



# Town of Creston COUNCIL POLICY

POLICY: SER-003-050

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## Town Hall Re-Opening (Covid-19 Pandemic)

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**PURPOSE** WorkSafe BC requires a plan for public facilities to resume operations following COVID-19 related closures.

**SCOPE** All Town of Creston Employees

**POLICY** The Town of Creston has developed a Return to Work Plan (the Plan) now that the pandemic curve is flattening. This Plan represents the minimum standards that employers must meet based on the information from the Provincial Health Officer (PHO), the Ministry of Health, the Province of BC and WorkSafe BC. The Town of Creston will continue to take direction from the PHO and the Provincial Government.

To develop the Plan, a hazard analysis was completed based on the Hierarchy of Controls for COVID-19 as recommended by the PHO. This framework addresses Physical Distancing followed by Engineering Controls, Administrative Controls and lastly, Personal Protective Equipment (PPE) to reduce transmission. The application of these control measures will assist in mitigating potential hazards to maintain a safe workplace.

**REFERENCE** Provincial Medical Health Officer's Order: Workplace COVID-19 Safety Plans.

### GUIDELINES:

#### Hazard Analysis

1.0 A portion of the Plan relies on the implementation of the associated Safe Work Procedure (SWP) (Appendix A) which contains more details with respect to the mitigations listed in the table.

HAZARDS	CONTROL	MITIGATION
<ol style="list-style-type: none"><li>1. High Touch surfaces, including furniture, that are potentially contaminated with coronavirus particles.</li><li>2. Inadvertent exposure to a viral contagion or inadvertent contamination of a shared workspace or common area with easily transmissible viral particles.</li><li>3. Exposure to disinfectants, nitrile/latex gloves and environmental sensitivities.</li><li>4. Mental health distress/anxiety</li></ol>	<b>Physical</b>	<ul style="list-style-type: none"><li>• Signage will be installed regarding physical distancing including visual cues (step markers) for areas where customers are required to queue.</li><li>• Common areas (public and employee) will be arranged to allow for physical distancing.</li><li>• Alternative solutions to conducting business meetings should be considered</li><li>• Cleaning/disinfecting procedures for workspace, shared workspaces and common areas to reduce surfaces that may potentially be contaminated with coronavirus particles will be considered.</li><li>• Utilize personal stylus pen.</li><li>• Pens will be designated for public use only and sanitized regularly.</li></ul>

HAZARDS	CONTROL	MITIGATION
1. High Touch surfaces, including furniture, that are potentially contaminated with coronavirus particles. 2. Inadvertent exposure to a viral contagion or inadvertent contamination of a shared workspace or common area with easily transmissible viral particles. 3. Exposure to disinfectants, nitrile/latex gloves and environmental sensitivities. 4. Mental health distress/anxiety	<b>Engineered            (i.e. Renovations)</b>	<ul style="list-style-type: none"> <li>• Counter workspaces require physical barriers installed.</li> <li>• Workspaces require physical distancing or barriers installed.</li> <li>• Provide means for the general public to provide payment with minimal or no contact with staff</li> <li>• Place hand sanitizer station near entrance doors, pay station and other high touch locations for customers and employees</li> <li>• Remove lids from garbage receptacles to allow "no-touch" disposal</li> <li>• Remove unnecessary furniture.</li> <li>• Control entry and exit and number of customers into and from the building.</li> </ul>
	<b>Administrative</b>	Provide a Safe Work Procedure that addresses the following: <ul style="list-style-type: none"> <li>• Self-monitoring</li> <li>• Guidance on document/cash handling</li> <li>• Cleaning/disinfecting procedures</li> <li>• Signage</li> <li>• Number of customers in the building at any time.</li> <li>• Stress, anxiety and mental health awareness</li> <li>• Proper hygiene practices</li> </ul>
	<b>Personal Protective Equipment (PPE)</b>	Information regarding use of PPE will be addressed in the Safe Work Procedure (SWP).

