|  |  |  |
| --- | --- | --- |
| **Donning of Personal Protection Equipment (PPE) for Managing Airborne High Consequence Infectious Diseases (eg COVID-19, AHCID)** | | |
| Document type | Identification code | Implementation date |
| Standard operating procedure | SOP-AIR-001 | 17 February 2020 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version Number:** | | **1.0** | | |
| **1st Review Date:** | | **2 Years after effective date stated above** | | |
| **Reviewed and no changes required?** *(Please check the textbox to indicate if no changes are required after reviewing document. Initial and date in the appropriate review section)* |  | **Initials:** | **Date:** | |
|  | **2nd Review Date:** *(2 Years after the 1st review)* | | |
| **Initials:** | | **Date:** |
|  |  | **Valid until:** *(2 years after 2nd review)* | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name and job title** | **Signature**\* | **Date**\* |
| **Author** | Behzad Nadjm, Consultant Clinician, CSD |  |  |
| **Reviewer**  (Optional) | Karen Forrest, Head of Clinical Services |  |  |
| **Approver** | Kalifa Bojang, Senior Research Clinician |  |  |

\* to be hand-written to indicate approval

|  |  |
| --- | --- |
| **Document** | **Specific location** |
| Master | Quality department |
| Electronic | Intranet |
| *Confidential, unauthorised copying prohibited* | |

# Purpose

1.1 This procedure describes the donning of Personal Protection Equipment (PPE) for managing Airborne High Consequence Infectious Diseases (eg COVID-19, AHCID) and must be used for ALL AHCID related activities.

# Scope

2.1 This SOP MUST be enforced for ALL Treatment Centre (TC) staff handling and managing patients with or suspected of having AHCID.

**3. Responsibilities**

3.1 The Head of Clinical Services Department (CSD) is responsible for the oversight and running of the clinical services department in which the TC is sited.

3.2 The AHCID Lead Doctor will be appointed immediately after a regional outbreak is declared or a suspected case is admitted to the CSD (whichever is sooner). He or she is responsible for training and overseeing the adherence to this SOP.

3.3 All TC staff are required to observe all the applicable practices and procedures detailed in the SOP, attend training/drill sessions and report all incidents/accidents to the AHCID lead doctor.

# Procedure

|  |  |  |
| --- | --- | --- |
| **Section** | **Description** | **Person(s) Responsible** |
| 4.1 | **Assemble the following comprehensive set of PPE in the donning tent:**   1. A pair of long-sleeved disposable gloves. 2. A FFP2 respirator or equivalent.\* 3. A protective suit or long sleeved gown– one of either type: A standard white, all in one suit or a heavy duty (yellow) suit which will be used mostly by cleaning staff for decontamination and for removal of deceased AHCID patients. 4. A splash protection apron if the patient is vomiting heavily. 5. A face shield or goggles. 6. A second pair of gloves if needed:  * Cleaning staff - heavy duty thick rubber gloves\ * Other staff that will be bringing anything out from the negative pressure room (eg samples, US machine etc) – a pair of normal disposable gloves  1. Shoes should be available in the ante-room 2. A separate hood may be available, but is not an essential feature. | TC Staff |
| 4.1.1 | Remove outdoor clothing and put on. Add a surgical or hair net if there is loose hair that might fall into the eyes. | TC Staff |
| 4.1.2 | Remove jewelry, wallets and phones and store them safely in your locker. | TC Staff |
| 4.1.3 | Take a **bathroom break** and drink some water. | TC Staff |
| 4.1.4 | Putting on PPE should **always be done in pairs** to ensure that you put on and remove your PPE correctly. | TC Staff |
| 4.1.5 | A list of instructions (attachment 01) should be clearly displayed within the treatment centre and your buddy **should read** out the instructions as you go. | Lead doctor/  TC Staff |
| **4.2** | **How to Don PPE** |  |
| 4.2.1 | Put on your all-in-one protective hooded suit. You might find it helpful to **sit on a chair** while doing this. Leave the suit hood down for the moment.  OR  Put on the long sleeved gown. | TC Staff |
| 4.2.2 | Put on your mask and adjust to ensure it fits well. **Squeeze** over the bridge of your nose **using two hands** and adjust the elasticated straps. **Test mask** effectiveness by taking a deep breath. A well-fitted mask will **collapse** with your inspiration.  **Please note it is not possible for a mask to fit well if you have a beard.** | ETC Staff |
| 4.2.3 | If you are not using the separate hood, and are using the coverall - put up your hood. Ensure that the mask is still fitting well.  **If you are using the separate hood, put on your hood, ensuring the mask is still fitting well.** | TC Staff |
| 4.2.4 | If needed, put on a plastic apron and tie it behind you. | TC Staff |
| 4.2.5 | Spray the inside of the shield or goggles with de-fog spray to prevent misting if available. Put on face shield or goggles. | TC Staff |
| 4.2.6 | Put on a pair of gloves, ensuring that these cover the cuffs of the suit. If required put on a second pair. | TC Staff |
| 4.3 | Make sure all equipment fits comfortably. Once in the isolation area there can be **no adjusting, scratching or touching** until exit and removal. Your partner **should check** your equipment is fitted correctly. Write the name of your buddy boldly on the upper part of their apron with a marker. Inspect each other front and back. Give each other the **thumbs up** if you are satisfied that all is correct. | TC Staff |

**\* At the time of writing, WHO recommend healthcare workers (HCW) should wear a surgical mask, except where aerosol generating procedures are being performed when a FFP2 or N95 particulate respirator should be worn. CDC recommend that a N95 particulate respirator/mask be worn for all staff entering patient care areas. Public Health England (PHE) recommend that a FFP3 particulate respirator/mask be worn for all staff entering patient care areas. We have chosen FFP2 masks to provide a high degree of safety, confident that patients will be being cared for in negative pressure environment and that aerosol-generating procedures (such as endotracheal intubation) are not commonly performed.**

# Appendices

|  |  |
| --- | --- |
| **Appendix number** | **Title** (as referenced on the appendix) |
| Appendix 01 | Document Version History |

# Attachments

|  |  |
| --- | --- |
| **Attachment number** | **Title** (as referenced on the attachment) |
|  |  |

# References

|  |
| --- |
| WHO technical guidance for 2019-nCoV. <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance>. Accessed 9/2/20 |
| Novel Coronavirus (2019-nCov) Guidance for Health professionals collection. https://www.gov.uk/government/collections/wuhan-novel-coronavirus Accessed 9/2/20 |
| Interim Infection Prevention and Control Recommendati**ons for Patients with Confirmed** 2019 Novel Coronavirus (2019-nCoV) or Persons Under Investigation for 2019-nCoV in Healthcare Settings [**https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control.html**](https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control.html)Accessed 9/2/20 |
| CDC video showing how to safely put on PPE . https://www.youtube.com/watch?v=8jX0-cKqnVw |

**Appendix 01 Document Version History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version number** | **Change history** | **Author** | **Date** |
| 1.0 | New | B. Nadjm | 17 Feb 2020 |