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	Revision Number:	0
	Effective Date:	05-01-2020
	Document Type:	Standard Operating Procedure
	Page Number:	1
	Department/Section:	Infection Prevention and Control Unit
	Document Title:	RECOMMENDED USE OF PPE

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.

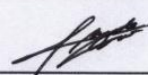
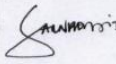

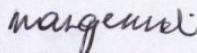
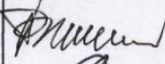

OBJECTIVE:


To ensure that healthcare workers are protected in the entire duration of their hospital duty by strictly abiding to the specified personal protective equipment.

RESPONSIBLE PERSON:

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

APPROVAL:

	Name/Title	Signature	Date
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Recommending Approval:	MA. ANTONIA S. GENSOLI, MD Medical Director		8.5.2020
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer		8/7/2020
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EQUIPMENT NEEDED:

Coverall / Gown, Mask, Goggles / Faceshield, Gloves.
Shoe cover and Surgical Cap is optional.

PROCEDURE:


1. This SOP shall be applicable to all DPOTMH employees who 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 pateints. This includes Administrative areas, CSSD, Admitting, Billing, Cashier, PHIC – Front end, Credit and collection, Pharmacy, Dietary, Engineering, Facilities, Linen, General Accounting, Budget and Cost, Chief Risk Office, EDP, Financial Audit, IT, Payroll, Inventory cost, MMD & CSR, TQD, CCA, Medical Records, MSS, MDO, Sales and Marketing and OTP, HR, Non-glass reception area of different departments, Wellness, Vehicle Transport to referral facility (with separate driver's compartment).
 - (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 UK, MRCCC, Ancillary Areas (Laboratory, DIS except ultrasound, RTS, Hemodialysis, NICIS, PMFC), admin areas where direct face-to-face interaction with client is required, and Regular Stations (Clean Areas – Station 1, 3, 4, 5, 6, 7A, 7B, 11, 12).

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- (c) Level 3 PPE is for High Risk Areas wherein tasks involve providing direct care to respiratory patients in the absence of aerosol generating procedures . This includes Stations located in the fifth floor of the main hospital (8, 9, 10), DIS (ultrasound area), ER Respiratory OPD (Old PS Bank) and EREID Pre-Admission Tent.
- (d) Level 4 PPE is for Highest Risk Areas wherein tasks involve providing care to probable / confirmed Covid-19 cases and with possible aerosol generating procedures. This includes the ER Respiratory Wing, Station 14 (Isolation Rooms), Sterile Areas (DR, NICU, OR, ICU), All areas where intubation will be performed, Patient transporter to and from High Risk Areas.
4. The prescribed PPE per area are as follows:
- (a) Level 1 – Surgical or Cloth Face Mask
 - Maintain physical distance of at least 1 meter
 - (b) Level 2 – Gown, Surgical Face Mask, Face Shield/Goggles, Gloves
 - (c) Level 3 – Gown, Surgical Face Mask or N95 Face Mask as indicated, Plastic apron (on top of gown) as indicated, Face Shield/Goggles, Gloves
 - (d) Level 4 – Closed footwear, Coverall(during aerosol-generating procedures) or Reusable / Disposable gown, Face Shield / Goggles, Surgical Cap, N95 Face Mask, 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.

5. In addition to the prescribed PPE per area, hospital staff must observe proper hand hygiene prior to donning and doffing, in between doffing soiled PPE and after doffing all PPE.

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6. If PPE has been visibly and heavily soiled, it is recommended that the user must decontaminate after the doffing procedure.
7. Compliance to the DPOTMH clean-up drive must be observe every two hours to ensure that workspaces are cleaned and disinfected in between working hours.

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REFERENCE:

Rational use of personal protective equipment for coronavirus disease 2019 (COVID-19)
https://apps.who.int/iris/bitstream/handle/10665/331215/WHO-2019-nCov-IPCPPE_use-2020.1-eng.pdf

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>