



Covid-19 Mitigation Plan

SACL's guide to reducing the severity of the impact Covid-19

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Coronavirus (COVID – 19) Mitigation Plan

The Surrey Association for Community Living is committed to providing a safe and healthy workplace for all SACL employees. A combination of measures will be used to minimize employee exposure to infectious disease in the workplace, including the most effective control technologies available. Our work procedures will protect not only SACL employees, contractors and supported individuals, but also other workers and all visitors who enter SACL work locations, the residences of supported individuals and SACL day programs. All employees and contractors must follow the procedures outlined in this plan to prevent or reduce exposure to infectious disease.

Responsibilities:

1. All SACL Employees and Contractors

- Follow control measures including:
 - Follow Universal Safe Work Procedures;
 - Point of Care Risk Assessment;
 - Personal Protection Equipment Procedure.
- Complete the required training provided by SACL.
- Stay home if you have symptoms of COVID -19 - seek medical attention, and contact your Leader (Manager, Coordinator) for further direction.
- Prepare in advance for your personal life in the event of an outbreak e.g. childcare, schools closing, quarantine of yourself and/or a member of your family.
- Refer to SACL Handbook or Policies and Procedures, with respect to not leaving supported individuals alone.
- Contact your Leader (Manager, Liaison, Supervisor, Director) if:
 - You suspect an individual you support has symptoms of COVID -19;
 - You suspect a family/network member or co-worker has symptoms of COVID -19;
 - You have symptoms of COVID -19.
- Contact your Leader (Manager, Liaison, Supervisor, Director) if:
 - You are travelling to or from anywhere there is a travel

advisory;

- You have visitors arriving from anywhere there is a travel advisory.

2. Managers and Supervisors

- Ensure that all staff and contractors have reviewed and are following the Coronavirus (COVID – 19) Training Plan
- Ensure adequate supply of all Personal Protective Equipment (PPE)
- Manage all staff and contractor coverage and communicate with Executive Director regarding challenges.
- Arrange medical care for supported individuals (with guidance from Director).
- Communicate on a regular basis with your Director.

3. Health and Safety Officer

- Carry out all matters regarding the management, education and compliance towards infectious disease control as required
- Work alongside the Executive Director, performing tasks as required
- Keep abreast of new information and disseminate to appropriate personnel.

Critical Staffing Levels:

Where reasonable, SACL will endeavor to maintain all locations during a pandemic threat, however closures or partial closures may be necessary.

SACL considers staffed residential and home share to be essential services and will prioritize these to maintain service delivery and support during an infection outbreak. The Managers of these services will determine the support levels necessary to ensure the safety of the individuals supported under emergency conditions.

If necessary, Managers and supervisors may be required to provide online support and/or purchasing of supplies necessary for the residential homes to continue operation such as groceries and medications.

Further Information:

You will continue to be informed by the leadership. Also please keep up to date on recommendations from the Provincial Health Authority.

If you have more questions or are concerned about any illness/symptoms experienced by you or your children, please contact HealthLink BC at 8-1-1, 24 hours a day and seven days a week to speak to a nurse.

Further information on the Coronavirus (COVID-19) can be found at the Public Health Agency of Canada website:

[http://www.bccdc.ca/health-info/diseases-conditions/coronavirus-\(novel\)](http://www.bccdc.ca/health-info/diseases-conditions/coronavirus-(novel))

Or

HealthLinkBC at www.HealthLinkBC.ca

Coronavirus (COVID – 19) Training Plan

Symptoms of Coronavirus: Respiratory symptoms, fever, cough, shortness of breath and breathing difficulties.

Contact Transmission:

- **Droplet transmission:** spread from person-to-person happens among close contacts. Person-to-person spread is thought to occur mainly via respiratory droplets produced when an infected person coughs or sneezes, similar to how influenza and other respiratory pathogens spread. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- **Direct contact:** The virus can spread by touch. This may happen if a person touches something with droplets containing the virus and then touch their face, eyes, nose or mouth. The most important thing you can do to is to wash your hands regularly and avoid touching your face.

