



NVS COVID-19 PPE Protocol

Author: ET, NG

Date: 01.04.2020

OVERVIEW

The safety of NVS and NEVS employees is an absolute priority at all times and especially during the current COVID-19 situation

Where safe working practices confirm specific Personal Protective Equipment (e.g. face shields/ masks or other equipment) are required for the protection of staff due to COVID-19, in all circumstances:

- Staff **are to** wear prescribed PPE as instructed
- Staff **are not to** undertake or be required to undertake tasks requiring PPE if the PPE is not available for use. **Any such tasks are not to proceed until required PPE is available.**
- Any staff member who is concerned about their safety must raise their concerns immediately to their manager.

Additionally, NVS and NEVS are committed to responsible provisioning of PPE, and will review all policies in light of supply availability for human healthcare. Where practical and safe, all equipment will be re-sterilised and re-used or re-purposed. Alternatives to disposable equipment are being investigated and acquired.

PROCEDURE

Designated PPE

Once you have been given a mask and/or gown, this is your designated PPE gear.

LABEL WITH YOUR FULL NAME. Given difficulties with supply, please take care of your PPE.

In the event supplies are limited, we will need to temporarily change to sharing PPE.

Before opening brand new PPE, please check the plastic tub marked 'Repurposed PPE' and use these first.

Donning and Doffing PPE for COVID-19

Donning PPE (Putting on):

1. Perform hand hygiene
2. Put on gown
3. Put on gloves

Doffing PPE (Taking off):

1. Wipe gloves with alcohol and allow to air dry.
2. Remove gloves. Ideally reuse gloves a few times if possible. Discard gloves when torn or when no longer able to be re-used
3. Remove gown
4. Perform hand hygiene

Storage of PPE for COVID-19

An area sign-posted 'PPE Station' has been set up near the back door which staff are using to access the designated pet transfer area.



There are seven (7) containers, one for each team, labelled as below. These will store your PPE when not in use. Please ensure your PPE is stored in the appropriate container for your team.

NVS PPE Storage Team A

NVS PPE Storage Team B

NVS PPE Storage Team C

NEVS PPE Storage Team 1

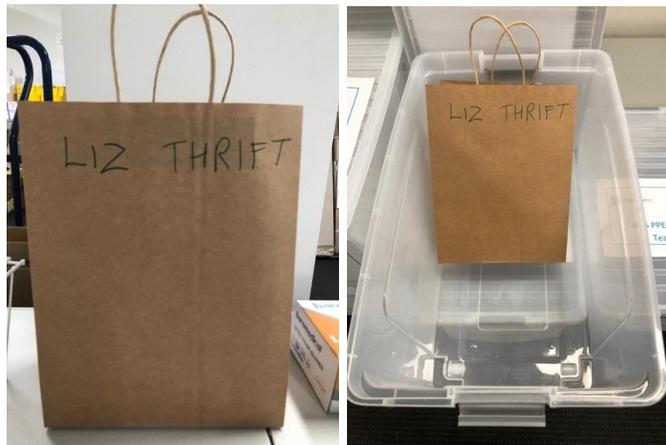
NEVS PPE Storage Team 2

NEVS PPE Storage Team 3

NEVS PPE Storage Team 4



There are brown bags that will need to be labelled with your name. PPE is to be placed in the bag. You will then place that bag in the appropriate container for storage.



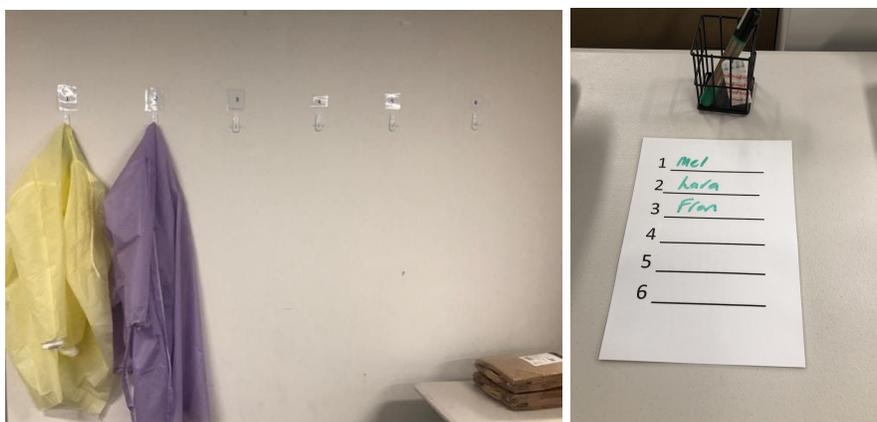
There are 2 additional storage containers in this area

- 'Repurposed PPE' - this is where previously used surgery gowns will be placed (e.g. clean but used surgery gowns). Please use this PPE before opening a new PPE packet
- 'Spare PPE'



When PPE is in Use

- Remove your PPE from the brown bag and place the brown bag back into the storage container.
- There are hooks on the wall associated with the 'PPE Station'. Each hook is labelled 1 through 6.



- On the table is a sign with the numbers 1 through 6. Using a whiteboard marker, write your name next to the number and this will be your designated hook for your shift where you can store your PPE if you are likely to need to use it several times. This is to try and reduce wear and tear on the PPE by putting it in and out of the bag all day and hanging will allow it to be stored safely when in frequent use.

At the End of Your Shift

When finished for the shift, place your PPE back into your labelled brown bag and then back into the appropriate storage container.

It is the responsibility of ALL TEAM MEMBERS to make sure all PPE is packed away back into the appropriate container at the end of your shift. At the end of your shift, the hooks should be bare and the list should be cleaned, ready for the next team to work within NVS/NEVS.