

COVID-19 Personal Protective Equipment (PPE) Toolbox Talk

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NB A risk assessment must determine PPE requirements based on the work being undertaken.

What is Coronavirus (COVID-19)?

A coronavirus is a type of virus.

As a group, coronaviruses are common across the world.

COVID-19 is a new strain of coronavirus which was first identified in Wuhan City, China in January 2020. COVID-19 was declared a pandemic by the World Health Organisation on 12/3/2020.

COVID-19 has spread into the community, which means everyone has to take extra precautions to ensure they practice good hand hygiene, social distancing (keeping 2m away from other persons), and follow "stay at home" advice if they or household members have symptoms.

There are two routes by which COVID-19 can be spread:

- **Directly;** from close contact with an infected person (within 2 metres) where respiratory secretions can enter the eyes, mouth, nose or airways. This risk increases the longer someone has close contact with an infected person who has symptoms.
- **Indirectly;** by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching own mouth, nose, or eyes.

Preventing spread of respiratory infections

- Wash hands frequently with soap and water for 20 seconds.
- Use Alcohol-Based Hand Rub (ABHR) where available if there is no access to soap and water.
- Avoid touching eyes, nose and mouth with unwashed hands.
- Always sanitise hands before/after: eating/smoking/vaping using the toilet
- Do Not come to work if you or a household member has symptoms of COVID-19 (follow the government's stay at home guidance).
- Follow the social distancing advice. i.e. 2m apart where practicable.

- Wherever possible, avoid direct contact with people that have a respiratory illness and avoid using personal items such as a mobile phone. If you do use your mobile phone, then wipe it regularly with antibacterial wipes.
- Cover the nose and mouth with a disposable tissue when sneezing, coughing, wiping and blowing the nose. Dispose of all used tissues promptly into a waste bin. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow.
- Cleaning potentially contaminated surfaces with antibacterial wipes – the virus can live on surfaces for up to 72 hours.

Importance of Personal Protective Equipment (PPE)

- It is necessary for frontline employees who may be at risk of coming into contact with people who are symptomatic to take precautions such as using PPE.
- PPE will reduce the likelihood of catching an infection.
- PPE is usually considered a last resort and is used with other control measures e.g. a combination of infection control procedures, training and PPE
- In order for PPE to be effective, it must comply with specified standards and be worn as per training.
- Effective use of PPE includes safe disposal of contaminated PPE.

Use of Personal Protective Equipment (PPE)

- **The type of PPE that is worn must be identified by a task specific risk assessment.**
- PPE worn in a Social Care setting will be different to that worn in a Trade setting e.g.
 - Social Care: Plastic apron, nitrile gloves, fluid resistant mask
 - Trade: Safety boots, coveralls, nitrile gloves plus specialist gloves



Cut resistant trade glove



Nitrile glove

Personal Protective Equipment (PPE) Standards

PPE Type	Standard
Respiratory Protection	Disposable mask minimum EN 149 FFP2. EN 149 FFP3 for dust generating activities. Fluid repellent surgical face mask Type IIR - EN14683
Hand Protection	Disposable Gloves EN 374- 5 virus
Eye Protection	EN 166 – safety glasses, safety goggles etc.
Body Protection	EN ISO 13982-1:2004+A1:2010 Type 5 for Disposable overalls/coveralls. Disposable plastic apron (Social care setting)

PPE: Health and Social Care



- The PPE that employees must wear will be identified by **task specific risk assessments** e.g. type of eye protection to be worn/not to be worn, plastic apron/long sleeved gown, type of face mask e.g. fluid resistant, FFP2/3.
- Typical PPE used by a Social care Officer would be a plastic apron and single use gloves- this is in addition to following National Infection Prevention and Control Manual (NIPCM) guidance.
- Due to the way COVID19 is spread - additional PPE may be required.

PPE: Trades



NB Task specific PPE will be **identified by risk assessment** e.g. eye protection type, face mask etc.