Both coughs and sneezes produce large droplets and smaller airborne particles. The smaller particles remain suspended in air for longer periods and can be inhaled. In addition, large droplets can evaporate quickly to form inhalable particles. As the distance from the person coughing or sneezing increases, the risk of infection from airborne exposure is reduced, but can still be a concern in smaller, enclosed areas, especially where there is limited ventilation. As the number of infected people in a room increases, all things equal, the risk of infection can increase.

Control measures:

All SACL staff are required to follow the control measures outlined in the following three procedures.

- **Universal Safe Work Procedures/Prevention**
- **Visitor Policy**
- **Point of Care Risk Assessment**
- **Personal Protection Equipment Procedure**

Universal Safe Work Procedures/ Prevention

Continue to follow routine practices, which include hand hygiene (hand washing is the simplest, most effective means of controlling the spread of Covid-19) and the use of PPE such as gloves, (eye protection and gowns in identified facilities).

Hand Hygiene:

Keeping up with regular hand hygiene is incredibly important to reducing the potential spread of covid-19, as well as stopping habits such as touching your face and mouth throughout the day. Handwashing and sanitizing procedures are posted at all sinks and sanitizing stations in our facilities, as well as on Sharevision under the “Pandemic Information” tab.

What Kind of Soap to Use:

- Use plain soap that does not contain antibacterial agents. Plain soap will remove the dirt and grease that attract bad bacteria.
- Plain soap will not kill the good bacteria that live on the hands.
- Using antibacterial products unnecessarily increases the concentration of antibiotics in the water supply and in the environment.

When to Wash Your Hands:

- Before and after eating or feeding someone else
- Before preparing food
- After handling raw meat
- After using the washroom or helping someone use the washroom
- Before and after providing personal care
- After sneezing, coughing or using a tissue
- After helping someone with a runny nose
- Before and after caring for someone who is sick
- Before performing first aid or applying a Band-Aid
- After handling pets or other animals
- After handling animal waste
- After handling shared objects
- After cleaning or handling garbage
- Before inserting and removing contact lenses



- Before flossing your teeth

Cleaning and Disinfecting During Covid-19 Outbreak

What we know:

Covid-19 is spread by the eye, ears, mouth, or nose, coming in contact with respiratory droplets from an infected person. Respiratory droplets are released when breathing, talking, coughing, and sneezing. These droplets containing the virus can stay present on various surfaces for lengthy time frames, so it is important that we clean and disinfect all of the surfaces in our environment, not only at work but at home too.

Cleaning and Disinfecting:

To effectively rid our environments of the potential presence of covid-19 we must follow these two steps:

Cleaning: cleaning refers to the removal of dirt and impurities that may make disinfection more difficult

Surfaces must be clean in order for disinfecting to be fully effective. You may use a clean microfiber cloth, with water in a spray bottle, or warm soapy water and a cloth.

Disinfecting: works by using chemicals, such as disinfectants, to kill germs on surfaces

Once surfaces have been cleaned, spray surfaces with disinfectant spray and **leave wet for at least one minute** before wiping down surfaces with a clean cloth (not microfiber).

remember to wipe in circular motions

Frequently touched surfaces:

- Door Knobs
- Handles to things such as refrigerators cupboards and drawers
- Tables and desks
- Arm rests on chairs
- Communally used pens (not confined to your own personal usage)
- Computer mouse, Keyboards, phones, television remotes and other



electronics

- Kitchen countertops
- Kitchen and bathroom faucets
- Bathroom countertops
- Toilet handles
- Railings in stairways and bathrooms

Materials needed:

- Cleaning checklist/sign off sheet
- Disinfectant Spray
- Plain cloth for wiping surfaces after being sprayed with disinfectant
- Microfiber cloths
- Spray bottle with water
- Mild soap/cleaning detergent and cloth (if microfiber is not available)

How often you will need to clean:

- Full cleaning of building done at least twice a day, once at 10AM and once at 2PM
- Staff working in group homes will need to clean each shift
- Additional clean and disinfecting done as needed in between

Who will clean:

- No more than two staff cleaning at a time to ensure it is done effectively and with care
- Staff will be appointed to cleaning duties on a schedule made by supervisor

Personal Protective Equipment (PPE) needed:

