

## Review Sheet



Last Reviewed  
10 Aug '21



Last Amended  
10 Aug '21



Next Planned Review in 12 months, or sooner as required.

Business impact



Changes are important, but urgent implementation is not required, incorporate into your existing workflow.

Reason for this review

Scheduled review

Were changes made?

Yes

Summary:

The policy has been updated in light of the 'how to work safely in domiciliary care in England' guidance being updated with guidance on visits outside of a service user's home. A new procedural section has been added (5.8) to detail the considerations for PPE when supporting with visits out and 5.4 has also been updated in relation to risk assessments. Reference to transparent face masks has been added to section 5.11. Underpinning Knowledge and Further Reading references have also been checked to ensure they remain current.

Relevant legislation:

- Care Quality Commission (Registration) Regulations 2009
- Care Quality Commission (Registration and Membership) (Amendment) Regulations 2012
- Civil Contingencies Act 2004
- Control of Substances Hazardous to Health Regulations 2002
- The Hazardous Waste (England and Wales) Regulations 2005
- The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
- Health and Social Care Act 2008 (Registration and Regulated Activities) (Amendment) Regulations 2015
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Medical Act 1983
- The Medical Devices Regulations 2002
- The Medical Devices (Amendment) Regulations 2012
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Health and Safety (Miscellaneous Amendments) Regulations 2002
- Health and Social Care (Safety and Quality) Act 2015
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Coronavirus Act 2020
- The Personal Protective Equipment Regulations 2002

<p>Underpinning knowledge - What have we used to ensure that the policy is current:</p>	<ul style="list-style-type: none"> <li>• Author: PUBLIC HEALTH ENGLAND, (2021), <i>How to work safely - Taking off personal protective equipment (PPE)</i>. [Online] Available from: <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/98424/20210808-01-How-to-work-safely-taking-off-personal-protective-equipment-ppe.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/98424/20210808-01-How-to-work-safely-taking-off-personal-protective-equipment-ppe.pdf</a> [Accessed: 10/8/2021]</li> <li>• Author: PUBLIC HEALTH ENGLAND, (2021), <i>How to work safely - Putting on personal protective equipment (PPE)</i>. [Online] Available from: <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/98424/20210808-02-How-to-work-safely-putting-on-personal-protective-equipment-ppe.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/98424/20210808-02-How-to-work-safely-putting-on-personal-protective-equipment-ppe.pdf</a> [Accessed: 10/8/2021]</li> <li>• Author: Department of Health and Social Care, (2020), <i>Personal Protective Equipment (PPE) Strategy - Stabilise and build resilience</i>. [Online] Available from: <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/98424/20210808-03-PPE-Strategy-Stabilise-and-build-resilience.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/98424/20210808-03-PPE-Strategy-Stabilise-and-build-resilience.pdf</a> [Accessed: 10/8/2021]</li> <li>• Author: HM Government, (2021), <i>Staying at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</i>. [Online] Available from: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a> [Accessed: 10/8/2021]</li> <li>• Author: GOV.UK, (2021), <i>COVID-19: how to work safely in domiciliary care in England</i>. [Online] Available from: <a href="https://www.gov.uk/government/publications/covid-19-how-to-work-safely-in-domiciliary-care?utm_campaign=11615115_PPE%20Update%2016%206%2020&amp;utm_medium=email&amp;utm_source=UKHCA&amp;dm_i=1DVI,6WYA3,VOYMR2,RSJ1L,1">https://www.gov.uk/government/publications/covid-19-how-to-work-safely-in-domiciliary-care?utm_campaign=11615115_PPE%20Update%2016%206%2020&amp;utm_medium=email&amp;utm_source=UKHCA&amp;dm_i=1DVI,6WYA3,VOYMR2,RSJ1L,1</a> [Accessed: 10/8/2021]</li> <li>• Author: UK Government, (2021), <i>Coronavirus (COVID-19): provision of home care</i>. [Online] Available from: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-providing-home-care/coronavirus-covid-19-provision-of-home-care?utm_campaign=11563480_Government%20guidance%20digest%20220520&amp;utm_medium=email&amp;utm_source=UKHCA&amp;dm_i=1DVI,6VUFS,VOYMR2,RN4AP,1">https://www.gov.uk/government/publications/coronavirus-covid-19-providing-home-care/coronavirus-covid-19-provision-of-home-care?utm_campaign=11563480_Government%20guidance%20digest%20220520&amp;utm_medium=email&amp;utm_source=UKHCA&amp;dm_i=1DVI,6VUFS,VOYMR2,RN4AP,1</a> [Accessed: 10/8/2021]</li> <li>• Author: Department of Health and Social Care, (2021), <i>COVID-19: infection prevention and control (IPC)</i>. [Online] Available from: <a href="https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control">https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control</a> [Accessed: 10/8/2021]</li> <li>• Author: HM Government, (2020), <i>New campaign to prevent spread of coronavirus indoors this winter - Hands, Face, Space</i>. [Online] Available from: <a href="https://www.gov.uk/government/news/new-campaign-to-prevent-spread-of-coronavirus-indoors-this-winter">https://www.gov.uk/government/news/new-campaign-to-prevent-spread-of-coronavirus-indoors-this-winter</a> [Accessed: 10/8/2021]</li> </ul>
<p>Suggested action:</p>	<ul style="list-style-type: none"> <li>• Encourage sharing the policy through the use of the QCS App</li> <li>• Share 'Key Facts' with all staff</li> <li>• Ensure relevant staff are aware of the content of the whole policy</li> </ul>
<p>Equality Impact Assessment:</p>	<p>QCS have undertaken an equality analysis during the review of this policy. This statement is a written record that demonstrates that we have shown due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations with respect to the characteristics protected by equality law.</p>



