Debswana has recently received communication from the Ministry of Minerals Resources, Green Technology and Energy Security, authorising the company to restart its operations. The initial start-up date provided was 11th May 2020, subject to us complying with mining license conditions and the applicable COVID-19 protocols.
#Editorial

With the period of extreme social distancing now at an end, the resumption of “business as usual” or rather, “business unusual” has begun. At Debswana, we remain committed to ensuring our operations resume with the utmost safety of all of our people at the fore.

During this month’s issue, you will note safety remains a key focus for us and we continue to dedicate ourselves to sound education on this. In addition, we continue to protect and safeguard forward approach, looking at how we are firmly aligned to a future sound education on this. In addition, we continue to dedicate ourselves to.

During this month’s issue, you will note the utmost safety of all of our people at ensuring our operations resume with the fore.

Please enjoy this issue and continue business.

Tiro Diepo
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This Issue’s Contributors...
Debswana Corporate Centre and Group Projects • Matshidiso Kamona • Cecily Kuswane • Jwaneng Mine • Tebogo Ratsoma • Thomas Balintafatsi • Tumisang Entale
Dopa, Letlhakane and Damtshaa Mines • Kabelo Pilane • Keneilwe Ndlovu

COVID-19 Impact on Jwaneng H2 Drilling Project

OLDM Employees Support COVID-19 Fight

Clean Hands, Save Lives

Financial Health During COVID-19

We Salute You! Frontliners Receive Standing Ovation

Masks to Protect Workers, Spur the Economy

DEBSWANA PREPARES TO START UP AFTER WEEKS OF SHUTDOWN

To ensure health and safety of employees post COVID-19 shutdown, resuming all activities will be done in a manner that sustains the progress made in curbing and suppressing COVID-19 transmission, at work and nationally. As such, employees are being engaged regarding the implementation of the phased and safe start-up for their respective Sites. Said Managing Director, Lynette Armstrong, “due consideration will be given to issues such as safety, general health, hygiene in the workplace, social distancing, vulnerable and at risk employees, rebuilding employee morale and so forth.”

She said safety remains our number one Value; and as such, we must ensure that all the activities we would normally undertake when re-entering the site are done safely and we do not overlook safety hazards. The inductions, monitoring of critical controls, implementation of our SHE files and always being our brothers’ and sisters’ keepers are therefore key.

As the company reopens, the number of employees returning to work will be managed as large volumes of employees presents a huge risk for spreading the virus. A staggered re-introduction to the workplace per site will be implemented, where a rotating group of employees will work from the operation and offices every few days.

Employees returning to work will be required to complete a health declaration form, which indicates their health status, chronic illnesses, any experience of COVID-19 related symptoms as well as exposure / contact with a person who may have exhibited COVID-19 symptoms. Employees will also be required to undertake self-health screening each day before they come to work. We will continue to practice social distancing at work and maintain remote working (working from home) where required.

According to Armstrong, Debswana will continue to maintain regular communications with employees and Business Partners through our traditional and newly developed internal communication channels. “Maintaining regular communication will allow us to provide updates of our business continuity efforts and initiatives,” she highlighted.

All the above are outlined in greater detail in our COVID-19 critical controls, procedures and guidelines. HoD’s, Line Managers and Supervisors will ensure that all are fully abreast the COVID-19 start up procedures and guidelines.
The outbreak has impacted many households in and around Jwaneng. The households are facing health and economic disparities and the Mine has no doubt that the P5 million contribution will provide required support to help them through this dire situation. Of this, P1.5 million will ensure that the less-privileged families in Jwaneng, Sese and Maboane have access to food.

Said General Manager of Jwaneng Mine, Koolatotse Koolatotse, “Through the balance P3.5 million in-kind support, Jwaneng Mine has made large and direct contribution to resource health facilities in and around Jwaneng. Provision of porta cabins to Ditsweletse Clinic in Jwaneng and an isolation centre in Mabutsane to house health personnel (eight rooms in Jwaneng and 16 rooms in Mabutsane). Further, the Mine continues with provision of water and sanitisers to the operation’s impact communities. The Mine is also making major contributions in Betesankwe, Sese and Mahoshwane, where it has been providing more than 40,000 litres of potable water per week since the institution of the National lockdown. Jwaneng Mine has distributed more than 150 litres of hand sanitisers to dikgotla in Jwaneng and surrounding villages.”

Koolatotse also said that, in order to prevent and control the spread and impact of the COVID-19 pandemic in Jwaneng and surrounding villages, the Mine has embarked on a rigorous exercise of preventative cleaning and fumigation of public spaces.