- Staff will be required to wear disposable gloves
- Safety goggles are available but are optional, if used they must also be cleaned and disinfected before storing

always wash or sanitize hands after removing PPE of any kind

Cleaning and Disinfecting of Floors

- Use wet methods of cleaning only, other than vacuuming carpeted floors. Do not sweep because it can push possible virus particles into the air
- Use steam mop when possible



- When using a regular mop you can use a cleaning agent such as liquid Lysol or mix 5 tablespoons of bleach per gallon of water to clean the floor. After cleaning spray the floor with disinfectant and leave for 1 minute before mopping again. Liquid Lysol can also be used as a disinfectant but must remain on the floor for 10 minutes before mopping.

Cleaning and Disinfecting of Vehicles

Keeping vehicles clean and virus-free is important, especially with the vehicles that are used for transporting supported individuals.

Frequently touched surfaces:

- Door handles (interior first, exterior last)
- Power and manual locks/windows
- All other control buttons/switches used
- Arm rests
- Center consoles
- Windows
- Seat belt buckles

Materials needed:

- Microfiber cloths
- Spray bottle with water
- Mild soap/cleaning detergent and cloth (if microfiber is not available)
- Disinfectant wipes

Cleaning and disinfecting seats:

Seat covers can be changed and washed at the end of the day.



Vehicle Safety Guidelines



1

Pre-Screening

Complete pre-screening with supported individual(s) involved in trip



2

Masks

it is not mandatory to wear masks, though it is encouraged. In situations where supported individuals are at higher risk, staff should wear a mask



3

Social Distancing

There should only be one person per row of seats at all times



4

Sanitizing Vehicle

Use “Vehicle Sanitizing” checklist to ensure vehicle is ready for next use



5



Open Windows

Whenever possible, windows should be open for natural airflow to occur

Laundry

Laundry can be carried out as usual, making sure items are being washed with the hottest possible water the items can take. As well as taking extra care to ensure that items are fully dry before use. Plastic laundry baskets should be cleaned with disinfectant spray in between uses, cloth or netted bags should be washed and dried in laundry machines.

Cleaning dishes, carpets, towels, bedding and other laundry:

- Dishes or utensils should be washed in a dishwasher, on the hot cycle, or with hot water and detergent.
- Soiled carpets should be cleaned with detergent and hot water if possible.
- Do not share towels, and quickly machine-wash any towels used by an ill person.

Wash any soiled bedding as soon as possible on a “hot cycle”.

Follow these guidelines for handling soiled or contaminated laundry:

- Handle laundry carefully. Don't hold close to your body. Use disposable gloves.
- Isolate contaminated laundry from other linen, and bag it separately.
- Place wet laundry in leak-proof bags or containers.
- Wash contaminated laundry and laundry bags in hot water (minimum 70°C) with detergent for 25 minutes. If using lower water temperatures, use an appropriate concentration of cold water and low temperature detergents, which may include bleach.

Cleaning up after a vomiting or diarrhea accident:

- Cleaning up after a vomiting accident, using hot water and detergent is important. Surfaces should then be wiped down with a dilute bleach solution to kill the virus. Any food that has been handled by an ill person, or food that could have been exposed when someone vomits, should be discarded.
- It is recommended that the person cleaning up vomit or diarrhea wear surgical mask, disposable, waterproof gloves and clothes that can be changed and



washed in hot water and/or a disposable gown. Gloves are essential.

Steps to follow when cleaning up vomit or feces, or just cleaning around the house during and after illness:

- Wear disposable gloves, surgical mask and gown.
- Use paper towels to soak up excess liquid. Transfer these and any solid material directly into a plastic garbage bag.
- Clean the soiled area with detergent and hot water, and rinse. Do not use the cleaning cloth or sponge to clean other areas of the house as this may lead to further spread of the virus.
- Wipe area with freshly made bleach solution (as above). Keep the area wet with sanitizer for 2 minutes.
- Dispose of all cleaning cloths and gloves into a garbage bag.
- Wash hands thoroughly using soap and running water for at least 30 seconds.