## 1. Purpose

1.1 To ensure that staff are protected from risks and hazards at work.

1.2 The Right Home Care Team Ltd will follow any procedures and guidance from its regional and/or national Public Health England centres in relation to Personal Protective Equipment (PPE) which will supersede this policy.

1.3 To support The Right Home Care Team Ltd in meeting the following Key Lines of Enquiry:

Key Question	Key Lines of Enquiry
EFFECTIVE	E5: How are people supported to live healthier lives, have access to healthcare services and receive ongoing healthcare support?
RESPONSIVE	R1: How do people receive personalised care that is responsive to their needs?
SAFE	S5: How well are people protected by the prevention and control of infection?
WELL-LED	W2: Does the governance framework ensure that responsibilities are clear and that quality performance, risks and regulatory requirements are understood and managed?

1.4 To meet the legal requirements of the regulated activities that {The Right Home Care Team Ltd} is registered to provide:

- | Care Quality Commission (Registration) Regulations 2009
- | Care Quality Commission (Registration and Membership) (Amendment) Regulations 2012
- | Civil Contingencies Act 2004
- | Control of Substances Hazardous to Health Regulations 2002
- | The Hazardous Waste (England and Wales) Regulations 2005
- | The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
- | Health and Social Care Act 2008 (Registration and Regulated Activities) (Amendment) Regulations 2015
- | Health and Safety at Work etc. Act 1974
- | Management of Health and Safety at Work Regulations 1999
- | Medical Act 1983
- | The Medical Devices Regulations 2002
- | The Medical Devices (Amendment) Regulations 2012
- | The Workplace (Health, Safety and Welfare) Regulations 1992
- | The Health and Safety (Miscellaneous Amendments) Regulations 2002
- | Health and Social Care (Safety and Quality) Act 2015
- | Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- | Coronavirus Act 2020
- | The Personal Protective Equipment Regulations 2002



## 2. Scope

- 2.1** The following roles may be affected by this policy:
- | All staff
- 2.2** The following Service Users may be affected by this policy:
- | Service Users
- 2.3** The following stakeholders may be affected by this policy:
- | Family
  - | Advocates
  - | Representatives



## 3. Objectives

- 3.1** For the team at The Right Home Care Team Ltd to understand when and why PPE is required to be worn in order to control and prevent infection, to avoid the spread of disease and to keep staff members at The Right Home Care Team Ltd safe from harm by minimising their risk of infection at work and following the current [guidance](#) issued by Public Health England.
- 3.2** When there is a need for staff at The Right Home Care Team Ltd to use any form of PPE, they are fully trained in its safe and effective application to avoid infection and the spread of disease and to protect the health of the staff members at The Right Home Care Team Ltd.
- 3.3** For supplies of all types of PPE to be available and maintained in optimum condition and ready for use in order to control infection, prevent the spread of disease and to minimise the risk of staff members at The Right Home Care Team Ltd being exposed to the risk of infection.



