



## Review Sheet



Last Reviewed  
02 Nov '20



Last Amended  
02 Nov '20



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

Business impact



**MEDIUM IMPACT**

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

Reason for this review

Best practice

Were changes made?

Yes

Summary:

Policy reviewed and updated in light of the DHSC's recent update on the PPE guidance in relation to vinyl gloves. This update is a direct result of the announced mistake and it has been corrected in the guidance that vinyl gloves continue to be safe. References have also been updated 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
- The Health and Safety (Miscellaneous Amendments) 2002
- 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)
- The Health and Social Care Act 2008 (Regulated Activities) (Amendment) Regulations 2012
- Coronavirus Act 2020



## CCK Support Ltd

CCK Support Limited, Building 1, 10 Wealden Forest Park, Herne Common, Herne Bay, Kent, CT6 7LQ, England

<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, (2020), <i>Taking off personal protective equipment (PPE) for non-aerosol generating procedures (AGPS)</i>. [Online] Available from: <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/531111/taking-off-ppe-for-non-aerosol-generating-procedures-agps.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/531111/taking-off-ppe-for-non-aerosol-generating-procedures-agps.pdf</a> [Accessed: 2/11/2020]</li> <li>• Author: Department of Health and Social Care, (2020), <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: 2/11/2020]</li> <li>• Author: UK Government, (2020), <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%202020520&amp;utm_medium=email&amp;utm_source=UKHCA&amp;dm_i=1DVI,6VUFS,VOYMR2,RN4AP,1-protective-equipment-ppe">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%202020520&amp;utm_medium=email&amp;utm_source=UKHCA&amp;dm_i=1DVI,6VUFS,VOYMR2,RN4AP,1-protective-equipment-ppe</a> [Accessed: 2/11/2020]</li> <li>• Author: GOV.UK, (2020), <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%202020&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%202020&amp;utm_medium=email&amp;utm_source=UKHCA&amp;dm_i=1DVI,6WYA3,VOYMR2,RSJ1L,1</a> [Accessed: 2/11/2020]</li> <li>• Author: HM Government, (2020), <i>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: 2/11/2020]</li> <li>• Author: HM Government, (2020), <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: 2/11/2020]</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/531111/ppe-strategy-stabilise-and-build-resilience.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/531111/ppe-strategy-stabilise-and-build-resilience.pdf</a> [Accessed: 2/11/2020]</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> </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 CCK Support Ltd will follow any procedures and guidance from its regional and/or national Public Health England centres in relation to PPE which will supersede this policy.

1.3 To support CCK Support 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 CCK Support 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
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- | 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)
- | The Health and Social Care Act 2008 (Regulated Activities) (Amendment) Regulations 2012
- | Coronavirus Act 2020



## 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 CCK Support 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 CCK Support 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 CCK Support Ltd to use any form of personal protective equipment (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 CCK Support 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 CCK Support Ltd being exposed to the risk of infection.



## 4. Policy

**4.1** During the COVID-19 pandemic, CCK Support 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** CCK Support 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 CCK Support 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 Ms Susanne Wild and Dee Byron regarding the quality, quantity or effectiveness of PPE supplied

**4.4** CCK Support Ltd has an Infection Prevention and Control Lead who is responsible for monitoring the effectiveness of PPE usage at CCK Support Ltd. The person will regularly report to Ms Susanne Wild and Dee Byron 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 PPE policy



## 5. Procedure

### 5.1 National/Local Guidance

The procedure detailed in the policy reflects current national guidance. However, as the pandemic evolves and more targeted and local responses are developed, CCK Support 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 ([Hands, Face, Space](#))
- Following standard infection prevention and control precautions
- Using the correct technique for putting on and taking off PPE
- 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 risk assessments undertaken by CCK Support Ltd. PHE has produced [guidance](#) that relates to a number of situations and these are detailed below.

