

# N95 Distribution Process

Anesthesia and  
Surgery Follow  
Current Process

At Start of Shift Proceed to Conference Room F

New Mask Needed

- Must have badge to be scanned and working in ED/Critical Care/ 5P/L&D/EVS/Therapy/Radiology/ Micro Lab/Respiratory/PTC and Providers.
- New mask will be logged and audited to ensure N95 use is consistent with guidelines to ensure sustainable supply.

Sterilized Mask Pickup

Obtain Mask From  
Reprocessing Bin  
(Alphabetized)

Mask  
Unavailable or  
Damaged

Return To Work

Process from 0630 to 2330  
After Hours Contact  
Nursing Supervisor

- Perform inspection of N95 mask including seal test.
- For new masks, write your first initial and last name on the right side of the front of the mask with a Sharpie.
- Write number on front left side of mask indicating 1<sup>st</sup> or 2<sup>nd</sup> use.
- Write your name on a paper bag and use for mask storage during the day.

## In Work Area Prior to Leaving:

- Obtain a Tyvek sterilization pouch on the **unit where you are working**.
- Perform hand hygiene and don gloves.
- LEGIBLY write LAST NAME, first name and date on pouch flap with Sharpie.
- Place mask in sterilization pouch, seal tightly (to assure sterilization) and throw away brown paper bag.
- Doff gloves and perform hand hygiene.

## Proceed to Departmental Dropoff:

- Bins for mask sterilization drop off will be located in your work area.
- Place your marked, sealed pouch in the bin.
- Perform hand hygiene.