Hazard Analysis

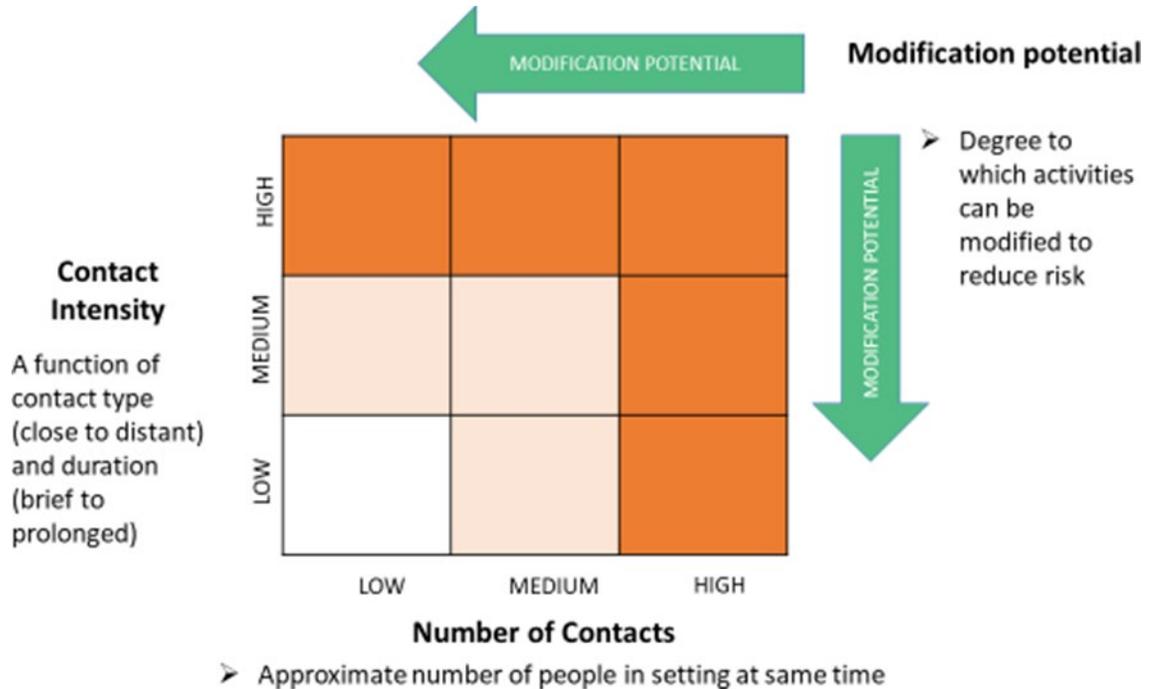
2.0 To address COVID-19 health and safety concerns in the workplace, the Chief Administrative Officer (CAO), or Managers as directed by the CAO, will communicate updates with respect to the pandemic response and necessary changes or actions required.

Risk Matrix

3.0 The risk of transmission in organizational settings and public institutions is subject to two variables that need modification to reduce transmission risk:

- Contact intensity (how close you are to someone and for how long);
- Number of contacts (how many people are in the same setting at the same time).

4.0 The risk matrix below demonstrates how, through modifications, risk can be lowered:



5.0 Modifying from high to low can be based on a range of actions:

- a) Physical distancing measures – to reduce density of people
- b) Engineering controls – physical barriers, increased ventilation
- c) Administrative controls – Safe Work Procedures
- d) PPE – Non-medical masks

**GENERAL GUIDELINES**

**6.0 STAYING INFORMED**

Employees are encouraged to stay up-to-date and informed on the pandemic and follow public health advice, as information may change from time to time.

**7.0 MONITORING OF SYMPTOMS**

- a) Pre-mitigation, including reporting and self-screening, will help to identify possible COVID- 19 positive employees and proactively remove risks that they could inadvertently introduce coronavirus into the workplace.
- b) Employees with COVID-19 symptoms must stay home and consult their doctor or call 811 to discuss testing. As per BC Centre for Disease Control, employees may not come to work for at least ten (10) days, or longer, if symptoms have not resolved. After the ten (10) to fourteen (14) day self-isolation, the employee may return to their regular activities if:

- i. At least ten (10) days have passed since any symptoms started, and;
  - ii. The employee's fever is gone without the use of fever-reducing medications (i.e. Tylenol, Advil), and;
  - iii. The employee is feeling better (there is improvement in runny nose, sore throat, nausea, vomiting, diarrhea, fatigue). Coughing may go on for several weeks, so a cough alone does not mean there is need to continue to self-monitor and self-isolate, or;
  - iv. The employee was self-monitoring and never developed any symptoms.
- c) Employees must also stay at home when sick to avoid spreading illness to others, even if symptoms are not consistent with COVID-19, as you may be non-symptomatic. Employees can discuss with their manager the option of working from home if their symptoms allow.

