



CORONA-NORCO USD

COVID-19 Prevention Program

This COVID Prevention Program (CPP) is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Authority and Responsibility

Tracy Payne, Director, Risk Management, has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the *Appendix A: Identification of COVID-19 Hazards* form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the *Appendix B: COVID-19 Inspections form* as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by notifying their direct supervisor of any identified hazards in need of evaluation.

Employee & Student screening and testing

Staff and Parents/Students are to self-screen for symptoms and exposures prior to arrival at school and/or work according to the CDPH guidelines.

COVID-19 testing

- COVID-19 testing will be provided to all employees in an exposed workplace (3 or more cases in an exposed group of employees) except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours through our affiliated vendors.
- COVID-19 testing consists of the following:
 - All employees in an exposed workplace will be provided testing opportunities and then offered a second test one week following the test date. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in the exposed workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the *Appendix B: COVID-19 Inspections* form, and corrected in an urgent manner based on the severity of the hazards, as follows:

- The severity of the hazard will be assessed and correction time frames assigned, accordingly.
- School Site Administrators are identified as being responsible for timely correction.
- Risk Management will oversee the correction to ensure it is completed timely.

Control of COVID-19 Hazards

Physical Distancing

Employees are not required to physical distance regardless of vaccination status with the following exceptions:

- Employer may implement physical distancing during an outbreak (3 or more cases in an exposed group of employees).
- Employers must implement physical distancing and barrier during a major outbreak (20 or more cases in an exposed group of employees).

Face Coverings

We provide clean, undamaged face coverings and ensure students and staff properly wear them over the nose and mouth. Face coverings are not required to be worn **outdoors**. Face coverings will be worn when **indoors** during times when student programs are in session as required by orders from the California Department of Public Health (CDPH). Single-use facemasks will be available for employees who request them. All visitors **must** wear a facemask indoors at school sites while student programs are in session. If they do not have a facemask, one will be provided.

Employees can attest to vaccination status and those who decline will be considered unvaccinated. Unvaccinated and/or undeclared employees may request a respirator for voluntary use through Human Resources. Appendix C must be completed prior to issuance.

The following are exceptions to the use of face coverings:

- Fully vaccinated employees are exempt from wearing a face covering at administrative buildings, school sites before/after hours, or other locations where students are not present.
- While eating and drinking at the workplace.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Individuals who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. An exemption form must be submitted to school sites for students. The accommodation process will be handled through Human Resources for employees.

We shall not prevent any employee from wearing a face covering when not required by this section, unless it would create a safety hazard.

Engineering controls

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- The ventilation system will be properly maintained and adjusted by our HVAC Technicians.
- Our HVAC units have hospital grade antimicrobial filters and adjusted for increased filtration efficiency to the highest level compatible with the existing ventilation system.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures indoor spaces:

Indoor Spaces

Indoor spaces will be disinfected when students and staff are not present.

- Indoor spaces are cleaned daily.
- High contact food service areas will be cleaned between uses.

COVID-19 Exposed Areas

Support Services and site custodians will be notified by Human Resources of any identified area where a positive COVID-19 individual was present.

- The area will be closed for deep cleaning and disinfecting.
- Disinfecting will occur after school hours when students are not present.

Cleaning Products

“Custodial” cleaning and disinfecting products are approved for use against COVID-19 on the Environmental Protection Agency (EPA) – approved list “N”. These products contain asthma-safer ingredients which are recommended by the US EPA Design for Environment Program. Application of products used also comply with the Healthy Schools Act.

- High touch surfaces will be cleaned throughout the day.
 - Classrooms and office areas are supplied with the H2Orange2 spray cleaner and are encouraged to be used by non-custodial staff.
- Custodial staff will use disinfectant when students and staff are not present.
 - Disinfectant will be provided in the custodial dissolution centers for use in spray bottles and electrostatic foggers. Disinfectant must be wiped off surfaces when spray bottle application is used.
 - Disinfectant will also be used in the electrostatic fogger with no wiping required. Custodial staff will spray upwards while exiting the room. Chemical attaches and disinfects surfaces with no wiping down required. Space may be occupied 15 minutes after disinfecting occurs.
- Staff may use disinfectant wipes, if they have completed the Integrated Pest Management (IPM) online training.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Staff members have access to cleaning products at every work location.

