

COVID-19 UPDATE

Keeping You Safe



To: All Hospital and Health Research Institute staff and professional staff

From: Dr. Stewart Kennedy, COVID-19 Incident Manager

Date: April 17, 2020

RE: **Use of personally owned or purchased PPE**

As the COVID-19 pandemic evolves, availability of Personal Protective Equipment (PPE) remains a priority. The health and safety of all staff, professional staff, patients and the community is our utmost priority. That, along with scientifically based medical directives, drive all decisions surrounding PPE.

Staff are strongly encouraged to use Hospital-provided PPE. Personally owned or purchased PPE must not be used unless it adheres to the guidelines outlined below.

While I am grateful for efforts to conserve Hospital PPE through the use of personal PPE, the following guidelines are implemented for your health and safety.

Anyone who chooses to use personal owned or purchased PPE must follow the process below to ensure the PPE provides the necessary protection:

1. All personally owned or purchased PPE must be **assessed* by Occupational Health & Safety (OH&S) prior to use**. Please call Sabrina Felice, OH&S Safety Consultant, at 684-6241 to book an appointment;
2. Staff must clean the PPE between patients and at the end of shift, following the manufacturer recommendation;
3. Staff must read and follow all instructions for their personal PPE;
4. Staff must ensure proper seal of personal PPE through proper donning and doffing technique;
5. Staff must follow PPE storage instructions during their breaks;
6. Staff must follow instructions for safe PPE transport between work and home;
7. Staff must follow Hospital policy for the proper use of PPE.

*With the information and resources available, OH&S will inspect PPE to determine whether filtering requirements and other guidelines are met. Please note that PPE must protect the patient as well as the wearer. Even though personal PPE has been assessed by OH&S, staff accept all risk associated with its use.

The only exception to this process are cloth masks worn to prevent the spread of COVID-19 as per the guidance from Canada's Chief Public Health Officer.

Please note: Any PPE donated for the use of more than one staff member must follow the donations process and be vetted through Tanya Neiderer at niederet@tbh.net or 252-2111.

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Evidence-based decisions and responses are applied to continuously changing circumstances. As such, these procedures may be updated to comply with the best available evidence. You will be informed of any updates.

For more information, please contact your manager.

All Hospital COVID-19 updates are available on the iNtranet at <https://comms.tbrhsc.net/covid-19-information/>.

For more information about COVID-19, please contact the Thunder Bay District Health Unit at 1-888-294-6630 or www.tbdhu.com/coronavirus. More information is also available at <https://files.ontario.ca/moh-coronavirus-info-sheet-english-2020-02-18.pdf>.