

## **COVID-19 Protocol 7**

### **Personal Protective Equipment for COVID-19 Precaution**

The health and safety of all individuals is of utmost importance. All staff and other entrants shall adhere to the following protocol and are to report any unsafe behaviour or violation of this protocol to their Supervisor immediately. Any questions regarding this protocol shall be directed to their supervisor. This protocol is for internal use only.

**Scope:** This protocol applies to all TVDSB staff that will be required to use COVID-19 personal protective equipment (PPE) which includes medical surgical masks, medical face shields, gloves and isolation gowns. Additional Personal Protective Equipment used in specific areas such as safety glasses will not be included in this protocol

#### **Introduction**

During the COVID-19 pandemic, additional personal protective equipment will be required for staff and non-board staff during their work.

Practices such as physical distancing, hand hygiene, staying home when sick, and increased environmental cleaning continue to be priority public health measures.

**PPE as mandated by the Ministry, Local Health Units and the Thames Valley District School Board is required to be worn by all staff and must be worn at all times as identified. If a staff member is unable to wear PPE due to medical reasons, a suitable accommodation will be sought and the staff member may be accommodated. Alternatively, they will remain off work until they can meet the requirements identified at that time.**

#### **1.0 GENERAL GUIDANCE**

- 1.1** PPE are materials worn by a worker to minimize exposure to hazards and prevent illnesses and infection. PPE is used to protect the wearer and can include such items as medical surgical masks, gloves, isolation gowns and eye protection (e.g. face shield).
- 1.2** Face Coverings are not considered PPE
- 1.3** Workers are not to bring in their own PPE
- 1.4** All COVID-19 disposable PPE worn by workers should be discarded in a lined garbage receptacle.
- 1.5** Medical masks, gloves and isolation gowns are not to be shared and reused (see eye protection section below for reuse of eye protection)
- 1.6** Posters will be posted in conspicuous areas such as the isolation and first aid rooms/areas to provide instruction on how to use PPE appropriately

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Personal Protective Equipment

Please refer to online version for most current, protocol will be updated as required.

- 1.7 Respirators such as N95's will not be required for COVID-19 precautions.
- 1.8 Direct care may include helping with feeding, bathing, washing, changing clothing, toileting and wound care.
- 1.9 Staff are to follow the Board Accommodation procedure if they are unable to wear prescribed PPE

## **2.0 ROLES AND RESPONSIBILITIES**

### **2.1 School Administrators/Managers/Supervisors**

- ✓ Ensure personal protective equipment is available
- ✓ Ensure workers are trained on the use, disposal and application of personal protective equipment

### **2.2 All workers including Maintenance, Teaching, Non-Teaching and Custodial Staff**

- ✓ Wear personal protective equipment where identified as per risk assessment.
- ✓ Report any concerns to their supervisor
- ✓ Complete training requirements

### **2.3 Health and Safety**

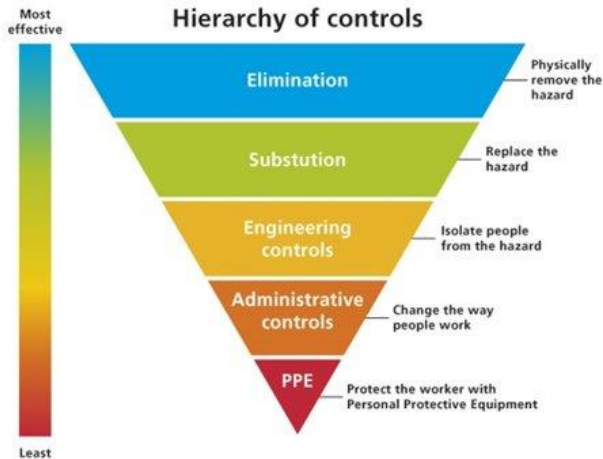
- ✓ Assist in risk assessment
- ✓ Assist in the selection of PPE to be used at TVDSB
- ✓ Develop protocols for the selection and use of personal protective equipment in the workplace.
- ✓ Ensure that this protocol is communicated to applicable stakeholders.

