

COVID-19 Policy – PPE Policy/Guidance

Produced: 1st August 2020

Next Review: 1st August 2021
Daily Review during 'Acute' Phase

This Policy has been written in line with S5, E4, W2, W3 and W4 of the Key line of enquiries (KLOE) provided by CQC.

Why does Policy Exist?

Due to the recent outbreak, precaution should be taken to protect clients, family members, supporting staff where necessary.

This Policy is written in line with Public Health England, World Health Organisation (WHO) the Foreign and Commonwealth Office (FCO).

The type of PPE will vary on setting. For example if client is residing in a care home, or assisting in taking the client to an appointment and therefore, it is the Case Manager's responsibility to contact the facility to check on their guidelines.

In general we would expect all Case Managers and Clients directly employing their staff to have the following items in their possession:

- Apron
- Surgical mask
- Eye protection
- Gloves
- Hand sanitiser

Note: staff working within a client's home will be provided items required.

Eye Protection

Eye Protection (safety goggles or face shields) can be used on a sessional basis once risk assessed at each local level. A single session refers to a period of time a worker is undertaking duties in a specific setting / environment and a session ends when the worker leaves the care setting / exposure environment.

Cleaning protocol to be followed by staff prior to wearing and when returning then to their allocated collection point:

1. While wearing clean gloves, carefully wipe the inside, followed by the outside of the face shield or goggles using a clean cloth saturated with neutral detergent solution or cleaner wipe.
2. Carefully wipe the outside of the face shield or goggles using a wipe or clean cloth saturated with a disinfectant solution or alcohol wipe.
3. Then wipe the outside of the face shield or goggles with clean water / soap or alcohol to remove residue
4. Fully dry (air dry or use clean absorbent paper towels).
5. Remove gloves and perform hand hygiene.

Please note:

At the end of each period of use the staff member should return the eye protection to the allocated collection point in their place of work.

Eye protection should be discarded if damaged (e.g. safety glasses can no longer fasten securely, if visibility is obscured).

NOTE: eye protection only required when indicated, in certain situations where a client is infected or risk assessment indicates other factors that impact on need i.e. client behavioural presentation that may put staff at risk.

Putting on PPE

1. Pull **APRON** over head and fasten at back of waist.
2. Fit **MASK** snug to face and below chin
3. Place **EYE PROTECTION** over face and eyes – adjust to fit
4. **GLOVES** – extend to cover wrist

Removing PPE

1. GLOVES

- Grasp the outside of the gloves with the opposite gloved hand; peel off
- Hold the removed glove in the gloved hand
- Slide the fingers of the ungloved hand under the remaining glove at the wrist
- Peel the second glove off over the first glove
- Discard in a lined waste bin

2. APRON

- Unfasten or break ties
- Pull apron away from neck and shoulders, touching inside only

- Fold or roll into a bundle
- Discard in a lined waste bin

3. EYE PROTECTION

- Handle only by the headband or the sides
- Discard in a lined waste bin

NOTE: only when indicated, in certain situations where a client is infected or risk assessment indicates other factors that impact on need i.e. client behavioural presentation that may put staff at risk.

4. MASK

- Unfasten the ties - / pull away from the face without touching front of the mask
- Discard in a lined waste bin

Now perform hand hygiene immediately after removing all PPE.

Safe Practice

It is safe practice to keep hands away from face and limit contact with surfaces.

Relevant Legislation	Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
People Affected by the Policy	Client Registered Manager Associates Family Care Staff (including Nurses) Advocates External Health Professionals
Resource	www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public https://www.rdash.nhs.uk/wp-content/uploads/2017/08/IPC-Appx-5-How-to-put-on-and-remove-PPE.pdf https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/