### 5.5 [COVID-19 PPE: recommendations for domiciliary care workers within 2 metres of a client and providing close personal care \(for example, touching\) OR within 2 metres of anyone in the household who is coughing](#)

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, feeding, dressing, bathing, grooming, toileting, administering medications. For any close, personal care, the following PPE must be worn by all staff:

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

### 5.6 [When within 2 metres of a Service User but not delivering personal care or needing to touch them, and there is no one within 2 metres who has a cough](#)

- Type II surgical mask must be worn
- Plastic disposable aprons and gloves are only required for other standard infection control reasons, e.g. the staff member will come into contact with body fluids or a member of the household is shielding
- Where domestic activities are being carried out, normal household gloves will be sufficient if there are no body fluids

### 5.7 Any other work situation when in a Service User's home; or in your work premises; or with other staff. These recommendations apply: ([see here for further explanation.](#))

- Type I or Type II surgical mask

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**5.8 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 now 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**

CCK Support 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.

CCK Support 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 CCK Support 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](#). CCK Support Ltd can refer to the PPE Fact Sheet for Domiciliary Care Staff in the QCS Resource Centre.

**5.9 Action Required Before Using PPE**

Follow [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
- | 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.

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 Service Users with Behaviours that may Challenge**

Where CCK Support 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 CCK Support 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 CCK Support 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





## CCK Support Ltd

CCK Support Limited, Building 1, 10 Wealden Forest Park, Herne Common, Herne Bay, Kent, CT6 7LQ, England

- | 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

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

### 5.11 COVID-19 - Safe ways of working

- | Staff should be trained on donning and doffing PPE. Videos are available for training (See 'Further Reading' section for links)
- | Staff should know what PPE they should wear and when they should be using it
- | Staff should have access to the PPE that protects them for the appropriate setting and context
- | Gloves and aprons are subject to single use, with disposal after each Service User contact
- | Fluid repellent surgical masks and eye protection can be used for a session of work (in domiciliary care this may vary depending on the length of the visit at the Service User's home)
- | It is important to remember to change gloves if providing personal care and carrying out food preparation which is standard good infection control and food hygiene practice
- | Gowns can be worn for a session of work in higher risk areas. In domiciliary care, where it 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 CCK Support Ltd 3 hours before they are due to work to inform CCK Support Ltd that they are unable to attend their Service User

### 5.12 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 CCK Support 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. Ms Susanne Wild and Dee Byron 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 or sessional use. They cannot be cleaned and so are also not reusable.

### 5.13 Single and Sessional use of PPE - COVID-19

- | Single use is for the use of one discrete, individual intervention
- | Sessional use is for a number of individual interventions undertaken on one duty, i.e. between breaks
- | Aprons and gloves are subject to single use
- | Respirators, fluid-resistant (Type IIR) surgical masks (FRSM), eye protection and long-sleeved disposable fluid repellent gowns can be subject to single sessional use

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 re-usable) in any of the following circumstances:

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



## CCK Support Ltd

CCK Support Limited, Building 1, 10 Wealden Forest Park, Herne Common, Herne Bay, Kent, CT6 7LQ, England

- | If uncomfortable

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

- | Put in a plastic bin bag which is tied when full
- | The bag must then be placed in a second bin bag and tied
- | 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.

#### 5.15 PPE Stock Levels

CCK Support 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 CCK Support Ltd, the Local Resilience Forum (LRF) for CCK Support 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](#).

CCK Support 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 Personal Protective Equipment (PPE)

- | 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

### 6.2 Intervention

- | Action taken to improve or stabilise a medical disorder

### 6.3 Aerosol Generating Procedures

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

### 6.4 Hands, Face, Space

- | The 'Hands. Face. Space' public information campaign urges the public to continue to wash their hands, cover their face and make space to control infection rates and avoid a second peak. It was launched on 9 September 2020





## Key Facts - Professionals

Professionals providing this service should be aware of the following:

- | CCK Support 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 CCK Support 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 CCK Support 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 CCK Support 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
- | PPE helps prevent the spread of germs in healthcare settings and can protect you and the staff from infections
- | If you know that you have an allergy to latex, you must inform CCK Support Ltd and anywhere else where latex-containing gloves may be used, e.g. dentist or food outlet, so that you avoid contact with latex
- | 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:**

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

**World Health Organisation Free 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 hand rub 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)

**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)

<https://www.gov.uk/government/publications/covid-19-how-to-work-safely-in-care-homes/covid-19-putting-on-and-removing-ppe-a-guide-for-care-homes-video>

**Adults with learning disabilities and autism:**

<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:

- 1 The wide understanding of the policy is enabled by proactive use of the QCS App
- 1 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
- 1 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
- 1 Staff are trained, they have regular updates on infection control and understand how to use PPE appropriately and safely