### **2.4 Joint Health and Safety Committee**

- ✓ Identify the hazards and make a recommendation on safety protocols including PPE requirements.
- ✓ Workplace inspections to ensure PPE is available

## **3.0 RISK/HAZARD ANALYSIS**

- 3.1 When the hazard cannot be eliminated all staff and Administrators should follow the hierarchy of controls when putting in safety precautions.



- 3.2** PPE should only be used after other controls have been carefully considered and feasible options implemented. (e.g. physical distancing, installation of barriers such as Plexiglas screens)
- 3.3** The supervisor/manager/school administrator should conduct hazard assessments to identify existing and potential hazards related to COVID-19. Where elimination of these hazards is not possible or reasonable, the hazards should be controlled through other means (see hierarchy of controls image below) before relying on PPE.
- 3.4** PPE requirements should be determined based on risk of exposure to COVID-19 associated with a specific task/activity as well as the source of infection (e.g. ill person sneezing and spreading droplets). PPE that is chosen should be appropriate to the risk.
- 3.5** A risk analysis has been performed by Health and Safety for general tasks and the PPE associated see Table 1.0
- 3.6** Health and Safety will assist school Administration with the evaluation of any tasks that may be in addition to Table 1.0
- 3.7** PPE that will be available for COVID-19 precautions is listed in Table 2.0
- 3.8** PPE that will be available to employee groups based on the Table 1.0 Risk Assessment is denoted in Table 3.0




**TABLE 1.0 PPE CHART BY RISK**

Description of PPE - When Schools are open to the public	Risk Level	Disposable Medical Masks	Medical Eye Protection (Face Shield, Goggles)	Disposable Gloves (pairs)	Disposable Gowns
<b>Standard</b>		*ASTM Medical Grade	CSA Z94.3.1, Medical Device Class 1	ASTM	ASTM
Providing care for an ill individual or disinfecting areas after a symptomatic individual (ex. First aid, ill student)	High	X	X	X	X
Direct Care, potential for body fluid splash and hand contact	High	X	X	X	X
Direct Care, potential hand contact of body fluids	Med	X	X	X	
Physical Distancing Consistently Impractical	Med	X	X		
Physical Distancing Consistently Impractical and Body Fluid hand Contact	Med	X	X	X	
General Classroom Instruction JK-Grade 3 where face coverings are not consistently worn	Med	X	X		
General classroom instruction - Environment Controlled	Low	X	Optional		
Contact with COVID-19 disinfectants (as per SDS)- Short Term Exposure	Low			As required	
After hours where physical distancing is possible	Low	Optional	Optional		

*\*Direct care may include helping with feeding, bathing, washing, changing clothing, toileting and wound care.*

**4.0 COVID-19 PERSONAL PROTECTIVE EQUIPMENT**

**TABLE 2.0 PPE CHART BY CATEGORY**

PPE Category	Item	Photo	When Used	Full PPE (all items)
Face Protection	Disposable Medical Surgical Mask		All staff and persons providing services at TVDSB (see section for exclusions)	*Direct Care, Care giver in isolation area, custodial staff when cleaning after symptomatic student and First Aid when applicable
Hand Protection	Disposable Gloves		Potential skin contact with Body fluids (ex. Toileting, feeding, wound care)	
Protective Clothing	Isolation Gowns		Potential splash of body fluids from symptomatic individual (ex. Care giver isolation area)	

Eye Protection	Face Shield or Goggles		All staff and persons providing services at TVDSB where physical distancing is inconsistent or impractical	
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*\*Direct care may include helping with feeding, bathing, washing, changing clothing, toileting and wound care.*

**TABLE 3.0 PPE CHART BY EMPLOYEE GROUP OR ROLE**

Description	Disposable Medical Masks	Eye Protection (Face Shield, Goggles)	Disposable Gloves (pairs)	Disposable Gowns
<b>Employee Group</b>				
General - All School Based Staff (not listed below)	X	X		
Education Assistants	X	X	X	X
Teachers in DE Self Contained	X	X	X	X
ECE, JK/SK	X	X	X	
IT Technical Support	X	X	X	
Facility Operations	X	X	X	X
<b>Employee Role</b>				
First Aider's	X	X	X	X
Isolation Room Supervision	X	X	X	X