Kgosikgolo Malope II of Bangwaketse lauded Jwaneng Mine’s donation of P3.5 million to the District as a clear indication of the Mine’s commitment to sustainable community development in Jwaneng and surrounding villages. He also applauded the Mine for assuming a leading role in fighting the spread and associated impact of COVID-19 in the District. He added that donations like these go a long way in improving the economic and social conditions in the communities in which Jwaneng Mine operates and noted that the donation will buttress Government’s efforts in the fight against the pandemic. Expressing gratitude in relation to the preventative cleaning and fumigation of public spaces in Jwaneng, Malope said the exercise makes Jwaneng the safest place in Botswana right now.

In addition to contributing to the COVID-19 response fund in the District, Jwaneng Mine’s employees and Business Partners have made cash and in-kind contributions to help the vulnerable households in Jwaneng and surrounding villages. Employees and Business Partners have, to date, raised funds to the total value of over P150,000.

Jwaneng Mine announced P5 million in cash and in-kind contributions towards the fight against the spread of COVID-19 in Jwaneng and surrounding villages. The donation is directed at addressing all emerging community needs in the face of the COVID-19 pandemic.
Following Government’s declaration of a State of Emergency (SoE), mining was classified under essential services. However, in the context of Debswana, employees’ wellbeing and safety was deemed as paramount, thus the decision to suspend all production. This, in the context of H2 Projects, meant suspending all projects at execution while other workstreams continued through a Working From Home (WFH) platform.

One such project that was placed on hold is the Jwaneng H2 Drilling, whose carbon footprint is in the ‘Prince of Mines’. The project is aimed at acquiring relevant geoscientific information required to assess and support the underground mining potential of the Jwaneng mine deposit. The Senior Project Manager, Pitso Gaegopolwe said the information is required to update geotechnical, hydrogeological, geological, resource and metallurgical models to the required confidence levels as per the Investment Development Model.

Gaegopolwe said, at the time of suspending works, they had a complement of 40 owners’ team members and 256 contractor employees. Three main drilling contractors are engaged in the project namely: Mitchell Drilling Botswana (Pty) Ltd, Remote Drilling Services (Pty) Ltd & Roits Drilling Services (Pty) Ltd. Drilling Supervision and core logging aspect of the work has been assigned to two local data acquisition consultants: Aqualogic (Pty) Ltd & Cowburn Isherwood and Associates (Pty) Ltd.

On the project successes, the Senior Project Manager said the project had progressed well with a total of 52,988 metres completed. He said other project milestones includes:
- Completion of a 15,000m country rock drilling programme including updated structural and country rock model covering the underground mine footprint;
- Completion of a 3,700m drilling programme designed to collect in-situ stress measurement; and
- Completion of a 3400m Centre Pipe breccia drilling program including development of the centre pipe conceptual model.

**COVID-19 Impact & Wayforward**

Gaogopolwe said given the current impasse they have been keeping in touch with the Business Partners especially in lieu of the imminent work resumption. He said some of his teams have been Working From Home (WFH) in order to advance critical project work streams.

In reference to the new safety requirements, he said his team stands ready to ensure compliance in partnership with all their Business Partners. He said the requirement for a 70% vehicle carrying capacity presented a challenge for staff transportation however, the Operations team have committed to assist.

On the recovery aspect, Gaogopolwe said they have revised their plans to allow for prioritisation of work in order to ensure deferment of relatively lower priority drilling to 2021. He said they will also reconsider their current work schedule to address the backlog.

He said the focus is on the following:
- Completion of early underground development feasibility study drilling targeted for Q2, 2020;
- Phase 1 underground mine Prefeasibility A drilling targeted for completion in Q3, 2020; and
- Phase 1 underground mine Prefeasibility B and Feasibility targeted for completion in Q1, 2021.

As the team remain eager to get back to the ‘grind,’ all hope is on the frontline workers and all medical research teams who have devoted their lives to finding the cure/solution to the current pandemic. H2 teams remain resolute in delivering ‘the business of tomorrow.’

**Jwaneng H2 Drilling Project - #QuickFacts**

- Project Footprint: Blue area, Debswana Jwaneng Mine;
- No of employees: 40 Owners’ team (36 men, 4 women);
- 256 Contractor employees (209 men, 47 women);
- No of main Business Partners: ten;
  - Three main drilling contractors (2 foreign based & 1 local)
  - Two drilling supervision & core logging contractors. (both local based)
  - One Downhole directional surveys & geophysical surveys- (foreign based); and
- Four Laboratory testing contractors (foreign based)
OLDM EMPLOYEES SUPPORT COVID-19 FIGHT

OLDM employees have heeded Government’s call to support her efforts in the fight against COVID-19.

