



CLEVELAND DIVISION OF POLICE

DIVISIONAL NOTICE

DATE: APRIL 9, 2020	NUMBER: 20-124
SUBJECT: PERSONAL PROTECTIVE GEAR PROTOCOLS (PPE) - N95 FACEMASKS	
CHIEF: <i>Calvin D. Williams, Chief</i>	PAGE(S): 1 of 3

The Cleveland Division of Police (CDP) is committed to protecting our members during the COVID-19 pandemic, in part by responding to the latest updates and information coming from the CDC and Public Health officials. Based on most recent CDC guidelines, members should wear N95 facemasks (respirators) when exposed to other individuals in their workspace and on calls for service. The Division is therefore making the wearing of N95 masks mandatory. This directive is meant to provide guidance as to the proper use, reuse, and storage of N95 masks. Supervisors shall continue to remind members of the recommended safety practices and emphasize social distancing and other hygienic practices sent in earlier divisional notices.

The N95 facemasks are intended for multiple uses and provide highly effective protection in cases where it may be difficult to maintain proper social distancing. Manufacturer specifications indicate the N95 masks have a 30-day/40-hour life. The N95 is the preferred facemask of the Cleveland Medical Examiner's (ME's) office. The ME's office routinely reuses the N95, discarding them if they are soiled with body fluids or if the straps break or tear. There is a significant shortage of N95 masks nationwide, which makes it essential to optimize supplies. (Retention in a paper bag is critical and members should not discard masks, which may potentially be treated and returned to service.) All masks should be marked with officers' badge numbers for future recycling. (A program for treating and recycling masks is being developed.)

Currently, N95 masks are available to frontline personnel and specialized units. Individuals who are working in a private office or secluded workspace need not wear an N95 mask while at work. Each frontline employee will be issued two N95 masks, each of which can be used for a maximum of three days. After using three days, the mask should be placed in a paper bag as described below and labeled, "Day 3". On or after the fourth day, the mask should be ready for use and virus free since the virus is believed to survive on these surfaces for three days.

The Division is exploring sources for cloth masks that will be made available to all members who are continuing to report to work at Division facilities.

Note: "Surgical masks (See DN 20-126) do NOT replace the wearing/donning of an N95 mask. Surgical masks are intended to be used on (non-Division) persons (i.e., arrestees, assisted citizens) during a COVID-19 and/or suspected COVID-19 encounter or call for service."

Guidelines for N95 Facemask Placement (Donning):

- Thoroughly inspect the facemask for damage/wear and tear.
- Place the N95 mask with the blue color outward. The white interior surface is designed for moisture absorption and wearing it inside out will bypass the surface functions of each side of the mask.
- Ensure the mask conforms and fits properly to the face.

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- Press the nosepiece and contour under the eyes.
- Proper placement and security should decrease the need and desire to touch the outer surface of the mask.
- If necessary, to adjust or reposition the mask, attempt to manipulate from the outer edges or ear loops rather than making contact with the frontal surface.
- DO NOT place the mask on your forehead, neck nor just unloop it on one side. If there is a need to doff the mask, remove it completely from the face to prevent inadvertent contamination to the head, neck or face.

Guidelines for N95 Facemask Removal (Doffing) and Storage:

- Change the surgical mask if it becomes wet from perspiration, exhalation, or material splattered during a face-to-face interaction, or by any other means.
- Indicators that a mask is too saturated to be effective include, increased respiratory effort needed to move air through the mask, inability to maintain adherence to the face, and tearing.
- Replace the mask if is torn, damaged, or no longer able to be effective as described above.
- Remove the mask by the ties or loops, tilting the head forward as the mask is removed and placed to the side.
- Removal of the mask should occur away from other individuals to prevent any inadvertent shedding of material.
- Remove the mask during hydration and eating. Follow removal procedures as above.
- Care should be taken to ensure that individuals do not touch the outer surfaces of the mask during care, and that mask removal and replacement be done in a careful and deliberate manner.
- If the N95 mask does not need to be replaced (see conditions above), it may be reused on a limited basis.
- N95 masks should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. (Basically form a clam shell with the outside surface folded against itself and inserted into the package with the folded edge outward).
- The folded mask should be stored between uses in a clean sealable paper bag or breathable container. The use of a plastic bag or Ziploc-type bag should be avoided since they will retain moisture, not allowing the mask to dry leading to potential mold growth on the mask.

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- If reusable, N95 masks should not be thrown away but stored for future use as described above.
- The longevity of each person's mask and its ability to be reused may vary depending on the weather, type of enforcement activity, and the individual.

Links to additional N95 guidance:

<https://www.youtube.com/watch?v=HluIkTbTBIw>

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/face-masks.html>

Members may supplement the N95 masks with simple eye protection to ensure the mucous membranes of the eye (as a portal of entry) are offered some level of protection. Additionally, eye protection may add a reminder to not rub the eyes with potentially contaminated hands. Members may use their own eyewear and a limited supply of goggles are currently available in the Supply Unit with more on order.

Link to additional eye protection guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/eye-protection.html>

Members shall undertake frequent hand hygiene throughout their tour of duty with particular attention during any manipulation of the mask surface, doffing the mask, after donning the mask during re-use, and after contact with environmental surfaces. It is important to wash or sanitize your hands IMMEDIATELY after you remove and store your mask. There is no particular harm in placing a small amount of sanitizer on the outside of the mask during manipulation.



Example of N95 Facemask (Respirator)