## 4. Policy

- 4.1** During the COVID-19 pandemic, The Right Home Care Team Ltd will ensure that the most up-to-date Public Health England (PHE) guidance on Personal Protective Equipment (PPE) and Infection Control is understood and followed by staff.
- 4.2** The Right Home Care Team Ltd will ensure that the risk assessment process is used to identify hazards and minimise risks. The reduction of risk may identify the need for the use of PPE, and where used, it will be supported by guidance produced by PHE.
- 4.3** Staff will be provided with appropriate PPE by The Right Home Care Team Ltd. Staff will be trained in:
- | How to use PPE, including the approved process for donning, removing and disposing of used PPE
  - | When to use individual items of PPE
  - | When to replace any PPE
  - | The limitations of any PPE being used
  - | How to report issues to TBC regarding the quality, quantity or effectiveness of PPE supplied
- 4.4** The Right Home Care Team Ltd has an Infection Prevention and Control Lead who is responsible for monitoring the effectiveness of PPE usage at The Right Home Care Team Ltd. This person will regularly report to TBC any:
- | Concerns with the quality of PPE
  - | Concerns regarding stock levels, supply and range of PPE products available
  - | Audits and reports on the use of PPE
  - | Issues raised by staff
  - | Failure of staff to adhere to the PPE policy



## 5. Procedure

### 5.1 National/Local Guidance

The procedure detailed in the policy reflects current national guidance. However, The Right Home Care Team Ltd will be aware of, and follow, relevant regional or local guidelines for PPE.

### 5.2 All PPE Must Be:

- | Compliant with the relevant BS/EN standards (European technical standards as adopted in the UK)
- | Stored to prevent contamination in a clean/dry area until required for use (expiry dates must be adhered to)
- | Disposed of after use correctly
- | Used in line with current [COVID-19 guidance](#).

### 5.3 Effectiveness of PPE

PPE on its own will not prevent the spread of infection and is only effective when combined with:

- | Thorough hand hygiene. Staff must perform hand hygiene immediately before every episode of care and after any activity or contact that potentially results in their hands becoming contaminated. This includes before putting on (donning) and after the removal (doffing) of personal protective equipment (PPE), equipment decontamination and waste handling
- | Respiratory hygiene (“catch it, bin it, kill it”)
- | Being aware of the importance of avoiding touching your face with your hands
- | Following standard infection prevention and control precautions
- | Using the correct technique for putting on and taking off PPE
- | Ensuring PPE is changed between Care tasks, where required, for example between personal care and nutritional support tasks
- | The safe disposal of used PPE

### 5.4 When and What PPE Must be Worn

The care required, the health needs of a Service User and the vulnerabilities of individual staff should be risk assessed. The type of PPE and how much PPE is needed must be dictated by dynamic risk assessments undertaken by The Right Home Care Team Ltd.

The risk assessment should be based on the following two questions:

- | Are you likely to be within two metres of the Service User and carrying out direct personal care or domestic duties?
- | Are you more than two metres from a Service User, undertaking domestic duties and not delivering personal care?

PHE has also produced [guidance](#) that relates to a number of situations during COVID-19 and these are detailed below.

### 5.5 COVID-19 PPE - When working within 2 metres of a Service User and providing close personal care or domestic duties

Close personal care requires you to be in direct contact with the Service Users (e.g. touching). This applies to all care, e.g. assisting with getting in/out of bed, assisting with meals, dressing, bathing, grooming, toileting, administering medications. For any close, personal care or domestic duties, the following PPE must be worn by all staff:

- | Disposable gloves
- | Disposable plastic apron
- | Fluid repellent surgical mask (Type IIR)
- | Eye protection - The use of eye protection (such as goggles or visors) must be determined by a risk assessment and may be needed for the care of some Service Users where there is a risk of contact with bodily fluids into the eyes from respiratory droplets or from splashing of secretions, e.g. coughing or spitting

Further information can be found [here](#).

