



Personal Protective Equipment (PPE)

COVID-19 Pandemic Training

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Policy & Procedures based on documents from:

Ottawa Inner City Health, the TOH Mobile Crisis Team And Ontario Public Health

Pre-Course Activities

TOPIC	FORMAT	DURATION	LINK
Handwashing	Video	45 seconds	CLICK HERE
Hand Sanitizer Technique	Video	36 seconds	CLICK HERE
Risk of Cross-contamination with Gloves	Video	3.5 minutes	CLICK HERE
Removing Used Gloves	Video	49 seconds	CLICK HERE
Don/Doff Surgical Facemask	Video	1.5 minutes	CLICK HERE
Donning and Doffing for COVID-19	Website	3 minutes	CLICK HERE
PPE Donning and Doffing: CDC Sequence for COVID 19	Video	13 minutes	CLICK HERE
How to Re-use Masks	Video	32 seconds	CLICK HERE

About COVID-19

- A virus that causes a respiratory infection
- Fever, cough, shortness of breath and other symptoms
- Could take up to 14 days for symptoms
- A wide range of severity from mild to fatal
- Older people or people with low immunity are at higher risk of death

To Reduce Transmission: **Standard/Routine Procedure**

- Hand hygiene, physical distance, surface cleaning
- Don't touch face, cover cough, stay home if sick
- Change from work clothes when home

Setting	Individual	Activity	Type of PPE or procedure
Other settings			
Home Care	Healthcare worker	Visiting clients/patients with suspected or confirmed COVID-19	Droplet and Contact precautions, including: <ul style="list-style-type: none"> • Surgical/ procedure mask • Isolation gown • Gloves • Eye protection (goggles or face shield)

Source: Recommendations for COVID-19, page 8

[Guidance for the Selection and Use of Personal Protective Equipment \(PPE\) in Healthcare Settings, Ontario Public Health](#)

Definitions

Droplet Transmission

- When nose, mouth or eyes are contaminated by large droplets (usually more than 5 microns) generated by a person coughing, sneezing, talking or during aerosol- generating procedures.
- These droplets remain suspended in the air for a short period and fall onto surfaces within 2 meters (6 feet).

Contact Transmission

- Physical contact with infected person, or...
- Indirect contact: Transmission occurs when contaminated surfaces are touched by a healthy person who then touches their eyes, nose or mouth

Personal Protective Equipment (PPE)

To protect against physical, chemical, biological, or other hazards in the work environment.

- Use PPE for all suspected or confirmed cases
- To protect ourselves, our homes, and our clients
- Not needed if physical distance can be maintained
- Risk of contamination if not removed properly
- Use a buddy system

Personal Protective Equipment (PPE)

GLOVES

- Wash hands before and after
- For direct client care NOT in grocery store etc.
- Risk of contaminating yourself or environment
 - Keep hands away from face, phone etc
- Impedes hand washing

GOWNS

- If risk of contamination of clothing high due to increased traffic or lack of surface cleaning

MASKS

- When someone is coughing or sneezing, or
- When you cannot maintain a 2m distance from someone
- Technique to re-use, **do not touch front of mask**

GOGGLES OR FACE SHIELDS

- When you cannot maintain a 2m distance from someone
- Each person should have their own face shield or goggles.
 - Store in a bag with your name on it
 - Sanitize with Lysol wipes after each use



Guidelines for Preparing for Community Visits

COVID-19

Prior To Visit

- Explore all available options before planning a face to face visit.
- If at all possible, the visit should take place outdoors.
 - The Secondary worker could assist without PPE ONLY if it is possible to maintain >2m distance between both the Primary worker and the client at all times.
- Face-to-face visits that are essential include: medication administration, significant changes in mental status that could lead to deterioration in mental health, physical assessment, or imminent safety concerns
- Please review with your supervisor for approval when contemplating a visit.

