### Supply Alert: Due to increased supply utilization and limited availability, we must conserve what we have!

Visually inspect all PPE for DAMAGE or SOILING before use to ensure integrity

Do not reuse PPE if contaminated, torn, damp, or if there is loss of component integrity – i.e., mask straps, etc.

<table>
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<tr>
<th>Item</th>
<th>Who / When to Use</th>
<th>Who &amp; When NOT to Use</th>
<th>When &amp; How to Reuse</th>
<th>How to Dispose</th>
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| 'Cover your cough' mask   | • For all non-patient facing staff  
• For all patients/visitors  
• Issued to patients by the greeter as part of the standard greeter arrival process  
• Provided by manager for staff in department  | • Not for use by surgical or non-surgical care teams or ED for any sterile procedure being conducted  | • After removing mask, visually inspect for contamination, damage, and distortion in shape/form.  
• If soiled, torn, or saturated discard the mask.  
• If the mask is NOT visibly soiled, torn, or saturated, to reduce surface contamination, place in a breathable storage container e.g. paper bag for storage between uses. | Regular garbage bin unless grossly contaminated with body fluids |
| Procedural mask           | • Staff directly interacting with patients  
• Staff collecting specimens (e.g. phlebotomy)  
• Staff processing and testing specimens in Clinical Laboratory  
• Staff collecting nasopharyngeal swabs (CDC acceptable alternative to N95) use with face shield (see below).  
• Staff use with face shield or goggles when splashes/spray/splatter/droplets of blood/other potentially infectious substances can be reasonably anticipated  | • Not for use by patients  
• Not for aerosol generating procedures | • After removing mask, visually inspect for contamination, damage, and distortion in shape/form.  
• Can be reused if not damaged, damp or soiled.  
• Should only be used with patients with similar diagnosis  
• To reduce surface contamination, place in a breathable container e.g. paper bag for storage between uses. Label with health care worker name and store in a designated area. | Regular garbage bin unless grossly contaminated with body fluids |
| Procedural mask with face shield | • Staff directly interacting with patients  
• Staff may use during NP specimen collection if N95 conservation in place  
• Staff use with face shield or goggles when splashes/spray/splatter/droplets of blood/other potentially infectious substances can be reasonably anticipated  | • Not for use by patients  
• Not for aerosol generating procedures | • After removing mask, visually inspect for contamination, damage, and distortion in shape/form.  
• Can be reused if not damaged, damp or soiled.  
• Should only be used with patients with similar diagnosis  
• Face shield portion can be cleaned and disinfected with disinfectant wipes in between patients  
• To reduce surface contamination, place in a breathable container e.g. paper bag for storage between uses. Label with health care worker name and store in a designated area. | Regular garbage bin unless grossly contaminated with body fluids |
# Guidance for PPE Use

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| Surgical Mask (with two ties) | **Staff** use ONLY in the surgical core or operating room.  
May also be used in interventional radiology/catheter lab, procedure rooms, or when providing direct patient care in the sterile field.  
  
