

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: September 11, 2020

RE: N95 Masks – Updated Collection Criteria and Process

The health and safety of all staff, professional staff and patients remains the Hospital's utmost priority. Availability and appropriate use of Personal Protective Equipment (PPE) is of particular concern for everyone. To appropriately protect our health care workers and to ensure longer-term sustainability of sufficient PPE supply, our Hospital has been and will continue to collect N95 masks for reprocessing in order to build stock should we be faced with future shortages.

Please review the following updated guidelines to ensure the safe collection and reprocessing of N95 masks **after a single use**:

1. All N95 masks are to be saved after a single interaction with the patient/environment. Never reuse a N95 mask that has not been reprocessed;
2. Dispose of N95 masks that are wet, damaged or soiled;
3. Prior to donning your N95 mask, using a permanent marker on the outside front, write your name, work location and place a tick mark. Once the N95 mask is reprocessed, tick marks are used to keep track of the number of decontamination cycles it has gone through;
4. Doff the N95 mask following proper protocol and do not fold or bend;
5. Place individual doffed N95 masks into a self-sealing decontamination pouch (provided). Write your name, date and work location on the pouch. Seal the pouch, without folding or bending the mask;
6. Place the sealed pouch in the labeled collection container in the dirty utility room.

Note to Managers: Self-sealing decontamination pouches will be delivered to your floor upon request. Please set up a collection bag (yellow bio-hazard bag) and post in your dirty utility room.

To reorder decontamination pouches please contact stores via email at buy@tbh.net (do not call).

The number of times a mask is decontaminated will be determined based on the reprocessing procedure recommended by Ontario Health.

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We will make every effort to return individual masks to the original user. However, this will depend on the reprocessing method.

Evidence-based decisions and responses are applied to continuously changing circumstances. As such, this guideline document may be updated from time to time to comply with the best available evidence, and longer-term sustainability of PPE supply. You will be informed of any updates.

Thank you for your continued dedication to safety.

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/>.