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| **Doffing of Personal Protection Equipment (PPE) for managing Airborne High Consequence Infectious Diseases (AHCID, eg COVID-19)**  |
| Document type | Identification code | Implementation date |
| Standard operating procedure  | SOP-AIR-002 | 17 February 2020 |

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| **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)* |

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\* to be hand-written to indicate approval

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# Purpose

* 1. This procedure describes the doffing of Personal Protection Equipment (PPE) for managing Airborne High Consequence Infectious Diseases (AHCID) and all 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*.*

# 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 lead AHCID doctor will be appointed as soon as a regional outbreak is declared or immediately a suspected patient is admitted to the clinic (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

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| **Section** | **Description** | **Person(s) Responsible** |
| **4.1** | **Materials needed**1. Wash basin with soap and paper towels
2. Alcohol rub
3. Foot pedal bin
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| 4.1.2 | A list of instructions (attachment 01) should be clearly displayed within the room and your buddy should read out the instructions as you go | Lead AHCID doctor/TC Staff |
| **4.2a** | **How to Doff PPE – Apron and Gown** |  |
| 4.2a.1 | Leave the isolation room and enter the ante room. Your buddy should watch from the isolation room (if you go out first) or outside (if they have gone out first) and give instructions. | TC Staff |
| 4.2a.2 | Remove apron and place in waste. | TC Staff |
| 4.2a.3 | Remove the gown by rolling it inside out and peeling off gloves at same time. Place in waste | TC Staff |
| 4.2a.4 | Wash hands with soap and water/alcohol rub. | TC Staff |
| 4.2a.5 | Remove the face shield or eye wear. **Avoid** touching the front surface of the face shield. Stand with your legs astride and lean head forward and down, pulling the face shield or goggles forward and off your head **while keeping your eyes closed**. Avoid snapping the elastic strap which may release droplets in the air. Place face shield in waste bin.  | TC Staff |
| 4.2a.6 | Wash hands with soap and water/alcohol rub. | TC Staff |
| 4.2a.7 | Remove the face mask/respirator. This is performed by slowly lifting the bottom strap up and over your face from the back, whilst keeping the mask seated against your face. Then, again from the back of your head, lift the top strap up and over your head and let the mask drop away from your face such that the outside of the mask doesn't touch your face and you are left holding it by the straps only. Dispose of the mask in the waste bin. | TC Staff |
| 4.2a.8 | Wash hands with soap and water/alcohol rub. | TC Staff |
| 4.2a.9 | Exit the ante-room, leaving footwear neatly in the ante-room, and stepping directly onto your footwear located outside the room or onto clean paper towels placed there. | TC Staff |
| 4.2a.10 | Wash hands in soap and water. Put on own footwear. | TC Staff |
| 4.2b. | **How to Doff PPE – ‘Ebola’ coverall** |  |
| 4.2b.1 | Leave the isolation room and enter the ante room. Your buddy should watch from the isolation room (if you go out first) or outside (if they have gone out first) and give instructions. | TC Staff |
| 4.2b.2 | If apron being used, remove this by detaching from behind, and place in waste without touching outside surface of apron.  | TC Staff |
| 4.2b.3 | Remove gloves and place in waste | TC Staff |
| 4.2b.4 | Wash hands with soap and water or alcohol rub. | TC Staff |
| 4.2b.5 | Remove the face shield or eye wear. **Avoid** touching the front surface of the face shield. Stand with your legs astride and lean head forward and down, pulling the face shield or goggles forward and off your head **while keeping your eyes closed**. Avoid snapping the elastic strap which may release droplets in the air. Place face shield in waste bin. | TC Staff |
| 4.2b.6 | Wash hands with soap and water or alcohol rub. | TC Staff |
| Option | If a separate hood is being worn, remove this now being careful not to dislodge the face mask. |  |
| Option | Wash your hands with soap and water or alcohol rub. |  |
| 4.2b.7 | Remove coverall. First unzip the coverall. If the hood is raised, pull this backwards off your head being careful not to dislodge the mask. Then pull the suit off your shoulders making sure you **don’t touch** your exposed head. Shrug it off your shoulders and then carefully unroll it down so that only the inner, clean surface of suit is exposed. Getting the suit off your shoulders can be difficult. You can either reach behind yourself, and pull off each shoulder in turn, or your partner can carefully do it for you. Use your feet to get the suit off your feet. | TC Staff |
| 4.2b.8 | Wash hands with soap and water or alcohol rub | TC Staff |
| 4.2b.9 | Remove the face mask/respirator. This is performed by slowly lifting the bottom strap up and over your face from the back, whilst keeping the mask seated against your face. Then, again from the back of your head, lift the top strap up and over your head and let the mask drop away from your face such that the outside of the mask doesn't touch your face and you are left holding it by the straps only. Dispose of the mask in the waste bin. | TC Staff |
| 4.2b.10 | Wash hands with soap and water or alcohol rub. | TC Staff |
| 4.2a.11 | Exit the ante-room, leaving footwear neatly in the ante-room, and stepping directly onto your footwear located outside the room or onto clean paper towels placed there. | TC Staff |
| 4.2a.12 | Wash hands in soap and water. Put on own footwear if you haven’t already done this. | TC Staff |

# Appendices

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

# Attachments

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| **Attachment number** | **Title** (as referenced on the attachment) |
| Attachment 01 | List of instructions for doffing of PPE based on that produced by Médecins San Frontières |

# References

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| Médecins Sans Frontières, 2008. Filovirus Haemorrhagic Fever Guideline. Annex 11. Page 97. |
| MRC PPE Donning and Doffing Video Story Board by Isabel Baker |

**Appendix 01 Document Version History**

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| **Version number** | **Change history**  | **Author** | **Date** |
| 1.0 | New | B Nadjm | 17 February 2020 |