

The Proper Usage of Personal Protective Equipment in the Workplace **EXAMPLE**

Proper donning and removal of PPE is one basic step in a safety culture. A safety culture refers to a work environment where there is a shared commitment to safety on the part of management and employees. Building a strong safety culture is a means to enhance your infection prevention program. The best-designed and engineered items of PPE will fail if the PPE is donned or doffed incorrectly and contamination is spread.

This document policy reviews information for the use of cloth face coverings by the general public when at work. It does not substitute for existing guidance about social distancing and handwashing. Wearing a cloth face covering does not eliminate the need to physically distance yourself from others.

We require that employees wear facemasks at all times at work. Gloves are to be work during sanitizing procedures.

To don a mask:

- Place it over the nose, mouth and chin.
- Fit the flexible nose piece over the bridge of the nose.
- Secure it on the head with ties or elastic.
- Adjust it to fit.

If the mask has two elastic head bands, these should be separated. With the mask over the nose, mouth and chin, stretch the bands over the head and secure them comfortably – one on the upper back of the head and one below the ears at the base of the neck.

It's a good idea to wash your cloth face covering frequently, ideally after each use, or at least daily. Have a bag or bin to keep cloth face coverings in until they can be laundered with detergent and hot water and dried on a hot cycle. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face.

Discard cloth face coverings that:

- No longer cover the nose and mouth
- Have stretched out or damaged ties or straps
- Cannot stay on the face
- Have holes or tears in the fabric

To don gloves:

- Extend the hands into the gloves and extend the gloves to cover the wrist as much as possible.
- Tuck any arm cuffs of your shirt securely under each glove.
- Adjust for comfort and dexterity.

Gloves are the last element of PPE to be applied.

Removal Basics

After carefully removing PPE, discard it in the receptacles provided. Immediately perform hand hygiene. During removal, the goal is to avoid contamination of self or the environment with the contaminated equipment. Generally, the outside front of face protection and the outside of gloves are considered contaminated regardless of the appearance of visible soil.

To remove a mask, note that the front is considered contaminated and should not be touched. Follow these steps:

- First untie the bottom, then the top tie.
- Lift the mask away from the face.
- Discard in designated receptacle.

To remove gloves:

- Grasp the outside edge near the wrist.
- Peel the glove away from the hand, turning the glove inside out. Hold it in the opposite gloved hand.
- Slide an ungloved finger under the wrist of the remaining glove, then peel it off from the inside, creating a “bag” for both used gloves.
- Discard in designated receptacle.

Again, remember to perform hand hygiene after using and discarding PPE.

Compliance with the basics, including proper donning and removal of PPE, can significantly impact our ability to reduce the spread of the COVID-19 virus. It is our intent to create a culture of safety at **COMPANY NAME**.