	<p align="center"><b>Safe Work Guideline</b> Covid-19 Pandemic PPE outline/training procedure</p>		
<b>Prepared By:</b> Don Doherty	<b>Effective Date:</b> September 1/2020	<b>Revised By:</b>	<b>Date:</b> September 1/2020

## Introduction

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including Canada. Depending on the severity of COVID-19's international impacts, outbreak conditions—including those rising to the level of a pandemic—can affect all aspects of daily life, including travel, trade, tourism, food supplies, and financial markets.

Symptoms of COVID-19 Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.


How COVID-19 Spreads although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread SARS-CoV-2 to other people. The virus is thought to spread mainly from person to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads. People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

Personal Protective Equipment is considered the last line of defense when protecting workers from Hazards. Proper selection and use of PPE is essential to provide maximum protection while using.

Ensure you have completed a Work Place Hazard Assessment prior to starting your work.

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## Steps to putting on (Donning) and removing (Doffing) Personal Protective Equipment

### 1. Hand Hygiene:

Before putting PPE on you must clean your hands. Use an Alcohol based Hand sanitizer to clean your hands. If your hands are visibly or feel soiled use soap and warm water to clean your hands. To correctly sanitize your hands with hand sanitizer.

1. Make sure all organic matter is removed from hands. ...
2. Apply a dime sized amount of waterless hand sanitizer to the palm of one hand or use a waterless hand sanitizer wipe.
3. Rub hands together covering all surfaces of hands and fingers.
4. Rub until waterless hand sanitizer is absorbed.

#### To correctly wash your hands:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. ...
3. Scrub your hands for at least 20 seconds. ...
4. Rinse your hands well under clean, running water.

## Using a Disposable Mask

### Putting on the Mask

1. Take a mask out of the box. Pull open the pleats slightly by pulling on the outside edges of the mask. Keep the blue side of the mask outward, away from you.
2. Hold by the loops or ties and place over your mouth and nose.
3. To adjust the mask, pinch the mask at the nose and chin. Pull mask apart to ensure the mask is covering your mouth and nose. You can pinch the metal piece at the bridge of the nose to better seal the mask.
4. While wearing the mask avoid touching your face under the mask or the outside of the mask.
5. Change the mask if it becomes dirty or wet.

### Taking Off the Mask

1. Wash or sanitize hands prior to removing your mask.
2. Grasp mask at the ear loops or ties and remove the mask. Avoid touching the front of the mask
3. Dispose of the mask in the garbage.
4. Clean hands



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### Gloves

Decide if your task requires the use of disposable gloves. (Tasks involving the handling of bodily fluids, contaminated clothing, Etc.) Nitrile gloves are a good choice for light tasks. If your task involves rough surfaces or sharp edges, you may require more durable gloves.

### Putting Glove On

1. Wash or sanitize your hands prior to donning gloves
2. Inspect the gloves and ensure they are not damaged
3. Put gloves on with care. If they become damaged while donning, obtain a new pair of gloves.

### Removing Gloves

1. After your task is completed, take the gloves off by grasping the cuff of one gloves.
2. Pull glove off, allowing the glove to turn inside out.
3. Place the removed glove into the palm of the other gloved hand.
4. Pull at the cuff of the other glove, and pull it off, allowing it to turn inside out.
5. Dispose of gloves.

## Eye Protection

### Safety Glasses, Safety Goggles and Face shields

**Safety Glasses** are needed when there is a risk of eye injuries, or exposure to infectious materials. Before putting safety glasses on, inspect them for damage. If there are any large gaps, you need a closer fitting pair of glasses. When your work is complete, remove them by grasping the arms. Avoid touching the contaminated lenses with your hands. Wash or sanitize your hands. Clean your glasses with soap and water.


**Safety goggles** are needed when there is a risk of eye injuries from fluid splashes. Safety goggles should fit closely to your face. Safety Goggles should have a comfortable seal around your eyes. Inspect the goggles for damage or contamination before using.

To put the goggles on:

1. Wash or sanitize your hands
2. Grasp the edges of the goggles.
3. Place against your face, and pull the band around your head.
4. Wash or sanitize your hands

To take them off:

1. Wash or sanitize your hands

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2. Lean forward. Grasp the edges.
3. Pull the band off your head. Avoid touching the contaminated surfaces with your hands.
4. Wash or sanitize your hands after using your goggles.

**Face Shields** are required when splashing may contaminate your face. Safety Goggles and/ or safety glasses need to be used in conjunction with the face shields. Face shields alone are not sufficient to protect you from hazards such as COVID-19. The Face shield must cover your entire face.

To put the face shield on:

1. Wash or sanitize your hands
2. Grasp the edges of the face shield
3. Loosen the band of the face shield
4. Place over your head.
5. Position the face shield so it covers your face.
6. Tighten the head band.
7. Wash or sanitize your hands

To Remove:

1. Wash or sanitize your hands
2. Grasp the edges of your face shield
3. Loosen the head band
4. Remove the face shield
5. Place face shield in receptacle for cleaning
6. Wash or clean your hands

## Using Gowns

Disposable gowns help protect your body from contaminants while working around COVID-19 and other infectious diseases. They help prevent your clothing from becoming contaminated while working.

To put the gown on:

1. Wash or sanitize your hands
2. Examine the gown for damage or defects
3. Place your hands through the sleeves
4. Tie the neck and waist straps
5. Wash or sanitize your hands

To remove:

1. Wash or sanitize your hands
2. Loosen the neck and waist straps



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3. Remove the gown by pulling it inside out as you remove your arms from the gown. Avoid touching the outside of the gown with your body.
4. Roll the gown and dispose of it in the receptacle.
5. Wash or sanitize your hands.

Personal Protective Equipment is an important part of a safe working environment. PPE does not replace safe work practices or training. Ensure you are filling out a Workplace Hazard Assessment prior to starting your job. For additional information for using PPE for COVID environments, please watch this video from Alberta Health Services.

[https://ahamms01.https.internapcdn.net/ahamms01/Content/AHS\\_Website/Information\\_For/if-hp-ipc-donning-and-doffing.mp4](https://ahamms01.https.internapcdn.net/ahamms01/Content/AHS_Website/Information_For/if-hp-ipc-donning-and-doffing.mp4)