In accordance with our Respiratory Protection Program, it is required that you complete your annual respirator training and fit testing. These actions help to ensure your tight-fitting respirator protects you properly from respiratory hazards in the workplace.

Our fit testing is done by [INSERT FIT TESTER’S NAME].\* For an overview of what to expect prior to and during your fit test, please refer to the How to Prepare for Your Qualitative Fit Test (available at [Iowa Department of Health and Human Services: Respirators and Fit Testing in Iowa](https://hhs.iowa.gov/hai-prevention/respiratory)). Please note that before your fit test, it is important that you:

* Review how to clean your hands, inspect, put on, seal check, and take off your respirator
* Are clean-shaven so your respirator seals tightly
* Tie back long hair away from your face
* Remove any facial jewelry and hair coverings that could interfere with your respirator’s seal
* Avoid eating, drinking, smoking, using flavored lip balm, and chewing gum for 15 minutes before

To schedule your annual respirator training and fit test, or to ask any questions, please contact [INSERT PROGRAM ADMINISTRATOR NAME] at [INSERT ADMINISTRATOR CONTACT].

Thank you,

[INSERT YOUR NAME]

\*Note: If your facility is not able to provide fit testing, please link to the list of providers in Iowa, found at [Iowa Department of Health and Human Services: Respirators and Fit Testing in Iowa](https://hhs.iowa.gov/hai-prevention/respiratory).