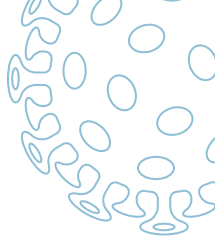
## Forms

The following forms are included as part of this policy:

Title of form	When would the form be used?	Created by
PPE Guide for Community Health and Social Care Settings	To support with what PPE to wear and when	Public Health England



Public Health  
England



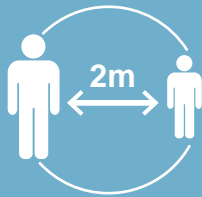
# PPE guide for community health and social care settings

## What PPE to wear and when – an illustrative guide



# This resource outlines personal protective equipment (PPE) advice for health and social care workers working in the community. Guidance should be used in conjunction with local policies.

Personal protective equipment (PPE) is not effective on its own. Ensure you practice:



social distancing



staying away from work when you are ill



hand hygiene



more frequent cleaning

**Respiratory hygiene:**



catch it



bin it



kill it

If you are a health and social care worker in the community you should ensure you wear the correct PPE for your work. Below are five common scenarios you might encounter. For each we describe what PPE you should wear.

1. Personal care involving touching the person you are caring for
2. When you are within 2 metres of anyone who has a cough (whether you are caring for them or not)
3. When you are within 2 metres of the individual being cared for (for whatever reason) but not touching them
4. When you are caring for a person who is shielding
5. When you are in the workplace and 2 metres away from people you are caring for

**If you are caring for someone involving aerosol generating procedures (AGPs), you will need the enhanced PPE guidance found here:**

[www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures)

# 1 Personal care involving touching the person you are caring for

Apron

Gloves

Fluid repellent Type IIR surgical mask

Eye protection, either a visor or goggles, can be used (prescription glasses are not eye protection), subject to risk assessment such as if the person has a cough

**This PPE also applies if the person is shielding**



# 2 When you are within 2 metres of anyone who has a cough (whether you are caring for them or not)

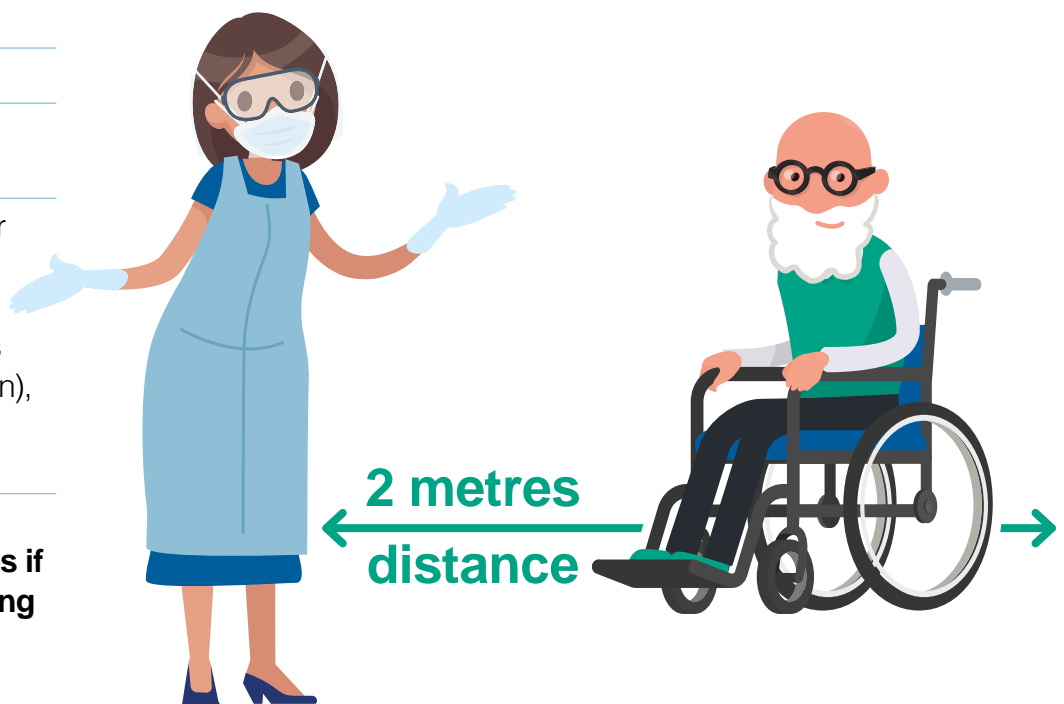
Apron

Gloves

Fluid repellent Type IIR surgical mask

Eye protection, either a visor or goggles, can be used (prescription glasses are not eye protection), subject to risk assessment

