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## PURPOSE

To improve personnel safety in the healthcare environment through appropriate use of Personal Protective Equipment.

## LEVEL


All caregivers (Physicians, Nurses and other Ancillary Clinical Staff), Medical Technologists (Medical Laboratory Scientists), Pathologists, Laboratory Clerks

## DEFINITION OF TERM

**Personal Protective Equipment (PPE).** “specialized clothing or equipment worn by an employee for protection against infectious materials” (OSHA)

## POLICY

1. DPOTMH recognizes the Center for Disease Control (CDC) recommendation on when, what and how to use PPE.
2. The benefit of wearing PPE is two-fold, offering protection to both patients/clients and those caring for them.
3. PPE should be appropriate. Fit for purpose and suitable for the person using/wearing it. Adequate supplies should be located close to the point of use while donning and removing of items should be carried out appropriately.
4. Types of PPE used in healthcare setting:
  - 4.1 **Gloves**
    - protect hands from contamination
    - for patient care, environmental services, other

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#### **4.2 Laboratory coat/gown**

- to protect the body and personal clothes against contamination from biological material
- resistance to fluid penetration

#### **4.3 Masks and Respirators**

- protect mouth/nose
- protect respiratory tract from inhalation of airborne infectious agents, infectious aerosols or aerosolized toxins.

#### **4.4 Goggles or face shield**

- to protect the eyes, nose and mouth from splashes of infectious materials or toxins

#### **4.4 Head protector or cover or hair cap**


- to protect the hair and scalp from contamination

#### **4.5 Protective footwear / shoes**

- to protect the entire foot from exposure to infectious materials and hazardous liquid

### **5. All Medical Technologists shall follow the Key Points on PPE**

1. Don before contact with the patient, generally before entering the room.
2. Use carefully – don't spread contamination.
3. Remove and discard carefully, either at the doorway or immediately outside patient room, remove respirator outside room.
4. Immediately perform hand hygiene.

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5. "Contaminated" and "Clean" areas of PPE.


5.1 Contaminated – outside front

5.1.1 Areas of PPE that have or are likely to have been in contact with body sites, materials, or environmental surfaces where the infectious organism may reside.

5.2 Clean – inside, outside back, ties on head and back


5.2.1 Areas of PPE those are not likely to have been in contact with the infectious organism.

6. Manufacturer's instructions including expiry dates should be adhered to by all caregivers.

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### APPROVAL

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Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO	<i>[Signature]</i>	06082020

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## APPROVAL


	Name/Title	Signature	Date
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## PROCEDURE

### Sequence of Donning PPE


1. Clean and dry hands thoroughly by washing hands properly.
2. Wear laboratory shoes securely.
3. Use disposable shoe cover. Make sure no part of the shoe is exposed.
4. Wear the laboratory coat. Fasten all buttons.
5. Put on the disposable laboratory gown. It must fully cover the torso, from neck to knees, arms to end of wrists and wrap around the back. Fasten in back of neck and waist. The medical technologist should be able to move unrestricted.
6. Utilize the face mask or respirator.
  - 6.1 When using N95 mask, hold it in your palm with the nosepiece at fingertips, hang head straps freely below hand.
  - 6.2 Position the N95 under your chin with the nosepiece up.
  - 6.3 While holding the mask in place, pull the top strap over your head so it rests high on the back of your head.
  - 6.4 Pull the bottom strap over your head and position it around your neck, below your ears. If you have long hair, the strap must be positioned beneath your hair. Untwist the straps.
  - 6.5 Position the N95 low on your nose. Using the fingertips of both hands, mold the nosepiece to the shape of your nose by pushing downward and out outward, while moving your fingertips down both sides of the nosepiece.
  - 6.6 Perform a fit check by placing both hands completely over the mask. Be careful not to disturb the position, and exhale sharply. If air leaks around your nose, adjust the nosepiece as described in step 6.5. If air leaks at the mask edges, adjust the straps back along the sides of your head. Perform fit check again if an adjustment is made.