Prior to Visit (con't)

- A nurse and worker should buddy up for visits requiring PPE. Both employees must have completed the CMHA PPE education session.
- Notify clients in advance that you will be wearing PPE
- Have the client meet you at the entrance or in a room close to the entrance.
- The client should be asked to stand 2m back from the entrance when staff arrives.
- Don PPE in an area where a client is least likely to have contaminated the area.
- Prior to meeting at the residence, the **two staff members should have a conversation to review the encounter**

Screening for COVID Symptoms

- Screening questions regarding the **client and household members** must be asked by phone **before** the visit if possible.
 - Opportunity for client education
 - Ask screening questions again at the door.
- **If screening is positive**, implement additional precautions such as a mask for the client and secondary worker.
 - Inform your supervisor and advise and support the client to carry out Ottawa Public Health recommendations.
- If client feels well but has a **chronic cough** that has not changed, the client should wear a mask.
- Staff should also **self-screen** for symptoms and risk factors and follow Public Health Guidelines.

PPE Kit – Essential Supplies

- | | | |
|--|---|------------------------------------|
| ✓ Gloves | ✓ Eye protection (e.g. goggles, or face shield) | ✓ Garbage Bags/Garbage Box for Car |
| ✓ Surgical Mask | ✓ Clear Plastic Bag for Electrical Devices | ✓ Hand Sanitizer |
| ✓ Gown | ✓ Lysol Wipes/CaviWipes | ✓ Sharps Containers |
| ✓ Clean Plastic Bag for Supplies to be Carried by Secondary Worker | | |

Please Note

- **Shoe covers** are necessary if you are entering a home or apartment.
- CMHA staff should not be performing aerosolizing procedures and therefore **do not require N95** protection.
- Consider leaving **sharps container** in person's residence for next visit.
- **Biohazard bags** are required if discarded PPE contains body fluids such as blood, or to store used PPE for possible professional recycling at a later date.
- The secondary worker should have a **printout of this protocol** for use during donning and doffing.



Guidelines for Community Visits

COVID-19

Community Visits - Procedures

1. Workers should take **separate cars**.
 - If it is necessary to share a car, one person should sit behind the passenger seat with the window partly down, and both employees should wear a mask.
2. **Surface** disinfectant before & after:
 - Steering wheel, gear shift, door handles (both inside and out), window controls, seat belts, and mirrors.
3. PPE placed in a container in the **trunk of the cars** with all supplies in a box.
 - Lysol wipes are placed on the passenger seat and a bottle of Purell is in the console.
 - Leave all personal items locked in the trunk.



Community Visits - Procedures

4. Remove jewelry and watch, and secure hair with elastic.
5. If **electronic items** are needed, place them in a Ziplock bag and put them in the bag with any other supplies that will be needed for the visit.
6. Check equipment list to make sure you have everything. Inspect items to ensure intact.
7. Throughout the process, the Secondary Worker should:
 - Read each step aloud to the primary worker
 - Inspect PPE on the primary workers through each step to ensure proper doffing.
8. You may need to don and doff PPE in an alternate location such as outside the residence or apartment hallway/foyer.

Community Visits - Procedures

For CMHA Nursing Staff:

- The **nurse should don 3 pairs of gloves** and remove one pair just before giving the injection, and remove one pair just after giving the injection.
- **Equipment** such as BP cuffs must be cleaned with Lysol wipes

Group Home or Shelter

- If it is necessary to walk through the building consider donning PPE before you enter.
- Arrange to have the client taken to a separate room before you arrive, preferably close to the entrance.
- If you have not donned PPE, maintain 2m/6' apart from others at all times. **If you find yourself in a situation where social distancing is not adhered to, leave the setting immediately and don all PPE by your car.**



Donning and Doffing Personal Protective Equipment (PPE)

COVID-19

PPE Steps - Donning

Clean all items on car keychain with disinfectant wipes

Open the trunk

Place garbage bag inside garbage box

Apply PPE:

1. *Hand hygiene*
2. Place keys somewhere you can access fob while gowned
3. Don **booties**
4. *Hand hygiene*
5. Don **gown** and attach I.D.to gown
6. *Hand hygiene*
7. Don **mask** and **goggles** or **face shield**.
8. Gather equipment for assessment and place in plastic bag
9. Bring an extra mask for the client in case they have a cough
10. Close trunk and lock car
11. *Hand hygiene*
12. Don **gloves**

Recommended Steps:

Putting On Personal Protective Equipment (PPE)