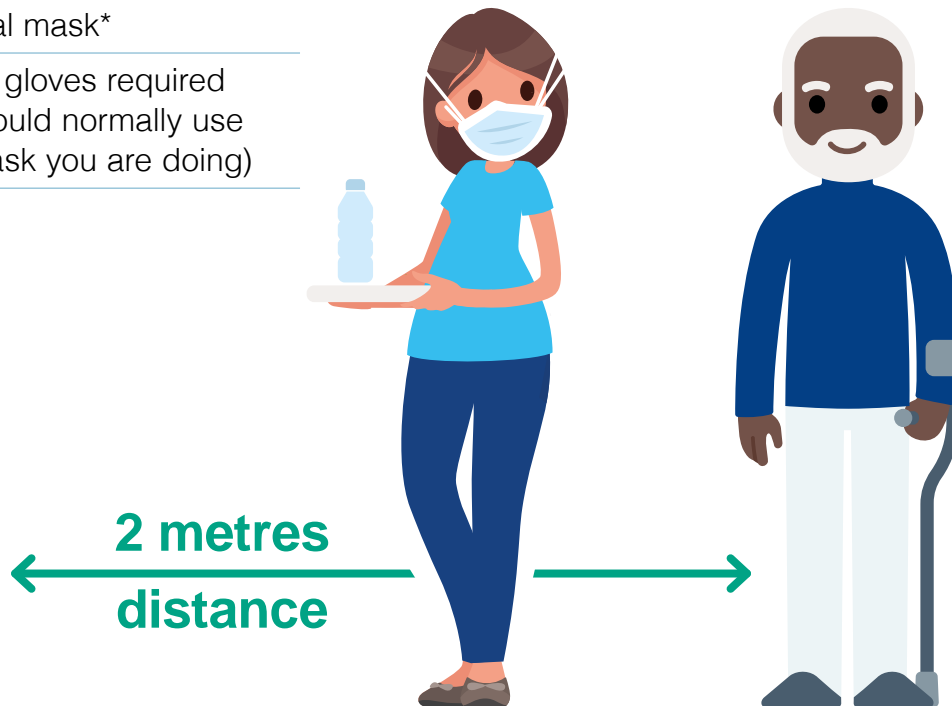
**This PPE also applies if the person is shielding**



### 3 When you are within 2 metres of the individual being cared for (for whatever reason) but not touching them

Type II surgical mask\*

No apron and gloves required (unless you would normally use them for the task you are doing)



