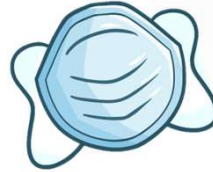


Back to Basics: PPE

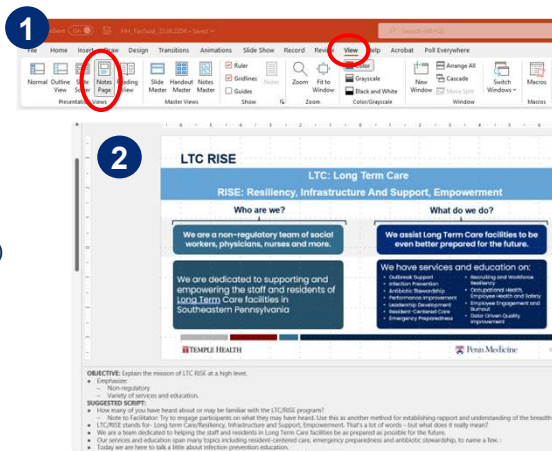
Facilitator Guide



How to Use This Facilitator's Guide

▶ **Printing out copies is not required.**

- If you can, bring a print out of:
 - Slide 4 (session sign)
- You may want to print out the presentation for your own use. We recommend using Notes View (see picture 1)
- If you can't print anything out – no worries! You can view the notes on your phone or laptop.



▶ Each slide has a guide in the notes section.

- You can see guide at the bottom of slides (see picture 2) or note view
- Each slide has an “Objective”. This is the main point you want to make sure participants understand.
- There are “Facilitator Notes” throughout the Suggested Scripts. These are tips, or question answers for you as facilitator to use.

Before Your Meeting

For Facilitator Use Only

Schedule Presentation

- Confirm a date and time for presentation
- Communicate:
 - Presentation is for all staff and residents
 - The session will be 30 minutes
 - A separate room or space is preferred



Prepare for Presentation

- Gather Materials
 - Pens
 - Sign in sheet
 - Gloves
 - Masks
 - Gowns
 - Goggles
 - Face Shields
 - Optional:* Printed slides
 - Optional:* Paint-safe tape
 - Optional:* Print out of notes pages of presentation



Set up Presentation

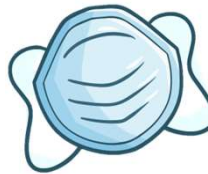
- Set up space:
 - Clean workspace
 - Space chairs appropriately
 - Optional:* Display session sign
- Set up PPE demonstration tables

