MEMO

**To:** [MINISTRY NAME] Colleagues

**From:** [MINISTRY CEO]

**Date:** March 31, 2020

**Re:** Use of Non-Commercially Produced Cotton Masks by Colleagues

Safety is a Core Value and a priority for our ministry, and we are doing all we can to continue to protect colleagues from exposure to COVID-19. Recently, colleagues and community members have offered to donate homemade personal protective equipment (PPE), especially cotton masks, to help protect colleagues from infection.

To help you and the people we serve remain safe and protected, we are providing the following guidance for non-commercially manufactured cotton masks in situations where exposure risk is low:

* **For treatment of a patient under investigation (PUI) or COVID-19 positive patient:** All colleagues providing care for PUIs or COVID-19 positive patients must continue to follow CDC guidelines for PPE.
* **For other situations when Centers for Disease Control and Prevention (CDC) guidelines do not apply:** Colleagues are permitted to use non-commercially manufactured (homemade) cotton masks that they have made or otherwise acquired. Colleagues who use these cotton masks must first launder them in hot water and then continue to launder them daily in hot water.

We recognize that some organizations are offering to donate large numbers of homemade PPE, especially cotton masks. Your philanthropy team is serving as point of contact to receive calls about donations. The process to enable these donations to be used in a safe and efficient way is that philanthropy will work with local resources to ensure that a first launder occurs before distributing masks and then contact with supply chain for delivery of cotton masks.

Thank you for your attention to these important guidelines. We appreciate your continued dedication and support of our patients and community.