

COVID-19



Supporting students who require interventions or additional supports



Table of Contents

Introduction	4
Hygiene Practices	5
How to Wash Your Hands	6
Hand Sanitizer Use	8
Risk Assessment:	
Personal Protective Equipment (PPE)	10
Types of Personal Protective Equipment.....	11
Disposable Gloves – Use & Care	12
Do’s & Don’ts of Glove Use.....	12
Procedure – How to Don Gloves	13
Procedure – How to Doff Gloves	13
Reusable Fabric Procedural Gowns – Use, Care & Storage	15
Procedure for Donning a Gown	16
Procedure for Doffing a Gown	16
Care of Gowns	18
Medical Face Masks – Use, Care & Storage	19
How to Don a Face Mask.....	19
How to Remove a Face Mask.....	21
How to Safely Store your Mask.....	21
When to Remove/Discard your Mask	22
Important Things to Remember	23
Non-Medical Mask/Face Coverings	24
Care for Non-Medical Masks/Face Coverings	26
Face Protection – Use, Care & Storage	26
How to Don your Face Shield/Safety Glasses	27
How to Remove your Face Shield/Safety Glasses	27
Disinfecting your Face Shield/Safety Glasses	28
Donning Multiple Layers of PPE	28
Using PPE Safely	31
Sequence for Doffing PPE	32
Contaminated & Clean areas of PPE.....	32
Cleaning & Disinfecting	34
References	35

INTRODUCTION

Pembina Trails is committed to prioritizing the safety, health and well-being of students and staff during COVID-19. Alternative spaces and adapted washrooms, used by students who require interventions or additional supports, may present a unique challenge to schools during this time. Through the student-specific planning process, it is important for staff to communicate with families regarding, sharing the steps they are taking to care for children while at school.

This guide was created as a resource on routine practices, including point of care assessment, hand hygiene, cleaning and disinfecting spaces and equipment. As we know, COVID-19 spreads through contact with liquid droplets when someone coughs or sneezes, often entering through the eyes, nose or throat if you are in close contact. Staff must rely upon basic infection prevention and control measures, as outlined by Public Health, to prevent the spread of infection. We would like to thank our staff in advance for following these guidelines. We all play a valuable role in keeping each other safe.

HYGIENE PRACTICES

Routine practices for infection prevention and control must be followed universally at all sites and include the following:

- Avoid touching your eyes, nose and mouth with unclean hands.
- Adhere to hand hygiene guidelines outlined on page 6 or the use of alcohol based sanitizer at the following times:
 - at the start of the day upon entry into the building, entry into alternate areas and before going home
 - before and after contact with a student
 - before and after completing any support or procedure that does not allow physical distancing (both student(s) and staff)
 - before and after donning and doffing personal protective equipment (PPE) such as gloves, mask and eye shield as outlined later in this document
 - before and after going to the washroom, wiping nose or handling dirty tissues, coughing, sneezing or blowing nose
 - after getting hands dirty or if they have become contaminated
 - after cleaning tasks (staff)
 - before and after food preparation, contact with food, student feeding
 - before and after snacks, meals or breaks
 - before and after suctioning and/or catheterization, etc.

HOW TO WASH YOUR HANDS

Hand hygiene is the most important element in reducing the spread of disease. This is why it is the first step in donning and doffing PPE.

- Hand washing is always the preferred method of hand decontamination, as alcohol hand sanitizer does not work in the presence of organic material
- If your hands are dirty, they must always be washed with soap and water first
- If your hands are clean, hand sanitizer can be used instead

Procedure:

- Hand washing should take 15-20 seconds to complete
- Wet hands under warm running water
- Apply soap and distribute over hands
- Rub hands together to create a good lather: palm to palm
- Rub fingertips of each hand in the opposite palm
- Rub between and around fingers
- Rub each thumb clasped in opposite hand
- Rub back of each hand with opposite palm
- Rinse hands thoroughly under warm running water
- Pat hands dry with a paper towel. Use the paper towel to shut off the tap and open the door
- Dispose paper towel into the garbage can.

