


# Guidance Document for COVID-19



<b>Title:</b> Protected Codes PPE Kit	<b>Version #:</b> 1
<b>Approved:</b> Operations Section <b>Approved:</b> Peter Voros	<b>Approval Date:</b> 08/12/20
<b>Signature:</b> 	
<b><i>This document is intended to provide guidance to staff/professional staff during COVID-19</i></b>	

## PURPOSE

To clarify expectations during COVID-19, related to Protected Code PPE Kits.

It has been determined that it is essential to have a standardized process and location for accessing PPE during a protected response.

## GUIDELINES (e.g. background, definitions, procedure, etc.)

Protected Code PPE Kits are intended to provide immediate PPE to first responders.

Not all units will require PPE Kits. See PPE Kit Cache Locations attachment for more details.

## PROCESS:

PPE kits will be distributed fully stocked, with responsibility for re-stocking falling with individual units thereafter.

PPE kits are to be staged at the nursing area with the airway box (unless otherwise indicated) and will be audited annually by the Lead, Emergency Preparedness to ensure serviceability.

In the event of a Protected Code, the first responder will activate the code, leave the area to doff current PPE, and retrieve the PPE Kit from the nursing station. The first responder will don the appropriate PPE, bring the provided procedure mask for the patient, and proceed with Code response as outlined in the associated algorithm (see Protected Codes Guidance Document). The kit will remain outside the patient's room for the subsequent responders. Additional responders may have to access PPE from other areas of the unit (e.g. nursing station). Each Kit contains enough PPE for four first responders (see Protected Code PPE Kit Contents List).

After the kit has been used, PPE will be properly disposed of by the responders. The Unit Lead or designate will be responsible for ensuring that kit contents are restocked and kit is sealed with a breakaway zip tie for future use.

## ROLES AND RESPONSIBILITIES

First Responder:

- Retrieve PPE Kit from nursing station after code activation
- Follow PPE doffing and donning procedures
- Bring procedure mask from kit for patient
- Leave kit outside patients room after donning PPE

Unit Lead or Designate:

- Inspect toolkit daily for serviceability
- Restock as necessary and seal with yellow break away zip tie

Manager:

- Procure any contents not available immediately on unit
- Review Protected Code PPE Kit process with staff
- Ensure staff comply with PPE kit process

Lead, Emergency Preparedness:

- Prepare and distribute PPE kits to units
- Audit kits annually

## RELATED POLICIES, PRACTICES AND/OR LEGISLATIONS

Refer to Protected Code Guidance document which includes:

- Protected Code Blue/Pink algorithm
- Protected Code White algorithm.



## PPE KIT Cache Locations:

**\*Stored in Nursing Station with Airway box unless otherwise indicated**

UNIT	NOTE
1A Oncology	
1B Paediatrics	
Paediatrics Outpatient	
1C Maternal Newborn	
1E Labour and Delivery	
2A Medical	
2B Medical	
2C Medical	
3A Surgical	
3B Surgical	
3C Neuro	
3C Surgical	
Adult Mental Health	
Adult Mental Health-Outpatient	
Ambulatory Care	
Cardio Respiratory	
Child/Adolescent Mental Health	
Diagnostic Imaging	SIM may be required to determine best location/multiple may be required
Emergency	Store with Alert 99 Kit
Endoscopy	Store in Charge Nurse Office
Forensics	
Fracture Clinic	
ICP-Radiation	
ICP-Outpatients	
Intensive Care Unit	
PACU	Recovery Room/PACU
Preadmission Clinic	
Rehabilitation	
Renal	Hemodialysis
Surgical Day Care	
T3M	

## Protected Code PPE Kit Checklist

### From Stores:

- ☐ 4 face shields – stock #829
- ☐ 4 safety glasses – stock #3210
- ☐ 4 Level 2 gowns--stock #710
- ☐ 4 pairs gloves--stock #1709
- ☐ 4 3M 8210--stock #843
- ☐ 4 3M 1860--stock #1104
- ☐ 4 3M 1860s--stock #862
- ☐ 4 3M 1870+--stock #1208
- ☐ 4 3M 8110s--stock #2077
- ☐ 2 3M 1804--stock #1207
- ☐ 2 Procedure masks—stock #361

### Contact [reillym@tbh.net](mailto:reillym@tbh.net) for replacement:

- ☐ 1 Contents List Laminated
- ☐ Zip ties
- ☐ 1 Toolkit