### 4 When you are caring for a person who is shielding

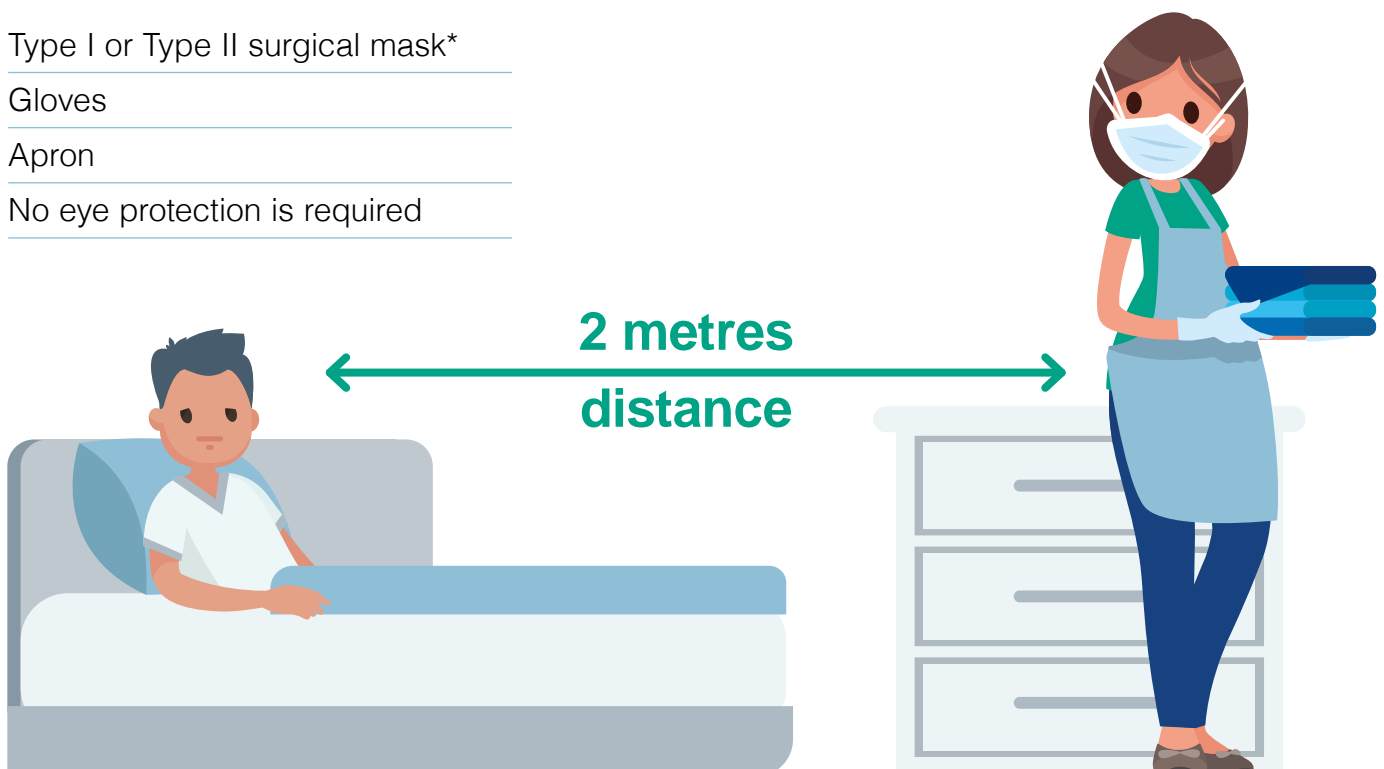
You need to follow the advice in scenarios 1 and 2 when you are giving personal care or within 2 metres. When you are 2 metres of more away but in the home or living premises of someone shielding then you need to wear the following items.

