



Standard Operating Procedure (SOP001) for: Personal hygiene and the use of PPE (All patients)	
Staff groups SOP applies to:	All Care Services staff in the Hospice
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1 Aim

The aim of this Standard Operating Procedure (SOP) is to establish guidelines for good personal hygiene practices and use of personal protective equipment (PPE) during the outbreak of the COVID-19.

Current updates are available at

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

This offers the current Government advice and should be review regularly inline with this SOP.

2 Context

There are five main service areas that make up the total service offer from the Hospice. These are traditional Day Therapy, Wellbeing Service, Hospice in Your Home and the Carer and Bereavement Service.

This SOP describes the actions required by all care staff undertaking face to face contact with patients and general good hygiene practices for all staff during the COVID-19 outbreak.

This should be used in conjunction with all other SOPs for use during the COVID-19 outbreak.

3 Principles

Good hand hygiene and appropriate use of PPE¹ significantly reduces the likelihood of contracting COVID-19.

Staff should be aware of whether the patient or family have symptoms of COVID 19 or whether they are in the Extremely Vulnerable 'Shielding' group prior to visiting and utilise PPE accordingly.

4. Purpose

- The safety of the staff, patient, carer and the family² will be core to the service we offer.
- Self-care and promoting good hand hygiene techniques from our staff and with our patients are imperative as a core purpose.
- Adherence to the infection control policy is imperative to protect our staff from harm.

Location and hours:

- Any staff working in the Hospice building or working in a patients' home
- Nottinghamshire Hospice staff providing care to palliative patients including the Hospice at Home team, Hospice Night Support Service, and the Hospice Outreach and Discharge Service.
- These services operate flexibly across the 24 hour period, seven days per week for 52 weeks per year, including bank holidays.

6. Procedure

- Wear clean clothes or a clean uniform supplied by the Nottinghamshire Hospice daily and wash at a temperature of 60°C to eliminate any viruses. Wash your clothes separately from any other member of the household... Soap is key in dissolving the virus coating – ensure this is used in adequate quantities.
- Wash your hands thoroughly before leaving the house for 20 seconds with soap and water.
- Before getting into your vehicle, clean the door handle with an antiseptic wipe or disinfect with a cleaning cloth.
- On entering your vehicle, clean the steering wheel, dashboard, handbrake, gear stick and gear box with an antiseptic wipe or disinfect with a disposable cleaning cloth.
- On arrival to the hospice building and a patient's home - wash your hands thoroughly with water and soap for at least 20 seconds or use alcohol gel.
- PPE should be applied in accordance with the table below (Table 2) in a patient's home for all direct patient care.
- On arrival to the patients house, full PPE should be worn. Eye protection does not need to be worn at this point.

¹ PPE – Gloves and apron

² Family and carers will be referred to as carers throughout this SOP

- Ultimately, where staff consider there is a risk to themselves or the individuals they are caring for they should wear a fluid repellent surgical mask with or without eye protection, as determined by the individual staff member for the episode of care or single session.
- Thorough handwashing techniques must be performed before, during and after direct patient care using soap and water (where the environment allows) or use alcohol gel.
- You must stay at least 2 metres away from the patient or family member at all times when not wearing appropriate PPE or changing PPE.
- If the patient was screened to have a new continuous dry cough and/or fever of more than 37.8°C then also wear a mask. See separate SOP for caring for patients that are suspected to have symptoms of COVID-19 or that are confirmed to have COVID-19.
- Full PPE does not need to be worn throughout the whole time if doing a nine hour shift, however personal care PPE must be worn.
- Before vacating a patient's property or the hospice building, wash your hands for at least 20 seconds with soap and water and place the gloves and apron in a secure bin bag and tie this up and discard in the domestic waste bin.
- On arrival back at the hospice wash all your equipment down with an antiseptic wipe and/or D10 disinfectant with a clean disposable cloth and clean the inside of the car (see SOP). Wash your hands thoroughly for 20 seconds using soap and water.
- Where possible (and at the hospice) it would be best practice to change out of uniform at the end of the shift into clean clothes, seal used uniform in a bin liner and take home for washing, thus reducing potential transmission in personal cars.
- On arrival at home wash your hands for at least 20 seconds with soap and water. Do not hug, kiss or touch any relative but get straight into the shower.
- Wash all of your clothes on a 60 degree cycle separate from other household members and using suitable amount of soap as discussed above.

Put on your PPE in sequence - 1) Apron 2) Surgical mask 3) Gloves

- 1) Apron- place over your head and tie the two ties together at the back of your body around the waist.
- 2) Surgical mask- a fluid-resistant surgical mask (FRSM) This needs to be well fitted so that it completely covers your nose and mouth but allowing you to breathe. It needs to be tied by both straps- the top strap to the back of your head located above your ears. The second strap is to be tied at the back of your head at the back of your ears. The surgical mask is to protect you from respiratory droplets from a person who has been confirmed to have Covid 19 or who is suspected of having Covid 19.

- 3) Gloves- when wearing the gloves it is important to extend the gloves over the wrists.



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Correct order for putting on and removing Personal Protective Equipment (PPE)

Order for putting on PPE



Pull apron over head and fasten at back of waist.



Secure mask ties at back of head and neck. Fit flexible band to nose bridge.



Place eye protection over eyes.



Extend gloves to cover wrists.

Order for removing PPE



Grasp the outside of the glove with opposite gloved hand, peel off. Hold the removed glove in the gloved hand. Slide the fingers of the ungloved hand under the remaining glove at the wrist and peel off.



Unfasten or break apron ties. Pull apron away from neck and shoulders lifting over head, touching inside of the apron only. Fold or roll into a bundle.



Handle eye protection only by the headband or the sides.



Unfasten the mask ties—first the bottom, then the top. Remove by handling ties only.

Personal protective equipment should be removed in the above sequence to minimise the risk of cross/self-contamination. Hands must be decontaminated following the removal of PPE.
(HP Loveday et al., epic3: National Evidence-Based Guidelines for Preventing Healthcare-Associated Infections in NHS Hospital in England. *Journal of Hospital Infection* 86S1 (2014) S1-S70)

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Removal of PPE - 1) Gloves 2) Apron 3) Surgical mask

- 1) Gloves- The gloves should be removed following eight steps. Start by (1) pinching and holding the glove (with the other gloved hand) between the palm and wrist area, (2) peeling the glove away from the wrist(3) until it turns inside out covering the fingers. With the now half-gloved hand,(4) pinch and hold the fully gloved hand between the palm and wrist, (5) peel the glove away from the wrist(6) until it turns inside out and covers the fingers. Now that both hands are

half-gloved, (7) remove the glove from one hand completely by grabbing the inside part of the glove and peeling it away from the hand, and do the same for the remaining half-gloved hand using the non-gloved hand, while always grabbing the inside part of the glove and (8) dispose the gloves in a biohazard bin.

- 2) Apron- unfasten or break apron ties. Pull apron away from your neck and shoulders lifting over your head, touching the inside of the apron only. Fold or roll into a bundle.
- 3) Surgical mask- unfasten the mask ties, first the bottom and then the top. Remove by handling ties only.

Video demonstrating this is available at:

<https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>

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