### 5.6 COVID-19 PPE - When working more than 2 metres from a Service User and carrying out domestic duties and not delivering personal care

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Domestic duties may include removing medication from packaging, prompting a Service User to take their medication, preparing food or cleaning. The following PPE must be worn by staff:

- | Disposable gloves
- | Disposable apron (where there is a risk of contact with bodily fluids or splashing on the clothing)
- | Type I or II surgical mask or Type IIR must be worn
- | Eye protection - the use of eye protection (such as goggles and visors) must be determined by a risk assessment and may be needed where the Service User has tested positive for COVID-19 or has respiratory problems

Further information can be found [here](#).

**5.7 Risk Assessment Before Each Visit**

Attempts should be made, where appropriate, to ascertain whether a Service User meets the case definition for a possible or confirmed case of COVID-19 before the care episode. Service Users who are well but who have the following must follow [COVID-19: guidance for households with possible coronavirus infection](#):

- | **A new continuous cough and/or**
- | **A high temperature**
- | **A loss or change in normal sense of smell or taste**

The Right Home Care Team Ltd will monitor its Service Users for symptoms and Care Workers will inform their line manager if any changes occur. Those Service Users with symptoms will be assessed based on their needs to decide if it is appropriate to visit them at the end of a Care Worker's list rather than in between other Service Users.

The Right Home Care Team Ltd must ensure that staff are aware that Service Users may not present with the same symptoms as someone who is young and healthy. The symptoms may include confusion or diarrhoea, sore throat, loss of appetite or shortness of breath. HS16 - Coronavirus Policy and Procedure at The Right Home Care Team Ltd has a symptom checker for staff to refer to.

PPE guidance must be followed as stated in [COVID-19: Coronavirus \(COVID-19\): providing home care and PPE guidance for Home Care](#).

**5.8 Visits Outside of the Service User's Home**

Whether The Right Home Care Team Ltd is providing Care within the Service User's home or supporting outside of the home, for example, a visit to a family member, a walk in the park or a visit to the shops or a cafe, the same principles apply. Before an outing with the Service User, consider if the activities include the provision of direct personal care, for example, assisting the Service User with toileting, and take the appropriate PPE, as outlined in section 5.5 of this policy.

Where there is occasional physical support, for example, helping the Service User out of a chair, or assisting with everyday tasks, such as shopping, these do not require gloves and aprons. There is also no longer a legal requirement to wear face coverings in indoor settings or on public transport. However, the government expects and recommends that people continue to wear face coverings in indoor areas where they might come into contact with people they do not normally meet, particularly in crowded, enclosed or poorly ventilated spaces.

Service Users receiving support from The Right Home Care Team Ltd are also likely to be more vulnerable and to experience worse outcomes in relation to COVID-19 than the general population, so it is important that the Care Workers recognise this. Type I or II surgical masks (or Type IIR mask where available) are sufficient.

Where the Care Worker feels there are situations they are not clear about, in relation to PPE, they must speak to TBC. If the Care Worker still feels that after raising a concern they are being asked to work in an unsafe way, they can refer to the Whistleblowing Policy and Procedure at The Right Home Care Team Ltd for further information.

**5.9 Action Required Before Using PPE**

Follow [How to work safely putting on personal protective equipment for home care workers](#) on donning (putting on) PPE. Before PPE is donned:

- | Perform hand hygiene
- | Ensure the staff member is hydrated
- | Tie hair back
- | Remove jewellery

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- Check PPE in the correct size is available

PPE must be donned and doffed at least two metres away from the Service User and anyone in the household who may have a cough. This also includes when replacing PPE. The best place to do this in the Service User's home must be agreed, i.e. just before or just after entering the Service User's home or in a separate room.

Before entering or immediately after entering a Service User's home or their work base, staff must put on a face mask.

Guidance on removing (doffing) PPE can be read here: [How to work safely as a home carer -Taking off personal protective equipment \(PPE\)](#).