How to Hand Wash



Wet hands under warm running water



Apply soap and distribute over hands



Rub hands together to create a good lather: Palm to palm



Rub fingertips of each hand in opposite palm

Lather and rub hands for 15 seconds



Rub between and around fingers



Rub each thumb clasped in opposite hand



Rub back of each hand with opposite palm



Rinse hands thoroughly under warm running water. pat hands dry with a paper towel



Turn off faucet using a paper towel



Your hands are now clean



Shared health
Soins communs
Manitoba

HOW TO USE HAND SANITIZER

Perform hand hygiene using hand sanitizer for roughly 15 seconds before starting any task. Your hands must always be clean before using hand sanitizer, as it will not work on dirty hands.

Procedure:

- Apply 1-2 pumps of alcohol-based hand sanitizer to the palms of dry hands. Apply enough sanitizer to cover your hands
- Rub hand together, palm to palm
- Rub in between and around the fingers
- Rub on the back of the hands, finger tips and nail beds
- Continue rubbing until hands are completely dry



RISK ASSESMENTS FOR USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

It is understood that there are students who require interventions and or additional supports that cannot be delivered from a distance. Manitoba Education, in collaboration with Public Health, has provided clear descriptive criteria to support school teams in determining if, when and what PPE is required for use by supporting adults.

It is the role of the case manager, in collaboration with school administration and the Divisional Student Services Team (DSST), to utilize these criteria to determine which aspects of the student-specific plan (SSP) require the correct PPE. This information must be documented in the SSP, in the respective domain. It is further the responsibility of the school team to ensure that this information is clearly communicated to parents and or guardians and the appropriate supporting adults.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE creates a physical barrier between individuals to minimize exposure and prevent transmission of virus spread by direct and prolonged contact with large respiratory droplets. Medical and non-medical PPE have varied levels of application and appropriateness, with medical PPE prioritized for those workers that are engaged in higher risk tasks (higher risk being tasks that may generate droplet transmission). PPE requirements must be practiced in compliance with good infection prevention and control practices, including meticulous hand hygiene, physical distancing, and staying home when sick. PPE supplies must be conserved for only those who are required to use it for their job.

The Workplace Safety & Health Act (2006) requires workers to use all devices and wear all articles of clothing and personal protective equipment designated and provided for their protection by the employer or required to be used and worn by the regulations. It also requires employees to take reasonable care to protect their safety and health and the safety and health of other persons who may be affected by their acts or omissions at work.



TYPES OF PERSONAL PROTECTIVE EQUIPMENT

The following PPE prevent contact with the infectious agent, or body fluid that may contain the virus, by creating a barrier.

- Gloves – protect hands. Use when touching blood, body fluids, secretions, excretions, contaminated items; for touching mucus membranes and non-intact skin.
- Gowns and aprons – protect skin and or clothing. May be used during procedures and student care activities when contact of clothing/ exposed skin with blood/body fluids, secretions or excretions, droplets, etc. is anticipated.

Masks, safety glasses and face shields may be used during student care activities likely to generate sprays of blood and body fluids.

- Masks – protect mouth and nose. Masks protect the wearer and or the student, depending on the level of mask worn, from droplet exposure. Respirators protect respiratory tract from airborne infectious agents and are reserved for medical personnel only.
- Safety Glasses – protect eyes.
- Face shields – protect face, mouth, nose, and eyes.

DISPOSABLE GLOVE – USE & CARE

Most student care tasks require the use of a single pair of nonsterile gloves made of either latex, nitrile, or vinyl. However, due to allergy and product viability concerns, latex and vinyl gloves are no longer used. Gloves made of nitrile are the only product available in Pembina Trails.

Gloves should fit the user's hands comfortably – they should not be too loose or too tight. They also should not tear or damage easily.

Gloves protect you against contact with infectious materials. However, once contaminated, gloves can become a means for spreading infectious materials to yourself, other students, staff or environmental surfaces. Therefore, the way you use gloves can influence the risk of disease transmission in your workplace.

These are the most important do's and don'ts of glove use.

DO'S AND DON'TS OF GLOVE USE

- *Work from “clean to dirty”* - This is a basic principle of infection control. In this instance, it refers to touching clean body sites or surfaces before you touch dirty or heavily contaminated areas.
- *Limit opportunities for “touch contamination”* - Protect yourself, others and environmental surfaces. How many times have you seen someone adjust their glasses, rub their nose or touch their face with gloves that have been in contact with another person? This is one example of “touch contamination” that can potentially expose oneself to infectious agents. Think about environmental surfaces too and avoid unnecessarily touching them with contaminated gloves. Surfaces such as light switches, door and cabinet knobs can become contaminated, if touched by soiled gloves.
- *Change gloves as needed.* If gloves become torn or heavily soiled and additional student care tasks must be performed, change the gloves before starting the next task.