- In the figure above is typical PPE for trades e.g. Housing Repairs and Improvements Service and Property Division where they may be carrying out emergency repairs to plumbing systems, electrical installations etc.
- There may be other settings where PPE is needed e.g. Social Worker visiting a client – in this case they may need to wear PPE depending on the circumstances- but in most cases they will just need to follow good hand hygiene practices.
- As mentioned previously the requirement to wear PPE **must be identified by task specific risk assessments**, e.g. the standard of gloves to be worn over the single use gloves e.g. cut resistant gloves EN 388:2016 4.X.4.3.C EN 407:2004 X.1.X.X.X.X

PPE: Other settings

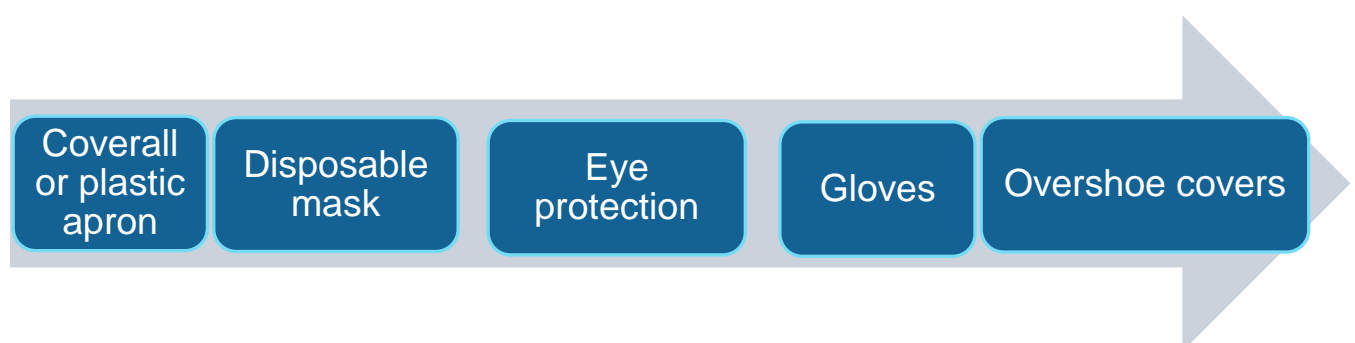
- **The precautions to take which may include PPE will be determined by a task specific risk assessment.**
- The risk assessment must be carried out by a competent person i.e. someone who is a trained risk assessor.
- The risk assessment will identify who will be affected by the activity – both those directly involved e.g. employees, pupils/service users and those indirectly effected i.e. cleaners/contractors.
- How they may be affected - i.e. come into contact with a virus due to contact with persons/touching surfaces etc.
- How to prevent them contracting/transmitting infection – control measures may be something as simple as good hand hygiene - Hand hygiene is considered an important practice in reducing the transmission of infectious agents which cause HALs: -Healthcare-associated infections.

NB NHS guidance to reduce the risk of contracting or transmitting infection is to use Standard Infection Control Precautions (SICPs)

SICPs are the basic infection prevention and control measures necessary to reduce the risk of transmission of infectious agent from both recognised and unrecognised sources of infection:

Steps include: Assessment for infection risk, Hand Hygiene, Respiratory and Cough Hygiene, PPE, safe management of care equipment (needles/syringes, commodes, etc), safe management of care environment – **NB** The word care is used, however, these infection control precautions should be adopted in all settings e.g. schools, offices etc. For a full list of SICP's - go to <http://www.nipcm.hps.scot.nhs.uk/chapter-1-standard-infection-control-precautions-sicps/>

Donning PPE (Putting on)



