REACH SOUTH ACADEMY TRUST

Tuesday 26th May 2020

Personal Protective Equipment (PPE) Guidance for Academies Commencing Operation Beyond Providers of EduCare

PPE should be worn in line with your specific risk assessments. Wearing PPE can contribute to a false sense of security, causing lapses in other measures, such as hand washing and social distancing, which has shown to be the most effective method of decreasing infectious disease risk and spread.

Through risk assessment, we have exceeded the suggestions in current Public Health England (PHE) guidance. In the government/PHE guidance, enhanced PPE is generally recommended when activities are carried out in situations where a person with Covid-19 symptoms has been present. It is possible that people with Covid-19 may not present significant symptoms, but may still present a transmission risk. Our stance will bring the risk factors down to the lowest possible whilst still undertaking the work activities. It is however very important that issued PPE is used in the correct way. The use of PPE at the incorrect time could potentially create more risk. Furthermore, we have a social duty not to overuse PPE at a time of unprecedented worldwide demand, and that continued supply is not guaranteed.

The four essential pieces that we require are:

- Disposable gloves – lightweight, single use gloves
- Disposable aprons – lightweight polythene (LDPE, MDPE & HDPE) aprons, single use aprons.
- Face-shields/visors – lightweight face shields, REUSABLE
- Respirators – Filtering face piece type respirators with suitable protection ratings (FFP2 or FFP3). Non-reusable (NR).

Our requirements:

- Food preparation – disposable gloves, disposable apron, respirator
- First aid delivery – disposable gloves, disposable apron, respirator, face-shield

- Intimate care – disposable gloves, disposable apron, respirator, face-shield
- Physical restraint* – disposable gloves, disposable apron, respirator, face-shield
- Supervising isolation – disposable gloves, disposable apron, respirator, face-shield
- Carrying out health questions on admittance – respirator
- To clean areas where there has been a symptomatic person – disposable gloves, disposable apron
- To clean areas where there has been heavy contamination (such as visible bodily fluids) from a person with Covid-19 symptoms – disposable gloves, disposable apron, respirator, face-shield

* Note – the first person to react to a situation requiring restraint may have to do so without PPE to ensure immediate safety of the individual. They should be relieved as soon as possible by a person wearing full PPE.

Before putting on PPE

1. Perform hand hygiene, make sure you wash your hands for 20 seconds with warm water and soap or use an alcohol gel, before donning PPE.
2. Tie hair back if applicable.
3. Ensure you are hydrated.
4. Remove jewellery, bracelets, watches or stoned rings.
5. Check you have the correctly sized PPE.

Donning or putting on PPE

Please follow steps in the order below ***(see: Appendix 1)***

1. Plastic Apron

The apron provides an additional layer of protection to the front of the body against exposure to body fluids or excrement from the person.

Putting on your single use disposable apron ***(see: Appendix 1)***

1. *Put on your put on a single-use (disposable) plastic apron, making sure it is tied securely at the back.*

2. Mask (RPE)

The aim of wearing a facemask is to protect your mouth and nose from another person's respiratory secretions. Wearing a facemask also protects persons by minimising the risk of passing on infection from yourself (via secretions or droplets from your mouth, nose and lungs) to others.

Care must be taken not to touch the inside of the mask.

Putting on your single use disposable mask (see: ***Appendix 2)***

1. *Make sure the disposable respirator is the correct size, new, clean and undamaged before you use it.*
2. *Cup the disposable respirator in one hand, with the straps hanging out of the way.*
3. *Hold the disposable respirator in place on your face.*
4. *Pull the bottom strap over your head, to the back of your neck.*
5. *Pull the top strap over your head to sit above your ears.*
6. *Check the straps are not twisted. If you need to tighten the straps, pull both ends at the same time, bottom first, then top.*
7. *If there is a nose clip, press this firmly to the shape of your nose.*
8. *Masks must not be touched by hands once mask is in place.*
9. *Masks must be changed if they become moist or damaged.*
10. *Masks must not be removed until task is completed.*

3. Face Shield

A full-face shield over your facemask to provide additional protection to the front and sides of the face, including skin and eyes, face shields provide a useful adjunct to respiratory protection for workers working with persons with respiratory infections. However, they cannot be used as a substitute for respiratory protection when it is needed.

Spectacles are not considered an adequate form of protection.

Putting on your re-useable face shield:

1. *Bending forward, hold on to the face shield with both hands, expand the elastic with your thumbs and place the elastic behind your head, so that the foam rests on your forehead. Once the shield is situated, check to make sure it covers the front and sides of the face and no areas are left uncovered.*

4. Gloves

Disposable gloves protect you from picking up the COVID-19 virus from the environment (such as contaminated surfaces) or directly from people with COVID-19.

Care must be taken not to touch the face, mouth or eyes when wearing gloves.