- Change during use if torn and when heavily soiled, even when with the same student
- After use on each student
- *Discard in appropriate receptacle* - Disposable gloves should never be washed and used again.

PROCEDURE

HOW TO DON (PUT ON) GLOVES

- When putting on multiple layers of personal protective equipment always don gloves last.
- Choose the appropriate size of gloves.
- Perform hand hygiene.
- Pull on the gloves over each hand and adjust as needed for comfort and dexterity.
- If wearing in conjunction with a gown, pull the gloves over the cuff of the gown so that the skin of your wrist is not exposed.
- Once donned, keep hands away from your face and hair.



HOW TO DOFF (TAKE OFF) GLOVES

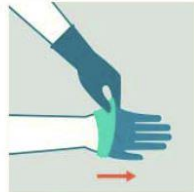
- Using one gloved hand, grasp the outside of the opposite glove, near the wrist. Do not touch bare skin.
- Pull and peel the glove, downward, away from the wrist and hand, turning the glove inside-out as you go.
- The glove should now be turned inside-out, with the contaminated side now on the inside.
- Hold the removed glove in the opposite gloved hand.
- Remove the second glove by sliding one or two fingers of the ungloved hand under the wrist of the remaining glove. Do not touch the outer surface of the glove.
- Peel downwards away from the wrist, turning the glove inside out while pulling it away from your body, leaving the first glove inside of the second, creating a bag for both gloves.
- Dispose of gloves safely.

- ❑ Do not reuse gloves. Do not wash or use hand sanitizer on gloves.
- ❑ Discard gloves in waste container.
- ❑ Perform hand hygiene immediately after removing gloves.

How to remove disposable gloves safety



Pinch and hold the outside of the glove near the wrist area.



Pull and peel downwards, away from the wrist, turning the glove inside out as you go.

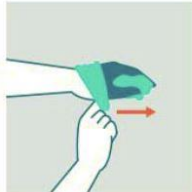


The glove should be turned inside out, with the contaminated side now on the inside.



Hold the removed glove in the opposite gloved hand.

Remove the second glove by sliding one or two fingers of the ungloved hand under the wrist of the remaining glove. Do not touch the outer surface of the glove.



Peel downwards away from the wrist, turning the glove inside out while pulling it away from your body.



Peel downwards away from the wrist, turning the glove inside out while pulling it away from your body.



Please wash your hands.

REUSABLE FABRIC PROCEDURAL GOWNS – USE, CARE & STORAGE

Procedural gowns are generally the preferred PPE for protection of clothing. Gowns should fully cover the torso, fit comfortably over the body, and have long sleeves that fit snugly at the wrist.

- When to use – If your clothing or skin may become soiled from splashes/sprays or contact with items contaminated with bodily fluids.
 - Bodily fluids – such as urine, feces, nasal secretions.
 - Gown use will be required at certain schools that must do toileting and other high-risk procedures. Those schools that require usage have already been provided with gowns. Dirty linen hampers have also been provided in all facilities that require the use of gowns.
- Provincial health guidelines state, that gowns should be worn, if a student develops cold or flu symptoms or becomes COVID-19 suspect during the school day and support cannot be delivered from a distance in the isolated setting.

PROCEDURES FOR DONNING A GOWN

- Perform hand hygiene with soap and water or hand sanitizer.
- Gown should cover from neck knees to wrist (A).
- Opening is in the back (B).
- Secure at neck and waist- ensure you cover your skin and clothes.
- If gown is too small to fully cover your torso, use two gowns.
 - Gown one ties in front.
 - Gown two ties in back.