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- 6.7 Secure the ties or elastic bands at the middle of the head and neck. Fit the flexible band to bridge of the nose. Fit snug to face and below chin. Seal check the respirator if it is well adjusted to the face.
7. Wear the hair cover or hair cap. It should cover the hair and the ears.
8. Put on the inner gloves. The gloves should be tucked under the gown sleeves.
9. A full face shield should be put on over the hair cover and surgical mask or N95 respirator.
10. A pair of outer gloves is then don and ensure that the extended cuffs are pulled over the gown sleeves.
11. The observer must then inspect and verify the integrity of the PPE ensemble. The medical technologist must make sure that he/she is comfortable and able to go through a range of motion while remaining correctly covered.

#### **Sequence for Doffing PPE**

1. Disinfect the outer gloves with an alcohol-based hand rub for 20 seconds to minimize the risk of infection.
2. Remove the outer gloves.
  - 2.1 Pinch the glove at the wrist level and pull it some distance from the skin without touching the skin of the forearm.
  - 2.2 Peel away the glove away from the hand thus allowing it to turn inside out.
  - 2.3 Hold the removed glove with the gloved hand and slide the fingers of the ungloved hand between the glove and the skin of the wrist.
  - 2.4 Remove the second glove by pulling it down the hand and folding it over the first glove.
  - 2.5 Discard the removed gloves in a suitable biohazard bag or bin.
3. Perform hand hygiene.


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4. Doff the disposable laboratory gown by untying or gently breaking the fasteners. Pull away the gown away from the body, fold it inside out and place it in a designated waste receptacle.
5. Perform hand hygiene.
6. Remove the full face shield by tilting the head slightly forward, grasps the rear strap and pull it gently over the head allowing it to fall forward.
7. Perform hand hygiene.
8. Remove the hair cover by tilting the head slightly forward, pull it off and discard.
9. Take off the shoe cover and dispose it. Step foot outside patient care area.
10. Disinfect and remove the inner gloves. Take care not to contaminate bare hands during the removal process. Follow the procedure 2.1 to 2.5.
11. Put off the laboratory coat.
12. Disinfect bare hands by performing proper hand washing.
13. Remove the respirator. Make sure not to touch the front side of the mask or respirator. When using an N95 respirator, tilt the head forward. Grasp the bottom elastic strap first over the head. Then, the top elastic strap and pull it over the head.

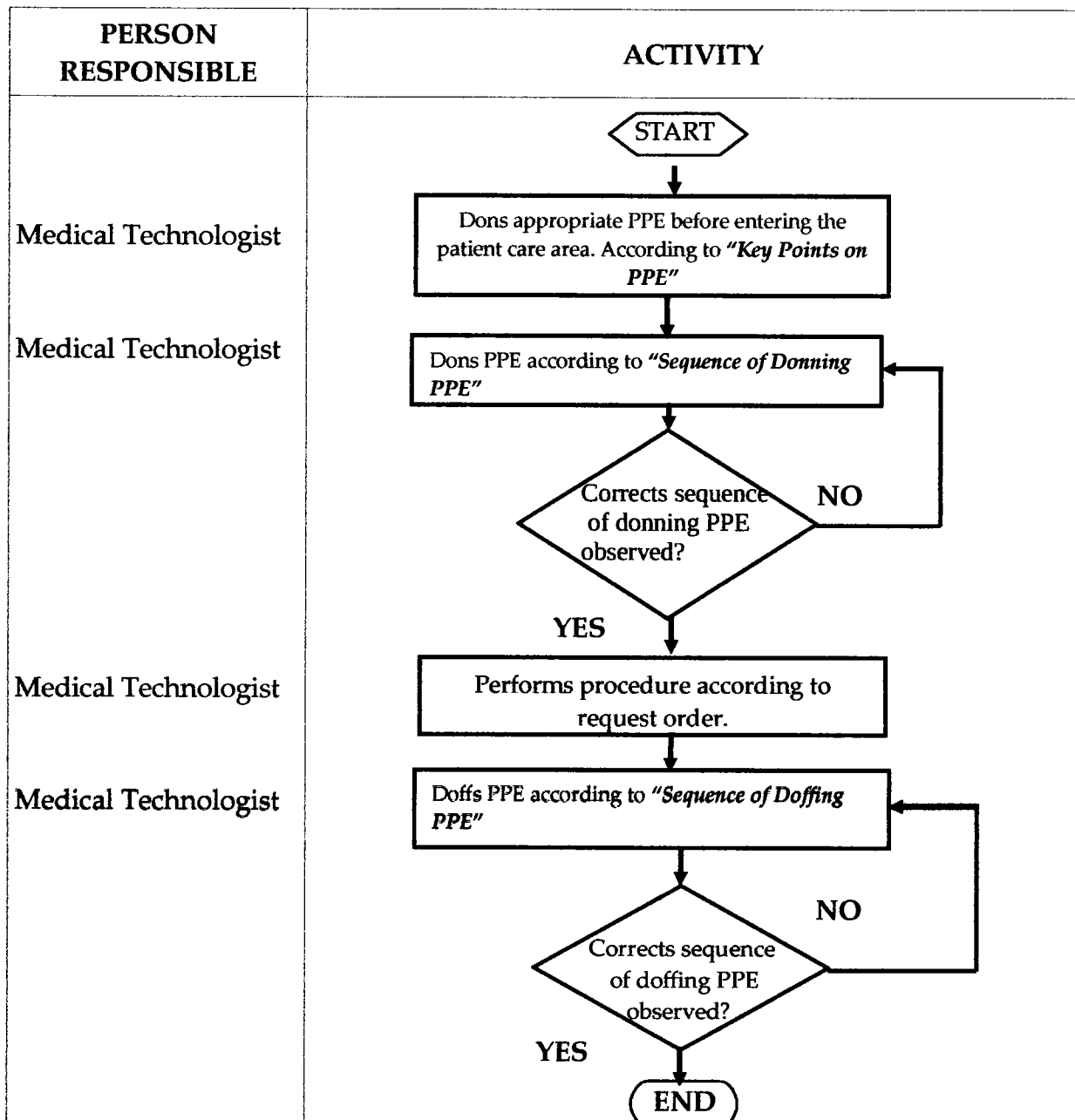
Note: Respirator should be kept in a new clean Ziploc for reuse and discarded at the end of the day unless wet or soiled.


