



Business Unit / Site: Boeing Commercial Airplanes, Everett Site  
Issue / Risk: Personal Protective Equipment, COVID-19  
Applicable to: All employees  
Reference Document: N/A

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## How to Wear and Remove Ear Loop Procedural Masks

1. Wash hands thoroughly before donning a mask. With colored or printed side facing out and the nose wire at the top, put your fingers through the ear loops to position the mask over your nose and mouth. Place the ear loops securely around the ears.
2. Pull the mask from the top and bottom edges to fully open the folds of the mask, and adjust the mask around the face.
3. Gently form (do not pinch) the nose wire over the bridge of the nose and cheekbones, and make any final adjustment to ensure a proper secure fit.
4. Avoid touching the mask with your hands for the duration of use.
5. Before removing the mask, wash your hands. Then, use both hands to grab the ear loops and pull them away from your ears. Never touch the front of the mask. Dispose of the mask in the garbage and wash your hands again.