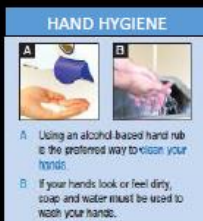
PROCEDURES FOR DOFFING A GOWN

- Unfasten the gown ties with the ungloved hands. (A)
- Grasp the outside of the gown at the back of the shoulders and pull the gown down over the arms. (B)
- Slip the fingers of one hand under the cuff of the opposite arm and pull the hand into the sleeve, grasping the gown from inside.
- Reach across and push the sleeve off the opposite arm.
- Fold the gown down towards the in-side and fold or roll into a bundle (C). (Only the “clean” part of the gown should be visible.)
- Discard into the dirty linen container, as appropriate

Putting on (Donning) & Taking off (Doffing) Re-Usable Procedural Gowns



1. Perform hand hygiene with soap and water or hand sanitizer.
2. Gown should cover from neck to knees to wrist (A).
3. Opening is in the back (B).



1. Perform hand hygiene.
2. Unfasten the gown ties with the ungloved hands. (A)
3. Grasp the outside of the gown at the back of the shoulders and pull the gown down over the arms. (B)
4. Slip the fingers of one hand under the cuff of the opposite arm and pull the hand into the sleeve, grasping the gown from inside.
5. Reach across and push the sleeve off the opposite arm.
6. Fold the gown down towards the inside and fold or roll into a bundle (C). (Only the "clean" part of the gown should be visible.)
7. Discard into the dirty linen container, as appropriate.

CARE OF GOWNS



- Gowns can be washed in hot soapy water and dried using the hottest cycle.
- High schools and some middle schools have been provided with hospital style linen hampers for soiled/dirty procedure gowns.
- Simply take the bag out of the holder and dump the contents into the washing machine.
- Bags can also be laundered.
- For the rest of the schools, plastic laundry hampers were purchased. To launder soiled linen, dump the contents into the washing machine. Do not reach into the hamper.
- Ensure disposable gloves are used when handling dirty gowns.
- Remove gloves and perform hand hygiene after dumping contents into the washing machine and prior to starting the machine.
- For plastic laundry hampers – please disinfect the top and sides of the hamper when finished.

FACE MASKS – USE, CARE & STORAGE

Masks protect the nose and mouth from large droplets. They must fully cover both the nose and mouth to prevent fluid penetration. Masks must also fit snugly, and therefore should not be loose or gaping at the sides. For this reason, masks should have a flexible nosepiece and be secured to the head with elastics at the ears. This allows for a proper fit.

HOW TO PROPERLY PUT ON A FACE MASK

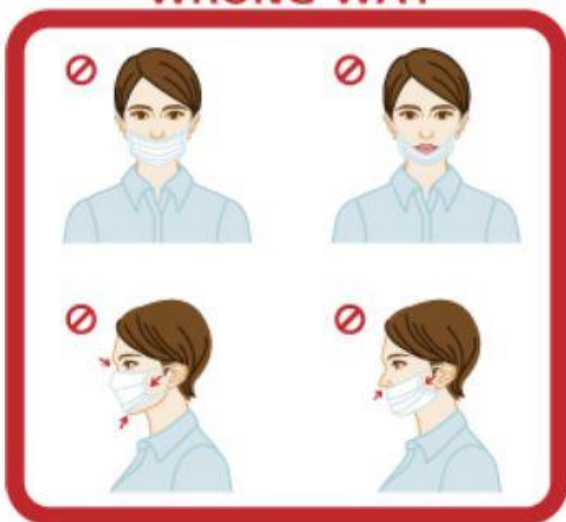
- Perform hand hygiene.
- Inspect the mask to ensure there are no obvious tears or holes in either side of the mask.
- Determine which side of the mask is the outside (blue) and which side of the mask is the inside (white). The blue side of the mask is usually the outside or front of the mask and should face away from you. The white side (inside) of the mask touches your face.
- Hold the mask by the ear loops. Place a loop around each ear.
- Using the index fingers of both hands, press the stiff edge of the noseband to the shape of your nose. Do not pinch the band with one hand as it may become deformed.
- Try to fit it snugly against the sides of your face
- Pull the bottom of the mask over your mouth and down over your chin.
- Ensure you can breathe easily.
- Wash or sanitize your hands once completed.

Remember, you do not want to touch your mask during use. It is important to take the few seconds needed to make sure your mask is secure and fits snugly around your face.