Putting on your single use gloves:

1. *Take out a glove from its original dispenser, holding only the cuff.*
2. *Hold glove at opening with one hand and slide fingers and thumb of opposite hand into glove.*
3. *Pull towards wrist to fully don glove using only knuckles to avoid fingernail puncture.*
4. *Take second glove out of dispenser with bare hand, holding only the cuff.*
5. *Hold glove at opening and slide fingers and thumb into glove. Pull glove towards wrist using knuckles of gloved hand.*

Removing of or doffing PPE

PPE should be removed in an order that minimises the potential self-contamination, before leaving the room where PPE was required remove gloves and apron dispose of it by double bagging, then store securely for 72 hours, then throw it away in the regular waste receptacle.

Once outside the room, remove disposable facemask and dispose of it by double bagging, then store securely for 72 hours, then throw it away in the regular waste receptacle and clean hands.

Please follow steps in the order below ***(see: Appendix 3)***

1. Gloves *(see: Appendix 4)*

1. *Remove gloves. Grasp the outside of glove with the opposite gloved hand; peel off. Hold the removed glove in the remaining gloved hand.*
2. *Slide the fingers of the un-gloved hand under the remaining glove at the wrist.*
3. *Peel the remaining glove off over the first glove and discard.*
4. Clean hands.

2. Apron

1. *Unfasten or break apron ties at the neck and let the apron fold down on itself.*
2. *Break ties at waist and fold apron in on itself – do not touch the outside – this will be contaminated. Discard.*

3. Face shield

1. *Remove eye protection if worn. Use both hands to handle the straps by pulling away from face and place down.*
2. *Clean hands.*

4. Face mask

1. *Remove facemask once your work is completed.*
2. *Untie or break bottom ties, followed by top ties or elastic, and remove by handling the ties only. Lean forward slightly. Discard.*
3. *DO NOT reuse once removed.*
4. *Clean hands with soap and water.*

Cleaning face shield

1. Fresh single use gloves to be worn before cleaning commences.
2. The wearer should clean the inside and outside of the mask using a suitable disinfectant cleaning wipe.
3. Face shield to be kept in a sterile bag to prevent contamination.
4. Clean hands with soap and water.
5. Dispose of gloves by double bagging, then store securely for 72 hours, then throw it away in the regular waste receptacle and clean hands.

Appendix 1

Public Health England

Putting on personal protective equipment (PPE)

for non-aerosol generating procedures (AGPs)*

Please see donning and doffing video to support this guidance: https://youtu.be/-GncQ_ed-9w

Pre-donning instructions:

- Ensure healthcare worker hydrated
- Tie hair back
- Remove jewellery
- Check PPE in the correct size is available

1. Perform hand hygiene before putting on PPE.

2. Put on apron and tie at waist.

3. Put on facemask – position upper straps on the crown of your head, lower strap at nape of neck.

4. With both hands, mould the metal strap over the bridge of your nose.

5. Don eye protection if required.

6. Put on gloves.

*For the PPE guide for AGPS please see:
www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures

© Crown copyright 2020. Public Health England Gateway Number: 2019-263. V1.2

Appendix 2

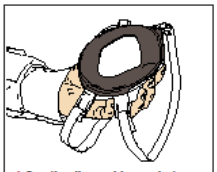
HSE

Using disposable respirators

Pre-use checks

- You should be clean-shaven around the face seal to achieve an effective fit when using disposable respirators. Beards and stubble will stop the disposable respirator sealing to your face and protecting you properly
- Make sure it is the right disposable respirator for your work and for you - have you passed a face fit test in this disposable respirator?
- Make sure the disposable respirator is clean and undamaged before you use it
- Follow the manufacturer's instructions for checking the disposable respirator and putting it on
- Check the fit every time you put on the disposable respirator to ensure there are no leaks

Putting the disposable respirator on and checking it fits



1 Cup the disposable respirator in one hand, with the straps hanging out of the way.

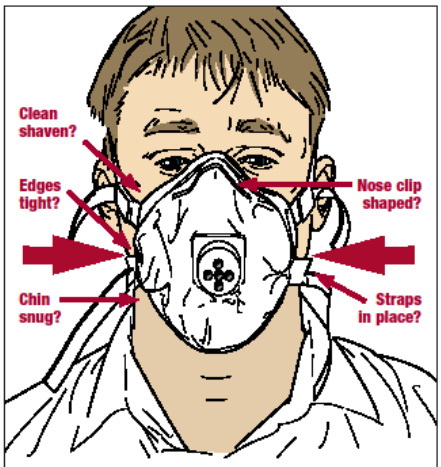
2 Hold the disposable respirator in place on your face.

3 Pull the bottom strap over your head, to the back of your neck.

4 Pull the top strap over your head to sit above your ears.

5 Check the straps are not twisted. If you need to tighten the straps, pull both ends at the same time, bottom first, then top.

6 If there is a nose clip, press this firmly to the shape of your nose.



7 Before entering the workplace, a user seal check should be carried out. This is done by placing your hands over the filter material and breathing in. The mask should suck down onto your face when you breathe in sharply. You should hold your breath for ten seconds and the disposable respirator should not loosen. If it does, you should readjust and repeat.

Check your disposable respirator before you put it on. **Then do a pre-use seal check or fit check - for a proper seal each time:** Clean shaven? Edges tight? Chin snug? Nose clip shaped? Straps in place?