#### 8.0 **PHYSICAL DISTANCING**

- a) Physical distancing reduces the potential of coronavirus being transmitted through airborne droplets. There is a possibility that even non-symptomatic carriers of coronavirus may transmit the virus in this manner, so physical distancing will always be observed, even in cases when people do not display symptoms of COVID-19.
- b) Access to Town of Creston workplaces should be limited and alternative methods, such as video or conference calls, should be used for conducting business, where possible, to prevent close personal contact.
- c) Staffing levels will be determined by the CAO and Directors based on demand.
- d) Lunchrooms, break rooms, boardroom, reception and common areas will be arranged to follow physical distancing practices or furniture will be removed. However, employees are discouraged from using these areas whenever possible.
- e) Employees should remain on their primary work floor and not visit other floors in the building unless for work purposes.
- f) Whenever possible, employees should travel alone in vehicles to ensure physical distancing.
- g) If a task requires close personal contact, appropriate PPE and additional mitigation measures must be considered and discussed with your manager.
- h) Only essential business travel will be considered until further notice.

**COUNCIL POLICY**

- i) If there are cases where, in a shared workspace, physical distancing cannot be maintained, a more comprehensive risk assessment should be undertaken in collaboration with the Joint Health and Safety Committee (JHSC). Consideration should be given to the type of task(s), and whether there are alternatives.
- j) Only one customer or one couple will be allowed in Town Hall at any time.

**9.0 PERSONAL HYGIENE**

- a) Employees must practice proper hand hygiene techniques often, as it is the single- most effective way of reducing the spread of infection.
- b) Proper respiratory etiquette must be followed (see SWP).
- c) Touching your face, including eyes, nose or mouth should be avoided and your hands washed or sanitized following such touching.
- d) Before changing work stations or helping the next customer, the employee must sanitize their hands. This must be done even if the employee is wearing gloves.

**10.0 ENHANCED CLEANING/DISINFECTING**

- a) Although janitorial services are provided five (5) evenings a week for Town Hall employees should disinfect common areas and other high touch surfaces before use.
- b) Employees will ensure regularly touched surfaces are disinfected frequently within their own workspace(s) as per the Safe Work Procedure.

**11.0 PERSONNEL/SHARED WORKSPACES/EQUIPMENT INCLUDING VEHICLES**

- a) Employees are discouraged from sharing equipment (i.e. pens, phones, other tools).
- b) The need to share workspaces and equipment will be minimized. If personnel equipment is used, it shall be disinfected after use.
- c) When it is necessary to use a common workstation or piece of equipment, such as photocopiers or cash registers, the surface should be disinfected before and after use. If you are in doubt about the cleanliness of an area or item, employees are encouraged to disinfect the area or item before and after use to reduce the risk of contamination.
- d) In the event of a potential COVID case in a shared workspace, workstation or with a person using shared equipment, the station/equipment should not be used until a deep clean can be performed which is to be delegated by the manager.
- e) Limit the exchange of papers. If documents must be exchanged, follow the proper procedural guidelines outlined in the Safe Work Procedure.

- f) Employees who use municipal vehicles must ensure that high contact surfaces within the vehicle are routinely disinfected. Follow the proper procedural guidelines outlined in the Safe Work Procedure.

**12.0 PERSONAL PROTECTION EQUIPMENT (PPE)**

- a) Facial masks and gloves are not mandatory. When physical distancing cannot be maintained a non-medical mask or homemade face covering must be worn.
- b) Gloves will be provided and can be used if desired. While gloves may provide protection for your hands, they do not prevent the transfer of coronavirus to other surfaces. Frequent hand washing is mandatory even when wearing gloves.
- c) Training on proper use of PPE is found in the SWP.

**13.0 MENTAL HEALTH AWARENESS**

- a) Practice self-care. Emotional stress, anxiety or concern is natural under the present circumstances. Anyone who feels they are experiencing negative mental health implications should seek assistance as soon as possible (see SWP). Please be mindful of your co-workers and look out for each other.

**14.0 DOCUMENTATION AND TRAINING**

- a) The Director of your department will ensure employees are trained on the policies, practices, and procedures due to the COVID-19 pandemic and keep records of that training.
- b) If employees have any concerns, they may discuss them with their managers or with the Joint Health and Safety Committee (JHSC).