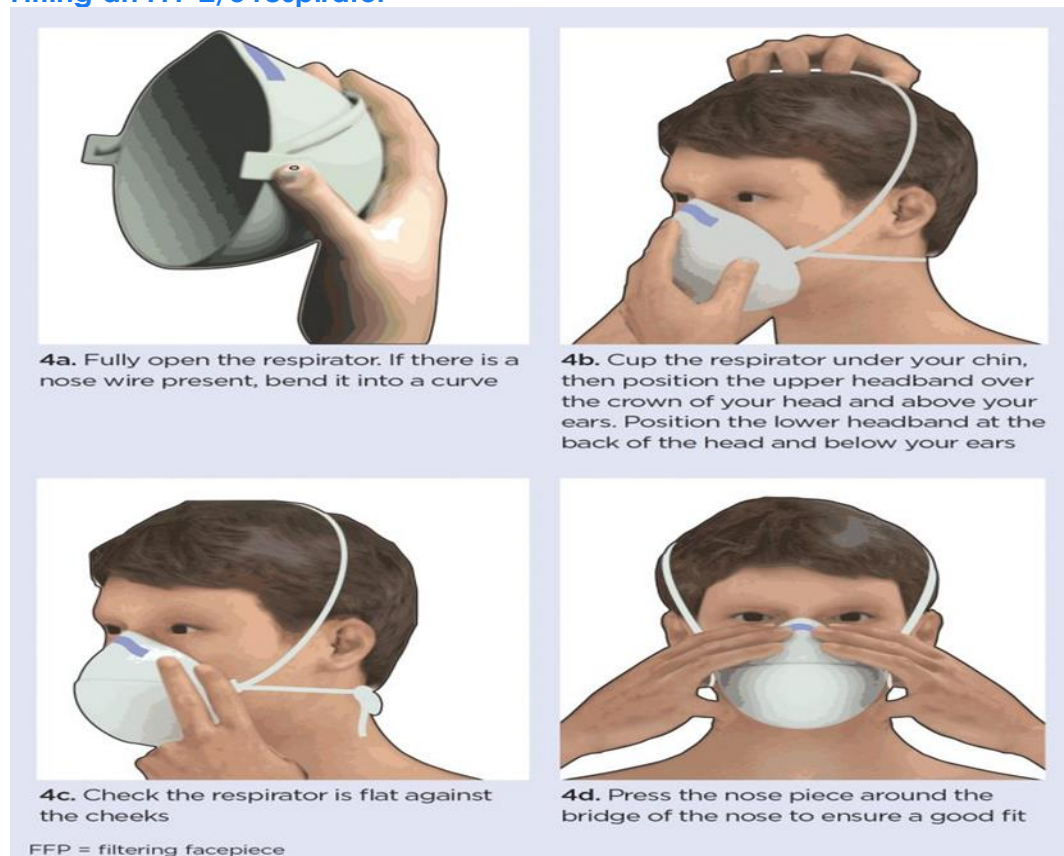
Putting on the PPE (donning) is in this order:

- Coverall or plastic apron
- Disposable mask either FFP3 or surgical mask (fluid resistant)
- Eye protection - goggles, spectacles or face shield
- Gloves
- Covers for footwear (overshoe covers) - risk assessment will determine if these are necessary

Respiratory protection

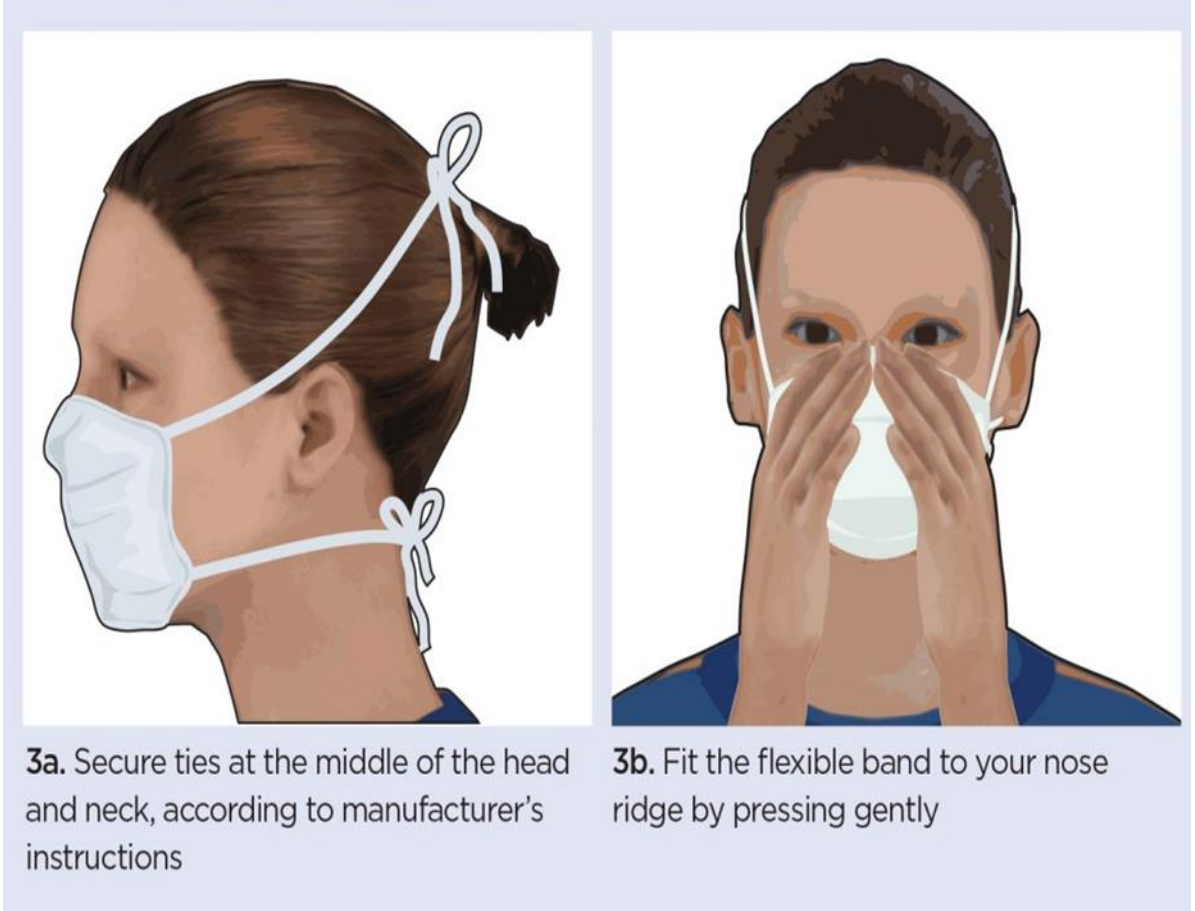
- The respirator protects from the inhalation of droplets and particles.
- Because different types of respirators fit differently between users, face fit testing is recommended.
- Minimum protection level FFP2 (without exhalation valve).
- For any work activities that generates construction dust then FFP3 masks (without exhalation valve) must be worn.
- For non-dust creating works an alternative mask can be used: (fluid repellent surgical face mask Type IIR - EN14683). Surgical masks do not require fit testing.

