

CMHA OTTAWA

PPE FOR COMMUNITY VISITS DURING COVID 19 OUTBREAK

Purpose Statement

This policy outlines the requirement for the donning and doffing of Personal Protective Equipment in relation to Contact/Droplet Precautions for CMHA Ottawa nurses and front line staff who are going to have face to face interaction (closer than 2m apart) with clients in the community during the COVID-19 Pandemic.

Definitions

Personal Protective Equipment (PPE): Devices worn by the staff to protect against physical, chemical, biological, or other hazards in the work environment. This includes such devices as eye, face, foot and hand protection.

Droplet Transmission: Occurs when mucous membranes (nose and mouth) and / or conjunctivae are contaminated by large droplets (usually more than 5 microns) generated by an individual's respiratory secretions when a person coughs, sneezes, talks or during aerosol- generating procedures. These droplets remain suspended in the air for a short period and fall within 2 meters (6 feet). These contaminated surfaces can be a source of transmission (**contact transmission**).

Ontario Public Health Recommendations

See recommendation for COVID-19 here (page 8): [Guidance for the Selection and Use of Personal Protective Equipment \(PPE\) in Healthcare Settings, Ontario Public Health](#)

Setting	Individual	Activity	Type of PPE or procedure
Other settings			
Home Care	Healthcare worker	Visiting clients/patients with suspected or confirmed COVID-19	Droplet and Contact precautions, including: <ul style="list-style-type: none"> • Surgical/ procedure mask • Isolation gown • Gloves • Eye protection (goggles or face shield)

Guidelines for Preparing for Community Visits

Prior to visit

- Explore all available options before considering a face to face visit.
- If at all possible, the visit should take place outdoors. If this is possible, the Secondary worker could assist without PPE ONLY if it is possible to maintain >2m distance between both the Primary worker and the client at all times.
- Essential face-to-face visits include: medication administration, significant changes in mental status that could lead to deterioration in mental health, physical assessment, or imminent safety concerns (e.g.: risk of harm to self or others). Please review each situation with your supervisor for approval when contemplating a visit using PPE.
- Two employees should buddy up for visits requiring PPE. Both employees must have completed the CMHA PPE education session.
- Clients should be notified in advance of the visit to inform them that you will be wearing PPE to protect both the employee and the client from risk of infection.
- Try to arrange to have the client meet you at the entrance or in a room close to the entrance.
- The client should be asked to stand 2m back from the entrance when staff arrives.
- PPE should be donned in a location where a client is least likely to have contaminated the area.
- Prior to meeting at the residence, the two staff members should have a conversation to review the proposed encounter, the process they will be taking for the specific setting, and the reason for the face-to-face visit.

Screening for COVID Symptoms

- Screening questions (Appendix A) regarding the client and household members must be asked by phone before the visit if possible. Ask screening questions again at the door.
- If screening is positive, implement additional PPE precautions such as a mask for the client and secondary worker. Inform your supervisor and advise and support the client to carry out Ottawa Public Health recommendations.
- If client feels well but has a chronic cough that has not changed, the client should wear a mask.
- Staff should also **self-screen** for symptoms and risk factors and follow Public Health Guidelines.

The PPE Equipment Kit – Essential Supplies

Nurses and secondary workers should be prepared with the following items to ensure they are ready if they encounter a positive or suspected case of COVID 19-in the office or in the community:

✓ Gloves	✓ Eye protection (e.g. goggles, or face shield)	✓ Garbage Bags/Garbage Box for Car
✓ Surgical Mask	✓ Clear Plastic Bag for Electrical Devices	✓ Hand Sanitizer
✓ Gown	✓ Lysol Wipes/ CaviWipes (nurses)	✓ Sharps Containers
✓ Clean Plastic Bag for Supplies to be Carried by Secondary Worker		

Please Note:

- Shoe covers are necessary if you are entering a home or apartment.
- CMHA staff should not be performing aerosolizing procedures and therefore do not require N95 protection.
- Consider leaving sharps container in person's residence for next visit.
- Biohazard bags are required if discarded PPE contains body fluids such as blood, or to store used PPE for possible professional recycling at a later date.
- The secondary worker should have a printout of this protocol for use during donning and doffing.

