### Standard Work Activity Sheet

**Step**  
**Purpose:** COVID-19 Infection Control in the Home - PPE Use  

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<thead>
<tr>
<th>Seq. No</th>
<th>Task Description:</th>
<th>Key Point / Image / Measure (what good looks like)</th>
<th>Who</th>
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</table>
| 1.     | Prior to every visit, ask the patient the communicable disease questions. (COVID screening questions). Verify symptoms of **everyone** in the home. Educate patient and household members regarding COVID-19, infection control measures and safety habits. All patients (over the age of 2) and caregivers are to wear a mask during all home visits. If they do not have a | Best practice for employee safety and awareness  
Offer to have the patient go to a different room if needed to limit exposure. | All clinical staff |

**Author:** Kathy Michael; Sarah Booth, Doreen Marcinek  
**Value Stream:**
mask, offer to give them a mask to keep and wear during visits. Instruct on how to store between visits.

- Exceptions to mask wearing would be those patients who are unable to wear a mask due to medical condition.

Limit of people in the room with the patient as follows:

- SH VNA to one at the visit and request others to leave room.
- SH Hospice to two at the visit and request others to leave room.

Caregivers are to use social distancing of 6 feet while at visit.

Staff are expected to stay 6 feet away from caregiver and patient unless during an assessment which requires close proximity.

2. **All visits** require use of PPE (including goggles or face shield and mask).
   - If patient or family members are symptomatic use appropriate PPE including standard isolation face mask, face shield (preferred) or goggles, and gloves and gown.

   Ask patient / family the best place to don and doff PPE if they have a good spot (as far away from patient/ill person as possible - closest to an outside door) outside if appropriate.

3. N-95 respirator or a PAPR is required to be used for all COVID-19 positive patients or in prolonged close contact with suspected cases of COVID-19.
   - N-95 respirator or a PAPR **must** be used if aerosolized treatments are required during your visit, that would include nebulizer treatments, Cpap and BiPap, etc. - for all patients regardless of COVID status

   Staff may use a **universal 3M 9205+ N95** with a proper seal check as a safe option until a fit test can be completed.
   - Staff who cannot get a proper seal utilizing the seal check method may use a PAPR where available.
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<td><strong>4.</strong></td>
<td>If patient or other household members refuse to follow the recommendations, notify up-line for further directions and plan.</td>
<td>Employee safety</td>
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| **5.** | Prior to or immediately upon entering the home, **put on or don** all appropriate PPE using current Spectrum Health Don and Doff information.  
   - Perform hand hygiene  
   - Put on gown  
   - Put on surgical mask  
     - If using N-95 respirator, perform seal check  
   - Perform hand hygiene  
   - Put on face shield or goggles  
   - Perform hand hygiene  
   - Put on gloves  

Leave waste bag in safe location just inside the home in preparation for end of visit. | **Isolation/surgical masks and goggles or face shield are to be used during visits that are not COVID + or COVID PUI related.**  
**All COVID PUI or COVID + Patients require N-95 or elastomeric respirators (PAPR) and goggles or face shield**  
If leaving on all day, remove and discard masks after your shift.  
Goggles, face shields and PAPRs are to be sanitized and are not disposable.  
**Mask/respirator and goggles/face shield should be put on prior to going into the home (using appropriate infection control measures)**  
***If using a mask with visor, staff must still use a shield or goggles for protection (not recommended for use at VNA)**  
For **Standard Isolation/surgical Mask or N-95 Respirator:**  
- When your mask or respirator is removed, place in a clean paper bag between patients. They should be kept in separate bags do limit cross contamination. Perform hand hygiene.  
- Discard at end of your day | All clinical staff |
| **6.** | **Remove or Doff** PPE using appropriate method and disposes in waste bag (have waste bag prepped at beginning of visit prior to touching patient). | **Do not remove PPE in your car for your safety and appropriate infection control practices**  
If no other option, place disposable PPE in waste bag and double bag in red isolation waste bag | All clinical staff |
| Place non-reusable items in prepared garbage bag as you remove them. | return to the office. Keep bag in designated dirty part of your trunk and return to office as soon as possible.  
*Goggles or face shield are to be sanitized and reused, do not throw away. |
| --- | --- |
| • Remove gloves  
• Perform hand hygiene  
• Prep paper bag (s) by having them open  
• Remove goggles/face shield* and cleanse with EPA approved disinfectant, place in brown paper bag  
• Perform Hand hygiene  
• Remove gown  
• Perform hand hygiene  
• Remove mask or respirator and place in a new paper bag for reuse (making sure not touching outside of paper bag)  
• Perform hand hygiene  
• Throw out used (non-reusable PPE) in a garbage bag and put in outside receptacle. If not available, request family to place bag in appropriate receptacle.  
• Put bagged mask and shield into a bigger paper bag in car between visits. | |
| 7. If obtaining a swab specimen to test for COVID 19, an isolation mask is acceptable with a shield. Refer to swabbing for COVID-19 standard of work | All clinical staff |