Fitting an FFP 2/3 respirator



- Put it on and fit FFP2/3 respirators following the steps 4a to 4d. It may be helpful to look in the mirror when applying the FFP3 respirator.
- Masks and most FFP3 respirators are single-use only, they should not be worn around the neck or put to one side for later use. Reusable FFP3 respirators are available as an option for staff who cannot be successfully fit tested on single-use types.
- NB Health and Safety Executive recommend Face Fit Testing to ensure the mask has good seal on the wearer's face – at this time it may not be practicable to carry out Face fit tests with every one due to government advice on social distancing - so to obtain a best seal as possible : ensure you are clean shaven , tighten the mask using the head bands. Check the fit of the respirator by breathing in and out to ensure snug fit to face.
- **Ensure you have sanitised your hands prior to handling the mask before donning and doffing.**

Fitting a surgical mask



- When putting on a surgical face mask, secure the ties at the middle of the head and neck according to the manufacturer's instructions (Fig 3a), then fit the flexible band to your nose ridge by pressing gently (Fig 3b).
- **Ensure you have sanitised your hands prior to handling the mask before donning and doffing.**

Eye protection

- Protective eyewear tends to be split into four categories: safety spectacles, goggles, visors/face shields and sunglasses.
- It is intended to provide protection against impact, cuts, splashes, mists, sprays, bodily fluids and in the case of sunglasses UV protection.
- The relevant standard is BS EN 166 (Specification for Eye Protection)
- What is EN166? It is the European standard covering the requirements for protective eyewear
- In the case of protection against COVID 19 they are worn to reduce the risk of infection – they will be worn in conjunction with a facemask.
- Where staff have a risk of being in close vicinity to someone who is coughing and there is a risk of respiratory secretions entering the eyes, nose or mouth then use of a full-face visor should be considered.
- Reusable PPE must be cleaned according to manufacturer's instructions.
- **Ensure you have sanitised your hands prior to handling before donning and doffing.**

- Goggles or safety glasses will be worn in conjunction with a face mask
- Where staff have a risk of being in close vicinity to someone who is coughing and there is a risk of splashing then use of a full-face visor should be considered
- **Reusable PPE must be cleaned according to manufacturer's instructions.**

Donning/Doffing eye protection

Donning



- Safety glasses- handle by side bar
- Goggles handle by headband and adjust to fit
- Face shield- place over face/eyes and adjust to fit- see manufacturer's instructions

Removing eye protection (doffing)

- When removing safety glasses always handle by the sidebars
- When removing safety goggles always remove using the headband
- When removing a face shield remove by using the headband

Hand protection

- Single use gloves- nitrile/latex standard EN ISO 374-5 (Virus) are recommended for protection against viruses
- If work activity requires use of specialist gloves as per RA/SSOW, then these will be worn on top of single-use glove and disposed of at end of work activity.
- Please note that rubber gloves can cause an allergic reaction for some individuals, therefore similar alternatives must be sought.
- Prolonged use can also cause a skin reaction.