**5.10 PPE for Live-in Care Workers**

Where The Right Home Care Team Ltd is providing live-in Care to a Service User, risk assessments must be completed to determine which PPE should be worn and when.

Care Workers who live with a Service User for long periods of time are considered part of the household and do not need to wear PPE when doing domestic duties, unless the Service User being supported (or a member of their household) tests positive for COVID-19 or develops respiratory symptoms such as coughing or sneezing.

Live-in Care Workers should ensure the correct PPE is worn for the Care being provided; for example, gloves and an apron should be worn if the Care Worker is handling soiled linen, or may come into contact with body fluids such as urine, faeces or blood.

If the Service User being supported develops respiratory symptoms, tests positive for COVID-19, or is self-isolating, the live-in Care Worker will follow the PPE recommendations outlined in sections 5.5 and 5.6 of this policy, according to the work they are doing.

If someone in the household develops symptoms of COVID-19 or has tested positive, the Care Worker must also follow the [Stay at Home guidance](#).

**5.11 Service Users with Behaviours that May Challenge**

Where The Right Home Care Team Ltd supports Service Users with behaviours that may challenge, such as those with learning disabilities or autism, [guidance](#) in relation to PPE must also be adhered to. The levels of PPE will depend upon the tasks being carried out, the risk, and how vulnerable the Service User may be. A robust risk assessment will be completed by The Right Home Care Team Ltd for each Service User on an individual basis and must be regularly reviewed.

For some Service Users, PPE can affect their normal routine and The Right Home Care Team Ltd will look at ways to ensure that PPE items do not appear frightening to them, whilst not altering them in anyway. Some examples of how this can be done include:

- Greeting the Service User without a mask through a window before entering the space where you actually meet
- Explain that by wearing the mask you are helping other people to stay safe and that the mask is now part of your regular working clothes or uniform
- Wear disposable picture badges showing what you look like without a mask
- Introduce masks by making them in an art session. This will be useful if Service Users need masks when going out. Have a choice of colours or fabric designs
- Try to normalise the wearing of masks around the Service User's home; if there are soft toys around, perhaps provide masks for these
- Play a game trying to guess what expression people are making behind masks
- Use Makaton or British Sign Language (BSL) or possibly develop shared, non-verbal signals for the expressions usually read from faces
- Develop a matching pairs game with pictures of people with and without masks
- Praise people when they ask questions about the masks. Answer clearly and honestly using their preferred communication method
- Consider graded exposure approaches with the aim of making the PPE acceptable
- Wear transparent masks where these are available

Where it is decided by The Right Home Care Team Ltd that PPE is not required to be used with a Service User, this must be under continual review and alternative solutions looked at.

**5.12 COVID-19 - Safe ways of working**

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- | Staff will be trained on donning and doffing PPE. Videos are available for training (See 'Further Reading' section for links)
- | Staff will know what PPE they should wear and when they should be using it
- | Staff will have access to the PPE that protects them for the appropriate setting and context
- | Gloves are subject to single use and disposal after each Service User contact or in between tasks (such as when providing personal care and carrying out food preparation)
- | Aprons are subject to single use and disposal after each Service User contact or in between tasks
- | Fluid repellent surgical masks are subject to single use and must be disposed of at the end of each home care visit
- | Eye protection can be single use or designed to be used more than once if decontaminated correctly between uses; where it is a reusable item, it must be used in line with the manufacturer's guidance
- | In domiciliary care, where there is regular personal care, staff must be bare below the elbows. Long sleeved gowns are not required
- | Hand hygiene should be practised and extended to exposed forearms, after removing any element of PPE
- | Staff should take regular breaks and rest periods
- | If staff feel unwell, they must not attend work and must contact The Right Home Care Team Ltd 3 hours before they are due to work to inform The Right Home Care Team Ltd that they are unable to attend their Service User

**5.13 Reusable PPE**

Whilst most PPE items are for once-only use, certain PPE items are manufactured to be reusable. This most commonly applies to eye/face protection items, i.e. goggles or visors. Reusable items should be clearly marked as such and identified in advance by The Right Home Care Team Ltd.

