**COVID-19 N95 Disinfection Process Tip Sheet**  
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The COVID-19 pandemic has led to a severe global shortage of N-95 respirator masks. To prepare, our expert teams have collaborated at Spectrum Health to develop a process for disinfection of N-95 masks, for **safe reuse**. Tested techniques and protocol used include: ultraviolet light, aerosolized hydrogen peroxide, and heat. After every shift, follow these steps to ensure proper disinfection of your N-95 mask:

1. **Identify location of N-95 mask disinfection tote by asking a unit leader.**

2. **On current or new N95 mask**, legibly write **your full name, primary unit (if ancillary team member, provide your title), and date of first use** with a black Sharpie. This is critical for our Sterile Processing Team to efficiently prepare masks for disinfection.

3. **End of each shift**, place used N-95 mask in paper bag. Legibly write **your full name, primary pick up unit (if an ancillary team member, provide your title), and date** on your paper bag.

4. **Drop off** used N-95 mask/bag for disinfection at the end of every shift:  
   - Be sure your mask and bag include **all** information above.  
   - Place your bag in a tote designated for used masks.

5. **Pick up** your disinfected N-95 mask at the start of your shift:  
   - Pick up mask from the same unit you used as your drop off location.  
   - That unit will have a designated clean area and tote, separate from the used mask drop off location.  
   - Sanitize your hands.  
   - Locate your N-95 bag.

**Safety and fit first! Discard your N95 mask if:**  
- You are not able to pull air through or able to complete proper seal check.  
- If the mask or straps are torn or damaged.  
- If you see 5 has marks (# of disinfection cycles).

**Need more totes?** Please contact the **Sterile Processing Department** at 616.267.5932