

## APPENDIX RA 9 – GUIDE FOR COVID 19

### Personal Protective Equipment (PPE)

#### COVID-19 PPE Guidance for Schools

##### Introduction

This guidance document details the Personal Protective Equipment (PPE) requirements relating to Coronavirus (COVID-19) as part of the overall infection control plan within the school.

COVID-19 is a virus, transmitted from person to person via water droplets by inhalation, or touching contaminated surfaces or individuals then transmitting the virus by touching the eyes, mouth, or nose providing a route into the body.

Physical (social) distancing, hand hygiene, and respiratory hygiene (catching a cough or sneeze in a tissue or covering the mouth and nose with an elbow or sleeve) remain strongly evidenced to be the most effective ways to prevent the spread of coronavirus.

Operating a strict social distancing protocol, encouraging frequent and thorough hand washing by staff and children using soap and water, and establishing more frequent cleaning and disinfection of hand contact surfaces within the school is intended to reduce infection risk.

All schools are following national and local guidance in order to reduce the risk of transmission of the virus, including:

- Ensuring that staff and pupils do not attend the education setting if they or a member of their household becomes symptomatic
- Ensuring that staff and pupils go home as soon as possible if they develop symptoms while they are at the setting, no matter how mild
- Implementing increased cleaning activity and enhanced cleaning (circumstance appropriate) following removal of a symptomatic person.
- Ensuring arrangements are in place to secure social distancing as far as practicable
- Following good hygiene practices including regular handwashing
- Developing individual support plans for pupils who require supportive measures

##### Use of PPE

Most staff in schools will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain distance of two metres from others.

Welsh Government guidance indicates that there is no need to use personal protective equipment (PPE) when undertaking routine educational activities in classroom/school settings. The activities where PPE may be required are outlined below and a reference table is provided at **Appendix 1**.

- **Routine activities**  
No PPE is required when undertaking routine educational activities in classroom or school settings
- **Intimate/personal care**

## APPENDIX RA 9 – GUIDE FOR COVID 19

Gloves and apron should be used when providing intimate care to a child or young person. This can include personal, hands-on care such as washing, toileting, or first aid and certain clinical procedures such as assisted feeding.

Fluid-resistant surgical mask and eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.

Gloves and aprons should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions

- **Suspected COVID-19 symptoms**

Gloves, apron and a fluid-resistant surgical mask should be worn if a child or young person becomes unwell with symptoms of COVID-19 and needs direct personal care.

Eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.

Gloves and aprons should be used when cleaning the areas where a person is suspected of having COVID-19 has been.

**These above recommendations assume that staff are not undertaking aerosol generating procedures (AGP's) where more specific guidance and controls are required and would require a specific risk assessment.**

### Use of PPE

It is very important that, in using the PPE specified and provided, all staff have had information and training to put it on (donning) and take it off safely (doffing) to minimise the risk of inadvertent transmission.

Employees required to wear PPE for specific tasks/activities must be fully aware of the appropriate way PPE must be worn, including the correct way to put on and remove. Make sure anyone using PPE is aware of why it is needed, when to use it, its limitations (including how inappropriate use can present additional hazards), how to report if there is a fault and when to replace it.

Welsh Government have not provided specific guidance on the appropriate way to put on and remove PPE for educational settings. However, information, guidance and videos for care settings provide appropriate information for donning and doffing PPE in circumstances where it is required.

Guides for putting on and taking off PPE are available here: [Guides for Donning and Doffing PPE](#)

A guidance poster is also available and should be printed off as required: [PPE Donning and Doffing poster](#)

A video of the correct procedures to follow when using PPE is also available: [PPE video](#)

## **APPENDIX RA 9 – GUIDE FOR COVID 19**

### **Maintenance and care of PPE**

Ensure PPE is well looked after and properly stored when it is not being used. Personal protective equipment must be kept clean and in good repair and the manufacturer's guidance should be observed including recommended replacement periods and shelf life.

If PPE is damaged it may affect its strength and capability to function correctly. In these circumstances the PPE should be disposed of and replaced.

### **Cleaning of reusable visors/face shields**

Reusable visors and face shields will need to be cleaned thoroughly after each use.

Guidance is provided at Appendix 3 on how to undertake this task.

