

PPE USAGE

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Associated Documents		
Ref	Document Type	Title
PRO-HS-106	Procedure	Person we Support with suspected or confirmed coronavirus
FRM-HS-03	Form	General Risk Assessment
FRM-HS-32	Form	Risk Profiling & Assessment for People We Support

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Introduction

In response to the coronavirus (COVID 19) pandemic, this procedure outlines the essential PPE measures to be adhered to when supporting a person in any care interaction. Adherence to the practice outlined aims to optimise the safety of staff and people we support. This procedure is aligned to current guidance from NHS Grampian Health Protection Scotland and continues to evolve and change accordingly.

PPE Usage in a Pandemic Situation – Inspire Services

This procedure should be implemented during a pandemic situation. **Whilst at work only PPE provided by Inspire should be worn**

NHS Grampian guidance states that staff are to wear appropriate PPE in all care interactions within 2 meters. Following this guidance Inspire have made the decision that a **mask must be worn at all times** when in a service or supporting a person outside in the community. The only exception is where staff are eating and drinking with a person we support outdoors in the community or at café (Indoors or Outdoors). **This does not apply to indoor or outdoor eating or drinking at the service.**

Aprons and gloves are only required when staff are supporting with personal care or where they are an identified risk of coming into contact with blood and body fluids or where there is a suspected or confirmed case of COVID-19.

Visors are only required where there is an identified risk of blood and body fluids being splashed onto the face and/or the person we support is suspected or has been confirmed as having COVID-19.

Hand hygiene is one of the most important ways of stopping infection spreading including COVID-19. This means cleaning your hands using either soap and water or hand sanitiser. Hence staff must be meticulous with hand hygiene when in any service/person we supports property. Hands must be sanitised on entry to any property then hand washing or alcohol gel must be applied at regular intervals or after any activity e.g. personal/intimate care, bathing, supporting a person to eat.

Masks are only required to be changed if they become soiled wet or damaged. If there is a need to remove a mask e.g. to eat, drink or have a cigarette break then it **must** be replaced with a new one. A single session/shift refers to a period of time where staff are undertaking duties in a specific setting. Working between people we support in sessional PPE (e.g. a mask) is permitted. A session ends when the staff member leaves the setting (e.g. the service).

To optimise the protection of the people we support and staff at our services, where a staff member removes their mask for drinking and or eating and smoking staff members must isolate themselves outdoors or to a room alone and should not be in the presence of another staff member or person we support at this time. A staff member can remove their mask in order to eat and drink accompanying a person on a café visit or outdoors in the community. (E.g. on a picnic) social distancing as applicable to the setting must be adhered to.

PPE Requirements

The table below shows the applicable PPE that must be used for each situation.

Service Delivery	Personal Protective Equipment (PPE)			
	Mask	Gloves	Apron	Visor
Delivering Support in the Service or Service Garden	X			
Delivering direct personal care	x	x	x	
Delivering Support in the Community (masks can be removed whilst eating and drinking only e.g. picnic)	X			
Delivering Support in a Café (masks can be removed whilst eating or drinking only)				
Delivering Support when there is an identified risk of blood and body fluids being splashed onto your face and/or the person we support is suspected or has been confirmed as having COVID-19	X	X	X	X

Suspected or confirmed cases of coronavirus (COVID 19)

When dealing with a confirmed or suspected case of COVID 19 staff are required to wear visor along with gloves, apron and mask.

See section on PPE Usage in a Pandemic Situation for details on sessional usage of PPE.

Further information relating to support can be obtained by referring to *PRO-HS-106 Person We Support with Suspected or Confirmed Coronavirus*.

An Identified Risk of Blood and Body Fluids

When providing close contact support and care for a person staff are required visors along with gloves, apron and mask where there is an identified risk of blood and body fluids being splashed onto your face.

The use of a visor will provide added protection against droplet transmission of COVID-19 and other pathogens that cause illnesses such as cold, flu, coughs, etc.

Guidance on how to wear your PPE

PPE is one of the key elements in preventing the spread of coronavirus. Compliance with processes for donning and doffing PPE is critical to staff safety.

The following PPE principles should be adhered to:

- Staff must have watched the PPE usage video prior to putting on PPE.
- Staff must allocate themselves sufficient time to put on PPE correctly.
- PPE must remain in place and be worn correctly for the duration of a shift. Wherever possible masks should not be adjusted. Touching a mask requires a replacement to be fitted.
- Staff need to be fully aware of how to put on all PPE even though masks are all that is now predominantly used at service.

Donning PPE

PPE should be put on **before** entering the room the person is in, the layout of the service will determine where this takes place. This and any other considerations should be noted in the Service Risk Assessment FRM-HS-03 and in an individual risk assessment FRM-HS-32.