The Mines’ Human Resources Department employees donated food hampers and toiletries worth P9,375.00 to Xhumo village for distribution to families in need.

Further to this, Mineral Resources Management (MRM) employees donated P16,000.00 to the National COVID-19 Relief Fund, while Mining Department staff handed food hampers worth P21,372.00 to residents of Setata and Makoba ranches/farms in the Boteti Sub-District.

OLDM General Manager, Bakani Motlhhabani, and his wife donated food hampers worth P12,423.00 for distribution to needy families at Tawana Ward in Letlhakane village. They also contributed P10,000.00 to the National COVID-19 Relief Fund.

These contributions are a true demonstration of Debswana’s ‘Show We Care’ Value in action.

Let us all continue to show our support as best as we can, and remember that, together, we can beat COVID-19.
CLEAN HANDS SAVE LIVES

The spread of the novel coronavirus has presented individuals and organisations committed to serving their communities with a unique paradox.

In living the Debswana Values, one which resonates with this pandemic - “Show You Care” - Jwaneng Mine employees continue to look for ways of assisting the fight against the pandemic by supporting communities from the confines of their home during the State of Emergency and the Lockdown. Jwaneng Mine through its Employee Volunteerism Policy, encourages employees to take part on volunteerism initiatives that develop or empower communities within the Jwaneng Mine Zone of Influence (ZoI). In line with this, Mining Department employees, under the leadership of Senior Mining Manager, Goitseone Gadifele, have raised funds to support the COVID-19 relief. The money raised was used to purchase and install six handwash stations at three clinics (Ditswelese – Unit 5, Unit 2 and Unit 7 clinics), with two stations installed at each clinic. This was done in partnership with TKM Engineering, who provided the full labour cost as their donation.

The donation was witnessed by several local dignitaries, including the District Commissioner, Jwaneng Town Mayor, Jwaneng Town Clerk and diKgosana. The handwash stations were officially handed over by Dr. Kegomoditswe Biki Maphane, Jwaneng Mine Hospital Superintendent, to the District Health Management Team (DHMT), while adhering to social distancing precautions.

The project coordinator, Roselyn Modikabane, explained that Mining Department employees wanted to inculcate the culture of regularly washing hands to the community of Jwaneng, as the World Health Organisation (WHO) has identified hand hygiene as one of the best preventative measures to curb the spread of COVID-19. The team chose the basins as these will be long term installations as hand hygiene is key not only during the COVID-19 pandemic, but will continue to be used in the future for other diseases like diarrhoea. The hope it, in partnership with various Business Partners, to install handwash stations in several offices where public services are accessible in Jwaneng town, Mining Manager, Ethna Kasitiko, further disclosed to Teemane.

Well done, Jwaneng Mine Mining Department!
AVOID FAKE NEWS

Stop The Misinformation!

False information makes us less safe. Interrupt the stigma and share accurate information from official and trusted sources only. Speak out against false information on Coronavirus.

For updated factual information/advice, call: 0 800 600 555 [Debswana EAP tollfree line] or e-mail: covid19@debswana.bw
Pulse Survey Results Summary

1. Agree that the communication from the Company on COVID-19 has been helpful in understanding what we need to do. 96.9%

2. Agree that the communication from the company on COVID-19 has been relevant and appropriate. 96.9%

3. Are aware of the company toll free line (0800 600 555) available for all COVID-19 related and Wellness enquiries 91.4%

4. Prefer to receive information from the company on COVID-19 via SMS. 79.7%

5. Would like to receive daily communication from the company on the COVID-19 status updates. 67.3%

6. Have access to the resources (e.g., materials, equipment, technology, support services, etc.) needed to do their job effectively while working from home. 63.3%

7. Of those working from home are experiencing good connectivity. 60%

A total of 799 employees took part across all 3 sites

Open Ended Questions

100% of participants are aware of the recommended distance to keep to ensure adherence to social distancing measures.

97% are aware of the correct number of days that one is to stay in self-quarantine.

100% are able to list at least 4 common signs and symptoms of COVID-19 to look out for.

