



STANDARD OPERATING PROCEDURE

Personal Protective Equipment (PPE) use for ALL staff and Students








SOP Category: Occupational Health and Safety	Review Date: May 2023 or as required
Compiled By: Executive Management	
Approved By: Chair EBE SHE Committee	Signature: Prof Robert Knutsen
Approved By: Dean, Faculty of EBE	Signature: Prof Alison E Lewis
Approved By: COO, UCT	Signature: Dr Reno Morar
Target Group: All Staff, Students and 3 rd Party Workers	Date and Version: 18 June 2020 (EBE V1)

1. Scope and Purpose	<p>The health and safety of our staff and students is important. This guidance concerns use of personal protective equipment (PPE).</p> <p>Continue to wear the appropriate PPE for any of the tasks or activities that have always been required from you to safely perform your duties.</p>
2. Preventative measures for Covid- 19 infection	<p>The current available evidence suggests that SARS-COV-2 is transmitted from person to person through close contact and large droplet spread.</p>
3. General principles to be adhered to	<p>Adhere to the general principles as outlined in the UCT EBE SOP: Occupational Health and Safety Protection and Management of Staff, Students and Visitors in relation to the COVID-19 Pandemic. The general principles include: -</p> <ul style="list-style-type: none"> Do not report to work if you currently have or had any of the following cold- or flu-like symptoms in the past 14 days: <ol style="list-style-type: none"> Cough Sore throat Shortness of breath or difficulty breathing Loss of the sense of smell (anosmia) Alteration of the sense of taste (dysgeusia) With or without other symptoms which may include (i) fever, (ii) weakness, (iii) muscle aches and pains (myalgia), or (iv) diarrhoea Wear a cloth mask to and from work. DO NOT touch your face or eyes.

	<ul style="list-style-type: none"> Practice physical distancing at all times. <p>Measures must be put in place to reduce the risk of transmission in the workplace. These include:</p> <ol style="list-style-type: none"> Regular hand hygiene with soap and water or alcohol-based hand rub (ABHR). Adequate provision of ABHR. Wearing of cloth masks at work is essential. Surgical or specialized masks must be worn when working in high risk clinical, research and laboratory areas. Wearing of laboratory coats and cloth masks in laboratories when not working with infectious material. Reducing the number of workers in the workplace where possible (e.g. shifts and work from home). Improving ventilation, specifically in office areas. Staggering lunch and tea times. When coughing or sneezing do not use your hands, use a tissue/toilet paper or the inside of your elbow, followed by hand hygiene. Regular cleaning and disinfection of high touch surfaces and equipment. <p>Laboratory workers should also refer to the separate SOP dealing with Infection Control Guidelines for laboratory workers during the COVID-19 Pandemic.</p>
4. Cloth Masks	<ul style="list-style-type: none"> Cloth masks have been recommended for reducing the risk of community transmissions outside of the workplace setting and must be worn in public places, on Campus as well as clinical and research sites, within the buildings and shared office areas. Cloth masks may be re-used following washing with soap and water and ironed when dry. Three cloth masks will be issued to staff and students. You would be required to sign for receipt of these.
5. Supply and Safe use of PPE	<ul style="list-style-type: none"> Cloth masks will be supplied to all staff and students. Additional appropriate PPE, such as disposable plastic aprons, gloves, surgical masks and face shield/visor required to reduce the risk of transmission of SARS-COV-2 in the workplace will be issued to staff and students as needed for the setting in which they are working/studying. You would be required to sign for these. You must understand the purpose of wearing PPE and what protection it offers you and others you may come into contact with. The donning and doffing of PPE is the MOST important part of using these items and staff and students must ensure that they do this correctly (Refer to Annexure A). Make sure you know how to use PPE before wearing it. PPE must be changed if damaged, soiled or in any way compromised If you are wearing any PPE, then DO NOT touch with your bare hands. If you do, then wash hands or use the alcohol-based rub. <p>Please remember that PPE only provides some protection. You need to continue to follow the simple hand hygiene rules.</p>