**15.0 HOURS OF OPERATION**

- a) Town Hall will be open and operating at reduced hours based on the operational needs determined by the CAO.
- b) Town of Creston will continue to monitor the information from the Provincial Public Health Officer and will remain consistent with their recommendations for non-essential business to close if required.

**16.0 ALTERING WORK PROCEDURES**

- a) The Chief Administrative Officer, in consultation with the Directors, may make immediate alterations to the Safe Work Procedures if deemed necessary to improve the safety of the general public and employees.

**POLICY RECORD**

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Date Approved by Council:	May 26, 2020	Resolution No.	169-20
Next Review Date:	May 2025	Policy No:	
Last Review Date:	May 26, 2020	Replaces:	New Policy
Administrative Review:	May 2022		

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Appendix A

SAFE WORK PROCEDURE DURING COVID-19 PANDEMIC

**PURPOSE**

This Operating Procedure provides procedures to employees on respiratory etiquette and on how to minimize the risks during the Return to Work directive while the Province is still in a state of emergency in response to the COVID-19 pandemic. The Town of Creston will continue to take direction on initiatives from the Province of BC and at the direction of the Provincial Health Officer.

**HAZARDS**

During the pandemic response scenario, there is a risk of transmission whenever people come into contact with one another, share close physical space, and touch common surfaces. Pandemic-related hazards include:

1. **Physical:** touching surfaces that are potentially contaminated with virus particles
2. **Biological:** inadvertent exposure to a viral contagion or inadvertent contamination of a shared workspace with easily transmissible viral particles
3. **Chemical:** exposure to disinfectants/nitrile or latex gloves/environmental sensitivities
4. **Psycho-social:** mental distress/anxiety

**EQUIPMENT AND MATERIAL**

Type	Criteria/Recommendation
Disposable Antiseptic or Disinfectant Wipes	Clorox or Lysol Disinfectant Wipes containing alcohol.
Hand Sanitizer or Hand Rub	Alcohol-based hand rub (ABHR) approved by Health Canada or the Province of BC with minimum 68% alcohol content.
Microfiber Cloth	n/a
Cleaning solution specific for computer screens	70% isopropyl alcohol / 30% water solution
Disposable paper towel	n/a
Disposable Gloves	Latex or nitrile based

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Type	Criteria/Recommendation
Facial Masks (disposable or washable) (optional)	N95/Surgical (paper) or cotton cloth material (hand-sewn)
Disposable Gloves	Latex or nitrile based

**PROCEDURES**

The Operating Procedure ensures that proper steps take place before, during, and after an employee’s shift during a pandemic response. Procedures include requirements for orientation and screening prior to working, actions while at work (hygiene, physical distancing, cleaning, and monitoring) and follow up after work has concluded each day.

MITIGATION STEP	TASK INSTRUCTIONS <i>Define how each step is to be performed safely, ensuring all hazards are addressed.</i>
<b>SELF-MONITORING</b>	<p>Before entering into a workplace or vehicle, and throughout the day, employees must self-monitor for symptoms associated with COVID-19 by using the BC Health COVID-19 Symptom Self-Assessment Tool located at <a href="https://bc.thrive.health/">https://bc.thrive.health/</a> and answer the prompted questions.</p> <p>If you answer ‘yes’ to any of the self-assessment questions, you will receive direction of what to do next. Please advise your manager.</p> <p><i>(Note: As symptoms and information on the pandemic change, other questions may arise in the survey. Follow the advice provided after the survey has concluded and if advised to stay home, notify your manager immediately.)</i></p>
<b>PHYSICAL DISTANCING</b>	<p><b>During all activities</b>, maintain physical distancing from others, including co-workers and members of the public by:</p> <ol style="list-style-type: none"> <li>1. Remaining two (2)-metres or six (6)-feet apart; and</li> <li>2. Not engaging in any physical contact, such as handshaking.</li> <li>3. When physical distancing cannot be maintained a non-medical mask or homemade face covering must be worn.</li> </ol>
<b>PERSONAL HYGIENE</b>	<p><b><u>Handwashing</u></b>            Employees must either:</p> <ol style="list-style-type: none"> <li>a) Wash your hands often with soap and water <b>for at least 20 seconds</b>;</li> </ol> <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> <li>b) If soap and water are not available, alcohol-based hand sanitizer or rubs (ABHR) can be used to clean hands.</li> </ol> <p><b><u>Respiratory</u></b>            Employees must either:</p> <ol style="list-style-type: none"> <li>a) Turn their head away from others and cover their mouths with a sleeve (i.e. cough into elbow); OR</li> <li>b) Use a tissue when coughing or sneezing, and immediately after, discard tissue(s) into a garbage receptacle and wash hands.</li> </ol>
<p><b>CLEANING/ DISINFECTING</b></p> <p><b><u>Note:</u></b>            It is important to make the distinction between</p>	<p><b><u>Personnel and Shared Workspaces and Equipment</u></b>            Employees must follow these steps hourly or more often throughout the day:</p> <ol style="list-style-type: none"> <li>1. Wash your hands or use hand sanitizer.</li> <li>2. Put on disposable gloves.</li> </ol>