Measures to support safe donning may include:

- A staff member phoning their colleague just prior to arrival so they can hopefully keep the person/people we support occupied (as far away from the service entrance as possible),
- PPE being left in a bathroom/ toilet to be entered immediately on arrival by an incoming staff member
- Use of backdoors where possible to enable more discreet entry
- Staff explaining to people we support who have capacity to understand to stay in a room, for example their bedroom until a new staff member has put on their PPE.

All personal items should be removed before fitting PPE e.g. jewellery (the exception being a plain flat band ring), watches, mobile phones, pens etc. lanyards should only be worn if they have an emergency call pendant attached. All of these items could harbour bacteria. Hair should be tied back out of the face and eyes. Hands must be washed before putting on any PPE and all cuts or abrasions must be covered with a waterproof dressing e.g. waterproof plasters.

The order for putting on PPE is:

- Apron
- Surgical mask
- Visors (only for an identified risk of blood and body fluids being splashed onto your face and/or confirmed or suspected cases of COVID-19)
- Gloves

The order for putting on is less critical than the order of removal

Doffing PPE

Gloves

- Grasp the outside of the glove with the opposite hand and peel off
- Hold the removed glove in the gloved hand
- Slide the fingers of the ungloved hand under the remaining glove at the wrist
- Peel this glove off over the top of the glove from the opposite hand and discard appropriately into pre-lined **foot operated** pedal bin

Wash/sanitise hands

Apron

- Unfasten or break apron ties at the neck and let the apron fold down on itself
- Break the ties at the waist and fold the apron in on itself – do not touch the outside of the apron – **This will be contaminated.** Discard into pre-lined **foot operated** pedal bin
- Eye protection/visor (**only if required there is an identified risk of blood and body fluids being splashed onto your face and/or suspected or confirmed case of COVID19**)
- Each member of staff will have their own visor.
- To remove, handle by the headband or earpieces and sanitise with an appropriate wipe.
- Following this the visor should be taken apart and immersed fully into a cleaning solution e.g. Milton (diluted to manufacturer directions), rinsed, dried (using paper towels) and stored in an agreed facility

Wash/sanitise hands

Finally remove the face mask only at the end of a shift



- Discard only if the session/shift is finished
- Untie or break bottom ties followed by top ties or elastic and remove by handling the ties only
- Lean forward slightly to remove
- Discard into pre-lined **foot operated** pedal bin

Wash/sanitise hands

The removal of used PPE is a high-risk process that requires a structured and systematic approach. PPE must be removed slowly and deliberately in the correct sequence to ensure maximum infection control.

To minimize cross contamination, the order outlined above should be applied even if not all items of PPE have been used

Disposal of PPE

All items of PPE should be discarded into a separate foot operated pedal bin that is lined with **2** liners, this can then be safely tied and discarded at the end of your shift. Bin bags should be placed in the household bin **but** if they are from a setting where staff have been supporting someone with Suspected or Confirmed COVID 19 they should be left in an agreed storage facility for 72 hours before transferring to the household bin

Video showing how to don and doff PPE

Video guidance available here: https://youtu.be/qL6Ds4_iqYo

- Alternatively go to YouTube and search for “PPE instructions for Inspire”

PPE Usage in a Pandemic Situation – Inspire Offices

Offices/Staff sleepover rooms within or attached to Services

All offices/staff sleepover rooms should have a maximum number capacity which is adhered to at all times, staff must be made aware of this capacity and it must be recorded within the service risk assessment FRM-HS-03. Where there is more than one person working within an Inspire office/sleepover room within or attached to a service a face mask supplied by Inspire must be worn at all times. This relates to the likelihood of staff and or people we support entering the office/sleepover room environment. It is acceptable not to wear a mask when lone working or if an office has more than one room supporting singular occupation but this is only possible where office environments are not open to a flow of other people. Where eating and drinking is carried out within an Inspire office masks can be removed and



discarded for the duration. A new mask must then be donned. Wherever possible this activity should be carried out alone. If this is not possible 2 metre distance must be adhered to.

Standalone Inspire Offices

All offices must have a maximum number capacity which is adhered to at all times staff must be made aware of this capacity and it must be recorded within the office risk assessment. For those working in Inspire standalone offices such as the Beach Boulevard office it is acceptable to wear a face covering (as opposed to a face mask supplied by Inspire)

The Scottish Governments Coronavirus (COVID -19; Face coverings guidance states: 'Face coverings must be worn in any indoor communal area in a workplace and where there are no measures in place to keep people separated by either a partition or distance of at least 2 metres.

If employees choose to wear a face covering in the workplace even where there is 2 metre distancing or a partition then they should be supported by employers to do so.

We also advise the use of face coverings outdoors where 2 metre distancing is difficult to maintain, such as at entrances and exits of buildings'.

Inspire have risk assessed that when a staff member is sitting at a work station or in an separate small office at 2 metre distance from others then face coverings can be removed. However, to maximise safe working, when a staff member leaves their workstation for any purpose then a face covering must be worn this serves to mitigate against any interaction which may occur at less than 2 metre distancing this includes entering and exiting an office building. Where eating and drinking is carried out within an Inspire office face coverings can be removed for the duration. Wherever possible this activity should be carried out alone. If this is not possible 2 metre distance must be adhered to.