This poster illustrates a typical disposable respirator, there are many other types available. Follow the manufacturer's instructions on putting your type of disposable respirator on and checking it fits.

Visit **hse.gov.uk/respiratory-protective-equipment** for more information

©Crown copyright 2020 **Published by the Health and Safety Executive**

C100 03/2020

Appendix 3

Public Health England

Taking off personal protective equipment (PPE)

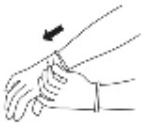
for non-aerosol generating procedures (AGPs)*

Please see donning and doffing video to support this guidance: https://youtu.be/-GncQ_ed-9w

- PPE should be removed in an order that minimises the risk of self-contamination
- Gloves, aprons (and eye protection if used) should be taken off in the patient's room or cohort area

1 Remove gloves. Grasp the outside of glove with the opposite gloved hand; peel off.

Hold the removed glove in the remaining gloved hand.



Slide the fingers of the un-gloved hand under the remaining glove at the wrist.

Peel the remaining glove off over the first glove and discard.

2 Clean hands.

3 Apron.

Unfasten or break apron ties at the neck and let the apron fold down on itself.

Break ties at waist and fold apron in on itself – do not touch the outside – **this will be contaminated.** Discard.

4 Remove eye protection if worn.

Use both hands to handle the straps by pulling away from face and discard.

5 Clean hands.

6 Remove facemask once your clinical work is completed.

Untie or break bottom ties, followed by top ties or elastic, and remove by handling the ties only. Lean forward slightly. Discard. DO NOT reuse once removed.

7 Clean hands with soap and water.

*For the PPE guide for AGPS please see:
www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures

© Crown copyright 2020. Public Health England Gateway Number: 2019-262. V1.2

Appendix 4

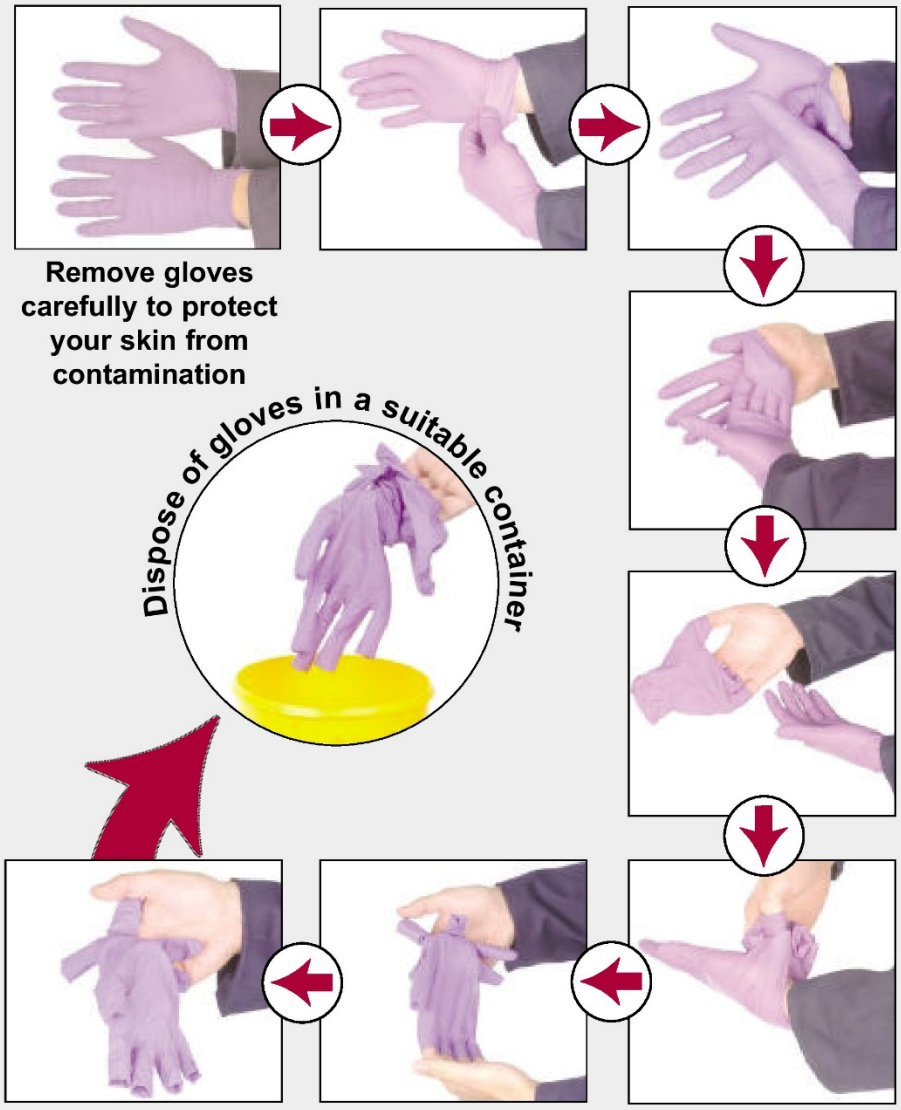
HSE

Health and Safety Executive

Correct removal of gloves

Single use gloves (splash resistant)

Follow the steps shown



www.hse.gov.uk