<p>cleaning and disinfecting:</p> <p><b>Cleaning</b> refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.</p> <p><b>Disinfecting</b> refers to using chemicals, for example, Health Canada-registered disinfectants, to kill germs on surfaces.</p> <p><b>Deep Cleaning</b> by disinfecting (kill germs) on a surface <i>after</i> cleaning (removal of germs), it can further lower the risk of spreading infection.</p>	<ol style="list-style-type: none"> <li>3. If surfaces are visibly dirty, they should be cleaned using soap and water prior to disinfection. Use a disposable paper towel with disinfectant on <b>hard non-porous</b> surfaces by wiping the surfaces. These include, but are not limited to:             <ol style="list-style-type: none"> <li>a. keyboard, mouse</li> <li>b. phone, headset</li> <li>c. desktop surfaces</li> <li>d. chair seats and armrests</li> <li>e. cabinet door, drawers</li> <li>f. doorknobs, handles</li> <li>g. light switches</li> <li>h. Debit machines</li> <li>i. Pens</li> <li>j. photocopiers, cash registers and other shared equipment or surfaces</li> </ol> </li> <li>4. Carefully dispose of the wipe into a garbage receptacle immediately after use, remove gloves and dispose.</li> <li>5. Wash your hands with soap and water or an alcohol-based hand sanitizer.</li> </ol> <p><i>Plexi-glass will be sanitized at the end of the day unless visibly soiled. A specific solution and micro fiber cloth must be used.</i></p> <p><b><u>Soft (Porous) Surfaces</u></b></p> <ol style="list-style-type: none"> <li>1. For soft (porous) surfaces such as carpeted floor, fabric chairs, and drapes, remove visible contamination when present and clean with appropriate cleaners appropriate for use for the particular material of which it is made.</li> <li>2. After cleaning, dispose of cleaning cloth as appropriate (paper towel in garbage, fabric cloths in sealed laundry bag) or in accordance with the manufacturer's instructions.</li> </ol> <p><u>Note:</u> Never use a soiled or dirty cloth to clean any surface.</p> <p><b><u>Electronic Screens</u></b></p> <p>This process is for cell phone screens, tablets, touch screens, computer and TV monitors and other sensitive electronic products:</p> <ol style="list-style-type: none"> <li>1. Moisten a microfiber cloth with a mixture of 70% isopropyl alcohol / 30% water. The cloth should be damp, but not dripping wet.</li> <li>2. Wipe down monitor or computer screen.</li> </ol> <p>Dry surfaces thoroughly to avoid streaking or pooling of liquids.</p> <p><u>Notes:</u></p> <ol style="list-style-type: none"> <li>1. Using any material other than a microfiber cloth could cause damage to the product.</li> <li>2. Avoid using any of the following chemicals or products containing these chemicals:             <ul style="list-style-type: none"> <li>• Any chlorine-based cleaner, such as bleach</li> <li>• Peroxides (including hydrogen peroxide)</li> <li>• Solvents such as; acetone, paint thinner, benzene,</li> </ul> </li> </ol>
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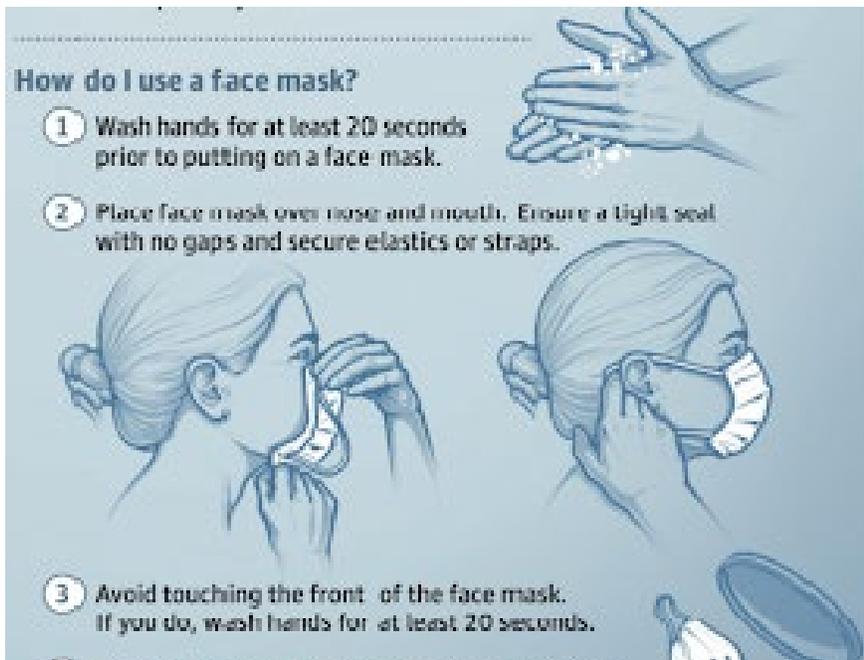
	<p style="text-align: center;">methylene chloride or toluene</p> <ul style="list-style-type: none"> <li>• Ammonia (i.e. Windex)</li> <li>• Ethyl alcohol</li> </ul> <p><b><u>Vehicles</u></b>  Disinfect high-touch areas every time you leave a commonly shared municipal owned vehicle using these steps, (if the employee decides to wear gloves, they should be donned following Step 1):</p> <ol style="list-style-type: none"> <li>1. Using hand sanitizer, disinfect your hands.</li> <li>2. Using a disposable disinfectant wipe open the vehicle door.</li> <li>3. Using the same disposable disinfectant wipe, clean the following non-porous surfaces: <ul style="list-style-type: none"> <li>• Steering wheel</li> <li>• Seatbelt clasp</li> <li>• Door handles</li> <li>• Mirrors</li> <li>• Visor</li> <li>• Switches and knobs</li> <li>• Seat base and back</li> <li>• Other areas that are commonly touched</li> </ul> </li> <li>4. Carefully dispose of the wipe immediately after use (and remove gloves and dispose of also, if wearing them).</li> <li>5. Clean hands with hand sanitizer.</li> </ol>
<p><b>SIGNAGE</b></p>	<p>Each morning administration employees must set out or ensure the following signage is in place:</p> <p><b>Outside both main doors and Accessible doors indicating</b></p> <ol style="list-style-type: none"> <li>a) Entrance and Exit locations</li> <li>b) Number of customers in at one time</li> <li>c) Distancing requirements</li> <li>d) Location and use of hand sanitizer stations</li> <li>e) No Public Washrooms available</li> <li>f) No entrance prior to June 1 – hours of operations</li> </ol> <p><b>Inside the main entrance</b></p> <ol style="list-style-type: none"> <li>a) Spacing markers for the floor</li> <li>b) Directional travel indicators</li> <li>c) Hand Sanitizer stations</li> <li>d) Waste receptacles</li> </ol>