**4.1 Face Protection (mouth and nose) – Disposable Medical Surgical Masks  
([CCOHS-Know the differences](#))**

- 4.1.1 Medical surgical masks are single use only and can only be used by one person
- 4.1.2 They are designed to cover the wearer's mouth and nose to prevent the spread of the wearer's respiratory droplets, bodily fluids, and excretions from their nose or mouth from entering the work environment
- 4.1.3 Will be selected, purchased and conform to ASTM standard specification
- 4.1.4 Are required to be worn always when schools are open to the public unless specifically been exempted
- 4.1.5 Medical masks when not in use should be stored appropriately (ex. Paper bag)
- 4.1.6 Face medical masks are single use and should be changed:
  - ✓ after 4-6hrs of wear
  - ✓ when wet or visibly soiled
  - ✓ caring for a symptomatic ill individual
  - ✓ performing first aid
- 4.1.7 How to wear a mask properly [How to wear a mask](#)
  - ✓ Wash your hands with soap and water or use alcohol-based hand sanitizer before putting on your face covering
  - ✓ Put it over your nose and mouth and secure it under your chin
  - ✓ Try to fit it snugly against the sides of your face
- 4.1.8 How to remove a mask:
  - ✓ Do not touch the front of your mask to remove it
  - ✓ Remove the elastic loops of the mask from around your ears or untie the strings from behind your head
  - ✓ Be careful not to touch your eyes, nose, and mouth when removing
  - ✓ Wash your hands with soap and water or use alcohol-based hand sanitizer after you have removed your mask
- 4.1.9 How to store your mask properly:
  - ✓ Masks can be re-used throughout the day if clean and intact – with clean hands, fold the mask in half so that the outer surface is inwards (so that the outer surface is not contacting anything during storage) and place it in a clean, sealable paper bag or breathable container until ready to use it again the same day

## 4.2 Hand Protection – Disposable Gloves

- 4.2.1 Only non-latex gloves may be used at TVDSB (e.g. nitrile)
- 4.2.2 Wearing gloves is not a substitute for good hand hygiene
- 4.2.3 Gloves shall be required in circumstances:

- ✓ When the worker will be in direct contact with a COVID-19 symptomatic individual
  - ✓ When the worker will encounter bodily fluids.
  - ✓ During the cleaning/disinfecting process as indicated on the safety data sheet (SDS).
  - ✓ To prevent contamination of various surfaces, gloves may be worn for single use activities where hand hygiene supplies are not available or impractical
- 4.2.4** Staff are to follow the proper donning and doffing procedures for gloves. [Putting on Gloves](#) [How to Take Gloves Off](#)

### **4.3 Eye Protection -Face Shields and/or Goggles**

- 4.3.1** Eye protection is used to protect the wearer from exposure to the eyes
- 4.3.2** PPE, such as eye protection, may be reused by the same user, only if the manufacturer allows it and has provided clear cleaning and disinfecting instructions and they have been followed by the user.
- 4.3.3** Disposable face shields should only be worn for a single use. Reusable face shields should be cleaned and disinfected after each use.
- 4.3.4** How to put on a face shield:
- ✓ Bending forward, hold on to the face shield with both hands, expand the elastic with your thumbs and place the elastic behind your head, so that the foam rests on your forehead. Once the shield is situated, check to make sure it covers the front and sides of the face and no areas are left uncovered
- 4.3.5** How to remove a face shield:
- ✓ To remove the face shield, tilt your head forward slightly, grab the strap at the temples and pull it forward and over your head, which will let the face shield fall from your face.
- 4.3.6** How to clean a reusable face shield:
- ✓ Perform hand hygiene
  - ✓ carefully wipe the *inside, followed by the outside* of the face shield or goggles using a clean cloth saturated with dish detergent solution or cleaner wipe.
  - ✓ Carefully wipe the *outside* of the face shield or goggles using a wipe or clean cloth saturated with a disinfectant.
  - ✓ Wipe the outside of face shield or goggles with clean water or alcohol to remove residue.
  - ✓ Fully dry (air dry or use clean absorbent towels).
  - ✓ Perform hand hygiene