Hand sanitizing

The use of handwashing facilities is encouraged, as handwashing for 20 seconds is most effective against coronavirus.

- Encourage and allow time for employee handwashing.
- Provide employees with an effective hand sanitizer at every workstation

- The use of hand sanitizer is not effective when used on visibly soiled hands.
- Encourage employees to wash their hands for at least 20 seconds each time.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Investigating and Responding to COVID-19 Cases

Employees who had potential COVID-19 exposure in our workplace will be:

- Offered COVID-19 testing at no cost during their working hours.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

COVID-19 Protocol

When CNUSD receives confirmation of an **employee or student tested positive for COVID-19, is subject to a COVID-19-related order to isolate, or has died due to COVID-19**, the following protocols will be followed:

- Determine the day and time the individual was last present at the workplace
- To the extent possible, determine the date of the positive COVID-19 test and/or diagnosis and the date the employee first had one or more symptoms, if experienced
- Within one business day, general notice will be sent to the site/department, the applicable labor representatives, and the employer of any independent contractor present at the workplace with information that an employee tested positive for COVID-19
- CNUSD Dashboard will be updated if there is a confirmed campus exposure
- Persons who are identified as having close contact (closer than 6-feet for a cumulative 15 minutes within a 24-hour period) will be contacted and sent home to quarantine for 10-days from the date of exposure. If not symptomatic, may return after 1=day 10.
 - **A written follow-up notice for close contact exposed person will include:**
 - If known, date of potential exposure
 - Information on incubation period and safety protocols to limit exposure
 - Phone numbers to schedule an appointment at local testing site
 - District contact information for Human Resources for staff and Student Services for students.
 - Employee leave information.

- Return to work or school protocol.
- Exposed workplace (e.g. desks, furniture, surfaces, restrooms, classrooms, conference rooms, etc.) will be disinfected when students and staff are not present.
- An investigation shall be made to determine whether any workplace condition could have contributed to the risk of COVID-19 exposure and what may be done to reduce the risk.

Employee or Student who has symptoms AND has NOT been in close contact (closer than 6-feet for a cumulative 15 minutes within a 24-hour period) with a COVID-19 positive person. Students will go to a designated isolation area until they can be picked up by a parent or guardian. Staff will be sent home.

- One or more symptoms: A medical note stating individual can return. Individual must be fever free for 24 hours without taking fever-reducing medication AND symptoms have improved.
- Negative SARS-CoV-2 PCR test***: Proof of a negative COVID test AND is fever free for 24 hours without taking fever-reducing medication, AND symptoms have improved.
- Positive SARS-CoV-2 PCR test***: Individual cannot return until **10 days** have passed since the testing date AND is fever free for 24 hours without taking fever-reducing medication AND symptoms have improved.
- Did not see a doctor, or did not get tested: cannot return to school until at least 10 days have passed since the first day when the symptoms started, AND is fever free for 24 hours without taking fever-reducing medication AND symptoms have improved.

Employee or student who has no symptoms, but reports has been in close contact (closer than 6-feet for a cumulative 15 minutes within a 24-hour period) with a COVID-19 positive person.

