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TO: Premier Health Staff

FROM: Roberto Colon, MD, system vice president of quality and safety  
Allison Wentland, director, infection control and prevention

DATE: March 18, 2020

RE: **Medical Mask Conservation**

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In response to the demand for protective medical masks during the COVID-19 coronavirus outbreak, Premier Health is taking proactive measures to conserve medical masks. Employees who use provided medical masks are asked to follow new procedures to ensure we maintain an adequate supply of masks within our hospitals.

Employees who use medical masks are encouraged to reuse their mask for the duration of their shift. Masks should be labeled with the employee's name or initials and kept in a sanitary place, such as a bag or in a secure pocket.

If a mask has holes, rips, tears, or contamination, it should be thrown away and a new mask should be instituted.

As a reminder, masks are only to be used in patients' room that require PPE. Masks cannot be worn in the hallway or other non-patient care areas.

Premier Health is committed to keeping our employees, patients, and their families safe during this pandemic. Your willingness to follow these guidelines will help us keep our community safe.