

Policy: P007 - **Personal Protective Equipment [PPE]**

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- I. **Purpose:** Personal Protective Equipment (PPE) is used to protect personnel against hazards capable of causing injury, illness, or impairment. The goal for this policy is to minimize exposure to infectious material and/or other harmful substances.
- II. **Policy:**
  - a. Company shall:
    - i. Conduct PPE Hazard Assessments that identify when, where and what PPE is required. This may vary depending on type of event [Wellness, Flu Vaccine, COVID vaccine, Swab testing, etc.]
    - ii. Provide appropriate personal protective equipment and training to employees who may be exposed to infectious and hazardous material.
    - iii. Ensure that employees use PPE appropriately when required.
    - iv. Ensure that appropriate PPE is available to employees where needed.
    - v. Ensure that PPE is properly used where required and for those who may be exposed to infectious and hazardous material. [CoV2, Influenza, Blood borne pathogens, etc.]
  - b. Employees shall:
    - i. Use PPE in accordance with instructions and training received.
    - ii. Care for their personal protective equipment properly and guard against damage and contamination.
    - iii. Report PPE malfunctions or problems to supervisory personnel.
- III. **Procedure:**
  - a. For employees required to wear PPE, training will include:
    - i. Explanation of when PPE is necessary.
    - ii. Instructions for proper use of PPE.
    - iii. Limitations of selected PPE.
    - iv. Proper care, maintenance, useful life and disposal of PPE.
  - b. Maintenance of PPE
    - i. PPE, including employee-owned PPE [eye protection], shall be maintained in a sanitary and serviceable condition.
  - c. Understand the type of PPE required for each type of event. [refer to each individual policy for guidance]
  - d. Donning PPE – in appropriate order, based on what the need is for the event being worked. The following is the order if all PPE is required.
    - i. Gather proper PPE.
    - ii. Perform hand hygiene using hand sanitizer.
    - iii. Put on Isolation gown - ensure choice of gown size is correct.
    - iv. Put on NIOSH-approved N95 filtering face piece respirator or higher. (Use a facemask if N95 not available).

- v. Put on face shield and/or goggles.
- vi. Put on gloves – confirm right glove size chosen and gloves cover cuff (wrist) of gown sleeves once donned.
- vii. If donning hairnet and/or shoe coverings, don prior to putting on gloves.
- e. Doffing PPE:
  - i. **Remove gloves.** Ensure glove removal does not cause additional contamination of hands. Gloves can be removed using more than one technique (e.g., glove-in-glove or bird beak).
  - ii. **Remove gown.** Untie all ties (or unsnap all buttons). Some gown ties can be broken rather than untied. Do so in gentle manner, avoiding a forceful movement. Reach up to the shoulders and carefully pull gown down and away from the body. Rolling the gown down is an acceptable approach. Dispose in trash receptacle.
  - iii. **Healthcare personnel may now exit vaccination area.**
  - iv. **Perform hand hygiene.**
  - v. **Remove face shield or goggles.** Carefully remove face shield or goggles by grabbing the strap and pulling upwards and away from head. Do not touch the front of face shield or goggles.
  - vi. **Replace facemask while on-site at work locations.** Do not touch the front of the respirator or facemask when removing.
  - vii. **Facemask:** Carefully unhook from the ears and pull away from face without touching the front.
  - viii. **Place all non-soiled items in regular trash receptacle. If items are soiled place in biohazard trash receptacle.**
  - ix. **Perform hand hygiene after removing facemask and before putting facemasks on.**
- f. Disposal of PPE
  - i. Dispose of PPE that is not grossly contaminated [**refer to Policy P008 Medical Waste Management**] with infectious material in regular trash.
    1. Securely tie up immediately following disposal.
- g. Identifying Risk Level

### 1.1 Risk Levels

Lower (caution)	Medium	High	Very High
Performing administrative duties in non-public areas of healthcare facilities, away from other staff members.	Providing care to the general public who are not known or suspected of being highly contagious, such as COVID-19 patients.	Entering a known or suspected COVID-19 patient's area.	Performing aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected of being

			highly contagious, such as COVID-19 patients.
<a href="#">Note: For activities in the lower (caution) risk category, OSHA's Interim Guidance for Workers and Employers of Workers at Lower Risk of Exposure may be most appropriate.</a>	Working at busy staff work areas within a healthcare facility.	Providing care for a known or suspected highly contagious persons, such as COVID-19 patient not involving aerosol-generating procedures.	Collecting or handling specimens from known or suspected contagious patients, such as with COVID-19 patients.

**IV. Resources:**

- a. [Coronavirus disease 2019 \(COVID-19\) Factsheet \(cdc.gov\)](#)
- b. [Infection Control: Severe acute respiratory syndrome coronavirus 2 \(SARS-CoV-2\) | CDC](#)
- c. [COVID-19 - Control and Prevention | Healthcare Workers and Employers | Occupational Safety and Health Administration \(osha.gov\)](#)
- d. [Infection Control in Healthcare Personnel: Infrastructure and Routine Practices for Occupational Infection Prevention and Control Services \(2019\) \(cdc.gov\)](#)
- e. Code of Federal Regulations, Title 29 (OSHA)
  - i. 1910 Subpart I, Personal Protective Equipment
  - ii. 1926.28 Personal Protective Equipment

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<sup>i</sup> Created Date – 09.03.20

<sup>ii</sup> Last reviewed – 08.13.21

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