Welcome

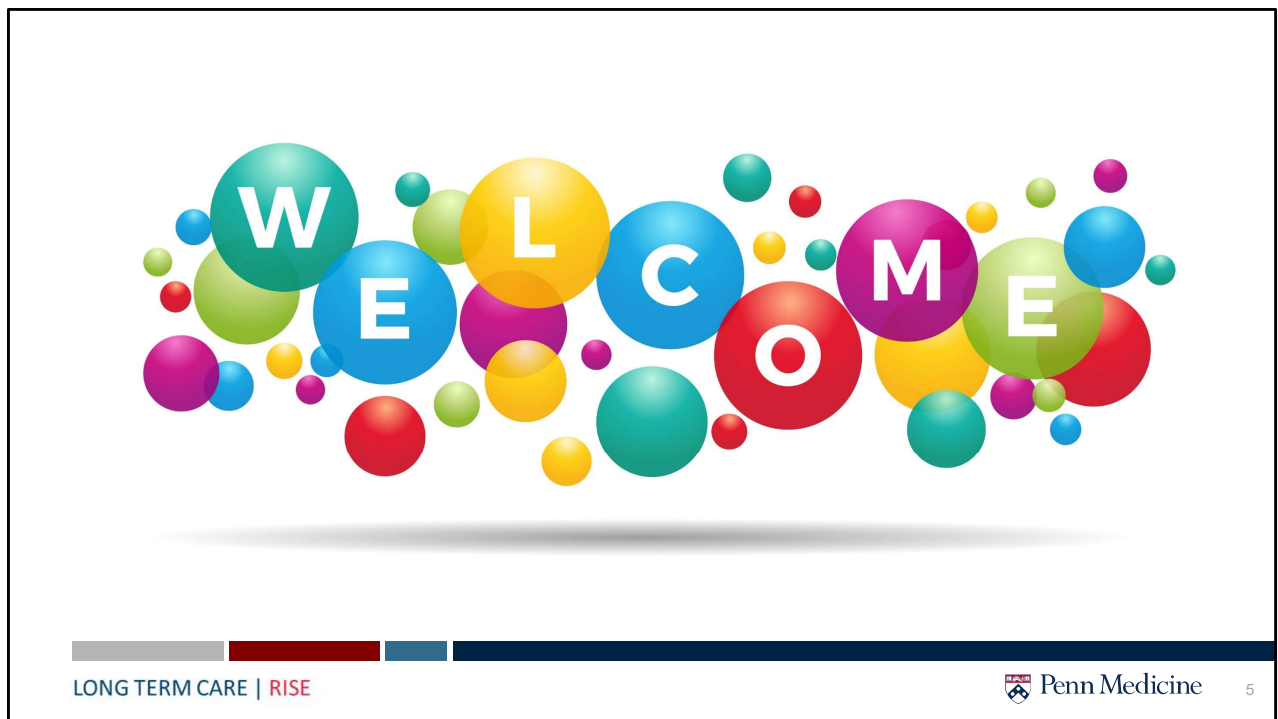
to the

Session on

Back to Basics: PPE



- **Optional:** Hang this print out on the door of your meeting room



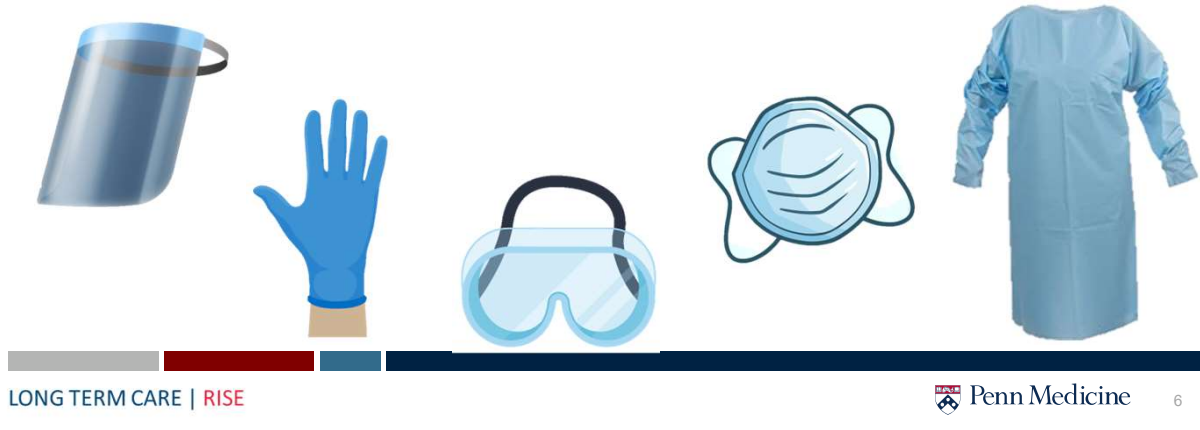
OBJECTIVE: Establish friendly connection with participants

SUGGESTED SCRIPT:

- Good Morning/Good Afternoon. My name is [*FACILITATOR NAME*].
- Our presentation for today is on Back to Basics: PPE. We know this is a topic you may already be familiar with so today will be a refresher for some and may provide new information and insight for others.
- Please make sure you have signed in.

What is PPE? Why do we wear it?

- ▶ PPE (Personal Protective Equipment) is specialized clothing/equipment worn by an employee for protection against infectious materials
- ▶ Personnel safety is improved in the healthcare environment through appropriate use of PPE








OBJECTIVE: Explain the reasoning behind PPE

Emphasis:

- PPE protects the employee

SUGGESTED SCRIPT:

- PPE refers to personal protective equipment
- When used properly, PPE acts as a barrier between infectious materials such as viral and bacterial contaminants and your skin, mouth, nose, or eyes (mucous membranes).

