


McGuire Memorial

Policy and Procedure

DEPARTMENT: All Department

SUBJECT: Personal Protective Equipment

EFFECTIVE DATE: June 28, 2020

APPROVAL: Name: 
Title: President/CEO

PURPOSE: To ensure all programs have the proper personal protective equipment (PPE) to maintain health and safety.

POLICY: In accordance with the Centers for Disease Control, the PA Department of Health, and the Office of Developmental Programs guidance, McGuire will adhere to their recommended guidelines; furthermore implementing the following policy to clarify the distribution and use of Personal Protective Equipment (PPE). All program sites of McGuire Memorial Home should have a sufficient amount of PPE to ensure the health and safety of the individuals, and limit transference of bacteria and viruses between individuals and staff. This PPE shall include gloves, various types of masks, gowns, eye protection, and any other specific PPE required.

1.) McGuire – Main Campus

- a. All extra PPE will be kept in an identified location strictly for COVID-19 PPE.
- b. An inventory check on all PPE will be conducted weekly
- c. If staff need to request more PPE, they will notify the Direct Care Supervisors. Those supervisors will provide staff with the requested PPE

2.) McGuire – Community Homes

- a. This section will cover all community homes
- b. All community homes should be stocked with gloves, various types of masks, gowns, eye protection
- c. Each community home will have its own identified area where PPE can be stored.
- d. If staff need to request more PPE, they can do so electronically via the Google drive or notify the on-call nurse immediately. At which time the additional PPE will be taken to the house dependent upon immediate necessity.
 - i. If PPE is not provided in a timely manner, staff should notify the on-call community home professional
 - ii. Direct care staff also has the option to request PPE through the McGuire google form website

- e. A database and inventory is available on McGuire's Google drive to provide the amount of PPE inventory at each individual community home. This will include a par limit for each community home
- f. The director of risk management will receive weekly updates on inventory levels for each community home to be provided by community home professionals

3.) McGuire – LEAP ADA / EOC

- a. LEAP Ada and the EOC will both complete an inventory of PPE onsite and give to the Director of Risk Management.
- b. A weekly inventory will occur to keep levels current
- c. If either program is in need for further PPE, the directors of either program will contact the director of risk management to have PPE delivered to the site.

4.) PPE for Suspected/Exposed or Confirmed COVID-19 Cases

- a. Differentiation between Suspected/Exposed and Confirmed
 - i. Suspected / Exposed Area
 - 1. This refers to the area where residents are negative and remain asymptomatic BUT are within [14] days of possible exposure to COVID-19.
 - ii. Confirmed Area
 - 1. This refers to the area where the residents have a positive COVID-19 test and still within the parameters of transmission-based precautions
- b. Staff that enter a room with a suspected or confirmed case of COVID-19 should adhere to the following PPE (see attachment):
 - i. N95 or higher respirator (an acceptable alternative is a standard surgical facemask)
 - ii. Face shield or goggles
 - iii. Clean non-sterile gloves
 - iv. Isolation gown

5.) PPE Reuse Recommendations

- a. Gowns
 - i. Cloth gowns (and possibly vinyl/plastic gowns dependent upon manufacturer directions) can be washed and reused.
 - ii. Upon doffing (removal of PPE) a cloth gown, it should be placed in a yellow bag and sent to laundry
 - iii. The staff person doing the laundry should wear PPE when placing the cloth gown into the washer. Once the gown is placed in the dryer, staff will use the no heat setting (primarily for the vinyl/plastic gowns dependent upon manufacturer directions)
- b. Masks
 - i. N95 masks can be reused if a N95 mask is not soiled with blood, secretions, or any other bodily fluids
 - ii. To reuse a N95 mask, staff will grasp the mask by the ear loops, careful not to touch the outside of the mask and place it in a clean breathable

container such as a paper bag between uses. Staff will be responsible to label the paper brown bag so as not to inadvertently use another's mask.

c. Eye protection

- i. The eye protection should be discarded if soiled with blood, secretions, any other bodily fluids, or damaged
- ii. To reuse eye protection (goggles or face shields)
 1. Carefully wipe the outside of the face shield or goggles using a clean cloth saturated with disinfectant solution
 2. Wipe the outside of the face shield or goggles with clean water or alcohol to remove residue
 3. Fully dry (air dry or use clean absorbent towels)
- iii. Cloth surgical masks with the face shield attached are considered one time use and should be disposed of after use.

6.) Training

- a. All relevant trainings concerning PPE have been placed on the McGuire Training website, which includes how to don and doff PPE.
- b. All staff must view these trainings