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	Document Title:	RECOMMENDED USE OF PPE DURING COVID-19 PANDEMIC

PURPOSE:

To provide a guide for healthcare workers on the proper use of personal protective equipment conditional (PPE) to the area and extent of exposure to Covid-19.

SCOPE:


Applies to all Infection Prevention and Control Unit staff of Dr. Pablo O. Torre Memorial Hospital

RESPONSIBLE PERSON:

All employees on duty, in different areas of the hospital, during the Covid-19 outbreak.

GENERAL GUIDELINES:


1. This Standard Operating Procedure shall be applicable to all DPOTMH employees who are carrying out duties and responsibilities during the Covid-19 outbreak.
2. The use of personal protective equipment is dependent on the level of risk exposure of healthcare workers.
3. The Risk level per area is dependent on the activity performed during working hours wherein:
 - a) **Level 1 PPE** is for Low Risk Areas wherein tasks do not involve direct contact with Suspected / Probable / Confirmed Covid-19 patients. This includes:
 - Administrative areas
 - CSSD
 - Admitting
 - Billing
 - Cashier
 - PHIC – Front end
 - Credit and collection

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- Pharmacy
- Dietary
- Engineering & Facilities
- Linen
- General Accounting
- Budget and Cost, Chief Risk Office, EDP, Financial Audit, Payroll, Inventory cost
- MMD & CSR
- Total Quality Division
- IT
- CCA & Medical Records
- RTS (admin task)
- MSS & MDO
- Sales and Marketing and OTP
- Human Resource Division
- Non-glass reception area of different departments
- Wellness (administrative task)
- Vehicle Transport to referral facility (with separate driver's compartment)
- Common Corridors
- Common Elevators (not used to transport COVID-19 patients), Stairs & Fire Exits
- Personnel Manning Hospital Entrances (East entrance, Main hospital entrance)
- DIS reception area and DIS office (administrative task)
- Laboratory (administrative task)

b) **Level 2 PPE** is for Moderate Risk Areas wherein tasks involve performing procedures or direct care to patients not suspected for Covid-19. This includes:

- Ancillary Areas dealing with patients (Laboratory Extraction Area, DIS, Ultrasound, RTS, NICIS, PMFC, Wellness (APE))

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- Visiting/Auditing Non-COVID19 Patient care/service areas for more than 15 minutes
- Non-COVID 19 Nurses' Stations
- Non-COVID 19 ER


c) **Level 3 PPE** is for High Risk Areas wherein tasks involve performing initial assessment or interview to SUSPECTED Covid-19 patients, performing assessment, procedures or direct care to RESPIRATORY PATIENTS but with the absence of aerosol – generating procedures. This includes:

- EREID Pre-assessment Triage
- EREID Pre-admission Tent
- OPD Extension Unit
- Lab Microbiology Area
- RTS – PFT room
- Hemodialysis
- OPD X-ray

d) **Level 4 PPE** is for Highest Risk Areas wherein tasks involve performing procedures and providing direct care to suspect / probable cases with possible aerosol generating procedures. Performing procedures or direct care to CONFIRMED COVID-19 cases with or without aerosol generating procedures (intubation,, open-system suctioning, nebulization, BIPAP/CPAP). This includes:

- COVID-19 Isolation stations/units
- Elevators accessed to transport patients to and from isolation areas (limited only during time of transport)
- ER Respiratory Wing / SARI
- Molecular Laboratory


* for Surgical Complex, DR, NICU, ICU – see PPE preference guide

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4. In addition to the prescribed PPE per area, all hospital staffs must observe proper hand hygiene prior to donning and doffing, in between doffing soiled PPE and after doffing all PPE.
5. If PPE has been visibly and heavily soiled, it is recommended that the user must decontaminate after the doffing procedure.
6. Compliance to the DPOTMH clean-up drive must be observed every two hours to ensure that work spaces are cleaned and disinfected in between working hours.
7. If you are coming from an area with a lower PPE level, you should ensure to change to a higher PPE level according to the area of destination.
8. Surgical face masks are recommended to be changed every 4 hours or if visibly soiled and/or wet.

PROCEDURE:

1. Determines the area of exposure.
2. Performs hand hygiene before donning the prescribed PPE.
3. Wears the prescribed PPE per area as follows:
 - a) **Level 1**
 - Surgical Face Mask (no valve)
 - Face shield
 - b) **Level 2**
 - N95 Respirators / Half or Full Facepiece Respirators (with medical grade filters) / Powered Air Purifying Respirators or any of their equivalents
 - Face shield
 - Gown as needed
 - Gloves as needed
 - c) **Level 3**
 - N95 Respirators / Half or Full Facepiece Respirators (with medical grade filters) / Powered Air Purifying Respirators or any of their equivalents
 - Isolation Gown (Taffeta)
 - Face Shield/Goggles

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- Gloves as needed

d) **Level 4**

- N95 Respirators / Half or Full Facepiece Respirators (with medical grade filters) / Powered Air Purifying Respirators or any of their equivalents
- Face Shield
- Surgical Cap
- Coverall
- Isolation Gown
- Gloves (Double Gloving)

Note: Cleaners in all areas of the hospital must wear heavy duty gloves and closed footwear in addition to the prescribed PPE according to area.

REFERENCE:


Executive Order EO20-22 Provincewide use of Facemask at all times in all public areas Starting April 1, 2020.

PGH PPE Levels of Protection <https://www.rappler.com/newsbreak/iz/256806-explainer-personal-protective-equipment-keeping-healthcare-workers-safe-coronavirus>

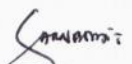



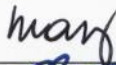

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KEY TASKS	PERSON RESPONSIBLE
1. Determines the area of exposure.	All employees
2. Performs hand hygiene before donning the prescribed PPE.	
3. Wears the prescribed PPE according to area.	

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