



MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: Emergency Personal Protective Equipment Kit	Code: HS191
		Date of Issue: September 2001
		Revised: October 2023
		Page 1 of 3

PURPOSE: This policy will clarify the purpose of Emergency Personal Protective Equipment Kit (Emergency PPE Kit) and the proper use of its contents.

PREAMBLE: Avenue II has a commitment to ensure that an individual's dignity is maintained while being supported by Avenue II employees. Kits are located in all 24 hour locations, Bay Court, S.I.L locations by request. They can be requested through the office if needed elsewhere.

KIT LOCATION: The location of the Emergency PPE Kit can be found on the **Safety Equipment Log** in the home, and on the **Emergency Fire Plan** posted in the homes.

KIT RESTOCKING: Staff are to contact a Manager or On-Call directly for kit replenishment or additional supplies.

Appropriate Use:

The Emergency PPE Kit will be used in circumstances where body fluids are present in the workplace that are out of the ordinary and pose an unsafe risk to staff due to contamination or spreading infection. It can also be used for added infection control situations as needed. **It is not appropriate for use in normal daily support situations.**

Pandemic use - In the case of a suspected or confirmed case of COVID-19 of a Client or another pandemic situation the kit will be used under the direction of Public Health Nurse (TBDHU), Primary Health Care Provider or Management. In the event of an emergency where a client showing COVID-19 symptoms and staff need immediate access to the kit for safety, notify management as soon as possible in order to obtain replacement supplies.

The Emergency PPE Kit will contain:

1. 1 disposable N95/KN95 mask (If supply available)
2. 4 Disposable gowns (alternative is washable Lab Coat)
3. 4 Class 1 Medical Masks
4. Disposable nitrile gloves in various sizes
5. Antibacterial spray (and it's SDS) for cleaning contaminated surfaces
6. Goggles (reusable) another set is available in most residential locations. Check

MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: Emergency Personal Protective Equipment Kit	Code: HS191
		Date of Issue: September 2001
		Revised: October 2023
		Page 2 of 3

- the Safety Equipment Log or Emergency Fire Plan for location.
7. 2 face shields (when done the shields can be sanitized and kept by staff to personally reuse)
 8. Hand sanitizer
 9. 2 garbage bags for disposing of items 1 through 4 ,7 and paper towels.
 10. 1 garbage bag for returning items 5 and 6 and kit container for replenishment.
 11. A copy of this policy for reference with a quick reference guide to Putting On/Taking Off PPE

To access the Emergency PPE Kit normally located in a workspace:

1. If in your opinion, the situation requires urgent action immediately use the necessary items from the kit.
2. When possible or as soon as you are able, call the office to speak to a Manager, or Director regarding the use of the kit. If after hours, call the On-Call Supervisor.
3. Describe the situation and the reasons for using the kit.

To access an Emergency PPE Kit when one is not present (out in the community):

1. Call the office to speak to a Manager, or Director of Support Services. If after hours, call the On-Call Supervisor.
2. Describe the situation and the reasons for needing a kit.
3. If you are in a public place, ask the Manager, Director of Support Services or On-Call Supervisor for backup to support the individual to another area that maintains their dignity, if possible/necessary.
4. Someone will bring a kit for your use, along with paper towels

Procedures for use, disposal and care of kits for body fluids:

1. Ensure the individual has received the required care and that their dignity has been maintained.
2. If necessary, temporarily block the area that requires cleaning.
3. Put on mask, goggles or face shield, gown, and gloves. Ensure sleeves of gown are tucked into gloves.
4. Remove as much of the contaminant/body fluid as possible with paper towel and dispose of in garbage bag provided.
5. Spray the contaminated surface(s) with antibacterial spray.
6. With paper towel, wipe up contaminated surfaces.
7. Dispose of soiled paper and remainder of unused paper towel by placing in garbage bag.

MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: Emergency Personal Protective Equipment Kit	Code: HS191
		Date of Issue: September 2001
		Revised: October 2023
		Page 3 of 3

8. Seal garbage bag by tying a knot or use of a twist tie.
9. The antibacterial spray bottle, goggles and kit is to be cleansed and placed in the clean plastic bag provided, for manager to pick up.
10. Remove mask, gown, face shield and gloves in a manner using universal precautions and place in second garbage bag.
11. Seal the garbage bag by tying a knot or use of a twist tie.
12. Place bags of garbage in outdoor garbage containers.
13. Wash your hands thoroughly when task is completed.
14. Notify management of the Kit being used and follow their directions for the return/disposal of any remaining items. The manager will ensure that another kit is delivered as soon as possible.
15. Record the use of the Emergency PPE Kit on the incident report, and deliver the incident report to office as per policy.

Procedures for use, disposal and care of kits for Pandemic or Infectious Control use:

1. Follow the instructions given by Public Health, Primary Health Care Provider, Policy or directive or Management.
2. Put on any PPE as directed (mask, goggles or face shield, gown, and gloves.) Ensure sleeves of gown are tucked into gloves.
3. Ensure the individual has received the required care and that their dignity has been maintained.
4. The antibacterial spray can be used to disinfect as per direction using paper towel.
5. Dispose of soiled paper towel by placing in garbage bag.
6. Seal garbage bag by tying a knot or use of a twist tie.
7. The antibacterial spray bottle, goggles and kit is to be cleansed and placed in the clean plastic bag provided, for manager to pick up.
8. Remove mask, gown, face shield and gloves in a manner using universal precautions and place in second garbage bag.
9. Seal the garbage bag by tying a knot or use of a twist tie.
10. Place bags of garbage in outdoor garbage containers.
11. Wash your hands thoroughly when task is completed.
12. Notify management of the Kit being used and follow their directions for the return/disposal of any remaining items. The manager will ensure that another kit is delivered as soon as possible.
13. Record the use of the Emergency PPE Kit on the incident report and deliver the incident report to office as per policy.