Respiratory Hygiene (Cough/Sneeze Etiquette)

Respiratory hygiene refers simply to covering your mouth and nose with a tissue when you cough or sneeze. Throw tissues away immediately then wash or sanitize your hands. If you don't have a tissue, cough or sneeze into the bend of your elbow or into your upper arm or sleeve, not your hands. These parts of the arm seldom come into contact with anyone else.

Social Distancing

Contact with others is a main cause of transmitting Covid-19, keeping a distance of 6ft between the individuals that are being supported, and people in the community is important. In situations where staff are unable to maintain their social distance these steps must be taken to be as safe as possible:

- Staff must wear a mask when social distance is broken
- Make sure you have a mask with you at all times
- If individual is willing, they may also wear a mask
- Frequent washing and sanitizing of hands
- If staff is performing personal care, disposable gloves must also be worn



Minimizing Your Risks

Here are further steps you can take to protect yourself, your co-workers, the supported individuals and your family:

- When you cough or sneeze, use a tissue or raise your arm up to your face and aim for your sleeve. Do not use your hand. Throw away tissues after use
- Keep the surface areas in your home, your work environment at SACL and office free of germs by cleaning them. Doorknobs, light switches, telephones, and keyboards are especially important to keep clean.
- If you have children, teach them good hygiene and how to wash their hands properly. Young children should be supervised while washing their hands.
- As necessary, the individuals you support should be supervised while washing their hands or using hand sanitizers.
- Use individual damp cloths to wash each person's hands that require supervision when a sink with warm running water is unavailable.
- Use fresh running water to rinse your hands rather than using a standing basin of water.
- Use individual hand towels and avoid sharing towels.

Quarantine, Limit or Eliminate any Visiting to the Residence; Stay at home

- If a supported individual is sick. The sick person should keep to his or her own room and have little contact with others for up to two weeks. Everyone must do careful hand washing. Proper PPE will be provided.
- Minimize unnecessary activities for the individuals, restrict access to the location and temporarily ensure no new employees come into the location.
- Visitors are not permitted when an individual is sick.

Employees who are ill:

- Employees who have signs and symptoms of illness should stay at home until they are able to provide proof of medical clearance.

Let's work together

These cleaning policies and procedures are in place not only to protect us as workers, but to protect the families and individuals that depend on us. If you notice a depletion of cleaning supplies, or any other issues regarding covid-19, let your supervisor or health and safety rep know.

When workplaces in British Columbia are healthy and safe, they contribute to a safe



and healthy province.

Community Inclusion Risk Assessments

The following pages are the risk assessments that supported individuals and their families will receive prior to returning to community inclusion programs in order for us to have a clear idea of what support the returning individual will need, and create plans where extra support may be needed.



C.I.

COVID- 19 Risk Assessment for Individuals receiving

Individual: _____

Date:

High Risk					
	Yes	No	Don't Know	Who is at risk?	If Yes please explain
1. Does the individual have underlying medical conditions (cardiac, diabetes, chronic respiratory illness, compromised immune system etc.?)					
2. Is the individual susceptible to chronic respiratory illness, therefore increasing their risk of contracting COVID-19 and/or possible					



serious illness should they contract COVID-19?					
3. Is the individual over the age of 60?					
4. Does the individual not understand or comply with infection control, and preventative health measures?					
Moderate Risk					
	Yes	No	Don't know	Who is at Risk?	If Yes please explain
1. Does the individual require personal care or feeding?					
2. Does the individual have any mental health/behaviours/habits that could put them at risk (i.e. spitting)					
3. Will the individual have challenges complying with the hand hygiene recommendations? (If they					



are mobile)					
4. Does the individual use public transit?					
Low Risk					
	Yes	No	Don't know	Who is at risk?	If No please explain.
1. Is the Individual willing to return to services?					
2. Does the individual comply with infection control, and preventative health measures?					
3. Does the individual live with someone who may be at Risk?					

What controls currently exist to mitigate risks?
If the individual has been assessed to be High risk or Moderate risk please answer the following question:
What actions can be implanted to mitigate risks?



Recommended support plan:

Visitors Policy

The best way for us to be protected by the spread of COVID-19 is to limit human interaction. Therefore, we are restricting visits to **essential only**. Meetings that cannot be done virtually, maintenance of work places will be the only exceptions and considered essential.