General Guidelines for Community Visits

Procedure

1. The primary and secondary workers should take separate cars so they are maintaining social distancing. If it is absolutely necessary to share a car, one of the workers should sit behind the passenger seat with the window partly down, and both employees should wear a mask.
2. The following surfaces will be cleaned with disinfectant prior to and after going out: steering wheel, gear shift, door handles (both inside and out), window controls, seat belts, and mirrors.
3. All PPE are placed in a container in the **trunk of the cars** with all supplies ready for use in a box. Lysol wipes are placed on the passenger seat and a bottle of Purell is in the console. Leave all personal items locked in the trunk.
4. Remove jewelry and watch, and secure hair with elastic.
5. If electronic items are needed for the visit place them in a Ziplock bag and put them in a plastic bag with any other supplies that will be needed for the visit.
6. Check equipment list to make sure you have everything. Inspect items to ensure intact.
7. Throughout the process, the Secondary Worker should read each step aloud to the primary worker, and should inspect the PPE on the primary workers through each step to ensure proper doffing.
8. If it is undesirable to enter the residence without having donned PPE (e.g., extreme unhygienic conditions), don and doff PPE in an alternate location such as outside the residence or apartment hallway/foyer.





For CMHA Nursing Staff:

- To maintain sterile technique if an injection is required, the **nurse should don 3 pairs of gloves** and remove one pair just before giving the injection, and remove one pair just after giving the injection.
- **Equipment** such as BP cuffs must be cleaned with Lysol or Cavi-wipes after use

Group Home or Shelter

- If it is necessary to walk through the building consider donning PPE before you enter, as it may be challenging to maintain social distancing.
- Try to arrange to have the client taken to an office or separate room before you arrive, preferable in a location close to the entrance.
- If you have not donned PPE, maintain 2m/6' apart from others at all times. **If you find yourself in a situation where social distancing is not adhered to, leave the setting immediately and don all PPE by your car before you re-enter.**

PPE Steps – Donning

Upon arriving at the destination please follow the steps outlined below in order.

1. Clean all items on car keychain with disinfectant wipes
2. Open the trunk
3. Place garbage bag inside garbage box
4. Apply PPE:
 - 1) *Hand hygiene*
 - 2) Place keys somewhere you can access fob while gowned (e.g. wrist or belt loop).
 - 3) Don **booties**
 - 4) *Hand hygiene*
 - 5) Don **gown** and attach I.D. to gown
 - 6) *Hand Hygiene*
 - 7) Don **mask** and then **goggles** or **face shield**. Do not touch face or adjust equipment again.
 - 8) Gather equipment for assessment and place in disposable plastic bag
 - 9) Bring an extra mask for the client in case they have a cough
 - 10) Close trunk and lock car
 - 11) *Hand hygiene*
 - 12) Don **gloves**



PPE Steps – Doffing

Upon returning to your car please follow the steps outlined below in order.

1. Open trunk using key fob through the sleeve of the gown or belt loop
2. Remove **gloves** and allow them to drop on the ground
3. Remove **gown** and place in garbage bag located in trunk
4. *Hand hygiene*
5. Remove **goggles** or **face shield** and then **mask** and place in bag in trunk. Do not touch the front of goggles, face shield, or mask.
6. Remove **bootie covers** (hands-free), pick up gloves, and place in garbage bag located in trunk
7. Tie garbage bag
8. *Hand hygiene*
9. Clean keys and ID badge with Lysol wipe before entering the car