CORRECT WAY



WRONG WAY



HOW TO REMOVE A FACE MASK

- ❑ Perform hand hygiene before touching the mask.
- ❑ Avoid touching the front of the mask. The front of the mask is contaminated and should not be touched. Only touch the ear loops.
- ❑ Hold both of the ear loops and gently lift and remove the mask.
- ❑ Follow the procedure for safely storing your mask for the day. At the end your work day, discard into the designated waste receptacle.
- ❑ Perform hand hygiene once you have removed and stored or discarded the mask.



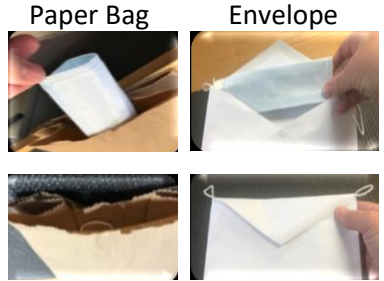
Hand hygiene is the cornerstone of preventing infection transmission. You wash your hands immediately after removing PPE. If you become visibly contaminated during PPE removal, wash hands before continuing. Clean your hands thoroughly with soap and warm water or, if not visibly contaminated, use an alcohol-based hand rub.

HOW TO SAFELY STORE YOUR MASK

- ❑ Perform hand hygiene.
- ❑ Remove mask by using the ear loops at the back of the ears.
- ❑ Gently, stretch ear-loops to flatten mask, try to avoid touching the front part of the mask.
- ❑ Using ear loops, bring top (nosepiece) and bottom ends of mask together to fold mask lengthwise with outer (patient facing) side in on itself.
- ❑ Hold with one hand by ear-loop. Can touch the very edge if needed to keep mask folded.



- ❑ With other hand open paper bag or envelope. When using bag, slightly open top leaving the bottom of the bag still folded.
- ❑ Carefully place folded mask in a clean and dry paper bag. If using envelope, rotate mask so the open end (nosepiece end) is facing downward.
- ❑ Close paper bag, ensuring ear loops are inside the bag as shown. If using an envelope strive to keep a piece of the ear loop out as shown.
- ❑ Perform hand hygiene.
- ❑ To re-don the mask, carefully remove mask from the bag and/or envelope using the ear-loops.
- ❑ Don as per above. Do not save bag for re-use during another break. Discard into garbage can, not recycling.
- ❑ Perform hand hygiene.



When to remove your mask

- ❑ During breaks
- ❑ Prior to and during eating a meal
- ❑ Remember to use physical distancing when not wearing a mask.

When to discard your surgical mask

- ❑ At the end of your work day
- ❑ When it is visibly soiled
- ❑ When it becomes damp (sweat, humidity from breathing)
- ❑ If the mask comes into direct contact with a student/staff or other
- ❑ When you have been directly exposed to respiratory droplets, (someone has coughed or sneezed into your face). Note: this may not be an issue if you were wearing a full-face shield at the time.

Important things to remember

- Physical distancing is still the key, mask use is meant to decrease the risk – it does not eliminate it 100 per cent
- All masks are not the same. For the most part all surgical masks look the same, but they are not. Procedural masks, level 1,2,3 surgical masks look the same – however they all provide different levels of protection. In Pembina Trails, Level II surgical masks have been provided for staff. Surgical masks are meant to contain large droplets, but they are not an N95 mask. Level II surgical masks protects the wearer and non-wearer (2-way) from respiratory droplet exposure. Level I masks protect only one way.
- Don your mask prior to entering the room or prior to coming into close contact with your student/client.
- Wear your mask properly – Ensure your mask is put on the right way (coloured side out).

NON-MEDICAL MASK/FACE COVERINGS

The evolving evidence on transmission of COVID-19 suggests that infected people may spread the virus without experiencing symptoms, or before symptoms begin. Wearing a homemade (non-medical) mask in the community and when in public has not been proven to protect the person wearing it and is not a substitute for physical distancing and hand washing. However, wearing a homemade mask is another way of covering your mouth and nose to prevent your respiratory droplets from spreading to others or landing on surfaces. Homemade masks may include those that are made of cloth (e.g. cotton), and can be made with pockets to insert filters. Wearing a non-medical mask/face covering is recommended for periods of time when it is not possible to consistently maintain a 2 metre physical distance from others.



Reminder, homemade masks are not medical personal protective equipment and are not regulated like medical masks and respirators. They may not provide complete protection from virus particles because of a potential loose fit and the materials used (not an N95 mask).

