

ATTACHMENT 2 - Use of PPE for the containment and management of the SARS CoV-2 epidemiological emergency virus

Operating instruction:

Use of PPE for the containment and management of the SARS-CoV-2 epidemiological emergency virus

SUMMARY

1 - PURPOSE AND SCOPE

2 - REFERENCES

3 - INSTRUCTIONS FOR THE USE OF PPE

3.1 Disposable masks

3.2 Disposable gloves

1 - PURPOSE AND FIELD OF APPLICATION

The following procedure is aimed at providing instructions for the use of Personal Protective Equipment (PPE) made available to University employees to prevent the spread of the SARS-CoV-2 epidemiological emergency virus. In particular, the use of surgical masks and disposable gloves is described.

2 - REFERENCES

The Law Decree of March 17, 2020 no.18, Art. 16 - Further protective measures for workers and the community, paragraph 1.

The Decree of April 26, 2020 by the President of the Council of Ministers, "further implements the provisions of the Law Decree of February 23, 2020 no. 6, with urgent measure on the matter of containment and the management of the COVID-19 epidemiological emergency, applicable to the entire national territory," Annex 6" Sharing the protocol that regulates the measures in the workplace to combat and contain the spread of the Covid-19 virus between the government and social partners "as per April 24, 2020, point 6 - PERSONAL PROTECTIVE EQUIPMENT (PPE).

3 - INSTRUCTIONS FOR THE USE OF PPE

PPE kits are to be made available in relation to what is indicated to the management of the COVID-19 epidemiological emergency. PPE kits are composed of:

- surgical masks
- disposable gloves

PPE must be put on in the following sequence:

1. disposable masks
2. disposable gloves

PPE must be removed in the following sequence:

1. disposable gloves
2. disposable mask

3.1 Disposable mask

Medical grade surgical masks offer a protective barrier in the diffusion of pathogens that can otherwise be transmitted.

The steps to properly apply and remove disposable masks is listed below.

Applying the mask:

Wash your hands. Before applying a new face mask, wash your hands thoroughly with soap and water.

Check the mask. Check the mask for defects (holes or tears) in the material. If the mask is defective, replace it.

Apply the mask correctly. Make sure the adjustable nose bridge is facing up before applying the face mask. **Make sure the correct side of the face mask is facing out.** The inner side is usually white; the external side instead has a different color. Before applying the mask, make sure that the white side is facing your mouth and nose. **Put the mask on your face.** There are many types of masks, each with different application methods:

Ear loops - some masks have two loops, one on each side. Take the mask by the loops, put one around one ear and then put the second one on the other ear.

Laces - some masks have laces (upper and lower) that are meant to be tied behind the head. Take the mask from the laces on the top, bring them behind the head and tie them together in a bow.

Elastic bands - some masks have two elastic bands that are applied around the head and the neck. Hold the mask in front of your face, pull the upper band and put it around the top of the head. Then pull the lower band over the head and place it at the base of the neck.

Adjusting the nose bridge. Once placed on the head and face, use the index and thumb to tighten the flexible nose bridge of the mask.

Knot the lower part of the mask (if required). For masks with the laces that tie above and below the head, tie the lower laces around the nape of the neck. If they were already tied before, you may need to tie them more securely.

Place the mask on the face and under the chin. Once applied, adjust the mask to make sure it covers your face, mouth, and neck are below your chin.

The mask is disposable, therefore it must be discarded immediately after use.

To **REMOVE** the mask:

Wash your hands. Before removing the mask, wash your hands or if you are wearing protective gloves, first remove the gloves, then wash your, and then remove the mask. **Remove the mask carefully.** Remove the mask by only touching the edges, the laces, or the loops. Avoid touching the front of the mask, as it may be contaminated.

Ear loops - use your hands to hold the loops and remove them from each ear

Laces - first untie the laces of the lower side and then those of the upper side. Remove the mask by holding the upper side laces

Elastic bands - use your hands to bring the lower band over your head, then do the same with the upper elastic band. Remove the mask from the face while holding the elastic band of the upper side.

Discard the mask respecting the safety rules. The removed masks must be thrown disposed of. In a medical or laboratory environment there is likely to be a specific container for this type of waste. In other situations, such as administrative offices, used gloves and masks can be thrown into the non-recyclable bin. For additional caution, it is advisable to collect the removed PPE in a dedicated bag and once closed, throw it in the waste bin. **Wash your hands again.** Once the mask has been thrown away, wash your hands again to make sure they are clean and that they are not contaminated.

3.2 Disposable gloves

Non-sterile disposable gloves are devices used in the workplace to protect the worker from possible contact with biological material. The use of disposable gloves reduce the incidence of hand contamination, and offer an effective barrier to the risk of the transmission of infections. In order to achieve maximum protection certain rules of applying, use of and removal of gloves must be observed.

Before putting on gloves:

- remove rings, bracelets and wristwatches
- make sure your hands are completely dry
- check that the gloves are the correct size (neither too loose nor too tight)

During and after use:

- do not touch the face, hair, or glasses as they may have made contact with the dirty mask.

Removing gloves:

- starting from the wrist remove the first glove, turning it from the inside out and hold it in the hand that is still wearing the other glove
- remove the second one by holding it from the inside of the wrist area and turn it upside down while remaining inside the first glove removed previously

CORRECT REMOVAL OF CONTAMINATED GLOVES

Progressive photos of the proper maneuver 1-5

- DO NOT reuse disposable gloves: after use, the gloves must always be thrown away
- dispose of the gloves in the unsorted waste; for addition precaution, it is advisable to collect the removed PPE in a dedicated bag and once closed, throw it in the unsorted bin.
- wash your hands thoroughly as indicated in the table "How to wash your hands"

https://www.who.int/gpsc/media/how_to_handwash_lge.gif