

## Emergency Quarantine Personal Protective Equipment (PPE) Procedures

In the event that medical personnel recommend quarantine precautions for a person Benco provides services to, Benco staff will do the following:

- Upon entering the place of quarantine staff will sanitize or wash their hands prior to touching anything in the area.
- Once staff have sanitized or washed their hands, staff will immediately put on a gown, face mask/safety glasses and booties on their shoes.
- **When staff are going to provide care to the resident or tend to the resident's soiled laundry, staff will sanitize or wash their hands and put on gloves.**
- **Once staff are done providing care to the resident or done with handling the resident's laundry they will remove their gloves properly and sanitize or wash their hands.**
- **When staff exit an infected resident's space they will remove their gown, mask, safety glasses, booties and gloves.**
- **Staff will place their gown, mask, booties and gloves in the garbage.**
- **Staff will sanitize their hands.**
- **Staff will put on a new N95 mask.**
- **Staff will wash/sanitize their safety glasses.**
- **Staff will wash their hands with soap and water.**
- Staff will repeat bullet points 5, 6, 7, 8 and 9 of the above steps throughout their shift until their shift is at an end.
- Once the staff's shift is at an end staff will prepare to change their clothes upon departure and follow these steps:
  - Staff will retrieve their belongings from their designated area, grab a garbage bag and take it into the bathroom with them and change.
  - Staff will put their soiled clothes into the garbage bag and wash their hands.
  - Staff will sanitize/wash safety glasses and place them in the designated area for safety glasses.
  - Staff will take the garbage bag of their personal clothes home and launder them.
  - Staff will sanitize or wash their hands prior to walking out the door to leave the building.

**Please remember not to touch your face, if you have to remove your safety glasses or mask to touch your face for some reason, sanitize or wash your hands, put on gloves, remove your safety glasses or face mask depending on where you need to touch your face, remove your gloves, use a clean tissue or paper towel to touch your face with, put on gloves and put your safety glasses or face mask or both back on. Remove your gloves and wash your hands.**

### **Instructions for washing hands correctly:**

- Turn water onto hot and adjust temperature so that it does not burn you.
- Rinse both hands.
- Soap both hands and rub together vigorously making sure to clean in between fingers and clean under the nails and around the cuticle areas of each finger and thumb for at least 20 seconds.
- Rinse hands thoroughly placing your hands at an angle so that soap and water are running off your hands in a downward motion.
- Dry your hands thoroughly using a paper towel or a clean cloth that has not been used previously.

**Instructions for removing your gloves correctly:**

- Pinch and hold the outside of the glove near the wrist area.
- Peel downwards, away from the wrist, turning the glove inside out, take your gloved hand and hold onto the glove you just removed waded up in the palm.
- Pinch and hold the outside of the other gloved hand near the wrist area and peel downwards, away from the wrist, turning the glove inside out while holding the glove you remove from the other hand so that one glove ends up inside the other glove. Throw the gloves in the garbage.

**Instructions for removing gowns correctly:**

- Staff will put on gloves.
- Do not remove your face mask, safety glasses or booties.
- Untie your gown and grab the gown in front by your hips on both sides.
- Pull the gown forward until it is coming off of your shoulders and arms.
- Keep pulling the gown so that your arms are being removed from it and the gown sleeves are turning inside out.
- Keep pulling until you have removed one of your arms, use one gloved hand to hold the end of one inside out sleeve while you remove your other arm all the way.
- Roll the gown away from your body and roll it up inside out and place it in a garbage bag if/when garbage is full staff will double bag contaminated garbage and immediately take outside to the garbage bin.
- Remove your gloves and sanitize or wash your hands.

**Instructions for removing your safety glasses, face masks and booties:**

- Put on gloves.
- Remove your safety glasses and face mask and booties in that order.
- Place your safety glasses in the sink you have the cleaning solution in that will disinfect them.
- Remove your gloves.

**Instructions for preparing the solution and washing your safety glasses to disinfect them:**

- Put on gloves.
- Fill a sink  $\frac{1}{4}$  to  $\frac{1}{2}$  up with hot water, put in enough water to fully cover the safety glasses, put in a dime size squirt of dish soap and a teaspoon of bleach.
- Place your safety glasses in the solution and rub and wash them with your hands.
- Leave them in the water for 10 minutes. During this time, staff will stay 6ft or further from any other person in the program.
- Remove your gloves.
- Remove your safety glasses from the water once 10 minutes is up and dry them with a clean paper towel.

**Instructions for using a bathroom that everyone in the home is using during quarantine:**

- Each person that uses the bathroom will disinfect the toilet, toilet handle, sink, faucet and countertop after each use.
- Disinfect the countertop, sink, faucet, toilet and toilet handle with either disinfectant wipes or sanicare spray and paper towels.
- Once you are done sanitizing the bathroom, sanitize or wash your hands prior to leaving the bathroom.