70% are aware of the protocol to follow before entering their site of work/workplace.
What you would like to hear more on

**Company Related**
- Company plans on start-up of operations after lockdown and what health measures will be put in place.
- Financial impact of COVID-19 on the business and how this will affect employees.
- Timely information sharing on key decisions made by group ExCo
- What the company is doing in the communities around the mines

**General/Wellness Related**
- How to get psychosocial assistance during this time and tips on how to stay positive
- Consideration for parents who now have to assume the role of home schooling and how it affects productivity.
- Wellness related issues especially on ideal foods to eat to help boost immune system
- Tips on how to minimize the effect of Corona on our body. And other first aid tips to help handle a case before the doctors take over
- Updates on global and Botswana statistics

**Total no. of participants**
- **OLDM** 52.5%
- **Jwaneng** 32.9%
- **DCC** 14.6%

**Total no. of Participants** 799

**PLEASE SHARE MORE ON**
- Update on the arrangement made for Orapa Schools to support student study during the Public Emergency Period
- Local statistics on quarantine sites at mines (Jwaneng and Orapa).
- HR Related matters
Oldm Goes “Digitally Smart”

It is critical that businesses leverage the changing technology and business landscape to stay ahead, says Oldm Senior Mining Manager, Thuso Mogotsi.

Speaking during a session to update key stakeholders on the Oldm Digital Transformation Project, dubbed ‘Digitally Smart’, Mogotsi said that “We need to keep up with transformation, lest we become irrelevant as an operation. We cannot continue to do business the way we have been doing.”

Mogotsi mentioned that transformative technology, also known as the Fourth Industrial Revolution, is changing a lot of businesses across the world at an exponential rate. He added that Debswana cannot risk being left behind. According to Mogotsi, there are many benefits of digital transformation to ensure our operations are ready to take up new developments in digitalisation opportunities. These include machine learning and artificial intelligence for predictive maintenance and analytics including digitally safer ways of mining diamonds. He added that digital transformation is about collaboration between enterprises and adopting modern ways of engaging with the customer.

“The way we mine our diamonds has an impact on the customer. If we mine diamonds safely, it would bring us benefits,” Mogotsi said noting that digitalisation should be leveraged to achieve this. “The new mine is actually in mining the data that we generate,” he further noted. He said that our operations generate a lot of data through various systems, adding that there is need to mine such data and utilise it to better drive value and create intelligence for decision-making.

“Digital transformation is not about employing cutting-edge technology, but it is about initiating personal culture change resulting in a mindset that is eager and empowered to drive the right digital change and adoption,” Mogotsi further noted. According to Mogotsi, Oldm did not have expertise in the digital transformation space and in order to drive digital transformation successfully, they found it fit to engage a consultant, 4Sight, to assist Oldm in the digital journey.

4Sight consultants noted the project will assist Oldm by setting a digital transformation roadmap and journey for transitioning towards digital maturity. They also said that the project would lead to accurate real-time decision making without reliance on guessing. The objectives of the project are

- To define building blocks for and create a digital transformation journey for Oldm;
- To improve on key value generating areas for Oldm operations; and
- To install a framework and governance structure for digitalisation initiatives implementation.

The Oldm Digitally Smart Project scope is implemented in three phases as follows:

1. Phase 1 - this is a discovery phase and is about assessment of the digital maturity status of Oldm completed through technology and infrastructure assessment, data maturity assessment, people readiness assessment and process dynamic simulations to determine the current state and bottlenecks

2. Phase 2 - identification of value drivers and appointment of the digital committee as a central governance structure for digitalisation initiatives selection, prioritisation and implementation using the framework in figure 1. below

3. Phase 3 - Selection and Proof of Concept (POC) implementation

4Sight’s approach is to ensure that Oldm is enabled to run the Digital Transformation journey independently, hence leaving a sustainable framework after the project.

Phase 1 and 2 are well underway, all sessions have already been concluded (people readiness survey, data maturity survey, digital interviews, dynamic simulations development and technology infrastructure assessments). The next stage is to provide feedback to the stakeholders across Oldm functions.

For any further information/comments about this project, contact Project Manager, Pelonomi Oagile (poagile2@debswana.bw).
In response to emerging business needs, OLDM is introducing a safe start-up and new way of work by introducing online platforms for induction, health declaration and daily COVID-19 Screening and Monitoring.