### **Disposal of used PPE**

Where provided, PPE and other contaminated waste should be disposed of as clinical waste. Where not available, such waste should be placed in a refuse bag and disposed of as normal domestic waste unless it was used for an activity where someone has symptoms of COVID-19 – a new continuous cough OR fever OR loss/change to the sense of taste or smell.

Waste from activities where someone has symptoms of COVID-19, or from cleaning areas where they have been isolated, and PPE waste from their care:

- Should be put in a plastic rubbish bag and tied;
- The plastic bag should then be placed in a second bag and tied;
- Stored in a suitable and secure place, marked with a date, and left for 72 hours before disposal with normal waste.

## APPENDIX RA 9 – GUIDE FOR COVID 19

### Appendix 1

#### COVID-19 Related Personal Protective Equipment (PPE) in Schools

The following PPE requirements are supplementary to those previously identified in school risk assessments for routine activities such as caretaker duties, cleaning operations, science, design and technology etc.

Context	Disposable gloves	Disposable plastic apron	Fluid-resistant surgical mask	Eye/face protection
For dealing with <b>non-symptomatic pupils</b> where personal or intimate care intervention is required <sup>1</sup> <sup>1</sup> <a href="#">Keep Education Safe – Operational guidance for schools and educational settings</a>	✓ as per normal pre-COVID assessment	✓ *as per normal pre-COVID assessment	✓ If presence of fluids by spitting, coughing, vomiting etc	✓ If presence of fluids by spitting, coughing, vomiting etc
For supervising symptomatic cases awaiting transportation that develop during the day <b>where a 2m distance can be accommodated.</b>	x	x	x	x
For supervising symptomatic cases that develop during the day - <b>within 2m distance and no physical contact.</b> <sup>2</sup>	x	x	✓	x
For dealing with symptomatic cases that develop during the day - <b>within 2m distance requiring physical contact.</b> <sup>2</sup>  <sup>2</sup> Based on Public health Wales advisory note for Use of PPE in Social Care	✓	✓	✓	✓ Risk assess – likelihood of fluids from spitting, coughing, vomiting etc
Cleaning area after COVID-19 symptomatic person has left the building	✓	✓	✓ Risk assess, proximity, presence of excreted fluids, aerosol generation etc	
Administering first aid	✓ The PPE listed above must be available within the first aid kit. First aider should determine the PPE requirements based on individual cases e.g. provide direction to casualty and maintain 2 metre distance if possible, severity of injury, treatment time, presence of fluids, symptoms etc.  Refer to non-symptomatic personal care above.			

## **APPENDIX RA 9 – GUIDE FOR COVID 19**

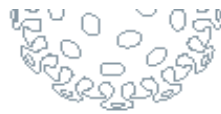
1. These recommendations assume that staff are not undertaking aerosol generating procedures (AGP's) where a specific risk assessment would be required and increased levels of PPE protection.
2. For any other scenario not outlined above where there is a need for close proximity for an extended time, a risk assessment will be required and advice can be obtained from the Corporate Health and Safety Unit.

Appendix 2

Putting on/Taking off personal protective equipment (PPE)



Public Health  
England



# Putting on personal protective equipment (PPE) for non-aerosol generating procedures (AGPs)\*

Please see donning and doffing video to support this guidance: <https://youtu.be/eANIs-Jdi2s>

### Pre-donning instructions:

- Ensure healthcare worker hydrated
- Remove jewellery
- Tie hair back
- Check PPE in the correct size is available

- 1** Perform hand hygiene before putting on PPE.



- 2** Put on apron and tie at waist.



- 3** Put on facemask – position upper straps on the crown of your head, lower strap at nape of neck.



- 4** With both hands, mould the metal strap over the bridge of your nose.



- 5** Don eye protection if required.



- 6** Put on gloves.



\*For the PPE guide for AGPs please see: [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)

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Appendix 2 (continued)



Public Health  
England



# Taking off personal protective equipment (PPE) for non-aerosol generating procedures (AGPs)\*

Please see donning and doffing video to support this guidance: <https://youtu.be/eANIs-Jdi2s>

• PPE should be removed in an order that minimises the risk of self-contamination

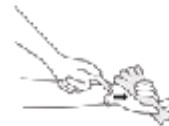
• Gloves, aprons (and eye protection if used) should be taken off in the patient's room or cohort area

**1** Remove gloves. Grasp the outside of glove with the opposite gloved hand; peel off. Hold the removed glove in the remaining gloved hand.



