



## COVID-19

### Use of N95 Masks and Disposable Gloves by Line Personnel

Due to the limited supply of PPE during the COVID-19 pandemic, the following directive shall be adhered to ensure essential PPE supplies are available when needed.

All front line personnel have been supplied with N95 masks and disposable gloves in an effort to prevent the spread of COVID-19. Any line personnel who have not received a N95 mask and disposable gloves, should request them from their supervisor immediately.

The Center of Disease and Control (CDC) strongly suggested the wearing of non-medical face coverings when in public. New data suggests that asymptomatic people may be carriers of the coronavirus and may be unknowingly spreading the virus to others. The non-medical face covering can help reduce the spread of COVID-19 by reducing the amount of virus expelled into the air when an asymptomatic person exhales.

***Based on this information, employees are strongly encouraged to wear a face mask.***

Department employees may utilize their own masks, if desired. Non-medical facemasks worn in public must be of a single color absent any markings, logos, graphics or prints.

#### **USE OF N95 MASKS**

The CDC does not recommend re-use of an N95 mask once exposed to a person known to be infected with COVID-19. **The Department has a limited amount of these masks, therefore N95 masks should be used sparingly.**

First Responders should use an N95 mask in two (2) circumstances:

- Contact with or exposure to a person known to be infected with COVID-19; and
- Contact with or exposure to a person suspected of being infected with COVID-19.

**The mask is not to be worn or used daily when responding to routine calls, public service counters or public screening locations.**

In a case where COVID-19 infection is highly likely or confirmed, the mask shall be considered biohazardous and discarded into a biohazard receptacle at a hospital



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facility, ambulance or local fire station. As a last resort, items may be discarded in a regular outside trash can so as to minimize the risk of spreading the virus.

The mask should not be used if it has been torn, if the elastic straps become unattached, or if the mask can no longer remain over the nose and mouth when affixed. These unusable masks should be discarded.

If Department personnel don the mask but were not exposed to a confirmed or suspected case of COVID-19, they are able to re-use the mask. For further information, read the mask manufacturer recommendations, as they are brand-specific regarding product life.

If a replacement mask is needed, the employee should contact their immediate supervisor. The Department has indicated in previous notices how to request additional equipment pursuant to existing Department protocols.

#### **DISPOSABLE GLOVES**

Gloves protect a person against contact with infectious materials. However, once contaminated, gloves can become a means for spreading infectious materials. The way gloves are used can influence the risk of disease transmission.

In spite of wearing gloves, limit opportunities for "touch contamination" by avoiding unnecessary touching of surfaces, face, face covering, N95 mask, gun belt, patrol vehicle, personal items, etc., with contaminated/soiled gloves.

**Always** discard gloves, (turned inside out) after each use in the nearest appropriate receptacle.

**Department personnel are reminded that the use of disposable gloves and face coverings is not a replacement for other measures, such as physical distancing and frequent hand washing.**

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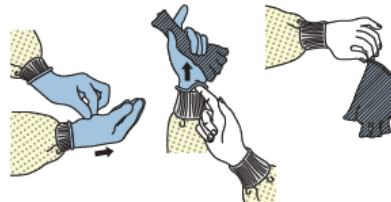
CDC procedures for the safe removal of PPE are included below:

### HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 1

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

#### 1. GLOVES

- Outside of gloves are contaminated!
- If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
- Discard gloves in a waste container



#### 2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band or ear pieces
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container



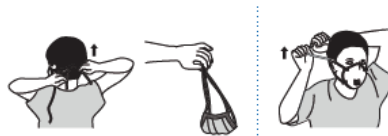
#### 3. GOWN

- Gown front and sleeves are contaminated!
- If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties
- Pull gown away from neck and shoulders, touching inside of gown only
- Turn gown inside out
- Fold or roll into a bundle and discard in a waste container

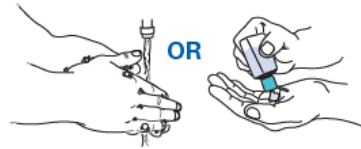


#### 4. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — **DO NOT TOUCH!**
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



#### 5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



**PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE**



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### HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 2

Here is another way to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

#### 1. GOWN AND GLOVES

- Gown front and sleeves and the outside of gloves are contaminated!
- If your hands get contaminated during gown or glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp the gown in the front and pull away from your body so that the ties break, touching outside of gown only with gloved hands
- While removing the gown, fold or roll the gown inside-out into a bundle
- As you are removing the gown, peel off your gloves at the same time, only touching the inside of the gloves and gown with your bare hands. Place the gown and gloves into a waste container



#### 2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band and without touching the front of the goggles or face shield
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container

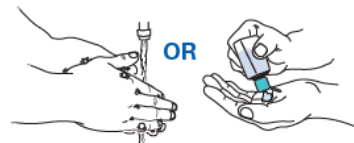


#### 3. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — DO NOT TOUCH!
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



#### 4. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



**PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE**



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This information can be found on the CDC website at <https://www.cdc.gov>.



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If you have any questions or require additional information, the DOC is available 24 hours [REDACTED].

#### **RESOURCES**

The Louisiana State University National Center for Biomedical Research and Training/Academy of Counter-Terrorist Education has created a 6-minute video, "CDC Sequence for Donning and Doffing PPE. The video can be viewed by clicking on this link :

<https://www.youtube.com/watch?v=1xy00pLT9M4&t=28s>

<https://lsu.box.com/s/w6ceat43jij1s986cj4usayjvvp1tqjp>

[Face Covering Guidance memo, dated April 1, 2020](#)