

## **Recommendations for PPE Diocese of Toronto Outreach Programs During a Pandemic**

**Created for COVID-19 operations, working document- new recommendations will be added as science informs us**

Each setting is distinct, but the principles for keeping each other safe apply across all our settings. These recommendations are being made available throughout the diocese.

*Prior situation was:* We do the best we can with what we have.

**Our goal:** We all use supplies and practices which protect ourselves and our guests.

### **Understand how pandemic illness spreads.**

COVID-19 spreads easily via droplets from our nose and mouth. People can spread it before they even know they are infected. Measures like keeping 2 meters apart, covering your cough or sneeze, handwashing, and cleaning surfaces are basic to protecting us all.

**BEFORE** you even think of PPE you need to be sure all the other measures are in place. PPE is only the final bit of the infection control plan. PPE is for circumstances where people may be closer than 2 meters apart. PPE is not magic, does not make you invulnerable, and, if used improperly can cause contamination of yourself and others.

**Social/Physical Distancing:** Engineer your space to ensure 6 feet apart for everybody all the time.

**Teach everyone effective hand washing and use of hand sanitizer.** Make the guidelines for hand hygiene crystal clear and easy to do. Post hand washing and hand sanitizer instructions where they are easily visible. Make hand sanitizer and appropriate signage available at all entry points. See Appendix for instructions for handwashing.

**Cleaning of general environment and surfaces that are touched often.** First clean visible dirt then apply disinfectant with suitable contact time at a frequency appropriate for the use of the surface. Set up a system, a schedule, and get everybody on board. Link to Public Health Ontario Fact Sheet on cleaning is in the Appendix.

**Determining which PPE is needed** depends upon the risk of exposure to respiratory droplets. For example, your moist breath, sneeze, or cough can carry virus into the air and on to nearby surfaces...like the sandwich you are making for me! My juicy breath can spread tiny droplets onto the surfaces of your eyes for quick transport through your tear ducts into your respiratory system. We use masks and goggles or face shields to protect each other from this. (N95 respirators are not required, as they are primarily for protecting health care professionals during specialized medical procedures)

In the community, preparing and serving meals or providing supplies to guests we have no need for N95 masks and seldom need gowns.

We DO need to know how to appropriately use masks, eye protection, and gloves. We DO need to consistently do proper hand washing and proper cleaning of surfaces.

A key to using PPE is thinking: Who am I protecting by wearing this? What is clean? What is not clean? What did I just touch? Do I need to remove these gloves, wash hands and don fresh gloves? Did I just soil my hand by touching my mask, soil my face by moving my mask? And, what has my soiled hand now touched?

**The following documents are as follows:**

**PPE Recommendations -when, who, what, why**

A 2-sided word document chart

**Additional Materials:**

**How to Wash Your Hands** Detailed instruction on effective hand hygiene.

**How to put PPE on and off** Graphic shows order to do each step to keep safe.

**Frontline Health Care Workers: How to keep COVID-19 out of your home**

**Appendix:**

**Guiding Resources for Anglican Diocese of Toronto Outreach Services:**

**Outreach during COVID-19**

## PPE Recommendations: when, who, what, why

Anglican Outreach Services in the Diocese of Toronto

Activity	Individual	Type of PPE	Rationale
<p><b>Food preparation</b></p> <p><b>Dish washing</b></p>	<p>Kitchen staff or volunteer</p>	<p>Mask Goggles or Face Shield Frequent hand washing Gloves if bandaged or damaged skin</p>	<p>Mask needed by all. Face shield needed because in kitchen we may be &lt; 6 feet apart. Handwashing is key. Gloves don't necessarily improve cleanliness. No expected physical contact with each other or community members</p>
<p><b>Food service</b></p> <p>Whether at a pass-through, walk-by, or doorway</p>	<p>Servers</p>	<p>Masks Goggles or Face Shield Gloves Frequent hand washing/sanitizing</p>	<p>Gloves because you may need to touch more surfaces. Must remove gloves, wash hands and don new gloves after any touch of self, other, or potentially soiled surface. No expected physical contact with each other or community members during food service.</p>
<p><b>Drop-Ins</b></p> <p>Service delivery happening inside or around the building</p>	<p>Drop-in Team Including staff and volunteers</p>	<p>Masks Goggles or Face Shield Gloves Frequent hand washing/sanitizing Gown</p>	<p>Drop-ins may involve much community interaction including likelihood of touching surfaces that have not been recently disinfected and possibility of physical contact (breaking up fights, responding to ODs). Gown simply ensures that staff person can change it and carry on if it becomes soiled.</p>