All Meetings are to be virtual. If this cannot happen then the following must be followed:

- Meetings in person are NOT allowed until after 3pm Monday to Friday
- **Meetings where visitors will have to enter the building must be approved by health and safety officer and executive director**
- In order to minimize contact the meetings will only be held in the board room, unless other options are discussed with health and safety officer or Executive Director
- Cleaning must be done after each meeting
- **Pre-Screening Questionnaire should be done at least a day prior to a meeting, while over the phone. Visitors should be provided with a sanitized pan and a copy of the “Fillable Pre-Screening Questionnaire” to complete upon arrival.**
- Physical distancing of 6 feet
- Do not shake hands
- Respect the limit of people posted in each room
- Hand sanitize/wash hands once entering the building
- Practice cough and sneeze etiquette (cover both hands and nose) then wash hands or hand sanitize
- Hand sanitizer will be available in each room



- Masks are available and the use of them is highly suggested

Building maintenance will be scheduled after 3 pm as much as possible. All maintenance workers will have to go through the screening procedure prior to entering the work site. They will be met at the front door and escorted to the place they are to work after they pass screening and hand washing/sanitizing. This policy is to ensure the safety of all staff and individuals by minimizing the transmission of covid-19

Group Home Visitation

- Absolutely no non-essential visitors to the group homes.
- Pre-screening prior to the visit. Screening upon arrival to the visit
- ALL Visitors must sanitize their hands, wear a mask and keep a 6-foot distance.
- Prior to and after all visits staff of group home will sanitize surface areas and door knobs.
- In warm weather outside visits with families and friends will be promoted.
- Maintenance and inspections will be scheduled with supervisors and screening will be done upon arrival.

Pre-Screening Questionnaires for employees, supported individuals and visitors

In order to ensure that nobody entering the building is ill, a mandatory Pre-Screening will be completed, as well as temperatures will be taken. Visitors must have passed pre-screening over the phone/via email before the day of their scheduled visit. Those who refuse to follow pre-screening protocols, or fail their pre-screening, will not be permitted to enter the building/residence.

Pre-screening Individuals supported through outreach

Parents or Caregivers of Individuals being supported through outreach will be required to take the individuals temperature prior to being picked up by outreach staff. The staff will do a pre-screening questionnaire with individual upon arrival. If the individual does not pass the screening process, the individual will have to stay



home.

Point of Care Risk Assessments

In the case of a pandemic or outbreak of infectious disease, specific precautions and procedures will be identified. SACL employees will be educated and trained on these specifics at the time they are identified.

Prior to any interaction with a potentially contagious individual, all employees have a responsibility to assess the infection risk posed to themselves and to other individuals, visitors, and coworkers. This risk assessment is based on professional judgement about the clinical situation and up-to-date information on how the specific residence has designed and implemented various controls, along with the availability and use of Personal Protective Equipment (PPE).

When should I conduct one?

The Point of Care Risk Assessment (PCRA) is an assessment that must be performed by every SACL employee before every interaction with a supported individual who is exhibiting symptoms of infectious disease. This can be performed at the individual's home, his or her day program, or prior to providing transportation for the individual.

The PCRA is designed to help SACL employees decide what level of risk they are exposed to by the tasks done throughout the day as well as what actions or precautions they should take in order to reduce the risk of exposure to infectious disease.

The Director, Employee Services, Coordinators, and Supervisors are responsible to ensure SACL employees are trained in how to conduct a PCRA. This training will be done via a Point of Care Training Module and documented.

How to Conduct a Point of Care Risk Assessment

STEP 1:

Before every interaction with a supported individual, SACL employees **must** ask themselves the following 3 questions:



a. What tasks are you doing with the supported individual?

Classify task as either *direct care* or *indirect care*.

Most hands-on support would be considered *direct care*. *Direct care* would increase the risk of exposure to influenza or any infectious disease to the employee. Transporting an individual may be classified as direct care also, depending on the level of support required.

Indirect care might be accompanying an individual on a walk (unless direct support is required), preparing dinner in the residence, setting the table and cleaning up; socializing with the individual etc.

b. What is the health status of the individual(s)?

