

### **Hand washing with soap step 1 a**

Wet hands – take a portion of soap

### **Hand disinfection step 1 b**

Hands must be dry – take a portion of hand disinfectant

### **Putting on step 2**

Hold mask straps with both hands, use the upper straps to stretch the mask, place the upper part of the mask on the bridge of the nose

### **Putting on step 2 a**

Mask with ear loops Pull the loop straps over the ears from above, and pull on the straps at the bottom until the chin is covered

### **Putting on step 2 b**

Tie-on masks  
Pass the upper straps behind the ears and fasten at the back of the head. Stretch the lower straps near to the mask using both hands, and fasten below the ears at the neck

**The mask must completely cover both mouth and nose and must sit tight**

### **Removal step 3**

pull the ear loops over the ears and remove by pulling forwards.  
First untie the lower straps, then the upper ones, and use both hands to stretch the mask as you remove it forwards.

### **Cleaning step 4**

dispose of used masks in the bin or in a container, do not touch the outer surface of the mask, store there until ready to be recycled

### **Hand washing step 5**

after removing the mask, wash your hands thoroughly with soap; if this is not possible, it is essential that you disinfect your hands

**Avoid touching your face or the mask – if you do touch it accidentally, wash / disinfect your hands**

### **Temporary storage**

interim storage possible, only with personalisation, hanging freely wherever possible, do not touch the outer surface with your hands or face

### **Changing the mask**

in the event it gets wet, or after a maximum of 4 hours