Doffing PPE (Taking off) - General Setting







General setting – trades i.e. non health or social care setting

Doffing PPE (Taking off) is in this order:

- Overshoe covers if applicable
- Overalls
- Gloves
- Eye protection- googles, specs or face shield

Removing PPE (Social Care Setting)

• PPE should be removed in an order that minimises the risk of self-contamination		• Gloves, aprons (and eye protection if used) should be taken off in the patient's room or cohort area	
<p>1 Remove gloves. Grasp the outside of glove with the opposite gloved hand; peel off. Hold the removed glove in the remaining gloved hand.</p> 	<p>Slide the fingers of the un-gloved hand under the remaining glove at the wrist. Peel the remaining glove off over the first glove and discard.</p> 		
<p>2 Clean hands.</p> 	<p>3 Apron. Unfasten or break apron ties at the neck and let the apron fold down on itself.</p> 	<p>Break ties at waist and fold apron in on itself – do not touch the outside – this will be contaminated. Discard.</p> 	
<p>4 Remove eye protection if worn. Use both hands to handle the straps by pulling away from face and discard.</p> 	<p>5 Clean hands.</p> 		
<p>6 Remove facemask once your clinical work is completed. Untie or break bottom ties, followed by top ties or elastic, and remove by handling the ties only. Lean forward slightly. Discard. DO NOT reuse once removed.</p>   		<p>7 Clean hands with soap and water.</p> 	

Removing gloves



Disposal of single use PPE

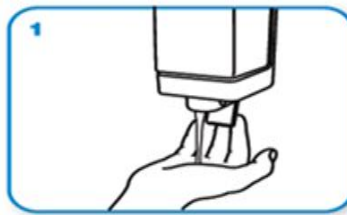
- All single use PPE must be double bagged and left for 72 hours then disposed off as normal waste *
- Ensure contaminated PPE that has been bagged is stored away from other waste for 72 hours – label as appropriate
- Hands should be washed after all PPE has been removed

*** Local procedures will need to be developed for disposal of contaminated waste i.e. waste that is suspected of being contaminated with COVID 19 virus**

Handwashing



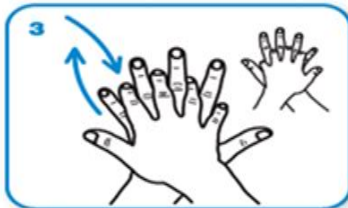
Wet hands with water



apply enough soap to cover all hand surfaces.



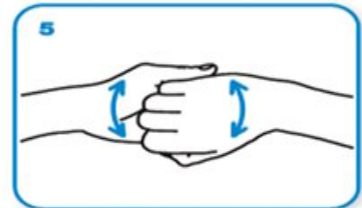
Rub hands palm to palm



right palm over left dorsum
with interlaced fingers
and vice versa



palm to palm with fingers
interlaced



backs of fingers to opposing
palms with fingers interlocked



rotational rubbing of left thumb
clasped in right palm
and vice versa



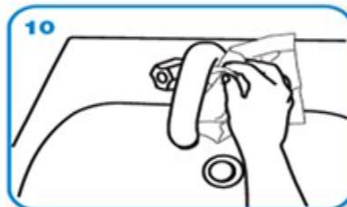
rotational rubbing, backwards
and forwards with clasped
fingers of right hand in left
palm and vice versa.