#### 4.4 Protective Clothing Isolation Gowns:

##### 4.4.1 How to put on a gown:

- ✓ Tie all ties securely
- ✓ Ensure gown covers clothing

##### 4.4.2 How to remove a gown:

- ✓ Remove gown in a manner that prevents contamination of clothing or skin
- ✓ Starting with waist ties, then neck ties, pull the gown forward from the neck ties and roll it so that the contamination outside of the gown is to the inside. Roll off the arms into a bundle, then discarded immediately in a manner that minimizes air disturbance.

#### 5.0 EXCEPTIONS

5.1 Temporary removal of a medical mask and face shield may be removed if physical distancing can be effectively maintained at the following times:

- Recess
- Outside activities
- Lunch/break times
- During emergencies or medical purposes
- Tasks outside of business hours (ex. nighttime cleaning)
- If a staff member is in an area not designed for public access and is alone (ex. Office with a door)
- If sufficient barriers are provided for employees to protect them from close contact from a member of the public, staff or student (e.g., a Plexiglas barrier) a face shield will not be required

5.2 Learning Support Teachers, Speech and Language Pathologists, and Audiologists would have the option of using the combination of a face shield **and** a 'sneeze guard' in lieu of a medical mask when working with a student under all of the following conditions:

- 1) The staff member is working in a controlled environment such as an LST office or conference room
- 2) The staff member is wearing a face shield that has been purchased by the Board



- 3) Only Board approved and purchased sneeze guards can be used
- 4) Any student in Grade 4 - 12 must wear a face covering at all times
- 5) The guard/shield combination is only used when working with an individual student
- 6) The teacher/practitioner distances themselves from the student as much as physically possible and practical from the student (i.e across the desk, table, et cetera).
- 7) This exception is for short durations of time and only when it is absolutely necessary for the student to see the teacher/practitioner's lips.

## **6.0 COVID-19 PPE Supply and Monitoring**

- 6.1 PPE will be purchased in accordance with the Board's purchasing policy.
- 6.2 PPE shall be purchased as per the Government of Canada's Specifications for COVID-19 Products <https://buyandsell.gc.ca/specifications-for-COVID-19-products#100>
- 6.3 Due to long lead times and short supplies personal protective equipment will be ordered in advance to meet the suggested delivery timelines. It may be stored centrally at the Leathorne warehouse or delivered directly to the schools from a provincial supplier.
- 6.4 PPE allocation to each location was completed by considering staffing levels, special education programs and occupancy numbers and on an as needed basis thereafter.
- 6.5 Each location will be responsible to securely store and monitor their PPE inventory
- 6.6 A system will be put in place to provide a regular replenishment of PPE
- 6.7 Facility Services may order their own COVID-19 approved PPE supplies as necessary

## **7.0 SERVICE PROVIDERS, VISITORS, VOLUNTEERS, PARENTS**

- 7.1 During the school day all entrants will be required to at a minimum wear a medical mask and face shield/goggles if they are providing a service to TVDSB (ex. Health Inspectors, Ministry of Labour, paper shredding pick-up)
- 7.2 Service providers/Visitors/Volunteers/parents that will only in a location for a very short period will only be required to wear a face covering (mail delivery, courier, parent pick up child(ren))
- 7.3 Entrants described above that do not bring their own PPE and/or face covering will be given TVDSB PPE supplies at the discretion of the Administrator

## **8.0 Training/Information**

- 8.1 All staff will receive training on the proper use, care and control of required PPE

- 8.2** Specific training may be required for those areas with specific PPE needs
- 8.3** Posters will be posted in Special Education, First Aid and Isolation Areas as required to remind staff of proper use of PPE
- 8.4** All staff will follow the proper donning and doffing of PPE procedures as outlined in the HS SharePoint website, posters in point of use locations and in training (e.g. first aid training)

Revision Date:	Summary of Changes