**CLINICAL MASK FOR CLINICAL USE**                                                                                               | **Not for use by patients**  
**Not for use by non-surgical care teams or ED unless a sterile procedure is being conducted**                                                                                                      | **After removing mask, visually inspect for contamination, damage, and distortion in shape/form.  
Can be reused if not damaged, damp or soiled.  
Can only be used with patients with similar diagnosis  
To reduce surface contamination, place in a breathable container e.g. paper bag for storage between uses. Label with health care worker name and store in a designated area** | Regular garbage bin unless grossly contaminated with body fluids                                                                                                                                   |
| N95                           | **Staff** during aerosol-generating procedures on patients with suspected or proven infections transmitted by respiratory aerosols (sputum induction, bronchoscopy, open suctioning, cardiopulmonary resuscitation, intubation and extubation).  
**Staff** during NP specimen collection (procedure mask and face shield are acceptable alternative - CDC)  
Clinical laboratory testing processing of TB or Designated Microbiology samples.  
No makeup should be worn when using N95 masks as it prevents reprocessing.  
**CLINICAL MASK FOR CLINICAL USE**                                                                                                    | **Not for use by patients**  
**Staff doing patient care not involving aerosol generating procedures**  
**Not during normal phlebotomy or specimen processing procedures**  
**Not during normal clinical laboratory testing except as noted (e.g. TB samples)**                                                                                           | **Can be reused by a single user if not damaged/torn or soiled and reused if used with cleanable face shield or surgical mask to reduce surface contamination  
Can only be reused with patients with similar diagnosis (e.g. care for cohorted COVID+ patients)  
Reuse N95 for airborne diseases with no contact precautions such as TB or measles  
Reuse N95 for PUI/COVID+ with face shield (not goggles)  
**N95 Use and Reuse Instructions.  
To reduce surface contamination, place in a breathable storage container e.g. paper bag for storage between uses. Label bag with provider name and store in a designated area.** | Reprocessing: **DO NOT DISPOSE** of N95. Place in labeled N95 reprocessing collection container. Ask your manager for location.  
Dispose of breathable storage container regularly and place N95 in new breathable storage container in between uses.                                                                 |
| KP issued Cloth Masks         | **This is a non-medical mask**  
**For use by employees not directly interacting with patients**  
**Employees who are not directly interacting with patients are encouraged to use these masks to conserve PPE**  
**If not available, non-patient facing staff may substitute with a “Cover your cough mask”**                                                                 | **Not for use by patient-facing staff**  
**Not for use in clinical area**                                                                                                                                                                           | **Launder before the first use and after each subsequent use.  
As long as the mask comes out of the wash intact and clean, it is reusable.  
If you notice damage, or if the mask is heavily soiled, it’s best to discard and use a new mask.**                                                                 | Regular garbage bin                                                                                                                                   |
| Face Shield (foam headband)   | **Staff** collecting nasal, oral, or NP Specimens  
**Staff** when splashes, spray, splatter, droplets of blood, other potentially infectious substances can be reasonably anticipated  
Consider whether goggles or safety glasses (if face shield not available) be used instead of a face shield                                                                 | **Not for use by patients**                                                                                                                                                                                            | **Clean with disinfectant wipes  