<p><b>BUSINESS MEETING PROTOCOLS</b></p>	<p>Employees should conduct business virtually where possible (i.e. conference calls, video conferences, email, telephone) with customers and co-workers.</p> <ol style="list-style-type: none"> <li>1. Besides customers, limit business-related visitors to essential services only.</li> <li>2. When booking appointments, employees are encouraged to remind customers to reschedule if they become sick or are placed on self- isolation.</li> </ol>
<p><b>CUSTOMER SERVICE</b></p>	<p>Customers are encourage to set up online services where applicable and to arrange for an appointment for specialized services.</p> <p>When being served at the front counter customers:</p> <ol style="list-style-type: none"> <li>a) Will be limited to one person at a time (couples allowed if requested).</li> <li>b) Will follow spacing and directional signs.</li> <li>c) Will remain behind the plexi-glass areas.</li> <li>d) Will be encouraged to use the debit machine over cash.</li> <li>e) Will be directed to use the clean pens and place in receptacle after use.</li> <li>f) Will be directed to use hand sanitizer before entering Town Hall.</li> <li>g) Encouraged to complete their business and exit the building.</li> </ol> <p>Employees must ensure:</p> <ol style="list-style-type: none"> <li>a) Cleaning protocols are maintained every hour: door knobs, keyboards, mouse, cash register, debit machine, and counter top.</li> </ol>
<p><b>STRESS, ANXIETY AND MENTAL HEALTH AWARENESS</b></p>	<p>Anyone who feels they are experiencing negative mental health implications should seek assistance as soon as possible:</p> <ol style="list-style-type: none"> <li>a) Contact the Employee Assistance Program (EAP) hotline at 1-800- 387- 4765, or;</li> <li>b) Contact your Supervisor or trusted co-worker for more information or assistance, or;</li> <li>c) Contact your family physician.</li> </ol>
<p><b>DOCUMENT HANDLING</b></p>	<ol style="list-style-type: none"> <li>1. Wash or disinfect their hands before and after contact.</li> <li>2. Gloves can be used at the employee’s discretion. Gloves must be properly disposed of and hands washed or sanitized after removing gloves. (Following procedure for proper donning and doffing of PPE.)</li> <li>3. Copy room: One person in the copy room at a time. Surfaces touched must be disinfected after use. Utilize a stylus pen to operate touch pad of copier for safer use.</li> </ol>
<p><b>PPE</b></p>	<p><b><u>Facial Masks</u></b></p> <p>Facial masks are not mandatory, if an employee chooses to wear one, they are responsible for suppling, and the proper disposal or the frequent cleaning of them, dependent on which type they choose to utilize. Information for the care and disposal of facial masks can be found on the BC Centre for Disease Control website.</p> <ol style="list-style-type: none"> <li>a) Fabric masks should be laundered after each day and dried on the highest temperature setting possible. They must be thoroughly dried before re-use.</li> <li>b) Paper masks should be properly disposed of after each day of use.</li> </ol>

