
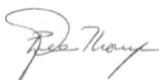
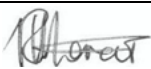


University of Cape Town
Faculty of Health Sciences



STANDARD OPERATING PROCEDURE
Personal Protective Equipment (PPE) use for ALL staff
and Students

SOP Category: OHS		Review Date: May 2023 or as required
Compiled By: Executive Management		
Approved By: Chair FHS OHS Committee		Signature: 
Approved By: Dean, Faculty of Health Sciences		Signature: 
Approved By: COO, UCT		Signature: 
Target Group: All staff, students & 3 rd Party Workers		Date and Version: 4 June 2020 (Version 1)
1. Scope and Purpose:	<p>The health and safety of our staff and students is always an important consideration. This guidance concerns use of personal protective equipment (PPE) by health and laboratory workers. For staff and students working on the clinical platform, this SOP should be read in conjunction with the Groote Schuur Hospital (GSH) SOP: Personal Protective Equipment (PPE) use for ALL staff and any other relevant hospital or provisional Department of Health documents.</p> <p>Continue to wear the appropriate PPE for any of the tasks or activities that have always been required from you to safely perform your duties (e.g. working in a BCL3 facility, embalming cadavers in the mortuary, etc).</p>	
2. Preventative measures for Covid-19 infection	<p>The current available evidence suggests that SARS-COV-2 is transmitted from person to person through close contact and large droplet spread. Airborne transmission may occur during aerosol generating procedures, such as tracheal intubation, tracheotomy, cardiopulmonary resuscitation, manual ventilation before intubation, bronchoscopy, etc. It is therefore important to practice safety for large droplet transmission and airborne precautions for specific procedures.</p>	
3. General principles to be adhered to	<p>Adhere to the general principles as outlined in the UCT FHS SOP: Occupational Health and Safety Protection and Management of Staff, Students and Visitors in relation to the COVID-19 Pandemic. The general principles include: -</p> <ul style="list-style-type: none"> • Do not report to work if you currently have or had any of the following cold- or flu-like symptoms in the past 7 days: <ol style="list-style-type: none"> 1. Fever or 'felt feverish' 2. Cough 3. Shortness of breath or difficulty breathing 4. Sore throat • Wear a cloth mask to and from work. • DO NOT touch your face or eyes. • Practice physical distancing at all times. • Measures must be put in place to reduce the risk of transmission in the 	

	<p>workplace. These include:</p> <ol style="list-style-type: none"> 1. Regular hand hygiene with soap and water or alcohol-based hand rub (ABHR). 2. Adequate provision of ABHR. 3. Wearing of cloth masks at work is essential. Surgical or specialized masks must be worn when working in high risk clinical, research and laboratory areas. 4. Wearing of laboratory coats and cloth masks in laboratories when not working with infectious material. 5. Reducing the number of workers in the workplace where possible (e.g. shifts and work from home). 6. Improving ventilation, specifically in office areas. 7. Staggering lunch and tea times. 8. When coughing or sneezing do not use your hands, use a tissue/toilet paper or the inside of your elbow, followed by hand hygiene. 9. Regular cleaning and disinfection of high touch surfaces and equipment. <p>Laboratory workers should also refer to the separate SOP dealing with Infection Control Guidelines for laboratory workers during the COVID-19 Pandemic.</p>
<p>4. Cloth Mask</p>	<ul style="list-style-type: none"> • Cloth masks have been recommended for reducing the risk of community transmissions outside of the workplace setting and must be worn in public places, on Campus as well as clinical and research sites, within the buildings and shared office areas. • Cloth masks may be re-used following washing with soap and water and ironed when dry. • Two cloth masks will be issued to staff and students. You would be required to sign for receipt of these.
<p>5. Supply and Safe use of PPE</p>	<ul style="list-style-type: none"> • Cloth masks will be supplied to all staff and students. • Additional appropriate PPE, such as disposable plastic aprons, gloves, surgical masks and face shield/visor required to reduce the risk of transmission of SARS-COV-2 in the workplace will be issued to staff and students as needed for the setting in which they are working/studying. You would be required to sign for these. • You must understand the purpose of wearing PPE and what protection it offers to yourself and others you may come in contact with. • You should only wear required PPE for the appropriate setting and context in order to spare the available stock for use at the peak of the disease. For example, do not wear a N95 respirator when only a surgical mask is required. • The donning and doffing of PPE is the MOST important part of using these items and staff and students must ensure that they do this correctly (Refer to Annexure A). Make sure you know how to use PPE before wearing it. • Gloves and aprons must also be used with caution and should be disposed of after each patient or research participant contact and laboratory activity in the appropriate waste disposal container, • Surgical masks, gowns and coveralls can be used for a session of work rather than a single patient/research participant in certain non-COVID clinical/research areas. • A session is a varying period of time where a health worker or researcher is performing specific duties, such as a ward round, clinical activities of patients in a ward or a research participant or in the laboratory environment etc. Such sessions end when leaving that area of work or activity. • Surgical masks must be discarded at the end of the day in the appropriate