Reusable PPE items may be used, provided that they are appropriately cleaned or stored between uses, according to the manufacturer's instructions or local infection control policy. TBC will advise staff where this applies.

Reuse of gloves and aprons is not recommended in any circumstances. Face masks must be disposed of after single use. They cannot be cleaned and so are also not reusable.

**5.14 Damaged PPE**

All PPE items should be inspected before use and where any damage is found, a replacement must be sought. Staff must ensure that they have sufficient amounts of PPE available for each shift.

Gloves should be discarded and replaced in any of the following circumstances:

- | If damaged (torn or punctured)

Aprons should be discarded and replaced in any of the following circumstances:

- | If damaged (torn or punctured)

Face masks should be discarded and replaced in any of the following circumstances:

- | If damaged
- | If soiled (e.g. with secretions, body fluids)
- | If damp
- | If uncomfortable
- | If difficult to breathe through

Eye protection should be discarded and replaced (or decontaminated if the item is reusable) in any of the following circumstances:

- | If damaged
- | If soiled (e.g. with secretions, body fluids)
- | If uncomfortable

**5.15 Disposing of PPE**

Any waste PPE must be placed in a bin bag and can be disposed of as normal domestic waste unless the Service User or anyone in their household has symptoms of COVID-19 (new continuous cough, shortness of breath, fever, loss or change in sense of smell or taste). Where a Service User or anyone in their household does have symptoms of COVID-19, then waste from the cleaning of areas where they have



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been (including disposable cloths and tissues) and PPE waste from their Care must be:

- 1 Put in a plastic bin bag which is tied when it is three-quarters full
- 1 The bag must then be put in a suitable and secure place and marked for storage for 72 hours. Waste must be stored safely and securely and kept away from children. Waste must not be put in communal waste areas until the waste has been stored for at least 72 hours. Storing for 72 hours saves unnecessary waste movements and minimises the risk to waste operatives. This waste does not require a dedicated clinical waste collection in the above circumstances and can be added to domestic waste after 72 hours

Do NOT put any items of PPE in the recycling bin.

Where staff wear a uniform or work clothes, these should be laundered in line with the Appearance Policy and Procedure at The Right Home Care Team Ltd.

#### 5.16 PPE Stock Levels

The Right Home Care Team Ltd must maintain sufficient supplies of PPE for Care Workers to utilise. PPE stock levels are required to be reported to the CQC via their online form, 'Update CQC on the impact of COVID' during the coronavirus pandemic.

Where supplies are required and not accessible from the usual wholesalers of The Right Home Care Team Ltd, the Local Resilience Forum (LRF) for The Right Home Care Team Ltd should be approached for support with PPE supplies.

The Department of Health and Social Care will also provide PPE to meet the requirements of all providers to support their COVID-19 needs, further information on this is set out in the [Personal Protective Equipment \(PPE\) Strategy](#).

The Right Home Care Team Ltd can also refer to the following guidance for further information: [PPE portal: how to order emergency personal protective equipment](#). Weekly order limits from the portal will be based on the size of the provider, and the range of PPE products has been extended.



## 6. Definitions

### 6.1 Intervention

- 1 Action taken to improve or stabilise a medical disorder

### 6.2 Aerosol Generating Procedures

- 1 The following procedures are examples of what are currently considered to be potentially infectious AGPs for COVID-19:
  - 1 Intubation, extubation and related procedures, for example, manual ventilation and open suctioning of the respiratory tract (including the upper respiratory tract)
  - 1 Tracheotomy or tracheostomy procedures (insertion or open suctioning or removal)
  - 1 Non-invasive ventilation (NIV); Bi-level Positive Airway Pressure Ventilation (BiPAP) and Continuous Positive Airway Pressure Ventilation (CPAP)
  - 1 Induction of sputum (cough)
  - 1 High flow nasal oxygen (HFNO)

### 6.3 Personal Protective Equipment (PPE)

- 1 Personal protective equipment (PPE) refers to protective clothing, helmets, goggles or other garments or equipment designed to protect the wearer's body from injury or infection. The hazards addressed by protective equipment include physical, electrical, heat, chemicals, biohazards and airborne particulate matter