	<p><b><u>Disposable Gloves</u></b></p> <p>These are not required unless an employee is conducting first aid or carrying out duties that regularly require the use of them. Gloves are not to be used as replacement for proper and frequent hand hygiene. Wearing gloves may actually help spread the coronavirus as workers may unintentionally touch something or someone contaminated with the coronavirus with their gloved hand. If gloves are worn for cash or document handling, they will be disposed of after use and the employee will wash or sanitize their hands.</p> <p><b><u>Donning:</u></b></p> <ol style="list-style-type: none"><li>1. Remove one glove from the package and inspect it to be sure no pinholes or tears are present.</li><li>2. If gloves are ambidextrous, they can be worn on either hand. If not, align the glove's fingers and thumb with the proper hand before donning.</li><li>3. Insert five fingers into the cuff and pull the cuff over the wrist.</li><li>4. Check for a secure fit around the fingers and palm. The cuff should fit snugly around the wrist.</li></ol> <p><b><u>Doffing:</u></b></p> <ol style="list-style-type: none"><li>1. Grasp the outside edge of the glove near the wrist.</li><li>2. Peel the glove away from the hand, turning it inside out. Hold it in the opposite gloved hand.</li><li>3. Slide an ungloved finger under the wrist of the remaining glove, being careful not to touch the outside of the glove.</li><li>4. Peel the remaining glove off from the inside, creating a "bag" containing both gloves. Discard.</li></ol>
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**Important Information**

The employee assumes responsibility and risk of infection if they do not follow the guidelines provided in this document.





## PROPER DONNING & DOFFING OF DISPOSABLE GLOVES

Protective gloves are an important piece of safety equipment across a wide range of industries. When donned properly, they help protect workers from exposure to hazardous substances and products and processes from contamination. When doffed correctly, workers help prevent contamination to themselves and their environments. Below are tips on how to don and doff gloves in ways that help ensure worker safety and product integrity.

### HOW TO DON GLOVES

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1 Remove one glove from the package and inspect it to be sure no pinholes or tears are present.
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2 If gloves are ambidextrous, they can be worn on either hand. If not, align the glove's fingers and thumb with the proper hand before donning.
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3 Insert five fingers into the cuff and pull the cuff over the wrist.
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4 Check for a secure fit around the fingers and palm. The cuff should fit snugly around the wrist.

### HOW TO DOFF GLOVES

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1 Grasp the outside edge of the glove near the wrist.
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2 Peel the glove away from the hand, turning it inside out. Hold it in the opposite gloved hand.
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3 Slide an ungloved finger under the wrist of the remaining glove, being careful not to touch the outside of the glove.
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4 Peel the remaining glove off from the inside, creating a "bag" containing both gloves. Discard.

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