14. Perform proper hand washing.



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## FLOWCHART



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## WORK INSTRUCTION

**All staff** – (providing direct care in a healthcare or social care setting including a patient/clients own home) **must:**

1. Apply the principles of Standard Infection Control Precautions (SICPs).
2. Ensure all other staff/departments apply the principles of SICPs.
3. Report to Infection Control Committee any deficits in relation to knowledge of PPE/SICPs, facilities/equipment or incidents that may have resulted in cross contamination.
4. Report any illness as a result of Occupational Exposure to the Infection Control Committee.
5. Will not attend for clinical duty with known or suspected infections. If in any doubt consult with Company Physician.
6. Advise the patient/client, visitors of any infection control requirements such as hand hygiene and cough etiquette.
7. Practice how to safely don and remove PPE.

**Managers (Department/Section Heads) must:**

1. Ensure that all staff has had instruction/education on the principles of PPE and SICPs.
2. Ensure that adequate resources are in place to allow for the recommended infection control measures such as PPE to be implemented.
3. Undertake a risk assessment to optimize patient/client and staff safety, consulting expert infection control guidance if/as required.
4. Support staff in any corrective action or interventions if an accident occurs that may have resulted in cross transmission.
5. Ensure any staff with health concerns or who have become ill due to occupational exposure is referred to the relevant agency e.g. Company Physician or Infection Control Committee.
6. Ensure that PPE is disposed or reusable PPE is cleaned, laundered, repaired and stored after use.

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#### **Infection Control Staff must:**

1. Provide education for staff and management on this policy.
2. Act as a resource for guidance and support when advice on PPE is required.
3. Provide advice on individual risk assessments for PPE decisions.
4. Provide information on the selection and use of PPE in healthcare settings.

#### **Visitors should be advised:**

1. If they are unsure of the infectious status of the person, they are visiting within a hospital then they should contact the caregiver in charge before visiting.
2. Use appropriate PPE and strictly hand hygiene policies to be carried out before and after visiting.

#### **DOCUMENTATION**

1. Patient's Chart
2. Supply Inventory
3. Incident Reports

#### **DISSEMINATION**

1. Minutes of Meetings
2. Orientation to clerks and employees.
3. Attached manual of operations and policies, copy furnished Total Quality Division.

#### **REFERENCES**

1. PPE Use in Healthcare Settings-Center for Disease Control (CDC)
2. Model Infection Control Policies (Personal Protective Equipment), HPS ICT 2008