If you choose to wear a non-medical mask/face covering, you must follow the same procedures for wearing a medical mask. This will further reduce the risk of potentially spreading COVID-19. All the information regarding mask usage apply equally to non-medical masks/face coverings, the only exception being that non-medical masks/face coverings are washable and reusable.



HOW TO SAFELY USE A NON-MEDICAL MASK OR FACE COVERING

DO'S

- **DO** wear a non-medical mask or face covering to protect others.
- **DO** wash your hands or use alcohol-based hand sanitizer before and after touching mask or face covering.
- **DO** use the ear loops or ties to put on and remove mask.
- **DO** ensure your nose and mouth are fully covered
- **DO** wash your mask with hot, soapy water and let it dry completely before wearing it again.
- **DO** store re-usable mask in a clean paper bag until you wear it again.
- **DO** discard mask that cannot be washed in a plastic lined garbage bin after use.

DON'TS

- **DON'T** reuse masks that are moist, dirty or damaged.
- **DON'T** wear a loose mask.
- **DON'T** touch mask while wearing it.
- **DON'T** remove mask to talk to someone.
- **DON'T** hang mask from your neck or ears.
- **DON'T** wear mask under your chin.
- **DON'T** share your mask.
- **DON'T** leave your used mask within the reach of others.

NON-MEDICAL MASKS ARE NOT RECOMMENDED FOR:

- people who suffer from an illness or disability that makes it difficult to put on or take off a mask
- those who have difficulty breathing
- children under the age of 2 years

DON'T JUDGE OTHERS FOR NOT WEARING A MASK.

Kindness is important as some people may not be able to wear a mask or face covering.

CARE FOR NON-MEDICAL MASKS/FACE COVERINGS

Cloth masks or face coverings should be changed and cleaned, if they become damp or soiled. You can wash your cloth mask by:

- putting it directly into the washing machine, using a hot cycle, and then dry thoroughly.
- washing it thoroughly by hand if a washing machine is not available, using soap and warm/hot water.
- allow it to dry completely before wearing it again.



FACE PROTECTION – USE, CARE & STORAGE

Face protection includes safety glasses and face shields.

- Safety glasses protect eyes. They should fit snugly over and around eyes. Personal glasses are not a substitute for safety glasses. Some safety glasses come with an anti-fog feature that helps to improve clarity.
- Face shields protect face, nose, mouth, and eyes. They should cover the forehead, extend below chin and wrap around side of face.

When skin protection, in addition to mouth, nose, and eye protection, is needed or desired, and where physical distancing is not possible, a face shield can be used as a substitute to wearing a mask or goggles.



HOW TO DON YOUR FACE SHIELD

- Inspect your face shield/glasses for cracks or tears in the plastic; damaged elastic headband; damaged and or missing foam strip.
- Don your face shield by placing the foam band on your forehead and the elastic strap around and to the back of your head.
- Ensure that the top of the face shield is resting in the middle of your forehead.
- Don your safety glasses by positioning them over your eyes/glasses and secure by placing the armbands over the ears.
- Adjust to fit comfortably.

If eye protection is needed, either goggles or a face shield should be worn. If face protection is needed, then a face shield should be worn.

HOW TO REMOVE YOUR FACE SHIELD/SAFETY GLASSES

- Perform hand hygiene
- Using ungloved hands grasp the “clean” earpiece or head band.
- Lift away from face. Do not touch the front or outside portion of the face shield or glasses.
- Disinfect and store properly for next use.



Disinfecting Your Face Shield/Glasses

- Locate your personal storage bag; place near your designated cleaning area.
- Perform hand hygiene.
- Grasp the foam section with one hand. Spray the outside of the face shield with disinfectant.
- To disinfect allow the appropriate dwell/contact time (1-3 minutes depending on the disinfectant used).
- Gently wipe with a paper towel and discard. Hard wiping may scratch the visor.
- Perform hand hygiene.
- Place the visor face down onto a clean surface. Spray the inside of the face shield. Allow to sit for appropriate dwell/contact time.
- Gently wipe with a new paper towel.
- Perform hand hygiene.
- Store your clean shield in your storage bag, and store in designated area.

