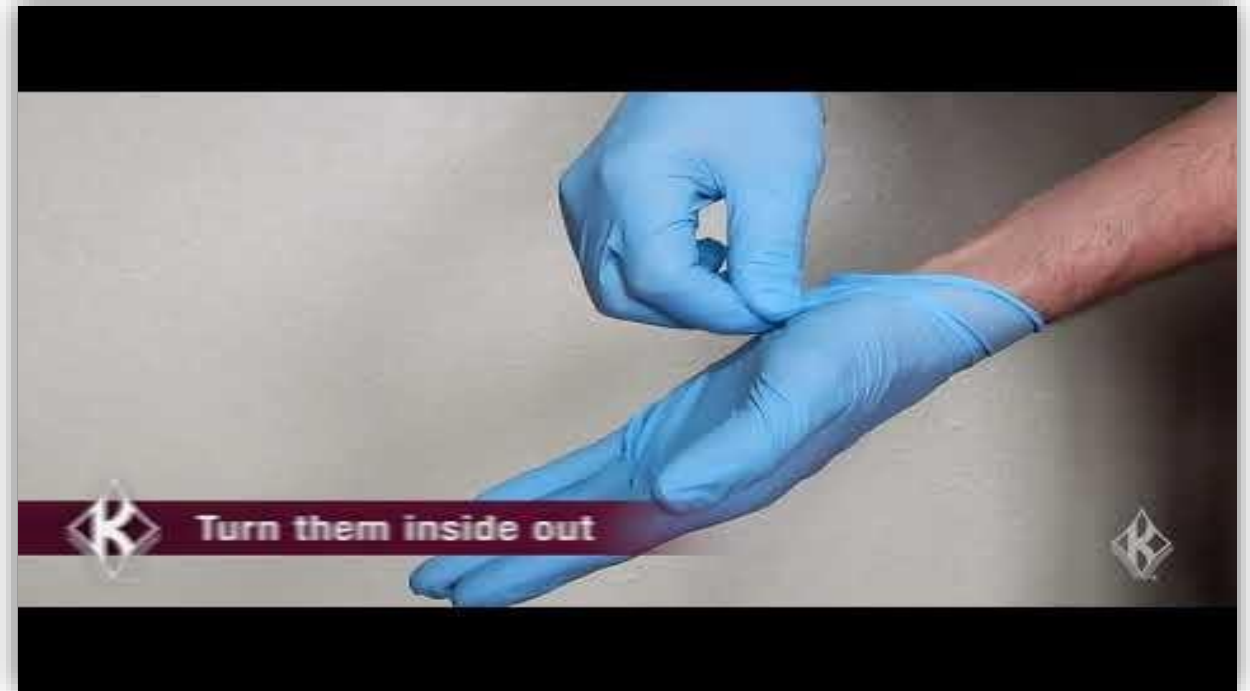
4

Peel the remaining glove off from the inside, creating a "bag" containing both gloves. Discard.

Step 5: Discard both nitrile gloves in an approved disposal container. Wash your hands.

Utilize with Caution...

Review the following video to ensure you understand how to put on and take off the disposable nitrile gloves. Click the LINK below to access the video. [Guide to Donning and Doffing Disposable Gloves - How to Maximize Protection Against Contamination.](#)



PPE Quick Check



STOP

**CHECK YOUR KNOWLEDGE OF
PERSONAL PROTECTIVE
EQUIPMENT BY ACCESSING THE
PPE QUICK CHECK.**

**CLICK THIS LINK TO ACCESS
THE PPE QUICK CHECK.**

**THE GOAL IS TO SCORE AT LEAST
80% BEFORE MOVING ON TO
MODULE 3**