1. Perform Hand Hygiene



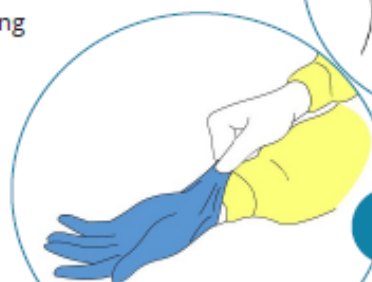
2. Put on Gown

- Tie neck and waist ties securely



5. Put on Gloves

- Put on gloves, taking care not to tear or puncture glove
- If a gown is worn, the glove fits over the gown's cuff



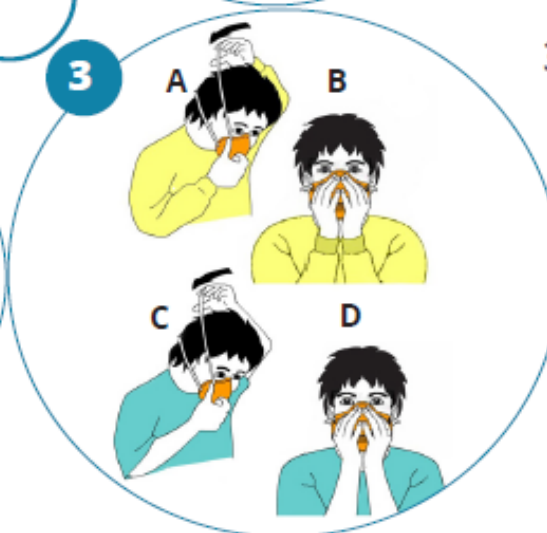
4. Put on Protective Eyewear

- Put on eye protection and adjust to fit
- Face shield should fit over brow



3. Put on Mask/N95 Respirator

- Place mask over nose and under chin
- Secure ties, loops or straps
- Mould metal piece to your nose bridge
- For respirators, perform a seal-check



PPE Steps - Doffing

1. Open trunk using key fob through the sleeve of the gown or belt loop
2. Remove **gloves** and allow them to drop on the ground
3. *Hand hygiene*
4. Remove **gown** and place in garbage bag located in trunk
5. *Hand hygiene*
6. Remove **goggles** or **face shield** and **mask** and place in bag in trunk
7. Remove **bootie covers** (hands-free), pick up gloves, and place in garbage bag located in trunk
8. Tie garbage bag
9. *Hand hygiene*
10. Purell keys, ID badge before entering the car

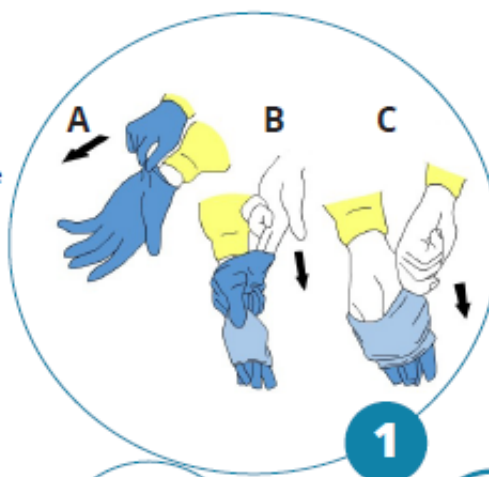
*** Some resources suggest removing eye wear before gown*

Recommended Steps:

Taking Off Personal Protective Equipment (PPE)

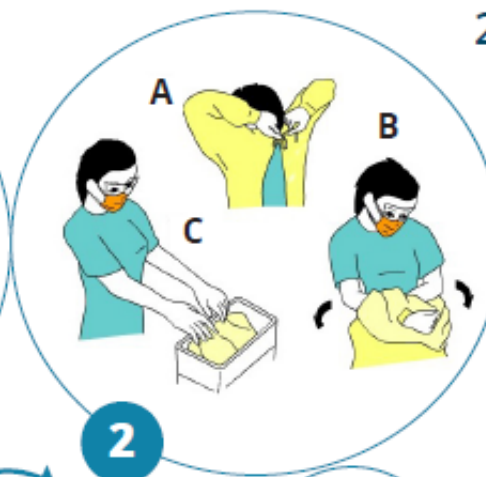
1. Remove Gloves

- Remove gloves using a glove-to-glove / skin-to-skin technique
- Grasp outside edge near the wrist and peel away, rolling the glove inside-out
- Reach under the second glove and peel away
- Discard immediately into waste receptacle



2. Remove Gown

- Remove gown in a manner that prevents contamination of clothing or skin
- Starting with waist ties, then neck ties, pull the gown forward from the neck ties and roll it so that the contaminated outside of the gown is to the inside. Roll off the arms into a bundle, then discarded immediately in a manner that minimizes air disturbance.



