



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
PRISONS DIVISION
P. O. Box 41118 • Olympia, Washington 98504-1118

April 24, 2020

TO: All Superintendents
All Health Services Managers

FROM: COVID-19 Medical Group

RE: PPE Spotter Guide for Posting at Isolation and Quarantine Areas

The Health Services COVID-19 medical group wants to ensure that you are appropriately wearing the recommended PPE. The appropriate donning (putting on), wearing, and doffing (removing) of Personal Protection Equipment (PPE) is absolutely critical, especially in medical isolation and quarantine areas.

Teamwork is highly encouraged to ensure donning and doffing of PPE is done correctly, as it can be confusing. The attached PPE Spotter Guide provides the proper order of donning and doffing of PPE for medical isolation and quarantine areas. The PPE Spotter Guide is to be printed and posted on the **inside AND outside** of all entry points for medical isolation and quarantine areas.

Also, attached is the protocol for decontamination of keys on isolation units which should be posted at all medical isolation area entry points.

CC: Julie Martin, Deputy Secretary
Robert Herzog, Assistant Secretary

PPE Spotter Guide

Prepare to enter:	Have a buddy to help with PPE if possible. Do NOT take items into medical isolation or quarantine that are not necessary.
--------------------------	--

EQUIPMENT:	Before entering the area collect all equipment needed, plan where to put on and take off PPE, know what to do with the waste
	Hand sanitizer
	Garbage can and plastic liners
	Gloves
	Surgical mask or N95 respirator
	Gowns
	Goggles or face shields
	Paper bag (for routine-use mask)
	Plastic bags for equipment (e.g. keys, clear belt pouch, etc.) (Tape one to table outside area & one inside area)
	Disinfectant
	Yellow laundry bags +/- rice bag
	Specimen bags (2) and testing kit (Tape one to table inside area)
	Patient care equipment (e.g. Vitals machine, pulse ox, stethoscope, O2, nasal cannula, sharps container, etc.)
	Clear belt pouch for keys

Put on PPE:	Put on PPE in order that prevents contamination
Step 1.	Perform hand hygiene
Step 2.	Take off routine use mask and place in paper bag
Step 3.	Perform hand hygiene
Step 4.	Put on isolation gown (tie at neck and waist)
Step 5.	Put on surgical mask or N95 Respirator (medical isolation only)
Step 6.	Put on eye protection (Face shield or goggles)
Final Step.	Put on gloves OVER the cuff of the gown

Prepare to exit.	Plan before you exit.
-------------------------	------------------------------

Remove PPE	INSIDE ROOM OR UNIT
Part 1:	
Step 1.	Put any collected specimens already in specimen bag #1 in second clean specimen bag taped to table
Step 2.	Put reusable items in plastic bag for later cleaning (e.g. keys, clear belt pouch, etc.)
Step 3.	Remove gown and gloves first pulling the gown at waist, then shoulders and pulling forward (Do NOT untie or reach behind you). Pull gown forward & roll gown and gloves into a ball. Dispose of in the trash inside the isolation/quarantine area.
Step 4.	Perform hand hygiene
Step 5.	Put on new gloves
Step 6.	Grab any plastic and/or specimen bags in one hand
Step 7.	Open door with other hand and leave the isolation/quarantine area

Remove PPE	OUTSIDE ROOM OR UNIT
Part 2:	
Step 1.	Remove gloves
Step 2.	Perform hand hygiene
Step 3.	Put on new gloves
Step 4.	Remove goggles or face shield by touching only the ear pieces
Step 5.	Place goggles or face shield in the plastic bag for later cleaning if planning to reuse or place in trash
Step 6.	Remove surgical mask or N95 respirator by grasping elastic bands behind ears/head and allow mask fall forward into trash. Do not touch your face after you remove the mask.
Step 7.	Remove gloves
Step 8.	Perform hand hygiene
Step 9.	Put on new gloves
Step 10.	Spray down goggles, keys, belt pouch and any other equipment placed in bags and allow to dry for 10 minutes before reusing
Step 11.	Put back on routine-use mask from paper bag
Step 12.	Remove gloves and perform hand hygiene

All staff who use PPE must watch the DOC training video to ensure they are aware of procedures.

Protocol for Decontamination of Keys on Isolation Units

Reason: To keep keys free of contamination after use on an Isolation Unit to ensure no cross-contamination occurs.

- 1. Prior to going on the Isolation unit, don the appropriate PPE as noted on the PPE Spotter Guide. Follow the current version of the COVID-19 Guideline as developed and updated regularly by DOC.**
- 2. For meal delivery through a cuff port: after using keys to open the cuff port, place the keys in the clear plastic belt pouch provided. Do not place them back in your pocket.**
- 3. Upon completion of meal delivery in its entirety, proceed to exit of unit.**
- 4. Before leaving the unit, remove gloves and dispose in trash. Immediately outside unit door, place the clear plastic belt pouch in a plastic bag on site-specific decontamination table. Use hand sanitizer to clean hands at this time- Do this without leaving keys unattended.**
- 5. Proceed to don clean gloves - remove the clear plastic belt pouch from the plastic bag. Spray keys and clear belt pouch both inside and out with Hemostat or bleach solution. Wait time according to disinfectant instructions. Use paper towel to wipe keys and belt pouch off and then place on your person.**