Is the individual symptom-free and healthy, or does the individual have symptoms associated with infectious disease?

c. Where are you performing the tasks and are there any other people with symptoms present?

For example, if you are performing the tasks in a more confined space (e.g. bedroom, bathroom, or personal care room) or in a space with poor ventilation, the risk of exposure to influenza virus or other infectious disease (if airborne) would be increased.

If you are providing care outside or in a larger, well-ventilated area, the risk of exposure to the virus would be less.

If there are other people present with symptoms of infectious disease, the risk of exposure would be increased.

STEP 2:

Based on the answers to the above 3 questions, you must determine:

a. What actions to take and



b. What (if any) Personal Protective Equipment (PPE) you should use. The following is a suggested list, but remember, each circumstance is different depending on the nature of the virus, infection or ailment:

Indirect Care/Healthy person

No PPE is required; all hand hygiene, cough/sneeze etiquette should be followed, including the use of hand sanitizers as necessary. Social distance is maintained.

Example: accompanying individual on a walk



Indirect Care/Supported Individual has symptoms of infectious disease

The PPE required is a surgical mask for the supported individual (if tolerated); also, a surgical mask, gown, gloves, and eye protection are needed to be worn by the employee when providing direct care. Infected individual is to be separated in their bedroom.

Example: bringing a meal



Direct Care/Supported Individual has confirmed or probable infectious disease

The PPE required is a surgical mask for the person who is ill (if tolerated); for the employee, a surgical mask or N95 Respirator (if fit-tested), gloves, gowns, and eye protection are required. Infected individual is to be separated in their bedroom

Example: assisting clothing change



Personal Protective Equipment

Employees can eliminate or control the prospect of occupational hazards by knowing about possible hazards and by getting protection through use of personal protective equipment (PPE).

PPE can include the following:

- Gloves
- Gowns/Aprons
- Masks
- Goggles
- Face shields

Under the *Occupational Health and Safety Act*, [Section 25(1)] requires employers to:

- Provide equipment, materials and protective devices
- Make sure they are used as prescribed and
- Maintain them in good condition.

Why is PPE Important?

Making the workplace safe includes understanding instructions, procedures, and training so that you and everyone around you are safe and responsible.

Even where controls and safe systems of work have been applied, some hazards might remain. These include injuries to:

- the lungs from breathing in contaminated air
- the head and feet from falling objects
- the eyes from flying particles or splashes of bodily fluids
- the skin from contact with infectious diseases
- the body from sprains and breaks

PPE is needed in these cases to reduce the risk to you and any individuals that you may support.

Selection and Use



The first step is to identify and assess the hazards that come with a particular job or work process.

You need to determine:

- who is exposed and to what
- the source of the hazard
- the nature of the hazard (physical, biological or chemical)
- the duration of exposure to the hazard – long term versus short term
- the exposure level of the hazard

Consider why and for how long the PPE is needed, such as:

- for a short time due to a temporary process or in case of temporary breakdown of regular routines
- for long term, regular use
- to compensate for lack of engineering control or inadequate control
- during handling of substances, clean-up of spills

Also consider:

- the nature and size of the hazard
- the degree of protection the PPE will provide
- how easy the PPE is to use

What kind of PPE is needed?

As before, this will be determined and identified at the time of the pandemic and will depend on the nature of the virus/outbreak at the time. The following is a list of commonly used PPE:



Disposable Gloves

Putting on gloves

The use of disposable, waterproof gloves is another effective way to prevent contact transmission of infectious materials. Gloves should always be the last piece of PPE that you put on. Follow these steps:

1. Wash hands with soap and water or use hand sanitizer
2. Select the appropriate type of gloves for the task in the right size for you.
3. Insert your hands into the gloves, and adjust as necessary.
4. If you are wearing an isolation gown, tuck the gown cuffs securely under each glove.
5. Make sure gloves are not damaged before starting task

Removing gloves

For gloves to be effective they must be removed safely - SACL employees should remove gloves:

- After completing a task that required gloves
- Before leaving the work area
- As soon as possible if the gloves become damaged or contaminated

Glove Removal Procedure

1. With both hands gloved, grasp the outside of one glove at the top of your wrist.
2. Peel off the first glove, peeling away from your body and from wrist to fingertips, turning the glove inside out.
3. Hold the glove you just removed in your gloved hand.
4. With your ungloved hand, peel off the second glove by inserting your fingers inside the second.
5. Turn the second glove inside out while tilting it away from your body, leaving the first glove inside the second.
6. Dispose of the entire bundle promptly into a waterproof garbage bag in the specified waste receptacle for used PPE. **Do not reuse the gloves**
7. Wash your hands thoroughly with soap and water as soon as possible after



removing the gloves and before touching any objects or surfaces.

