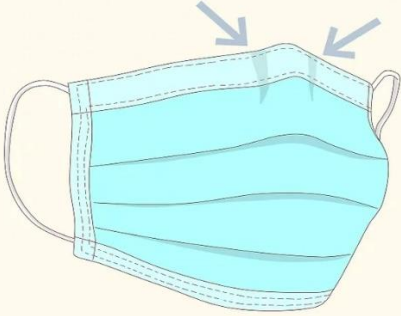
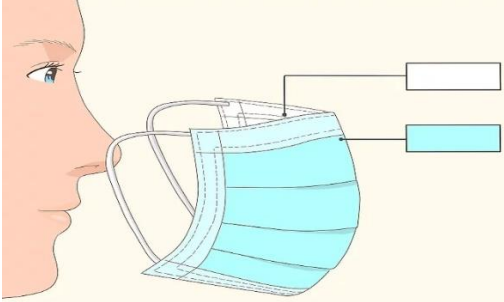
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Health is everyone's duty, and these days of the COVID-19 pandemic, it is necessary to take all the necessary precautions to prevent the spread. Therefore, HOTEL PLAZA DEL LILI S.A.S invites you to take into account these indications on the proper use of a mask.

First of all, you must bear in mind that the mask must be used throughout your working activity, as it works as a form of prevention against the coronavirus if you do not have one. Next, you will learn in detail how to put on and remove your mask in a safe manner that will ensure your health and so your family.

#### HOW TO PUT THE MASK ON

<p><b>Position the top of the mask correctly:</b> To get the mask as close to your skin as possible, keep in mind that the top of the mask has a flexible, but rigid, edge in wire, or other material, depending on the manufacturer, that you can mold around your nose. Make sure that side is facing up before you put the mask on.</p>	
<p><b>Make sure the right side of the mask faces outward:</b> The inside of most masks is white or a different color, depending on the manufacturer and material, while the outside is a different color. Before you put it on, make sure the white side faces you</p>	



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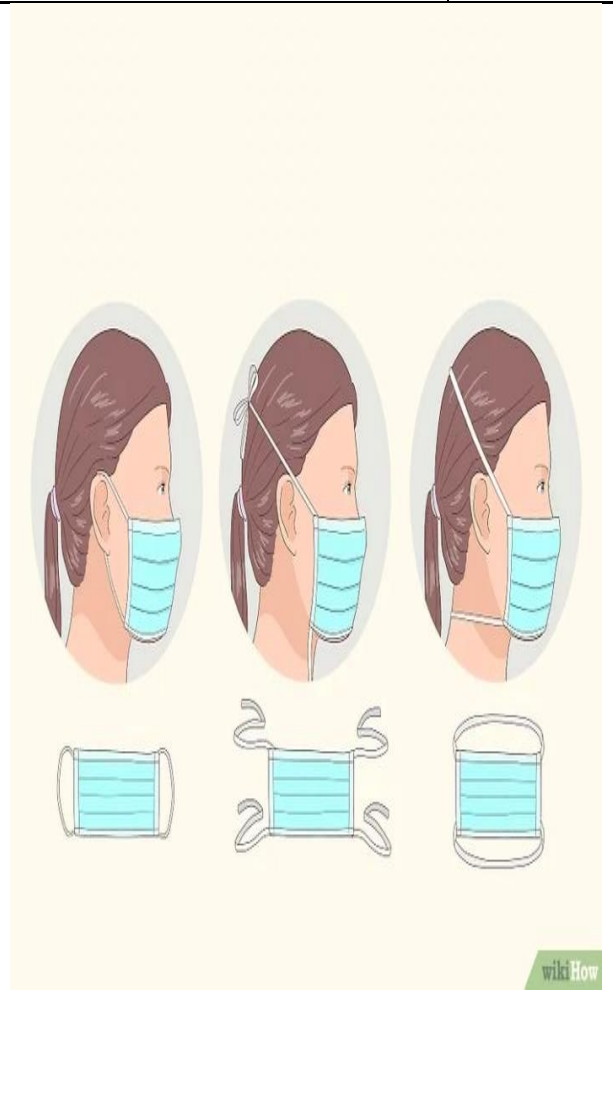
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**Put your mask on your face:** There are many types of mask, each with different methods of attachment to the head.

**With ear bands:** Some masks have two bands for each ear. These bands are usually made of an elastic material so they can be stretched. Take this type of mask from the bands, put one around one of your ears and then the other around the other ear

**With loops or straps:** Some masks come with pieces of cloth that are tied around the back of the head. These are loops or straps at the top and bottom. Take the mask from the top loops, place them around the back of the head and tie them together. Then do the same with the lower loops.

