



How to Properly Put on and Take off a Disposable Respirator

State Security Agency does not require employees to wear respirator, but highly recommend for the health and safety of our employees and those around them, if you choose to wear a respirator at work, please follow the instructions here. **WASH YOUR HANDS THOROUGHLY BEFORE PUTTING ON AND TAKING OFF THE RESPIRATOR.** Inspect the respirator for damage. If your respirator appears damaged, **DO NOT USE IT.** Replace it with a new one. Do not allow facial hair, hair, jewelry, glasses, clothing, or anything else to prevent proper placement or come between your face and the respirator. Follow the instructions that come with your respirator and company reuse procedure

Putting On The Respirator



Position the respirator in your hands with the nose piece at your fingertips.



Cup the respirator in your hand allowing the headbands to hang below your hand. Hold the respirator under your chin with the nosepiece up.



The top strap (on single or double strap respirators) goes over and rests at the top back of your head. The bottom strap is positioned around the neck and below the ears. Do not crisscross straps.



Place your fingertips from both hands at the top of the metal nose clip (if present). Slide fingertips down both sides of the metal strip to mold the nose area to the shape of your nose.

Checking Your Seal²



Place both hands over the respirator, take a quick breath in to check whether the respirator seals tightly to the face.



Place both hands completely over the respirator and exhale. If you feel leakage, there is not a proper seal.



If air leaks around the nose, readjust the nosepiece as described. If air leaks at the mask edges, re-adjust the straps along the sides of your head until a proper seal is achieved.



If you cannot achieve a proper seal due to air leakage, ask for help or try a different size or model.

Reusing, Rotating and Removing Your Respirator



Get paper bag, write your name and date on bag. Confirm with Supervisor and location on where to store N95



DO NOT TOUCH the front of the respirator! It may be contaminated!



Remove by pulling the bottom strap over back of head, followed by the top strap, without touching the respirator.



Insert N95 for later reuse. **WASH YOUR HANDS!**



After 72 hours, remove N95 from bag, being careful not to touch inside of mask. Write the date of reused (max 5x)

During a national pandemic, State Security Agency complies with the OSHA Volunteer Respiratory Protection Standard, 29 CFR 1910.134. It is not required but will provide respirators to employees who wish to use them while at work. Confirm with Supervisor specific location requirements and procedures. Refer to SSA Employee Handbook for company RPP policy and/or contact your Supervisor for specific questions



CS 207843
DHHS (NIOSH) Publication No. 2010-133