
To: All Staff
From: Brad Saunders, CEO
Date: May 12, 2020
Re: New Face Shields and Surgical Masks

The proper use of personal protective equipment (PPE) is critical to managing the COVID-19 pandemic. We have communicated frequently about PPE and how to safely don (put on) and doff (take-off) gowns, gloves, masks, and face coverings. We have also updated our policies on use of PPE as new advice from public health authorities becomes available.

Face Shields

Last week, everyone working in our group homes received their own reusable face shield. These shields are meant to replace the safety glasses you are using now. They were delivered to our homes in packs of 20 along with instructions on how to assemble and sanitize your face shield. The instructions are also attached to this email, and you can watch a video on how to assemble your face shield by clicking [here](#). Remember to sanitize your face shield after every use. Please take a moment to both assemble your face shield and write your name on your bag.

Surgical Masks

In addition to using your face shield, remember to always use a surgical mask while at work. You must always keep your mask on, other than when eating or on break. Before putting it on, make sure your mask is in good condition by checking for rips in the fabric and frayed elastic ear loops. Any frayed or ripped masks should be bagged and returned to your supervisor.

We have all learned a lot about PPE and how to use it over the past few months. I know it can be uncomfortable, and sometimes difficult to remember all the steps involved. Thank you for your patience in adapting to these new requirements.

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