

ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
Ansari Nagar, New Delhi – 110029

No. F.79/COVID-19/2020-Estt.(H.)

Dated: 08.04.2020

**Subject: STANDARD OPERATING PROCEDURE (SOP) for extended use of N-95 masks for personal safety of Health Care Workers (HCW) at AIIMS. \***

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1. You have been provided with five N-95 masks. You have also been provided with 4 small brown covers numbered 1,2,3& 4 as well and a large brown cover. *(If not ask your indenting official to collect it from PRC).*
2. Place each N-95 mask in separate small paper bags and mark both the mask and the bag as 1,2,3, and 4. Fifth mark is being issued as a reserve.
3. On day 1, wear the mask no.1 when you step out for duty. **Learn to wear the mask correctly. This is very important.** The Infection control team in your area will explain the method to you.
4. After you return home, place the used N-95 in paper bag no.1 & let it dry out for 4 days. Sunlight is not necessary. **DO NOT THROW AWAY THE MASK.**
5. On day 2, use mask number 2 when you go for duty. After you return home, place the used N-95 in paper bag no.2 & let it dry out for the next 4 days.
6. Do the same for day 3 and day 4.
7. Use the N-95 mask no. 1 on day 5 again. For eg. if you start using mask no.1 on Wednesday 8<sup>th</sup> April, it is available for reuse on Sunday 12<sup>th</sup> April' 2020.
8. Repeat the exercise until all 4 masks have been used 5 times as recommended by CDC, Atlanta, USA\*. All four will be used up in 20 days (in this example on Monday 27<sup>th</sup> April 2020) .
9. **These "personal use" N-95 masks will not be treated and reused.**
10. Bring all 4 masks in the big brown bag, throw them in the yellow waste bin in your ward/ area or posting are-report to the indenting nurse.
11. **You will be issued 05 new N-95 masks, after 20 days.**

**The AIIMS administration is committed to keeping all its staff safe.**

  
( DR. D.K. SHARMA )  
MEDICAL SUPERINTENDENT

*\*(Center for Disease Control and Prevention, Atlanta, USA :Recommended Guidance for Extended Use and Limited Reuse of N95 Filtering Facepiece Respirators in Healthcare Settings).*

**Copy to:**

1. Chief(s) of all Centres & Head(s) of all the departments.
2. All Faculty of Hospital Administration & All Hospital Officers.
3. Medical Superintendent / Addl. M.S. of all centres.
4. Prof. In-charge Computer Facility (with a request to circulate it on content provider).
5. CNO (with additional copies for all patient care areas).
6. Control Room.

**C.C.:** Director/Dean/Dy. Director (Admn.)/Sr. F.A./Dy. Secy. } - for info. pl.

Developed by the Hospital Infection Control Committee, AIIMS for COVID-19 Response task force, AIIMS for AIIMS staff