**With bands around the head:** Some come with two elastic bands that are placed above and around the back of the head (different from those placed around the ears). Hold the mouthpiece in front of your face, pull the bands over the top of your head and put them around your head.



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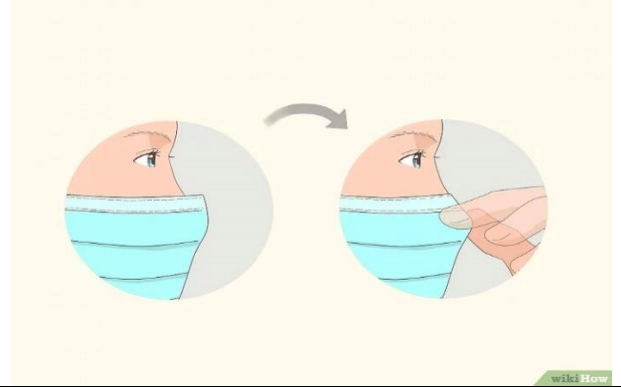


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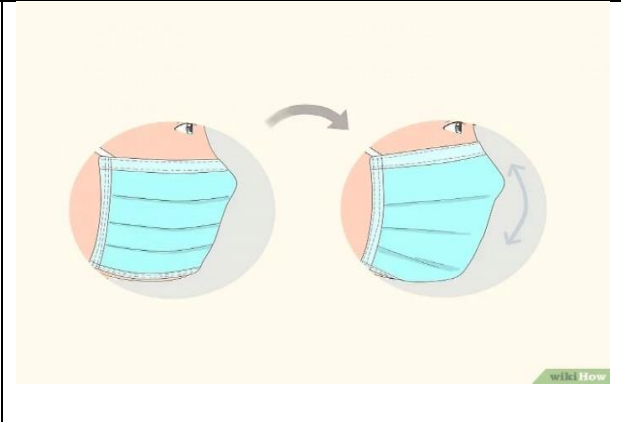
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**Adjust the nose piece:** Now that the mask is in place on your head and face, use your index finger and thumb to pinch the flexible part of its top edge around the bridge of your nose.



**Adjust the mask on your face and under your chin:** Once the mask is fully secured, position it to cover your face and mouth so that the bottom edge is under your nose. chin.





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**HOW TO REMOVE YOUR MASK**

**Wash your hands:** Depending on what you did with your hands before you took off your mask, you may have to wash them.



**Take off your mask very carefully:** Remove it only by touching the edges, straps, ties or bands. Do not touch the front of the mask because it could be contaminated.

**With Ear Bands:** Use your hands to hold the ear bands and pull them out one at a time.

**With loops or straps:** Use your hands to untie the lower straps first, then the upper ones. Remove the mouthpiece while holding the upper straps.

**With bands around your head:** Use your hands to pull the elastic bands up over your head, one at a time. Remove the mask from your face while holding the upper elastic band.





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**Take off your mask safely:**

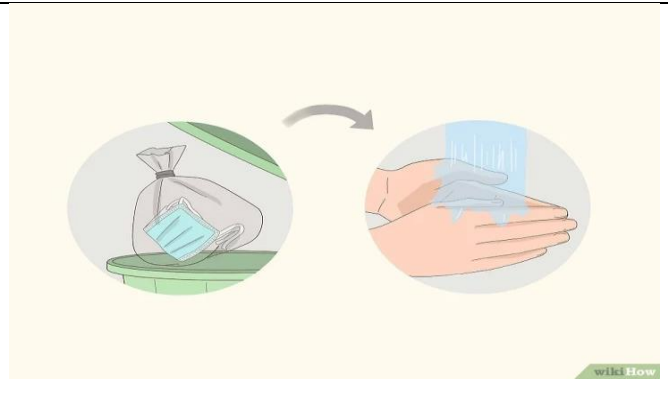
Mouthguards are designed to be used only once or according to the manufacturer, so when you take it off, put it on in the (red) trash immediately.


In medical environments, there is likely to be a specific trash can for biohazard items such as mouthpieces and used gloves.

In a non-medical environment where a mouthpiece could be contaminated anyway, you should place it in a plastic bag. Tie the bag shut and then throw it in the trash.



**Wash your hands again:** Once you have safely disposed of the mask, wash your hands again to make sure they are clean and have not become contaminated by touching the dirty mask.



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**CHANGE MANAGEMENT:**

VERSION	DATE	CHANGE TYPE
01	08/05/2020	Document created

**APPROVAL MANAGEMENT:**

	DRAFTED	APPROVED
NAME	LEIDY LOAIZA	OMAR DONNEYS
POSITION	EXTERNAL CONSULTANT	MANAGER