## Key Facts - Professionals

Professionals providing this service should be aware of the following:

- | The Right Home Care Team Ltd has duties concerning the provision and use of Personal Protective Equipment (PPE) at work and what it needs to do to meet the requirements of the Personal Protective Equipment at Work Regulations 1992 (as amended)
- | While every skill and care are taken to avoid contamination etc. PPE is needed to significantly reduce the risk of contamination, injury or infection to staff members and to Service Users in the preparation and delivery of care
- | Gloves are not a substitute for hand hygiene. Hands must be washed before and after putting on and taking off gloves
- | Where staff members are allergic to latex, alternative gloves must be available to avoid any contact with latex. Latex-free gloves must be used for treating Service Users who are allergic to latex and where this is a known allergy, it must appear in the allergy section of their Care Plan
- | PPE must be properly looked after and stored when not in use
- | The Infection Prevention and Control Lead at The Right Home Care Team Ltd will be responsible for ensuring that PPE is available, that there are sufficient supplies and that it is properly maintained, cleaned and kept in good condition if it is reusable
- | Employees must make proper use of PPE and report if it is faulty or unavailable
- | The Infection Prevention and Control Lead at The Right Home Care Team Ltd will check regularly that PPE is used. They will require a reason if it is not being used and this may lead to disciplinary action as it constitutes a serious risk to the staff member, the whole team at The Right Home Care Team Ltd, to Service Users and, in the case of COVID-19, to the wider public
- | A standard surgical mask will protect you and your Service User from virus that may be present in spittle. You will be clearly told where and when you should wear this mask and also when the Service User should wear one
- | There is no need to wear two pairs of gloves at once with a Service User who has tested positive or who is suspected of having coronavirus



## Key Facts - People affected by the service

People affected by this service should be aware of the following:

- | If member of staff needs to wear gloves, a gown or face mask, they will explain why they are wearing it
- | PPE is special equipment that is worn to create a barrier between you and germs that reduces the chance of touching, being exposed to and spreading germs
- | If you know that you have an allergy to latex, you must inform The Right Home Care Team Ltd and anywhere else where latex-containing gloves may be used, e.g. dentist or food outlet, so that you avoid contact with latex
- | PPE helps prevent the spread of germs in healthcare settings and can protect you and the staff from infections
- | If you are at higher risk of getting coronavirus, staff may wear a mask and gloves to protect you



## Further Reading

As well as the information in the 'underpinning knowledge' section of the review sheet we recommend that you add to your understanding in this policy area by considering the following materials:

**UKHCA - Guidance for the Social Care Sector on COVID-19:**

<https://www.ukhca.co.uk/news.aspx?newsID=235474>

**World Health Organisation - Coronavirus Disease (COVID-19) training: Online training:**

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/training/online-training>

**Public Health England - Best Practice: How to hand wash step by step images:**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/877530/Best\\_Pra](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877530/Best_Pra)

**Public Health England - Best Practice: How to handrub step by step images:**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/877529/Best\\_Pra](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877529/Best_Pra)

**World Health Organisation - Donning Facemasks:**

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

**Donning PPE:**

[https://www.youtube.com/watch?v=kKz\\_vNGsNhc](https://www.youtube.com/watch?v=kKz_vNGsNhc)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/877658/Quick\\_gu](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_gu)

**GOV.UK - Coronavirus (COVID-19): guidance for care staff supporting adults with learning disabilities and autistic adults:**

<https://www.gov.uk/government/publications/covid-19-supporting-adults-with-learning-disabilities-and-autistic-adults/coronavirus-covid-19-guidance-for-care-staff-supporting-adults-with-learning-disabilities-and-autistic-adults>



## Outstanding Practice

To be 'outstanding' in this policy area you could provide evidence that:

- | The wide understanding of the policy is enabled by proactive use of the QCS App
- | There is a schedule for the type and level of PPE required for each clinical and operational activity which is reviewed on a regular basis
- | There is an up-to-date schedule of PPE held in stock with expiry dates for items of PPE which are not used on a regular basis
- | Staff are trained, they have regular updates on infection control and understand how to use PPE appropriately and safely



## Forms

Currently there is no form attached to this policy.