Online COVID-19 Screening and Monitoring

- Employees are required to undertake the Daily COVID-19 Screening and Monitoring on the system prior to coming to the workplace by answering all the questions and inputting temperature reading.
- On arrival at the workplace, the temperature reading will be confirmed at the designated screening points at your work areas. Employees with COVID-19 screening symptoms are requested to contact the screening centre as prompted by the system.
- Medical screening teams will process COVID-19 screening or temperature on behalf of employees, contractors and visitors that DO NOT have access to the online system.
- You may access the system here: Online COVID-19 Screening and Monitoring or on the intranet as per the quick reference guides shared.

Online Health Declaration

- Employees are required to undertake a health declaration using the online Health Declaration System prior to coming to the workplace.
- Medical declarations are routed to the OLDM Medical Personnel for review. The system will prompt you on any further required actions post the submission of the declarations.
- Persons without access to the online Health Declaration system will undertake the medical screening at the hospitals.
- You may access the system here: Online Health Declaration or on the intranet as per the quick reference guides shared.
- Low birth weight;
- Yellow eyes after birth (jaundice); and
- Brain damage early in life, due to infection (such as meningitis), head injury, lack of oxygen, or bleeding.

Online ECOHS and Security Induction and COVID-19 Awareness Training

- Employees are required to undertake the ECOHS and Security Induction and COVID-19 Awareness Training using the online system.
- On completion of the training, you will be required to undertake the assessment with a minimum pass mark as indicated.
- Persons without access to the online induction system will proceed to the class-led induction post the screening points.
- You may access the system here: Online ECOHS and Security Induction and COVID-19 Awareness Training or on the intranet as per the quick reference guides shared.

Reminder: if you are working remotely, you need to be logged onto VPN to access the systems. Use of Chrome or Edge browsers is recommended.
COVID-19 has greatly affected all of us and created a new order of doing business; our personal cash flow is no exception. It is important to adapt and learn the new order of doing things. In most cases where we cannot change the situation, we need to change ourselves. By changing our money habits. Here, we look at some of the ways we can change our money habits.

Decline in income is one of the most notable financial impacts across industries. This is largely attributed to a decline in productivity and business activity all around the world. The first response should then be for us to reduce expenses as much as possible in order to meet the current income.

Look at Financial Services Partners’ Relief Measures

There are efforts from the financial institutions that intend to relieve the pressure suffered by our income called payment holidays. Please note these cannot be for a long time and is conditional to what the bank can offer, depending on how affected we are. The first thing is to assess whether you need this service. It should not simply be utilised because it is available, or because you need to have the income you have always had and be comfortable as always. Imagine if the situation continues for more than expected time, there will be no food baskets nor payment holidays into the long-term.

Start an Emergency Fund

This is the time to start practising living below our means and saving more than ever because the months ahead might be even tougher. If you think you have nothing to save, look at your budget and see what you can do away with for now so you can build your emergency fund. Every little bit counts, after all. As the saying goes, “It’s better to eat bread without butter now so that you can still eat later, than to eat bread and butter now and have only water to drink later.”

Reassess financial goals and make adjustments

Now that our circumstances have changed, it is important to ensure your financial goals and plans are as relevant as can be. Things to prioritise include:

- Paying off debt, especially cash loan debts. Talk to your creditors if you are not able to pay, agree on payment terms and timelines;
- Practise independence and look at sources of additional income; work hard but mostly work smart;
- STOP buying unnecessary items; pause on making big purchases or big investments for a while unless they are building steps for your livelihood; and
- Reconsider your passive income streams, aligning them to today’s needs.

Use this time to enhance your knowledge on managing your personal finances. The more you learn, the more you practice, and the better your financial wellbeing.

For more information, contact:
Kmarapane@debswana.bw  32347 (ORAPA)
Tboitumelo@debswana.bw   24702 (JWANENG)
TO OUR MAY LONG SERVING DIAMONDS

Thank you

5 YEARS
Kabelo Mosebi
Florence Mbaiwa
Unangoni Vista
Gakenyatswe Gabojeve
Nelly Masego Macheke
Simon Matshega
Bochena Gosetsemang
Shingani Nkalolang
Lingani Owen Isaia
Boy Loga
Aron Moitshoki

10 YEARS
Gaontebale Mazunga
Nomazondo Shirto
Faith Shiro
Thamani Addy Dubula
Mnapula Doris Pheto
Joel Thabo Kgomanyane
Elvis Mothusi Pillar
Stephen Modibe

