Reuse of a single Envo® mask is approved for a single provider during care of multiple patients on a unit or at home until the mask is no longer functioning appropriately.

For videos on how to use and clean the Envo® mask please visit: https://envomask.com/instructions/

**Notes**

— Most important steps are hand hygiene and use of clean glove; avoid contaminating the “clean” portions of the mask used for donning and removal
— Envo® mask FILTERS should be discarded only once visibly soiled or no longer functioning
— This guidance applies to any patients (including COVID-19 suspect or confirmed) undergoing aerosol-generating procedures, when a full face shield/cover mask is worn over Envo® mask

### 1. ENVO® MASK DONNING PROCEDURE

- Prepare storage bag
  - Obtain clean single use plastic (Ziploc) bag
  - Label bag with your name to prevent reuse by another individual
- Label the outside of a new Envo® mask with your name
- Place the mask over your head and wear it around your neck
- Adjust the ball so that the mask is 4 inches from your face, this will also be the rest place for your mask when it is not in use
- Hold ear clips in each hand and hook clips over your ears simultaneously (see alternative headgear options below)
- Use hands to align mask on your face properly
- Adjust the ball for a secure fit and a good seal
- Check your mask seal by placing hands over the filter area and inhale, the air gel cushion should compress with inhale, if you cannot feel the air gel compressing into your face, adjust the mask and try again

### 2. REMOVE ENVO® MASK

- Perform hand hygiene and don clean gloves
- Adjust the ball to loosen the mask
- Grasp both ear clips simultaneously and pull away from your face
- Remove Envo® mask by lifting up over your head; avoid touching the respirator itself and only manipulate the ear clips and straps
3. STORE ENVO® MASK

- Place Envo® mask (dirty) in previously labeled plastic bag with the headgear and straps (clean) outside of the bag; pinch zipper in the middle of the bag
- Place the plastic bag into the original storage case after cleaning with hospital-approved germicidal wipe
- Remove gloves
- Perform hand hygiene
- Store Envo® mask case in designated storage location

4. DONNING PROCEDURE FOR REUSE

- Prepare a new storage bag as in #1 above
- Perform hand hygiene and don clean gloves
- Carefully remove Envo® mask from bag by the strap or ear clip and inspect integrity
- Follow donning procedure above; still wearing clean gloves
- Perform seal check as described above; touch the front of the respirator last
- Dispose of single use plastic bag in regular trash
- Remove gloves
- Perform hand hygiene
- Perform patient care as usual, adhering to Standard Precautions
- When ready to remove Envo® mask, repeat steps #2-3 for Envo® mask removal and storage

5. CLEANING ENVO® MASK AT END OF SHIFT

- Perform hand hygiene and don clean gloves
- Remove filter prior to cleaning the mask: Filters are not cleanable and should be discarded, rather than cleaned, once visibly soiled or no longer functioning
- Fill a clean bowl with warm water and small amount of dish soap
- Soak all parts of the Envo® mask, including the storage case, in the soapy water solution for 5 minutes and agitate periodically
- Rinse masks parts in another bowl of fresh water or by using the faucet
- Allow all parts to air dry completely in a clean space prior to next shift
- Replace filter (if not soiled) once mask is dry to prepare for next use (see tips below)
- Remove gloves
- Perform hand hygiene
Alternative Headgear Positioning  
(2 OPTIONS)

Option 1: Interlock the ear clips behind your head

Option 2: Interlock ear pieces around ponytail
TIPS FOR SECURING THE FILTER

- Open the new filter and mold it to the mask by holding it place for a couple seconds to unflatten the filter.
- Place the mask on a flat surface and place the filter on top; it should contour to the mask now.
- Place the filter cover over the filter and secure one side at a time. Apply pressure to one side to and then apply pressure on the filter cover working to the other side.
- Once the filter cover is secure, run your finger along the filter where it meets the respirator to ensure that the filter is tight.