6. PPE recommendations for UCT staff and students	Refer to the following document: Western Cape Government: Health - Guidelines for PPE use during the coronavirus disease 2019 (COVID-19), 25 March 2020
7. Laboratory Coats	Laboratory coats should be removed when moving out of the laboratory setting.
8. Donning and doffing	<p>Appropriate PPE must be put on (donning) and worn correctly for the purpose it is meant and more importantly, taken off (doffing) correctly as illustrated in Annexure A.</p> <ul style="list-style-type: none"> • DO NOT touch your PPE while you are wearing it. • DO NOT fiddle with or shift your mask downwards in order to speak, cough or sneeze. • When removing the mask, always grab the elastics / tie bands behind your head and NEVER touch the front part of the mask with your bare hands. • If you intend on re-using your N95 mask, once removed, place it safely in a brown paper bag / paper towel (labelled with your name) if not soiled or damaged and wash your hands after performing this action. • Donning and Doffing sequence to be followed as per PPE SOP to ensure your safety.
References and Guidelines extracted from: <ol style="list-style-type: none"> 1. Western Cape Government: Health - Circular H46 of 2020: COVID-19 occupational health and safety (OHS) policy 2. Western Cape Government: Health - Guidelines for PPE use during the coronavirus disease 2019 (COVID- 19), 25 March 2020 3. COVID 19 Disease Infection Prevention and Control Guidelines Version 1 - April 2020 http://www.health.gov.za/index.php/component/phocadownload/category/626 4. Groote Schuur Hospital (GSH) SOP: Personal Protective Equipment (PPE) use for ALL staff 	

Annexure A

INSTRUCTIONS FOR PUTTING ON AND TAKING OFF PPE (DONNING AND DOFFING PPE)	
SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (DONNING)	SEQUENCE FOR TAKING OFF PERSONAL PROTECTIVE EQUIPMENT (DOFFING)
<p>Wash your hands before putting on the PPE. PPE should be put on in an order that minimises contamination. The apron, mask, goggles and gloves must be put on in that order. See guidance on each below.</p>	
<p>Wash your hands before taking off the PPE. PPE should be removed in an order that minimises contamination. The gloves, apron, goggles/visor, and mask must be removed in that order.* Wash your hands after taking off the PPE. Discard PPE in infectious waste container. See guidance below.</p>	
<p>Apron</p> <ul style="list-style-type: none"> • Wash hands • Slip it over the head and tie the stings behind the back 	<p>Gloves</p> <ul style="list-style-type: none"> • Wash hands • Securely grasp the outside of glove with the opposite gloved hand; peel off; discard as infectious waste • Slide the fingers of the un-gloved hand under the remaining glove at the wrist; peel off; discard as infectious waste 
<p>Mask or N95 Respirator</p> <ul style="list-style-type: none"> • Secure each tie or elastic at the middle of head and neck • Fit flexible band to nose bridge • Fit snug to face and below chin • Fit-check respirator by blowing into it (air should not leak out) 	<p>Apron or Gown* (See Note)</p> <ul style="list-style-type: none"> • Wash hands • Unfasten or break apron/gown ties • Pull the apron away from the neck and shoulders, touching the inside of the apron only and bring it forward and over the head • Turn the apron inside out, fold or roll into a bundle and discard as infectious waste 
<p>Goggles or Visor</p> <ul style="list-style-type: none"> • Place over face and eyes • Adjust band to fit comfortably 	<p>Goggles or Visor* (See Note)</p> <ul style="list-style-type: none"> • Remove goggles/visor from the back by lifting head band or ear pieces • Place in designated receptacle for disinfecting 
<p>Gloves</p> <ul style="list-style-type: none"> • Hold the edge of the glove as you pull it over your hand • Extend to cover wrist • Once gloved, do not touch other surfaces 	<p>Mask or N95 Respirator</p> <ul style="list-style-type: none"> • Untie or break bottom ties, followed by top ties or elastic. • Remove by handling the ties only and discard as infectious waste. • Wash hands 

***Note.** When it is practically difficult to remove the apron/gown before the visor/goggles, then the visor/goggles may be removed before the apron/gown.

Dispose of all PPE in an infectious waste container.

WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITISER AFTER REMOVING GLOVES AND AFTER REMOVING ALL PPE