- The Nurse assigned to contact tracing (students) or Human Resources (staff) will contact the person to verify if they have been in close contact with the COVID-19 positive person.
- If NO, the student or staff member did not have close contact they can return to school or work.
- If YES, close contact occurred:
 - Send home.
 - They must stay home (quarantine) for **10 days** even if the COVID-19 test is negative due to the individual close contact exposure is to a positive case. If the individual was exposed and the case was negative, quarantine is not required.
 - Consult with your School Nurse (students) or Human Resources (staff) who will guide you with next steps.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms, possible exposures, and possible hazards to: Risk Management.
- Employees can report symptoms and hazards without fear of reprisal.
- Employees will be referred to Human Resources if they require accommodation with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, employees and students can access COVID-19 testing through their Health Plan and/or Community Testing Sites
- In the event we are required to provide available testing opportunities due to a workplace exposure or outbreak, we will communicate the testing options and inform affected individuals of the reason for the testing and the possible consequences of a positive test.
- Parents will receive a phone call and written notification if their student has been exposed at a school site. The notice will include date of exposure, testing locations, and return to school protocol.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures may be obtained by contacting Risk Management.

Training and Instruction

We will provide effective (on-going) training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Proper use of PPE for Identified groups with potential for higher exposure.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever the COVID-19 exposure is work related in compliance with California Education Code and Collective Bargaining Agreements.
- Providing employees at the time of exclusion with information on available benefits.

Return to Work/School Protocol

Employees and Students with symptoms and a laboratory confirmed positive COVID-19 test.

- At least 24 hours have passed since resolution of fever of 100.4 or higher without use of fever reducing medications; and
- At least 10 days have passed since their last positive test; and
- Other symptoms have improved.

Employees and Students without symptoms and a laboratory confirmed positive COVID-19 test.

- A minimum of 10 days has passed since the specimen collection date of their last positive COVID-19 test.
- If symptoms develop, then the criteria for Symptomatic Positive cases will apply.

If an order to isolate and/or quarantine an employee is issued by a local or state health official, the employee shall not return to work until the period of isolation and/or quarantine is completed or the order is lifted. If no period was specified, then the period shall be 10 days from the time the order was effective.

A negative COVID-19 test shall not be required to return to work/school.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

- The employer shall keep a record of and track all COVID-19 cases and students and staff that refuse to test. Record will include employee's/student's name, contact information, occupation (if applicable, location where they worked/school site, the date of the last day on campus, and the date of a positive COVID-19 test. Medical information shall be kept confidential. The information shall be made available to employees, authorized representatives, or as otherwise required by law, with personal identifying information removed.

Multiple COVID-19 Infections and COVID-19 Outbreaks

An outbreak is defined as three or more cases in an exposed workplace within a 14-day period or if the workplace has been identified by a local health department as the location of a COVID-19 outbreak. This section of CPP will stay in effect until there are no new COVID-19 cases detected in the exposed workplace for a 14-day period.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours through our affiliated vendors.
- COVID-19 testing consists of the following:
 - All employees in an exposed workplace will be provided testing opportunities and then offered a second test one week following the test date. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in the exposed workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Respiratory protection.

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in an exposed workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Major COVID-19 Outbreaks

A major outbreak is defined as 20 or more cases in an exposed workplace within a 30-day period. This section of CPP will stay in effect until there are no new COVID-19 cases detected in the exposed workplace for a 14-day period.

COVID-19 testing

We will provide opportunities for a twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 hazard correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- We will evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at an exposed workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.

APPENDIX A: IDENTIFICATION OF COVID-19 HAZARDS

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: [enter name(s)]

Date: [enter date]

Name(s) of employee and authorized employee representative that participated: [enter name(s)]

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

APPENDIX B: COVID-19 INSPECTIONS

Date: **[enter date]**

Name of person conducting the inspection: **[enter names]**

Work location evaluated: **[enter information]**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Additional Controls			
Additional Controls			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			

Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Additional Controls			
Additional Controls			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
Additional Controls			

**Information and Acknowledgment Form for Employees using Respirators When
Not Required Under the Title 8 CCR 5144 Appendix C,
Corona-Norco Unified School District**

On June 17, 2021, the California Division of Occupational Safety and Health (Cal/OSHA) Standards Board adopted revised COVID-19 prevention emergency temporary standards (ETS) for COVID-19 prevention. The new language states: Upon request, employers shall provide respirators for voluntary use in compliance with subsection 5144(c)(2) to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person.