Type I or Type II surgical mask\*

Gloves

Apron

No eye protection is required

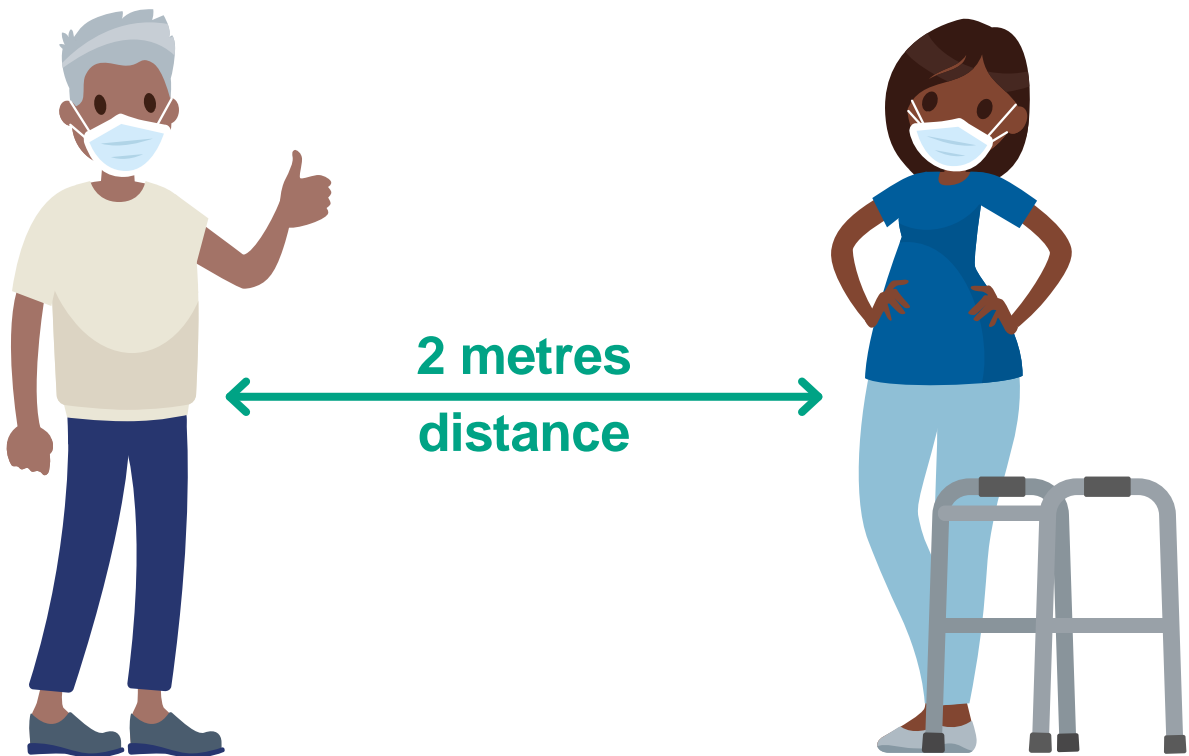
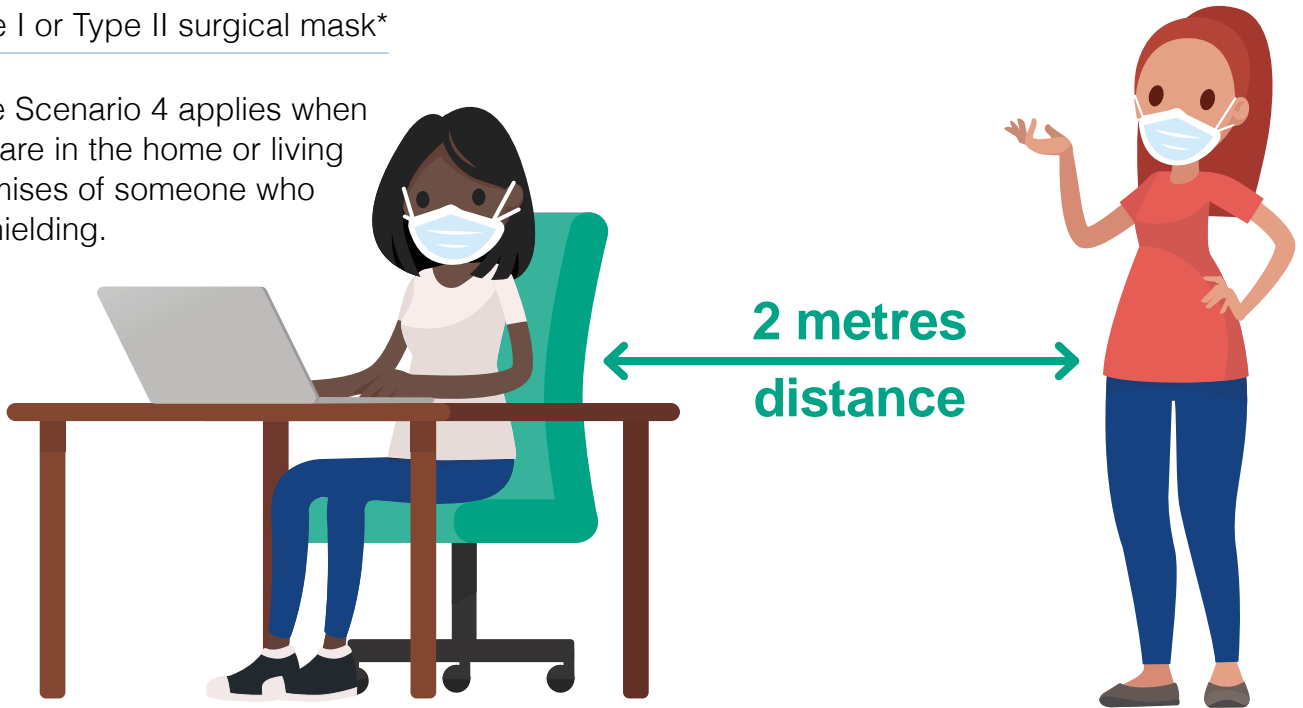




# 5 When you are in the workplace and 2 metres or more away from people you are caring for or supporting

Type I or Type II surgical mask\*

Note Scenario 4 applies when you are in the home or living premises of someone who is shielding.



