



भारत सरकार / GOVERNMENT OF INDIA  
रक्षा मंत्रालय / MINISTRY OF DEFENCE  
आयुध निर्माणी बोर्ड / ORDNANCE FACTORY BOARD  
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No. 020/OHC/CD/COVID-19/Per/M

Dated: 18-03-2020

**Sub:** COVID-19 – Advisory regarding usage of Masks.

**Ref:** OFB letters of even No. dated 06-03-2020, 10-03-2020, 17-03-2020 (02) & 18-03-2020.

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As per feedback received from various Units over the past week, it is seen that there is confusion/ignorance/false beliefs in as far as usage of masks is concerned in the setting of the prevailing pandemic. In this context, the following un-equivocal guidelines may be noted by all concerned and disseminated to the dependant population through suitable means:

1. **The general population need not wear any kind of mask.**
2. People with cough, cold, running nose, sore throat, viral fever, viral myalgia etc. are required to wear a two/three layered mask when coming to Hospital to seek Medical help/when interacting/in company of/mingling with others.
3. Doctors/Nurses/Paramedical Staff handling/examining/treating such cases as at (2) above, are advised to wear a two/three layered mask as available.
4. Only strongly suspected/confirmed cases of COVID-19 are required to wear N-95 mask.
5. On date, cases as at (4) above, are to be straight away referred to the designated nodal Hospital in that region/district. Hence, on date, there is no requirement for N-95 masks in O. F. Hospitals. However, since the pandemic is evolving, required/reasonable stocks may be maintained.
6. In as far as proper usage & disposal of two/three layered masks are concerned, the following techniques though well known to all Medical /Nursing and Paramedical Staff is being reiterated for reference purpose:
  - a. Unfold the mask in such a way that the pleats of the mask face downwards.
  - b. The mask should be placed on the face in such a way that it covers the lower  $\frac{2}{3}$  of the nose, whole of the mouth & chin. Tie the straps/bands in such a way that it fits snugly but not too tight or not too loose.
  - c. Do not touch the body of the mask with hands/finger, arms, elbow etc. whilst using it.
  - d. Do not leave the mask hanging from below the chin/from the neck. It defeats the very purpose of using it.

- e. Two/three layered masks can be used for a maximum of 6 hrs. However, on soiling/become wet/damp, it should be changed.
- f. While removing the mask, make sure that you do not touch the body of the mask, especially the outer surface.
- g. After removal, dispose it in a covered Bin as per BMW guidelines. Disinfect the used masks before disposal if feasible.
- h. After removal and disposal of a mask, make sure that hands are washed well with soap & running water for 20 seconds.
- i. Never, ever reuse a disposable mask under any circumstances.

**(It is reiterated that on date, the general population NEED NOT wear any kind of mask)**

Senior General Manager/General Managers along with the Medical Officers In-Charge may also consider providing local language/Hindi versions of the information as enumerated above as deemed necessary in context of the social milieu of the Units.

*Handwritten signature and date: 18/03/2020*

**DR. S. K. SACHIND  
DDHS(SG)  
FOR DGOFF & CHAIRMAN**

**To:**

The Senior General Manager/General Manager  
All Factories

**Copy to:**

The Medical Officers In-Charge  
All Hospitals & Independent Health Clinics

**{For kind information & action please}**