15 YEARS
Matshidiso Sheila Keatile
Bantse Motsumi
Moses Mpe
Oussmann Kabelo Bogosi
Moagi Professor Mmerekile
Balatheletse Racherie
Wapama Masu
Onneile Nguka
Lingisisani Tena
Gaomodimo Phuwe
Thapelo Disang
Didretse Reosille
Benny Magawe
Joseph Tomu
Pako Tshepo Otlhogeleng
Portia Lebogang Motsamai
Oageng Nkawana

20 YEARS
Isaac Lesetedi Moampe
Boswell Tabona
Sean Nash Bagopi
Mogomotsi Baitirile
Baitirile
Goitseone Gaolebe
BaarabEnerst Muzila
Kay Kulobone Soopu
Lazarus Isaacs Kgosi
Thetologo Ntumelang
Omphiile Mompati
Malebogo Malepa
Robert Johnson-Kelaotswe
Mompoloki Lebang

30 YEARS
Kenneth Tebelelo Mosinyi
Tshwenyego Bosena
Seako Phalalo
Daniel Kongwe
Modise Keabotsa

35 YEARS
Morake Otsile Ditau
Edward Fani
Peter Ndu

40 YEARS
Gabriel Tawele
Kuchadza Moathodi
Biki Moiteela

If you would like to receive updates via WhatsApp on Debswana’s COVID-19 response and other Company related info, please send a WhatsApp message saying ‘Hi’ to 79997062
Thank you our heroes and heroines

All health workers were cheered by Management to their surprise as they reported for their daily duty.

Since the COVID-19 hit Botswana, health workers have been at the forefront of the pandemic, therefore at high potential risk exposure to the virus. They have given more of their time and commitment than ever before, many even sacrificing longer hours away from their families and loved ones. Their bravery, dedication and sacrifice does not go unnoticed, and we commend and thank them wholeheartedly for all that they do to keep us safe.

Jwaneng Mine frontliners received an incredible standing ovation from the Mine’s Management as an appreciation of their enormous contribution and dedication in the fight towards COVID-19.

This was the impetus behind Jwaneng Mine Management choosing to take a special moment out of their days to share the heartwarming gesture of recognition and gratitude.

Through their cheers and applause, they made clear the message “We all attribute your efforts in line with service to duty and we are eternally grateful. We salute you!”

To all our frontliners, re a leboga.
Jwaneng Mine is arguably the leading employer within the Southern District region, which has over the years, contribute significantly to socio-economic transformation of various communities within Jwaneng Mine Zone of Influence.

Against this background, the Mine recently started a programme to produce reusable cloth masks for its 6,000 employees (Debswana and Business Partners) to protect them against the spread of COVID-19. Ten local tailors have been engaged from Jwaneng and surrounding villages to produce the required 12,000 masks that will be distributed to Jwaneng Mine workers upon resumption of duty. The masks will also be distributed to critical external stakeholders and all frontline workers.

Through the exercise, the Mine is also stimulating the local economy by spending over P150,000 on procuring from local tailors who are all full-time self-employed, while others also have employees who depend on them.

The exercise automatically lessens the burden of Government having to provide food hampers to the tailors’ households as their services have been put to use and paid for. Six of the ten tailors are beneficiaries of the poverty eradication scheme, while four are medium enterprises under the care of Local Enterprise Authority (LEA).

The masks production exercise is part of a broad series of activities aimed at enabling the Zone of Influence to prevent, contain and respond to the advent of COVID-19 and the regulations that have been implemented to nip it in the bud.
**DO’S**

1. Wash your hands before touching the mask.
2. Inspect the mask for tears or holes.
3. Find the top side of the mask and position your mask correctly before placing it over your nose and mouth.
4. Ensure the correct side faces outwards.
5. Place correct side of the mask over your nose and the rest over your mouth and chin.
6. Cover your mouth, nose and chin.
7. Adjust the mask to your face without leaving gaps on the sides.
8. Avoid touching the mask.
9. When taking off the mask stuff by removing the mask from behind your ears or head.
10. Keep the mask away from you and surround while removing it.
11. Wash your hands after taking off the mask.
12. Cotton masks are reusable; it is advisable that you wash your cotton mask after each time you have used it.

**DON’T’S**

1. Do not use a ripped or snipped mask.
2. Do not wear the mask only over your mouth. The mask must cover your mouth, nose and chin.
3. Do not wear a loose mask.
4. Do not touch the front of the mask.
5. Do not remove the mask to talk to someone or do other things that would require touching the mask.
6. Do not leave your mask within the reach of others.
7. Avoid pulling down the mask or tuck it beneath your chin. The mask should either be fully on or taken off.

**Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.**

**Source:** World Health Organization