**PPE Recommendations: when, who, what, why** continued

<b>Activity</b>	<b>Individual</b>	<b>Type of PPE</b>	<b>Rationale</b>
<p><b>Receiving</b> That is, answering the doorbell, receiving deliveries, of goods and donations.</p>	<p>Who does this in your setting?</p>	<p>Mask Goggle or Face Shield Fresh Gloves each time Gown</p>	<p>Consider that it is impossible to know whether doorbell is a donation, request for a conversation, or need to respond to a fight or OD.</p>
<p><b>Accepting in kind Donations</b>  <b>Moving donations to supply room</b></p>	<p>Who does this in your setting?</p>	<p>Mask Goggles or Face Shield Gown Fresh gloves each time</p>	<p>Who are you protecting? Carrying stuff up against your body? Hands washed? Fresh gloves? Be aware of the surface on which you are placing donations (food/clothing/supplies) to prevent cross contamination.</p>
<p><b>Care of symptomatic people</b>  Diagnosed or presumptive  This could be a community member, a volunteer, or a staff member</p>	<p>Designated person(s) on each shift</p>	<p>Mask Face Shield Frequently replaced gloves Frequent handwashing Gown</p>	<p>Firstly, you want the affected person to be wearing a mask and to be moved apart from everyone except the helper person. The helper person wears PPE including mask, shield, gloves, and gown if possible. Face shield helps prevent incidental touching of face or adjusting mask. Have a plan for connecting the individual as appropriate to telehealth, testing centre, residence, and for transportation. Ensure compassionate care and physical distancing from others while you arrange for help.</p>

*\*adapted from Sanctuary Ministries COVID-19 PPE Staff Protocols*

**Hand hygiene is the single most important thing we can do to help reduce the spread of germs to ourselves, our family, friends and strangers.**

Frequent hand hygiene and keeping hands away from our face will aid in the prevention of disease transmission.

**Wash hands often** with soap and water.

Wet hands with running water

Add soap

Rub hands together for 20 seconds to make a lather

Wash front and back of hands, between fingers, thumbs, under fingernails and wrists

Rinse hands well under water letting the water run into the sink not down the elbows

Dry hands with clean paper towel

Turn water off using the paper towel and place in proper receptacle.



Where soap and water are unavailable the use of a hand sanitizer containing at least 70% alcohol is recommended.

**Hand sanitizers** may be used to sanitize hands when they are not visibly dirty.

Apply about 1 teaspoonful or 5ml. of hand sanitizer to the palm of one hand.





Rub all over front and back of hands, thumbs, between fingers, fingernails and wrists.

Allow hand sanitizer to dry (about 30 seconds).


**For hand sanitizer to be effective it must be allowed to air dry on the hands.**

# How to put PPE on and off

**PUTTING ON PERSONAL PROTECTIVE EQUIPMENT**

- 1 PERFORM HAND HYGIENE** 
- 2 PUT ON GOWN** 
- 3 PUT ON MASK OR N95 RESPIRATOR** 
- 4 PUT ON EYE PROTECTION** 
- 5 PUT ON GLOVES** 

Public Health Ontario | Santé publique Ontario  
PARTNERS FOR HEALTH | PARTENAIRES POUR LA SANTÉ

 Agency for Health Protection and Promotion / Agence de protection et de promotion de la santé

[www.publichealthontario.ca](http://www.publichealthontario.ca)

**REMOVING PERSONAL PROTECTIVE EQUIPMENT**

- 1 REMOVE GLOVES** 
- 2 REMOVE GOWN** 
- 3 PERFORM HAND HYGIENE** 
- 4 REMOVE EYE PROTECTION** 
- 5 REMOVE MASK OR N95 RESPIRATOR** 
- 6 PERFORM HAND HYGIENE** 

# FRONTLINE HEALTH CARE WORKERS: HOW TO KEEP COVID-19 OUT OF YOUR HOME

Recommendations from a group of ER physicians and nurses in the Bay Area

## PREP: CREATE AND MARK A HOT-ZONE near your home entrance



Using tape, mark off hot-zone (contaminated area) outside front door, inside garage, or inside and near the first entry point to your home. Place the following materials inside:

- A basket for clothes and loose items
- Hand sanitizer (at least 60% alcohol)
- Sanitizing wipes (if unavailable, use baby wipes and alcohol)
- Coat rack or hook for outerwear/coat

## STEP 1: DEROBE AND SANITIZE IN HOT-ZONE upon returning home each day



Stand in hot-zone.

Sanitize hands.

Carefully remove clothes to avoid contaminating surroundings.

Place jacket and bag on hook or rack, and hospital clothes into basket.

Remove shoes, and leave in hot-zone.

Disinfect phone, keys, and other loose items.\*

Disinfect door knob and any other surface touched while entering.

## STEP 2: WASH CLOTHES AND SHOWER as soon as possible



Place clothes in washing machine or laundry bag designated for contaminated clothes. Wash clothes when appropriate for your context.