\*if only fluid repellent Type IIR surgical masks are available then these may be used as an alternative

# What you need to know about using PPE

## You need to wear PPE for personal care of all individuals you care for:

- whether the person you are giving personal care to has symptoms or is known to have COVID-19 or not
- regardless of the age of the person you are caring for
- no matter what your role is

### You can use face masks and eye protection continuously until you need to take a break or until the item needs replacing. You can use the same mask and/or eye protection:

- for caring for more than one person (regardless whether they have symptoms)
- until you need to take a break e.g. to drink, eat or break or end duties
- when moving/travelling between individuals if safe to do so (don't wear eye protection when driving or cycling)

## Use PPE safely:

- make sure you clean your hands appropriately before putting on and after removing your PPE
- you should not touch your face mask or eye protection unless it is to put it on or remove it
- make sure that your face mask always covers your mouth and nose
- do not dangle your face mask or eye protection around your neck or place on the top of your head



**Put on and take off PPE items according to this video**

[https://youtu.be/-GncQ\\_ed-9w](https://youtu.be/-GncQ_ed-9w)

## Remove and discard/decontaminate the eye protection:

- if damaged, visibly soiled, uncomfortable
- for taking a break e.g. to drink, eat or break or end duties
- decontaminate your eye protection when you remove it before next use
- if your eye protection is for single use only then dispose of it after use

## Remove and discard the face mask:

- if damaged, visibly soiled, damp, uncomfortable, or difficult to breathe through
- for taking a break e.g. to drink, eat or break or end duties
- replace it with a new face mask for your next duty period

**Put on and remove PPE at least 2m away** from the people you are caring for

## Do not re-use PPE items unless they are clearly marked as re-usable:

- gloves and aprons are always single use and must be disposed of and replaced after use
- re-usable items e.g. eye protection must be cleaned according to manufacturer's instructions or according to local infection prevention and control protocol

### **Make sure you change your clothing at the end of your work duties and launder your uniform/work clothes:**

- separately from other items if heavily soiled
- at the maximum temperature the fabric can tolerate, then iron or tumble dry

## Useful further information on PPE and IPC in community health and social care settings:

### **How to work safely in care homes**

[www.gov.uk/government/publications/covid-19-how-to-work-safely-in-care-homes](http://www.gov.uk/government/publications/covid-19-how-to-work-safely-in-care-homes)

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### **How to work safely in domiciliary care**

[www.gov.uk/government/publications/covid-19-how-to-work-safely-in-domiciliary-care](http://www.gov.uk/government/publications/covid-19-how-to-work-safely-in-domiciliary-care)

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### **COVID-19 personal protective equipment (PPE)**

[www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe](http://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe)

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### **Resources for care workers working with people with learning disabilities or autism**

COVID-19 guide for care staff supporting adults with learning disabilities or autistic adults

[www.scie.org.uk/care-providers/coronavirus-covid-19/learning-disabilities-autism/care-staff](http://www.scie.org.uk/care-providers/coronavirus-covid-19/learning-disabilities-autism/care-staff)

Section 3 of this care home PPE resource

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/892466/How\\_to\\_work\\_safely\\_in\\_care\\_homes\\_v3\\_15\\_Jun.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892466/How_to_work_safely_in_care_homes_v3_15_Jun.pdf)

Section 3 of this home (domiciliary) care PPE resource

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/892496/Domiciliary\\_guidance\\_v2\\_15Jun.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892496/Domiciliary_guidance_v2_15Jun.pdf)

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### **Dementia in care homes and COVID-19**

[www.scie.org.uk/care-providers/coronavirus-covid-19/dementia/care-homes](http://www.scie.org.uk/care-providers/coronavirus-covid-19/dementia/care-homes)

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### **Considerations for acute personal protective equipment (PPE) shortages**

[www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/managing-shortages-in-personal-protective-equipment-ppe](http://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/managing-shortages-in-personal-protective-equipment-ppe)

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### **Quick guides for putting on and taking off PPE**

[www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures](http://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures)

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### **My 5 moments for hand hygiene**

<https://www.who.int/infection-prevention/campaigns/clean-hands/5moments/en/>

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