Important Tips for Doffing Personal Protective Equipment

1. **Gloves – Remember, the outside of gloves are contaminated.** Grasp palm area of one gloved hand and peel off first glove. Slide fingers of hand under other glove at wrist and peel off. Discard in regular waste.
2. **Gown** – Unfasten ties, pull gown away from neck and shoulders, touching **ONLY** the inside of the gown. Turn gown inside out and roll into a bundle. Discard in regular garbage.
3. **Goggles or face shield – Do NOT touch the front of them.** Lift and pull away from you. Discard in regular garbage or put in receptacle for cleaning with Lysol wipes.
4. **Mask** – Grasp ties or elastics at back and remove **WITHOUT** touching the front. Discard in regular garbage. Alternatively it could be re-used the same day if stored correctly (see video)
5. Remove **booties** with other foot (hands free) then pick up touching the inner surface.
6. Perform *hand hygiene* – Clean all surfaces of hands and wrists.
7. If your hands should get contaminated, immediately wash them or use hand sanitizer.

Revised from CDC and Public Health Ontario documents and the Mobile Crisis Team Policy on April 14th, 2020

After The Visit

When returning home following the client visit, please follow the steps outlined below.

- Take your garbage out of the car console/ trunk and put it into a garbage bin. Purell your hands.
- When arriving at home, thoroughly wash your hands with soap and water. Change your clothes, put them directly into the washing machine, wash your hands with soap and water, and then shower.
- Debriefing should take place after the procedure has been completed. Communicate any lessons learned with your team.
- Update your supervisor regarding any unusual occurrence, and replenish any supplies that are low.

APPENDIX A

Screening Questions

1. Do you have any of the following symptoms fever/feverish, new or existing cough and difficulty breathing? Yes / No
2. Have you traveled internationally within the last 14 days? Yes / No
3. Have you had close contact with a known or probable COVID-19 case? Yes / No
4. Have you had close contact with a person with acute respiratory illness who has been outside Canada in the last 14 days? Yes / No

If the person answers **NO** to all the questions, they have passed the screening and you can see them using social distancing principles, or PPE if you need to get closer than 2m.

If the individual answers **YES** to any of the screening questions or do not want to answer, then they have not met the screening criteria and they have screened positive. In this case:

- If the client is having difficulty breathing or experiencing other severe symptoms, call 911 immediately.
- If the client is experiencing mild symptoms or has a recent travel history, CMHA staff can meet with the client only if full PPE is worn, including mask, gown, gloves and a face shield.
- Support the client to contact Ottawa Public Health or use the COVID-19 Self-Assessment tool <https://covid-19.ontario.ca/self-assessment/#q0> to determine how to seek further care.
- If indicated, CMHA staff should coordinate with the client, the client's health care provider, and/or Public Health to make safe arrangements for travel to the testing center that maintains isolation of the client.
- Encourage the client to self-isolate while arrangements for transportation are being made.
- Establish a plan for follow-up support
- Inform your manager and team members, and document in CRMS.

If someone is living or working in a congregate living setting such as long-term care home, correctional facility, or homeless shelter:

It is recommended that they should be tested for COVID-19 **IF** you have at least one common symptom of COVID-19 **OR** one **less common symptom** of COVID-19 **OR** one **new or worsening respiratory symptom**.



- **Common symptoms** such as fever, cough, or difficulty breathing.
- **Less common symptoms** such as unexplained fatigue, delirium (a serious medical condition that involves confusion, changes to memory, and odd behaviours), falls, acute functional decline, worsening of chronic conditions, nausea, vomiting, diarrhea, abdominal pain, chills, headaches, croup, or loss of taste/smell.
- COVID-19 may also present as **new or worsening respiratory symptoms** such as: sore throat, runny nose, sneezing, nasal congestion, hoarse voice, or difficulty swallowing

They should be going to the Brewer Park Arena for testing and do not need to call Public Health first.

If they are in distress (shortness of breath, worsening of chronic disease symptoms) they should go to the Emergency Department or call 911.