Wash hands with soap and water for 20 seconds.

Shower as soon as possible.

Put on clean clothes.

Please tailor these suggestions to your specific space and context.

\*See [support.apple.com/en-us/HT207123](https://support.apple.com/en-us/HT207123) for additional instructions for phones.

This document was produced by a group of San Francisco-based emergency physicians and designers. The recommendations are based on practices employed by this group of medical peers. With questions or feedback please contact Christian Rose ([christianrosemd@gmail.com](mailto:christianrosemd@gmail.com)) or Nadia Roumani ([nadia@dschool.stanford.edu](mailto:nadia@dschool.stanford.edu)). Designed by Anna Maria Irion & Thomas Both.

**APPENDIX:**  
**Guiding Resources for Anglican Diocese of Toronto Outreach Services:  
Outreach during COVID-19**

**Toronto Drop-In Network** <https://www.tdin.ca/https://tdin.ca/announcement.php?id=2127> *Probably the single most helpful link for you to review. See particularly:*

1. **COVID-19 Guidance from SSHA and TPH** *(Updated May 14 — Added new SSHA FAQ document, memo, new guidance signage)*
2. **Good Practices**
  - a. **Screening Tools**
  - b. **PPE: Resources and Use** *(New May 8 — Added important information on new PPE partnership between TDIN and SSHA)*

**CAEH Canadian Alliance to End Homelessness COVID-19 Resource Personal Protective Equipment (PPE) in Shelter Isolation & Quarantine Settings**  
<http://cnh3.ca/wp-content/uploads/CAEH-COVID-19-PPE.pdf>

*Very helpful. See below for some of the good stuff to be found there.*

Non-Medical masks and Face Coverings: About <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html>

Poster on donning & doffing PPE from York Region <http://cnh3.ca/wp-content/uploads/CAEH-COVID-19-PPE.pdf>

Poster on using a surgical face mask BC [http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19\\_SurgicalMaskPoster.pdf](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_SurgicalMaskPoster.pdf)

Poster on cleaning eye protection BC [http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19\\_EyeFacialProtectionDisinfection.pdf](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_EyeFacialProtectionDisinfection.pdf)

Poster on glove removal WorkSafe BC [https://www.whsc.on.ca/Files/Resources/COVID-19-Resources/ppe09-015-pdf-en\\_glove-removal.aspx](https://www.whsc.on.ca/Files/Resources/COVID-19-Resources/ppe09-015-pdf-en_glove-removal.aspx)

**Public Health Ontario COVID-19 Public Resources: Infographics to post as needed**

<https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus/public-resources> *Includes 11 Fact Sheets*

Fact Sheet Mask Use for Non-Healthcare Workers  
<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/2020/05/factsheet-covid-19-masks-not-healthcare.pdf?la=en>



Fact Sheet When and How to Wear a Mask-COVID-19 <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-how-to-wear-mask.pdf?la=en>

Fact Sheet How to Wash Your Hands <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-hand-hygiene.pdf?la=en>

Fact Sheet Cleaning and Disinfection for Public Settings <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en>

**Toronto Public Health** <https://www.toronto.ca/wp-content/uploads/2020/04/9669-PPE-Info-Non-Health-Care-Community-Settings.pdf>

*This link contains link to City of Toronto resources as listed below.*

- Guidance on the use of non-medical masks (April 8)
- COVID-19 Guidance for Workplaces / Businesses and Employers
- COVID-19 Guidance for Community-Based Service Settings
- COVID-19 Guidance for Food Banks and Donation Centres
- COVID-19 Interim Guidance for Homelessness Service Settings
- COVID-19 Infection Prevention and Control Tips for Homelessness Service Setting

Providers

- Infection Prevention & Control Resources for Homelessness Service Settings
- Toronto Public Health Pandemic Plan: A Planning Guide for Housing Service Providers and Shelters
- COVID-19 Guidance for the Use of Face Masks and Coverings by the Public
- Should I Wear a Cloth Mask? (infographic)
- How to Safely Wear a Mask (infographic)
- How to Self-Isolate

### **CDC guidance for faith communities**

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/checklist.html>

<https://www.hhs.gov/sites/default/files/3-17-20-faith-and-community-based-covid-19-faq.pdf>

### **Re-Opening Resources**

*\*we will build on this as information progresses, also see Diocesan guidelines around re-opening once this becomes available*

Ontario to a “New Normal” Five Public Health Pillars for a Safe Return: Ontario Medical Association Guidelines

This document and others that can help inform us around safe re-opening practices can be found at: [www.oma.org](http://www.oma.org)

PDF directly to document: <https://content.oma.org/wp-content/uploads/private/Reopening-Ontario-5-Public-Health-Pillars.pdf>