	<p>disposal containers. Please do not take these items home with you.</p> <ul style="list-style-type: none"> • PPE must be changed if damaged, soiled or in any way compromised • If you are wearing any PPE, then DO NOT touch your mask, apron or goggles with your bare hands. If you do, then wash hands or use the alcohol-based rub. • Non-clinical staff to wear appropriate protection depending on the type of work being done. <ul style="list-style-type: none"> ○ If dealing with contaminated items, then a surgical mask and gloves must be worn. ○ If dealing with an aerosolizer, then the N95 mask must be worn. • Please remember that PPE only provides some protection. You need to continue to follow the simple hand hygiene rules and practice HANDWASHING, HANDWASHING and more HANDWASHING.
6. PPE recommendations for UCT staff and students	<p>Refer to the following document:- Western Cape Government: Health - Guidelines for PPE use during the coronavirus disease 2019 (COVID-19), 25 March 2020</p>
7. Disposable aprons and gloves	<p>Disposable plastic aprons and gloves must be worn when providing direct patient care or research participant testing, are subject to single use and must be disposed of immediately after completion of a procedure or task and after each patient/research participant contact in the appropriate disposal containers. Effective hand hygiene must be practiced at all times.</p>
8. Theatre scrubs and Laboratory Coats	<p>Where theatre scrubs are worn in the clinical and/or research setting, these should either be removed and replaced with outer wear, or completely covered with an appropriate coverall before moving to another area of the campus. Similarly laboratory coats should be removed when moving out of the laboratory setting.</p>
9. Donning and doffing	<p>Appropriate PPE must be put on (donning) and worn correctly for the purpose it is meant and more importantly, taken off (doffing) correctly as illustrated in Annexure A.</p> <ul style="list-style-type: none"> • DO NOT touch your PPE while you are wearing it. • DO NOT fiddle with or shift your mask downwards in order to speak, cough or sneeze. • When removing the mask, always grab the elastics / tie bands behind your head and NEVER touch the front part of the mask with your bare hands. • If you intend on re-using your N95 mask, once removed, place it safely in a brown paper bag / paper towel (labelled with your name) if not soiled or damaged and wash your hands after performing this action. • Donning and Doffing sequence to be followed as per PPE SOP to ensure your safety.

References and Guidelines extracted from: -

1. Western Cape Government: Health - Circular H46 of 2020: COVID-19 occupational health and safety (OHS) policy
2. Western Cape Government: Health - Guidelines for PPE use during the coronavirus disease 2019 (COVID-19), 25 March 2020
3. COVID 19 Disease Infection Prevention and Control Guidelines Version 1 - April 2020
<http://www.health.gov.za/index.php/component/phocadownload/category/626>
4. Groote Schuur Hospital (GSH) SOP: Personal Protective Equipment (PPE) use for ALL staff

Annexure A

INSTRUCTIONS FOR PUTTING ON AND TAKING OFF PPE (DONNING AND DOFFING PPE)

SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (DONNING)	SEQUENCE FOR TAKING OFF PERSONAL PROTECTIVE EQUIPMENT (DOFFING)
<p>Wash your hands before putting on the PPE. PPE should be put on in an order that minimises contamination. The apron, mask, goggles and gloves must be put on in that order. See guidance on each below.</p>	<p>Wash your hands before taking off the PPE. PPE should be removed in an order that minimises contamination. The gloves, apron, goggles/visor, and mask must be removed in that order.* Wash your hands after taking off the PPE. Discard PPE in infectious waste container. See guidance below.</p>
<p>Apron</p> <ul style="list-style-type: none"> • Wash hands • Slip it over the head and tie the stings behind the back 	<p>Gloves</p> <ul style="list-style-type: none"> • Wash hands • Securely grasp the outside of glove with the opposite gloved hand; peel off; discard as infectious waste • Slide the fingers of the un-gloved hand under the remaining glove at the wrist; peel off; discard as infectious waste 
<p>Mask or N95 Respirator</p> <ul style="list-style-type: none"> • Secure each tie or elastic at the middle of head and neck • Fit flexible band to nose bridge • Fit snug to face and below chin • Fit-check respirator by blowing into it (air should not leak out) 	<p>Apron or Gown* (See Note)</p> <ul style="list-style-type: none"> • Wash hands • Unfasten or break apron/gown ties • Pull the apron away from the neck and shoulders, touching the inside of the apron only and bring it forward and over the head • Turn the apron inside out, fold or roll into a bundle and discard as infectious waste 
<p>Goggles or Visor</p> <ul style="list-style-type: none"> • Place over face and eyes • Adjust band to fit comfortably 	<p>Goggles or Visor* (See Note)</p> <ul style="list-style-type: none"> • Remove goggles/visor from the back by lifting head band or ear pieces • Place in designated receptacle for disinfecting 
<p>Gloves</p> <ul style="list-style-type: none"> • Hold the edge of the glove as you pull it over your hand • Extend to cover wrist • Once gloved, do not touch other surfaces 	<p>Mask or N95 Respirator</p> <ul style="list-style-type: none"> • Untie or break bottom ties, followed by top ties or elastic. • Remove by handling the ties only and discard as infectious waste. • Wash hands 

***Note.** When it is practically difficult to remove the apron/gown before the visor/goggles, then the visor/goggles may be removed before the apron/gown.

Dispose of all PPE in an infectious waste container.

WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITISER AFTER REMOVING GLOVES AND AFTER REMOVING ALL PPE