6. Perform Hand Hygiene

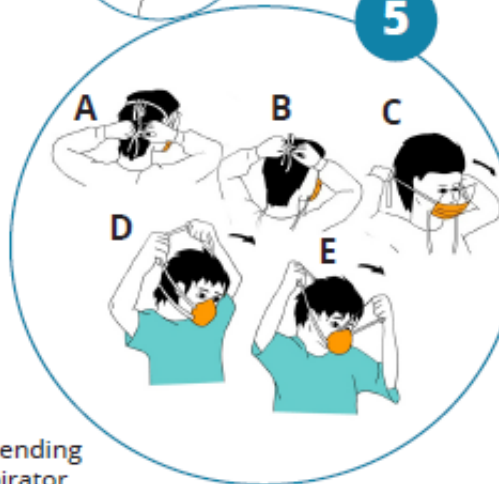


3. Perform Hand Hygiene



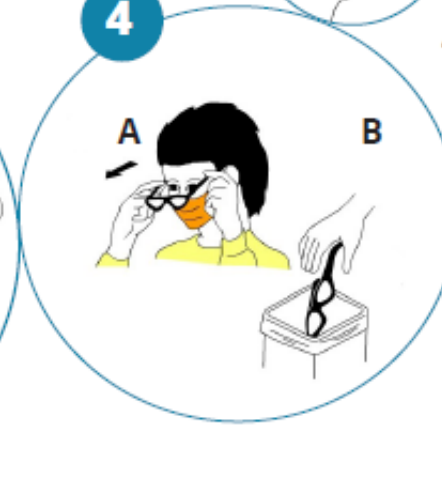
5. Remove Mask/ N95 Respirator

- Ties/ear loops/straps are considered 'clean' and may be touched with hands
- The front of the mask/respirator is considered to be contaminated
- Untie bottom tie then top tie, or grasp straps or ear loops
- Pull forward off the head, bending forward to allow mask/respirator to fall away from the face
- Discard immediately into waste receptacle



4. Remove Eye Protection

- Arms of goggles and headband of face shields are considered to be 'clean' and may be touched with the hands
- The front of goggles/face shield is considered to be contaminated
- Remove eye protection by handling ear loops, sides or back only
- Discard into waste receptacle or into appropriate container to be sent for reprocessing
- Personally-owned eyewear may be cleaned by the individual after each use



Important Tips for Doffing PPE

- **Gloves** – Remember, the outside of gloves are contaminated. Grasp palm area of one gloved hand and peel off first glove. Slide fingers of hand under other glove at wrist and peel off. Discard in regular waste.
- **Gown** – Unfasten ties, pull gown away from neck and shoulders, touching ONLY the inside of the gown. Turn gown inside out and roll into a bundle. Discard in regular garbage.
- **Goggles or face shield** – Do NOT touch the front of them. Lift and pull away from you. Discard in regular garbage or put in receptacle for reprocessing/ cleaning.

Important Tips for Doffing PPE

- **Mask** – Never put mask around your chin or head
 - Grasp ties or elastics at back and remove WITHOUT touching the front. Discard in regular garbage.
- Remove **booties** with other foot (hands free) then pick up touching the inner surface.
- Perform **hand hygiene** – Clean all surfaces of hands and wrists.
- If your hands should get contaminated, immediately wash them or use hand sanitizer.

The 5 Moments of Hand Hygiene

1. Before touching clean equipment, or another person
2. After touching a client or anyone
3. After exposure to bodily fluids
4. Before doing a clean procedure, eg food prep
5. After touching surfaces that may be contaminated
 - Door knobs, pens, railings

After the Visit

- Remove garbage from the car and put it into a garbage bin. Purell your hands.
- When arriving at home, thoroughly wash your hands with soap and water. Change your clothes, put them directly into the washing machine, wash your hands with soap and water, and then shower.
- Debriefing should take place after the procedure has been completed. Lessons learned should be communicated with your team.
- Update your supervisor regarding any unusual occurrence.
- Replenish any supplies that are low.