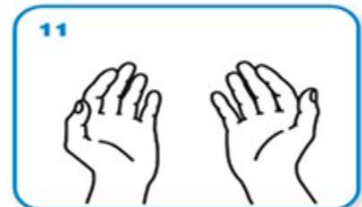
Rinse hands with water



dry thoroughly with a single
use towel



use towel to turn off faucet

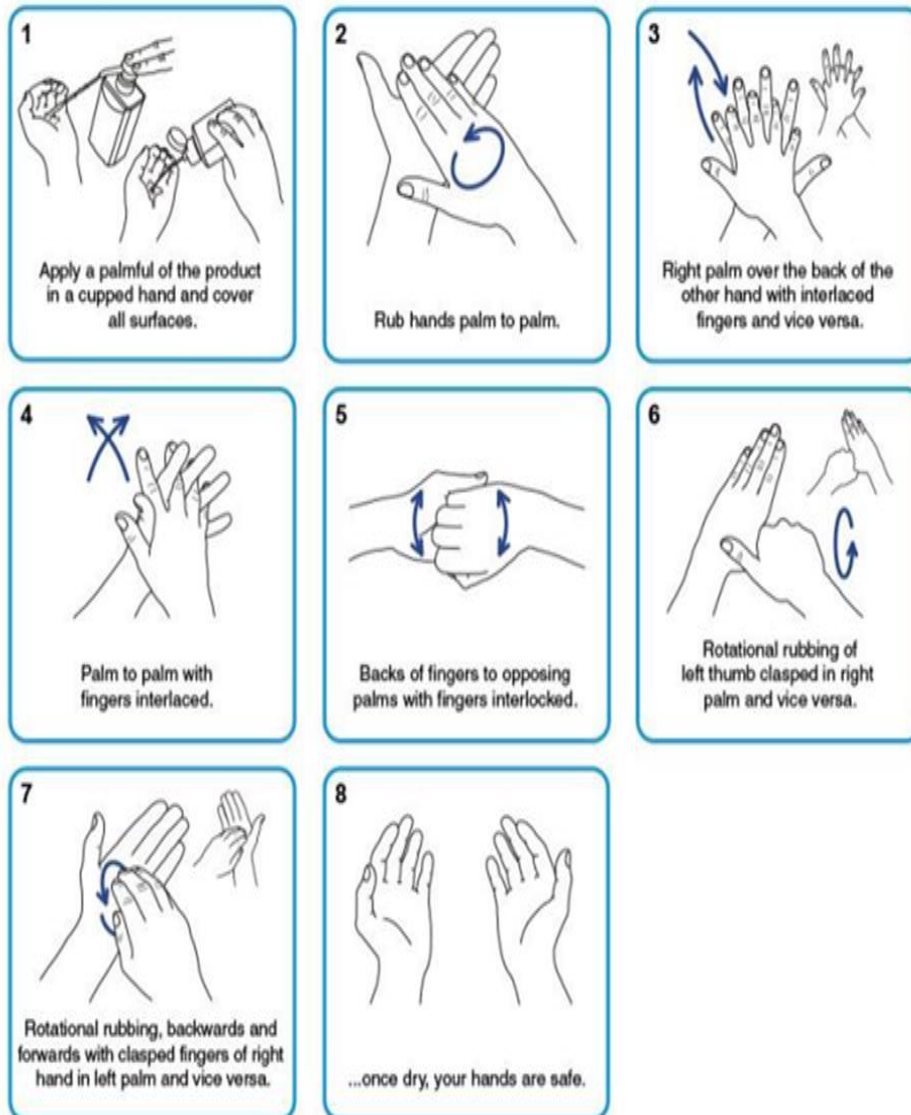


...and your hands are safe.

Steps 2 – 7 should take at least 15 seconds

How to use hand rub: Step by step images

Duration of the process: 20-30 seconds.



Adapted from the World Health Organization



Germ. Wash your hands of them.



Key points

To protect yourself and others;

- Follow NHS Guidance: www.scot.nhs.uk
- Use PKC Infection Control Arrangement and Guidance documents – available on ERIC or speak to your line manager or contact Health , Safety and Wellbeing team For General enquiries Phone: 01738 475877 or Email: HandSEnquiries@pkc.gov.uk. Infection Control awareness training is available on LIGo.
- Carry out a risk assessment of your activities PPE required will be identified in the risk assessment. - it is a management responsibility to ensure risk assessments are in place and that employees are made aware of the contents and control measures in place to protect them e.g. PPE requirements
- Use PPE as per any training or instruction you have been given including manufacturer's instructions
- Report any issues you have with your PPE immediately.

Remember



Up to date information and advice about how we can all help to prevent the spread of Coronavirus can be found at: <http://www.nhsinform.scot/coronavirus>

CORONAVIRUS

If you are looking for information
visit [NHSinform.scot](https://www.nhsinform.scot) or call the helpline on 0800 028 2816

If you have returned from an affected area and have symptoms

STAY HOME

and call your GP or 111



If you have concerns about Coronavirus (COVID-19) and are worried about symptoms, you must stay home and call your GP or NHS 24 (111) out of hours where you will receive help.

Up to date information and advice about how we can all help to prevent the spread of Coronavirus can be found at: <http://www.nhsinform.scot/coronavirus>

Latest information on the situation in Scotland is being published by The Scottish Government.

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