You have indicated that you wish to voluntarily wear a respiratory protection device. The following information is required by OSHA to be supplied to employees who wish to use respiratory protection devices voluntarily. Please read this information and sign the form to indicate that you have received this information:

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations as well as the limitations of a dust mask.

Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the US Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.

Do not wear your respirator/dust mask into atmospheres containing contaminants for which your respirator/dust mask is not designed to protect against. For example, a respirator/dust mask designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.

Keep track of your respirator/dust mask so that you do not mistakenly use someone else's respirator/dust mask.

APPENDIX C & SUPPLEMENT TO Title 8 CCR 5144 APPENDIX C ACCEPTANCE

I acknowledge that I have read the information in this document and have received a copy of the information for voluntary use of respirators when not required under the Standard T8 CCR 5144. I will receive a signed copy of this document from my supervisor for my records.

Employee's Name (Print)

School Site/ Department

Employee's Signature

Date

Helping You Wear it Right

Particulate Respirator

Application

Always read and follow User Instructions.



1 Cup the respirator in your hand with the nosepiece at fingertips, allowing the head straps to hang freely below hand.



2 Position the respirator under your chin with the nosepiece up.



3 While holding the respirator in place, pull the top strap over your head so it rests high on the back of your head.



4 While continuing to hold the respirator firmly in place, pull the bottom strap over your head and position it around your neck, below your ears. Untwist the straps. Position the respirator low on your nose.



5 Using both hands, mold the nosepiece to the shape of your nose by pushing inward while moving your fingertips down both sides of the nosepiece.

Note: Always use two hands when molding nosepiece. Pinching with one hand may result in improper fit and less effective respirator performance.



Perform a User Seal Check

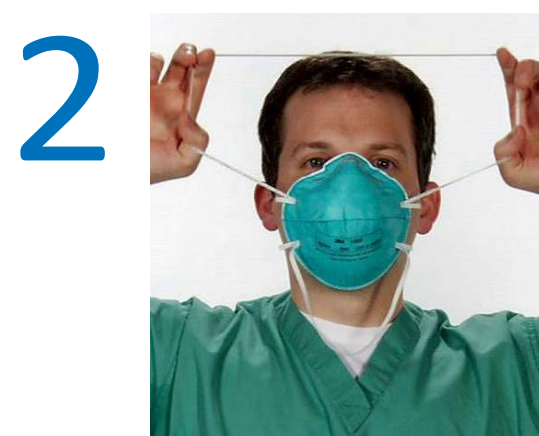
Check the seal of your respirator each time you use the respirator.

To perform the user seal check, place both hands completely over the respirator, being careful not to disturb the position, and exhale sharply. If air leaks around your nose, adjust the nosepiece as described in step 5. If air leaks at respirator edges, adjust the straps back along the sides of your head. Perform seal check again if an adjustment is made. **If you cannot achieve a proper fit, see your supervisor. Do not enter area requiring respirator use.**

Removal



1 Without touching the respirator, slowly lift the bottom strap from around your neck up and over your head.



2 Lift off the top strap. Do not touch the respirator.



3 Store or discard according to your facility's infection control policy.

WARNING

Respirators help protect against certain airborne contaminants. Before use, the wearer must read and understand the *User Instructions* provided as a part of the product packaging. Follow all local regulations. In the U.S., a written respiratory protection program must be implemented meeting all the requirements of OSHA 29 CFR 1910.134 including training, fit testing and medical evaluation. In Canada, CSA standards Z94.4 requirements must be met and/or requirements of the applicable jurisdiction, as appropriate. **Misuse may result in sickness or death.** For correct use, consult supervisor and *User Instructions*, or call 3M Personal Safety Division (PSD) Technical Service in the U.S.A. at 1-800-243-4630. In Canada, call 1-800-267-4414.