Disposable Gowns

Putting on gowns

Follow these steps:

1. Select the gown that is the right size for you.
2. Make sure the opening of the gown is in the back, and secure the gown at the neck and waist.
3. If the gown is too small to cover your torso fully, use two gowns. Put on the first gown with the opening in front and the second gown over the first one with the opening in the back.

Removing and disposing of gowns

Follow these steps:

1. Pull the gown off inside-out
2. Roll the gown away from your body so the outer surface of the gown is on the inside of the roll.
3. Put the disposable gown into a waste receptacle that is specifically designated for used PPE.

Disposable Masks

Putting on the mask

Follow these steps:

1. Clean your hands with soap and water or hand sanitizer before touching the mask.
2. Inspect mask to ensure there is no damage and the mask is clean.
3. Determine which side of the mask is the front. The colored side of the mask is usually the front and should face away from you, while the white side touches your face.
4. Follow the instructions below for the type of mask you are using.
 - *Face Mask with Ear loops:* Hold the mask by the ear loops. Place a loop around each ear.



- *Face Mask with Ties:* Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow.
 - *Face Mask with Bands:* Hold the mask in your hand with the nosepiece or top of the mask at fingertips, allowing the headbands to hang freely below hands. Bring the mask to your nose level and pull the top strap over your head so that it rests over the crown of your head. Pull the bottom strap over your head so that it rests at the nape of your neck.
5. If mask has a stiff edge at the top of the mask (over your nose) hold or pinch it to the shape of your nose.
 6. If using a face mask with ties: Then take the bottom ties, one in each hand, and secure with a bow at the nape of your neck.
 7. Pull the bottom of the mask over your mouth and chin.

Removing the mask

Follow these steps:

1. Clean your hands with soap and water or hand sanitizer before touching the mask. Avoid touching the front of the mask. The front of the mask is contaminated. Only touch the ear loops/ties/band. Follow the instructions below for the type of mask you are using.
2. *Face Mask with Ear loops:* Hold both of the ear loops and gently lift and remove the mask.
3. *Face Mask with Ties:* Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.
4. *Face Mask with Bands:* Lift the bottom strap over your head first then pull the top strap over your head.
5. *For disposable masks:* Throw the mask in the trash. Wash your hands with soap and water or hand sanitizer.
For reusable/cloth masks: fold mask so the outer part of the mask is on the inside, then put in a bag for safe storage until the mask can be laundered.



Goggles

Putting on the goggles

Follow these steps:

1. Place goggles on your face
2. Goggles should fit snugly over and around the eyes or personal prescription lenses.

Removing the goggles

Follow these steps:

1. Using an ungloved hand, grasp the clean ear/head piece and lift away from the face
2. Discard in the garbage (if disposable). If re-usable – sanitize, label with your name, store for future use

Hand hygiene is the cornerstone of preventing infection transmission. You should perform hand hygiene immediately after removing PPE. If your hands become visibly contaminated during PPE removal, wash hands before continuing to remove PPE. Wash your hands thoroughly with soap and warm water or, if hands are not visibly contaminated, use an alcohol-based rub.

Disposing of garbage and other potentially infected materials (used PPE)

Follow these guidelines for handling and disposing PPE:

- Handle garbage as little as possible.
- Use waterproof garbage bags or other appropriate containers.
- Never reach into garbage or disposal containers with your bare hands.
- Don't compress garbage bags.
- Don't overfill garbage bags. Leave enough free space at the top so the bag is light and easy to grab.
- Don't use bare hands to pick up bags or to support them from underneath. Use disposable gloves.
- Hold bags by their tops, away from your body. Don't hold them against your body.