PPE Types					
What?	Gloves 	Gowns 	Masks 	Goggles 	Face Shield 
Why?	Protect hands	Protect skin and clothing	Protect mouth and nose	Protect eyes	Protect face, mouth, nose, eyes
When?	Use when touching blood, body fluids, secretions, excretions, mucus membranes, non-intact skin and contaminated items	Use during procedures and patient care when you anticipate contact with blood, body fluids, secretions, or excretions on clothing or exposed skin	Use during patient care activities likely to generate splashes or sprays of blood, body fluids, secretions or excretions	Use during patient care activities likely to generate splashes or sprays of blood, body fluids, secretions or excretions	Use during patient care activities likely to generate splashes or sprays of blood, body fluids, secretions or excretions
How?	<ul style="list-style-type: none"> • Work from clean-dirty • Don't touch face • Avoid touching environmental surfaces • Change gloves whenever soiled, between patients • Never wash or reuse 		<ul style="list-style-type: none"> • Fully cover nose and mouth 	<ul style="list-style-type: none"> • Fit snugly over and around eye • Personal glasses are NOT a substitute for goggles 	<ul style="list-style-type: none"> • Cover forehead, extend below chin, and wrap around side of face

OBJECTIVE: Review PPE components

SUGGESTED SCRIPT:

Facilitator Note: read through notes on the slide, making sure to emphasize the notes in “how”.

Precautions

Standard Precautions

- Previously called universal precautions
- Assumes any blood and body fluid of ANY patient could be infectious

PPE to Use When Implementing...

Contact Precautions	Droplet Precautions	Airborne Precautions
Example Infections: MRSA, C. Diff	Example Infections: Influenza, RSV	Example Infection: Tuberculosis
 Gown Gloves	 Gown Gloves Surgical masks within 3 feet of patient	 Gown Gloves Respirator

OBJECTIVE: Review Precautions and associate PPE

SUGGESTED SCRIPT:

Facilitator Note: read through notes on the slide

Donning and Doffing PPE

- ▶ Put on(**Don**) before contact with patient, preferably before entering the room
- ▶ Remove(**Doff**) and discard at doorway or immediately outside patient room



Reminder: Contaminated areas (outside front) vs. Clean areas (inside / no contact with organisms)

OBJECTIVE: Review Donning and Doffing procedures

SUGGESTED SCRIPT:

- Correctly putting on and taking off your PPE is as important as wearing the PPE correctly.
- There is a required order for donning and one for doffing.
- The donning steps are designed to make sure you are as protected as possible while wearing your PPE.
- The doffing steps are designed so you stay as safe as possible from any potential contaminants on your PPE while taking it off.
- The process may seem like a lot of work – but really it’s for your safety.
- Facilitator Note: Review order for donning then doffing.

Cleaning Goggles and Face Shields

- ▶ Always adhere to recommended manufacturer instructions for cleaning and disinfection
- ▶ When manufacturer instructions for cleaning and disinfection are unavailable, such as for single use disposable face shields or goggles, consider:
 1. While wearing a clean pair of gloves, carefully wipe the **inside**, **followed by the outside** of the face shield or goggles using a clean cloth saturated with *neutral* detergent solution or cleaner wipe.
 2. Carefully wipe the **outside** of the face shield or goggles using a wipe or clean cloth saturated with *EPA List N approved hospital disinfectant* solution.
 3. Wipe the **outside** of face shield or goggles with *clean water or alcohol* to remove residue.
 4. Fully dry (air dry or use clean absorbent towels).
 5. Remove gloves and perform hand hygiene.
 6. Cleaned and disinfected eye protection can be stored onsite, in a designated clean area within the facility.

OBJECTIVE: Review cleaning goggles and face shields

Emphasize:

- If the employee has specific manufacturer instructions – default to the manufacturer

SUGGESTED SCRIPT:

- Given that goggles and face shields are reusable, there is a specific disinfecting procedure to make sure they are safe one use to the next.
- Always use the manufacturer cleaning and disinfecting instructions if you have them – if not, the following points are a good substitute.
- Facilitator Note: read through notes on the slide

Demonstration

▶ One Presenter

- Don and doff the PPE components in the correct order
- Make sure to call out which part of PPE you are putting on/taking off
- Explain why you put on that piece of PPE the way you do and in the order you are using.

▶ Multiple Presenters

- Set up 4 stations with one type of PPE each (gloves, masks, gowns, goggles / face shields)
- Have participants rotate between tables to review and show you the correct way to put on and take off that piece of equipment



OBJECTIVE: To give participants time to ask any questions they may have.

SUGGESTED SCRIPT:

- What questions do you have about what you learned today?
 - Facilitator note: By asking in this way, rather than “does anyone have any questions” you are showing that you assume people will have questions, which will make participants more likely to ask questions if they have one.



SUGGESTED SCRIPT

- Thank you for your participation today! That concludes our presentation on Back to Basics: PPE!
- Please remember to sign in the attendance sheet
 - **Facilitator Note:** Wipe Down surfaces touched; Leave area like you found it. Provide Leave Behinds and/or copy of presentation