DONNING MULTIPLE LAYERS OF PPE:

Hand hygiene is required prior to donning any PPE and may be required in between certain steps when wearing multiple layers of PPE.

1. Gown should be donned first.
2. Masks are donned second and properly adjusted to fit.
3. Safety glasses or face shield are donned next.
4. Gloves are always donned last.

Keep in mind, the combination of PPE used, and therefore the sequence for donning, will be determined by the precautions that need to be taken and according to the risk assessment criteria provided by Manitoba Education.

Personal Protective Equipment Putting it On in 5 Easy Steps

- 1 HANDS**
- clean your hands with hand sanitizer or soap and water

- 2 GOWN**
- first tie at top
 - next tie at waist
 - be sure you cover your skin and clothes



- 3 MASK**
- put on a procedure or surgical mask



ALTERNATE:
N95 Respirator if Indicated



- 4 EYE PROTECTION**
- put on eye protection



ALTERNATE:
Combo mask/eye shield



- 5 GLOVES**
- first put on gloves
 - next pull gloves over gown cuffs



Personal Protective Equipment Taking it Off in 6 Easy Steps

1 GLOVES

- remove glove to glove, skin to skin
- place gloves in garbage



2 GOWN

- untie neck, then waist
- hook fingers under opposite cuff; pull over hand
- use gown-covered hand to pull gown over other hand
- pull gown off without touching outside of gown
- roll up inside out
- place in laundry hamper or garbage as appropriate



3 HANDS

- clean your hands with hand sanitizer or soap and water

4 EYE PROTECTION

- remove eye protection by handles and place in reprocessing bin or garbage



5 MASK / N95 RESPIRATOR

- remove using loops or ties; do not touch mask
- place in garbage



6 HANDS

- clean your hands with hand sanitizer or soap and water

USING PPE SAFELY

In addition to wearing personal protective equipment, you must also use safe work practices.

- Avoid contaminating yourself by keeping your gloved hands away from face, hair and clothing.
- Avoid touching or adjusting other PPE.
- Remove gloves if they become torn; perform hand hygiene before donning new gloves.
- Avoid spreading contamination by limiting surfaces and items touched with gloved hands.

When multiple layers of PPE are required you must consider the safety of your student first, then don/doff additional PPE.

- You may already be wearing a mask or face shield when required to conduct toileting, etc.
- Ensure the student is safely secured in their wheelchair.
- Don remaining PPE and perform hand hygiene.
- Transfer the student to the appropriate change table, toilet, etc.
- Safely secure the student either in the lift sling or to the change table.
- If PPE becomes soiled while performing a task it may need to be changed immediately, before continuing the task.

Once complete, remove any soiled PPE immediately and reapply new PPE, if required.

- Secure the student back into their wheelchair.
- Once the student is safely secured then you may begin removing the remaining PPE.
- Where students have difficulty communicating sufficiently to follow basic directions which may lead to uncooperative behaviour, two staff members may be required for tasks deemed medium to high risk.

SEQUENCE FOR DOFFING (REMOVING) PPE

The doffing and removal procedure poses a higher risk of contamination to all workers. Please take your time and do it properly. Guides have been posted in alternative spaces and adapted washrooms.

- Remove gloves first.
- Perform hand hygiene.
- Remove gown – do not allow the contaminated side of the gown to touch your clothes.
- Perform hand hygiene.
- Remove your safety glasses or face shield – disinfect both items and store.
- Perform hand hygiene.
- Remove mask – properly store throughout the day. Discard at the end of the day.
- Perform hand hygiene

Keep in mind, the combination of PPE used, and therefore the sequence for donning and hand hygiene, will be determined by the precautions that need to be taken.