PPE Stock

Daily Administrator Calls

Usage levels of PPE for each service are gathered from the daily Administrator calls. During these calls you will be asked the following:

- How many nitrile gloves are in the service
- How many vinyl gloves are in the service
- How many aprons are in the service



- How many masks are in the service

Counts should be completed before noon and a record kept in a designated agreed place so that when the administrators call, the information is readily available.

When completing the counts you should give the amount of items held as opposed to the amount of boxes/packs e.g. 200 nitrile gloves, 100 vinyl gloves etc. **Do not** take masks out to count them, this also applies to gloves and aprons. Please note that when doing your counts some boxes may contain different amounts e.g. gloves are supplied in boxes of both 100 and 200 pairs.

Stock Ordering

If your stocks are running low in the services and you have been unable to get supplies from your usual suppliers there are other routes to follow.

Please see the PPE Process flowchart for details of the process in each Local Authority

PPE Process

Standard Support Plan Requirement

Service ordering remains unchanged

If a service uses PPE as part of someone we support's Support Plan, this service should continue to order from its existing supplier to cover the usual requirements. It will remain the responsibility of the Support Manager to ensure adequate supplies are held in the service

Where there is need for additional volume of PPE due to COVID-19, managers should take note of the additional costs incurred and advise Finance

If there is a supply issue then this should be highlighted to the Regional Manager as soon as possible to be raised to the central ordering team.

ABERDEEN CITY Standard PPE Practise for COVID-19

Stocks locally held at services

Stocks of the following are to be held at each service:

- Gloves
- Aprons
- Masks
- Hand sanitizer

Gloves, aprons and masks are issued by Aberdeen City H&SCP based on levels reported in the Daily Returns. These are informed by the PPE calls from Administrators hence the importance of getting these right.

If you are unable to get stock this way, regional stocks will be held for collection from the following locations:

- Aberdeen - Beach Boulevard Office
- Peterhead - Regional Office
- Inverurie - St James Court
- Elgin - Regional Office

ABERDEENSHIRE – MORAY – ANGUS Standard PPE Practise for COVID-19

Stocks locally held at services

Stocks of the following are to be held at each service:

- Gloves
- Aprons
- Masks
- Hand sanitizer

Services are encouraged to maintain their stocks through the local Health & Social Care Partnership Supply Chain.

Details on how to access this in individual areas will have been sent to each Support Manager. If this is unclear, please contact your Regional Manager.

If you are unable to get stock via them, regional stocks will be held for collection from the following locations:

- Aberdeen - Beach Boulevard Office
- Peterhead - Regional Office
- Inverurie - St James Court
- Elgin - Regional Office

Suspected or confirmed COVID-19 case

Emergency packs in services

Emergency pack held in each service consisting of:

- 100 x masks
- 400 x gloves
- 200 x aprons
- 5 x facial visor

Emergency Packs are **only** to be used in suspected or confirmed cases.

Regional Managers will also hold an emergency pack each to replenish services if a pack is used.

Locations holding additional emergency packs are:

- Beach Boulevard Office x 2
- Elgin Regional Office x 2

PPE Ordering in Aberdeenshire, Angus and Moray

In these areas, the Manager is responsible for ordering PPE stocks directly using forms provided by each Local Authority. These forms have been distributed to Managers and Regional Managers.

PPE Ordering in Aberdeen City

Ordering is done centrally by the Health & Social Care Partnership. The usage levels of PPE for each service are passed on using information from the daily calls from Administrators. Should stock levels fall below 7 days' worth, the H&SCP will negotiate an amount of stock to be sent directly to the service. Therefore it is vital that the PPE stock levels being provided each day are accurate.

Central Stock Locations

PPE stock is held in the following locations:

- **Aberdeen** – Beach Boulevard. Please contact Victoria Matthew to obtain requirements on 01225 289052 or email victoria.matthew@inspiremail.org.uk
- **Elgin** – The Elgin office is only to be accessed for the purpose of collecting PPE, please email mark.murison@inspiremail.org.uk to advise anything removed from stock so we can try to ensure we maintain reasonable stock levels
- **Inverurie** – St James' Court. Please contact Lynn Simpson to obtain requirements on 01467530545 or email lynn.simpson@inspiremail.org.uk
- **Peterhead** - The Peterhead office is only to be accessed for the purpose of collecting PPE, please email suz.bracken@inspiremail.org.uk to advise anything removed from stock so we can try to ensure we maintain reasonable stock levels

Emergency Packs in Services

Each service has an emergency pack to be used in the event of **Confirmed or Suspected cases of COVID 19** that contains 200 aprons, 400 gloves, 100 fluid resistant masks and enough visors for each staff member. Each Regional Manager also has an emergency pack that can be made available if/when required. This pack **should not be opened** under any other circumstances, even if a person has a GP letter stating they must shield.