Slide the fingers of the un-gloved hand under the remaining glove at the wrist.

Peel the remaining glove off over the first glove and discard.



**2** Clean hands.



**3** Apron. Unfasten or break apron ties at the neck and let the apron fold down on itself.



Break ties at waist and fold apron in on itself – do not touch the outside – **this will be contaminated.** Discard.



**4** Remove eye protection if worn.

Use both hands to handle the straps by pulling away from face and discard.



**5** Clean hands.



**6** Remove facemask once your clinical work is completed.



Untie or break bottom ties, followed by top ties or elastic, and remove by handling the ties only. Lean forward slightly. Discard. DO NOT reuse once removed.

**7** Clean hands with soap and water.



\*For the doffing guide to PPE for AGPs see: [www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control](http://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control)

Appendix 2 (continued)

Face fit testing and use of disposable respirators



# Using disposable respirators

## Pre-use checks

- You should be clean-shaven around the face seal to achieve an effective fit when using disposable respirators. Beards and stubble will stop the disposable respirator sealing to your face and protecting you properly
- Make sure it is the right disposable respirator for your work and for you - have you passed a face fit test in this disposable respirator?
- Make sure the disposable respirator is clean and undamaged before you use it
- Follow the manufacturer's instructions for checking the disposable respirator and putting it on
- Check the fit every time you put on the disposable respirator to ensure there are no leaks

## Putting the disposable respirator on and checking it fits

**1** Cup the disposable respirator in one hand, with the straps hanging out of the way.

**2** Hold the disposable respirator in place on your face.

**3** Pull the bottom strap over your head, to the back of your neck.

**4** Pull the top strap over your head to sit above your ears.

**5** Check the straps are not twisted. If you need to tighten the straps, pull both ends at the same time, bottom first, then top.

**6** If there is a nose clip, press this firmly to the shape of your nose.

**7** Before entering the workplace, a user seal check should be carried out. This is done by placing your hands over the filter material and breathing in. The mask should suck down onto your face when you breathe in sharply. You should hold your breath for ten seconds and the disposable respirator should not loosen. If it does, you should readjust and repeat.

**Check your disposable respirator before you put it on. Then do a pre-use seal check or fit check - for a proper seal each time: Clean shaven? Edges tight? Chin snug? Nose clip shaped? Straps in place?**

This poster illustrates a typical disposable respirator, there are many other types available. Follow the manufacturer's instructions on putting your type of disposable respirator on and checking it fits.

Visit [hse.gov.uk/respiratory-protective-equipment](https://www.hse.gov.uk/respiratory-protective-equipment) for more information

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## APPENDIX RA 9 – GUIDE FOR COVID 19

### Appendix 3

#### Cleaning of reusable face shields or eye protection

This process applies at **step 4** of the doffing procedures where eye protection is removed.

<b>Remember: the outside of your shield is potentially contaminated.</b>
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#### Step 1

- Remove your gloves and apron safely. Dispose of them correctly.
- **DO NOT REMOVE YOUR FACE MASK**
- **Do not touch your face.**
- **Do not lean forward when removing your shield as it may touch your body.**
- Remove your face shield by gripping the straps at the back of your head with both hands. Pull the straps up and over your head, keeping your eyes and mouth shut while doing so.
- Place the shield onto clean paper towel/s and **wash your hands.**

#### Step 2

- Put on new gloves to clean your face shield. Pick up your face shield avoiding the front which is contaminated. Clean all over starting with the front of the shield with anti-bacterial wipe or solution with paper towels.
- Ensure every part of it is thoroughly covered including the straps.
- Dispose of the wipes/towels.
- **To prevent the possibility of contamination, do not put your face shield down until you have completed step 3.**

#### Step 3

- Dry your face shield with clean paper towels. Once dried it can be stored or place on clean fresh paper towels, ready to be re-used. Dispose of the paper towels and remove your gloves safely.

**Resume at step 5 of the doffing procedure**