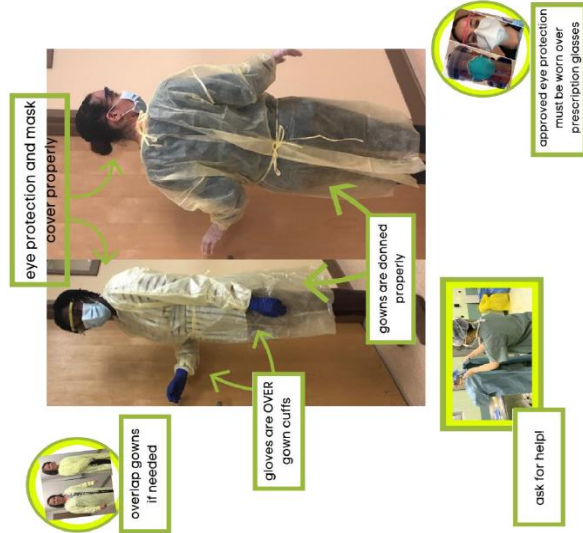
“CONTAMINATED” AND “CLEAN” AREAS OF PPE

To remove PPE safely you must first be able to identify what sites are considered “clean” and what are “contaminated.”

- Contaminated areas – outside and front
 - Areas of PPE that have or are likely to have been in contact with body sites, materials, or environmental surfaces where the microorganism/viruses may reside.
 - In general, the outside front and sleeves of the isolation gown; outside front of the goggles, mask, respirator and face shield are considered “contaminated,” regardless of whether there is visible soiling; the outside of the gloves are contaminated.
- Clean areas – are the parts that will be touched when removing the PPE.

PPE - Wearing it RIGHT!

✓ The RIGHT way



✗ The WRONG way



- Areas of PPE that are not likely to have been in contact with the infectious material.
- These include the inside of the gloves; inside and back of the gown, including ties; elastic earpieces of the mask; earpieces of the safety glasses; elastic band on the face mask. All other areas are considered contaminated.

CLEANING AND DISINFECTING EQUIPMENT

Cleaning and disinfection should occur any time shared items are used. Shared items must be kept to a minimum, however there is equipment that may require sharing. These items may include: lifts, medical tables, exercise tables, shared adaptable exercise equipment, etc. Disinfection should occur after use of any of the following. Small stickers have been applied to all items as a reminder to disinfect after each use.

- Medical lifts - use of medical lifts for positioning, moving or transporting students. All touch points must be disinfected after use.
- Medical tables - use of medical tables for changing or toileting (e.g. Can Dan Electric Table). The table and operator controls must be disinfected after use.
- Exercise Tables - use of exercise tables for EAs, Occupational and Physiotherapists to do stretching or exercising. Table surface must be disinfected after each use.
- Sling use – slings should be made of materials that can be wiped down with disinfectant after each use. If not, then these items should not be shared and be assigned to one student for the school year. Once assigned, these slings can be washed in the washing machine periodically or when visibly dirty. Please use separate labelled storage bags to store slings.
- Adaptable exercise equipment – exercise equipment should be assigned to one student for the school year where possible. If not possible, these items must be disinfected after each use.
- Disinfectant to be used: Oxivir TB Spray



REFERENCES

- Alberta Shared Health – Donning/Doffing PPE
- Alberta Shared health – PPE Point of Care Risk Assessment
- Alberta Shared Health – PPE Checklist Contact & Droplet Precautions
- CDC – guidance for the selection and use of PPE
- CDC – How to Remove Gloves
- CDC – Donning/Doffing PPE
- CDC – Masks Do’s and Don’ts
- Crosstex Canada – Guide to Face Mask Selection & Use
- Globus Group – How to safely Remove Disposable Gloves
- Health Canada – Non-Medical Masks & Face Coverings
- <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html>
- Health Canada - Guide to Face Mask Selection & Use
- InterMountain Health Care – Disinfecting and Caring for your Face Shield.
- Mb Education – Guidelines on Supporting Students Who Require Interventions or Supports That cannot be Delivered from a Distance. (June 2020)
- Mb Health – Non-Medical Masks
- <https://www.gov.mb.ca/covid19/prepareandprevent/index.html>
- Mb Shared Health – COVID-19 Acute and Community Settings.
- MB Shared Health – Donning/Doffing PPE
- MB Shared Health – Extended Storage, Use of Face Masks (SOP)
- Mb Shared Health – Infection Prevention and Control Learning Booklet.
- MB Shared Health – PPE Wearing it Right
- MB Shared Health – PPE Requirements for Direct patient Care
- MB Shared Health – SOP for Disinfecting Eyewear
- SafeWork BC – COVID-19 Selecting & Using Masks
- Safe Work BC – How to use a Mask.
- San Francisco Public Health – How to Put on & Remove a Face Mask.



www.pembinatrails.ca