Can only be used by the same staff as the foam strip cannot be cleaned. Use until damaged  
To reduce surface contamination, place in a breathable storage container e.g. paper bag for storage between uses. Label bag with health care worker name and store in a designated area  
Centralized cleaning [CLICK HERE Schedule for delivery.](https://example.com)**                                                                 | Regular garbage bin unless grossly contaminated.  
Dispose of breathable storage container regularly and place face shield in new breathable storage container in between uses.                                                                 |
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<td>Face Shield (plastic headband)</td>
<td><strong>Patient</strong>, family members, and interpreters who rely on visual communication, including the deaf, hard of hearing, or individuals with cognitive impairments.</td>
<td><strong>Encourage staff to conserve these masks for patient use.</strong></td>
<td><strong>May be reused</strong>&lt;br&gt;<strong>Clean with disinfectant wipes</strong></td>
<td>Regular garbage bin unless grossly contaminated.</td>
</tr>
<tr>
<td>Goggles</td>
<td><strong>Staff</strong> to use as an alternative to face shield when splashes, spray, splatter, droplets of blood, other potentially infectious substances can be reasonably anticipated.</td>
<td><strong>Not for use by patients</strong></td>
<td><strong>Wipe inside and outside with disinfectant wipes to clean between uses</strong>&lt;br&gt;<strong>To reduce surface contamination, place in a breathable container e.g. paper bag for storage between uses. Label with healthcare worker name and store in a designated area.</strong>&lt;br&gt;<strong>Centralized cleaning <a href="#">CLICK HERE Schedule for delivery.</a></strong></td>
<td>Regular garbage bin unless grossly contaminated.&lt;br&gt;Dispose of breathable storage container regularly and place goggles in new breathable storage container in between uses.</td>
</tr>
<tr>
<td>Gown</td>
<td><strong>Prioritize use of fabric gowns first</strong>&lt;br&gt;<strong>Staff</strong> collecting oral, nasal or NP specimens&lt;br&gt;<strong>Staff</strong> during procedures/patient-care activities when contact of clothing/exposed skin w/blood/body fluids/secrections/excretions is anticipated</td>
<td><strong>Not for use by patients</strong>&lt;br&gt;<strong>Do not double gown</strong>&lt;br&gt;<strong>Isolation requirements eliminated for MRSA, VRE, ESBL, RSV per immediate conservation strategy</strong></td>
<td><strong>Fabric gowns should be placed in linen basket for laundering as usual.</strong>&lt;br&gt;<strong>Fluid resistant gowns can be wiped down with a grey to p or alcohol wipe by a second person outside the room when staff exits the patient room.</strong></td>
<td>Regular garbage bin unless grossly contaminated.</td>
</tr>
<tr>
<td>Gloves</td>
<td><strong>Staff</strong> when there is the potential for contact with infectious material/mucous membranes/non-intact skin/contaminated intact skin&lt;br&gt;<strong>Staff</strong> collecting all types of specimens&lt;br&gt;<strong>Staff</strong> when touching blood, body fluids, secretions, excretions, contaminated items; mucous membranes and nonintact skin&lt;br&gt;<strong>Staff</strong> in the Lab in accordance with current PPE policy</td>
<td><strong>Not for use by patients</strong></td>
<td><strong>ONLY IF NECESSARY, under strict guidelines below:</strong>&lt;br&gt;<strong>Can only be reused if unsoiled</strong>&lt;br&gt;<strong>Going from one patient to the next with identical diagnosis</strong>&lt;br&gt;<strong>Wash gloved hands with soap and water, disinfect with alcohol. Allow to dry. Then go to next room</strong></td>
<td>Regular garbage bin unless grossly contaminated.</td>
</tr>
<tr>
<td>Hand sanitizer</td>
<td><strong>Staff &amp; patients</strong> when soap &amp; water is NOT readily available&lt;br&gt;<strong>Staff</strong> when reusing gloves</td>
<td>When soap and water are readily available</td>
<td>Not Applicable</td>
<td>Regular garbage bin unless grossly contaminated.</td>
</tr>
<tr>
<td>Cleaning wipes</td>
<td>Use as 1&lt;sup&gt;st&lt;/sup&gt; priority to clean PPE- face shield, goggles gown, and visors</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; priority: To clean keyboards and workstation</td>
<td>Alcohol wipes (easy screen) should be used on screens</td>
<td>Do not use to clean hands</td>
</tr>
</tbody>
</table>
PPE Stewardship Support Details

