COVID-19 Offshore Bulletin: Face Covering Guidance

April 10, 2020

As part of Shell's response to the risks posed by the novel coronavirus (COVID-19) to the health and safety of our offshore personnel, we continue to adapt the measures in place to mitigate the risks posed by COVID-19 in line with guidance from the CDC. As of April 3, 2020, the CDC has recommended wearing cloth face coverings in settings where social distancing measures are difficult to maintain. This action is intended to help slow the spread of COVID-19 from individuals who may have the virus but are not currently showing symptoms.

The following provides guidance on the wearing of face coverings, including cloth bandanas and neck gaiters.

FACE COVERINGS:

How to properly wear a face covering:

- Wash or sanitize your hands before you put the face covering on or take it off.
- Only touch the face covering by the ear loops, ties or bands.
- Store a face covering with the outer surface placed down on disposable paper and covered, or in a bag that is closed.
- Do not put the outer surface against your face.
- Wash or sanitize your hands after you take the face covering off.
- Throw the face covering in the trash (disposable) or laundry (reusable).

CLOTH BANDANAS:

How to properly wear a cloth bandana:

- Clean your hands with soap and water for 20 seconds or use hand sanitizer before touching the bandana to put it on or take it off.
- Remove the bandana from the packing and make sure there are no obvious tears or holes.
- To wear a bandana the material is folded into a triangle. The long side of the triangle is centered under the eyes and the two points furthest apart are knotted behind the head and over the ears.
- It must be possible to see your eyes when the cotton bandana is in place.
- The bandana is removed by loosening the knot behind the head and bringing the two points together. The material that was touching your face should be inside the fold.

Note that these items are not evaluated for medical use. They may be used as a face covering in public settings where other social distancing measures are difficult to maintain.

NECK GAITERS:

How to properly wear a face covering:
- Clean your hands with soap and water for 20 seconds or use hand sanitizer before touching the neck gaiter to put it on or take it off.
- Remove the neck gaiter from the packing and make sure there are no obvious tears or holes.
- To wear a neck gaiter the bottom edge is pulled over the head down to the neck and the upper edge of the neck gaiter is pulled down to expose the desired part of the head and face.
- It must be possible to see your eyes when the neck gaiter is in place.
- The neck gaiter is removed by using your thumbs to lift the bottom edge up to the top edge and then with both hands pulling both edges together straight up over the head.

Note that these items are not evaluated for medical use. They may be used as a face covering in public settings where other social distancing measures are difficult to maintain.

REPLACING A FACE COVERING OR RESPIRATIOR:

Replacing the face covering respirator depends on the type. All types are listed int the chart below.

Type of face covering or respirator	When to replace – if it becomes…
Cotton bandana	• damp • when completing a group work activity
Face covering (disposable)	• damp • when completing a group work activity
Face covering (reusable)	• damp • when completing a group work activity
Neck gaiter	• damp • when completing a group work activity
Half mask respirator with P100 filter (or more protective)	• damaged • soiled • difficult to breathe through

CLEANING A FACE COVERING OR RESPIRATOR:

Face coverings and respirators should be cleaned as outlined below.

Type of face covering	Can be cleaned	Clean before use	Clean after use
Cotton bandana	Yes, clean per manufacturer's instructions	No	Yes
Face covering (disposable)	No, single use disposable	NA	NA

Face covering (reusable)	Yes, clean per manufacturer's instructions	No	Yes
Neck gaiter	Yes, clean per manufacturer's instructions	No	Yes
Half mask respirator with P100 filter (or more protective)	Yes, clean per manufacturer's instructions	Yes	Yes

A NOTE ON COVERINGS FROM IMT-030:

- CDC guidance is to wear a face covering where social distancing is difficult to maintain. Why? This is to slow the spread of virus from people who do not have symptoms but may be infected.

- It is recognized that in some areas of our work environment, social distancing is not practical. Staff and contractors may follow the CDC recommendation by wearing non-surgical cloth face coverings in general work settings where social distancing measures are difficult to maintain.

- While the CDC has advised that this is an additional level of protection THESE ARE NOT a substitute for staying at home when ill, practicing meticulous personal hygiene, and maintaining the critical 6-feet of social distancing whenever possible.

While the CDC has advised that cloth face coverings, such as bandanas or neck gaiters, may provide an additional level of protection for transmission, wearing of these face coverings is not a substitute for maintaining the critical 6-feet of social distancing whenever possible, practicing meticulous personal hygiene, and monitoring close contacts at all times. These remain the primary lines of defense.