Definitions:

Reuse: Refers to the practice of using the same PPE for multiple encounters with multiple patients but removing it (‘doffing’) after each encounter, saving it and using it again with another patient with the same diagnosis.

Extended use of PPE: Refers to the practice of wearing the same PPE for repeated close contact encounters with several patients, without removing the PPE between patient encounters. Extended use may be implemented when multiple patients are infected with the same respiratory pathogen and patients are placed together in dedicated area. PPE must be discarded once doffed/removed.

Cohorting Patients: Refers to the practice of grouping patients infected or colonized with the same infectious agent to one area and prevent contact with susceptible patients.

Cohorting Staff: During outbreaks, healthcare personnel may be assigned to a cohort of patients infected or colonized with the same infectious agent to further promote PPE stewardship.

Stewardship Guidance:

I. Reuse PPE – cover your cough masks (admin campuses), procedural masks or surgical masks, N95 masks, and face shield
   a. Designate breathable paper bags for storing reused PPE (PPE can also be hung as long as they are not touching each other). Bags must be labeled with Health Care Worker’s (HCW) name.
   b. HCW must visually inspect PPE to ensure integrity prior to wearing
   c. Seal check must be performed each time for N95 mask
   d. HCW must clean hands and wear gloves BEFORE removing PPE
   e. HCW must clean hands and wear gloves to put on the reused PPE
   f. HCW must ensure that they do not transfer micro-organisms from outside (front) of mask to the inside of mask. Touch only the straps of the mask or the outside surface. Do not touch the inside surface of the mask.
   g. Reused PPE must be removed AFTER each patient encounter
   h. Do not reuse PPE if contaminated, torn, damp, or if there is loss of component integrity – i.e., mask straps, etc.
   i. Surgical mask and N95 mask used on COVID+ patients and PUI during high hazard procedures can be reused if a face shield is used (for initial use and thereafter). Do not reuse if face shield was not worn during aerosolizing procedure.

II. Extended Use PPE – droplet or surgical mask, N95 mask, and face shield
   a. Extended use of PPE is allowed if taking care of cohorted patients with the same infections – i.e., all COVID+ patients.
   b. Do not wear Extended-use PPE to the restroom.
   c. Discard Extended-use PPE after doffing.

III. Safety glasses
   a. Safety glasses can be worn in lieu of face shield or goggles only for patients on Enhanced Respiratory Precautions (ERP) 1 – low acuity, respiratory symptoms (cannot be used on ERP 2 or PUI or COVID+)
   b. Extended use and reuse can be applied to safety glasses.
   c. Safety glasses can be cleaned when soiled or batched for cleaning at the end of shift.

IV. Goggles
   a. Goggles can be cleaned after each shift or daily following manufacturer’s instructions
   b. Designate area for collecting soiled goggles and assign staff to clean
   c. Extended use and reuse can be applied to Goggles following the same instructions as above
### Routine Patient Care for Droplet/Contact Precaution

*Sufficient for escorting patient within KP facility, rooming, taking vitals, taking history, interviewing patient*

<table>
<thead>
<tr>
<th>Staff masked</th>
<th>Patient masked</th>
<th>Low risk of exposure</th>
</tr>
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<tbody>
<tr>
<td><img src="image1.png" alt="Mask" /></td>
<td><img src="image2.png" alt="Mask" /></td>
<td><img src="image3.png" alt="Thumbs Up" /></td>
</tr>
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</table>

### Routine Patient Care for Droplet/Contact Precaution + Gloves

*Additional protection for drawing labs, performing x-rays, positioning patient*

<table>
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<th>Staff masked &amp; gloved</th>
<th>Patient masked</th>
<th>Low risk of exposure</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Mask" /> <img src="image4.png" alt="Glove" /></td>
<td><img src="image2.png" alt="Mask" /></td>
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### Full Droplet/Contact Procedures

*For up close contact and patient not masked (e.g. head/neck exam when patient not mask, when collecting oral/nasal/NP/OP specimen)*

- ![Mask](image1.png) ![Glove](image4.png) ![Gown](image5.png) ![Goggles](image6.png)  
  - Procedure mask *(procedure mask is acceptable for NP or OP specimen; N95 if available)*
  - Reusable or disposable gown
  - Exam gloves
  - Face shield or goggles

### Airborne Precautions

*When performing aerosolizing procedures (e.g. CPR, bronchoscopy, intubation/extubation, nebulizer for aerosol medication therapy, open airway suctioning, sputum induction)*

- ![Mask](image1.png) ![Glove](image4.png) ![Gown](image5.png) ![Goggles](image6.png)  
  - N-95 mask with eye protection or higher-level airway protection (i.e., PAPR/CAPR)
  - Reusable or disposable gown
  - Exam gloves
  - Face shield or goggles

### Additional conservation strategies:
- Minimize the number of individuals who need to use PPE. Consider cohorting staff or dedicate staff to care for patient cohort (e.g. team for specimen collection, aka ‘Swab Team’ or Respiratory only clinic, clean room before removing PPE after patient visit)
- Exploring additional product options/alternatives for swabs/specimen collection

**As always, for support, contact your clinic’s local Materials Management staff/manager**

**AS THIS IS AN EVOLVING SITUATION, THIS GUIDANCE MAY BE SUBJECT TO CHANGE**