

# Hotel Quarantine Work – COVID-19

## Mar 2020

### Introduction

As per Australian and State Government restrictions in response to the COVID-19 situation, various hotels across the country have been identified for quarantine use with travellers arriving from overseas. The travellers may be Australians returning home, or international guests.

This Toolbox Talk will discuss the key requirements of Security while onsite at these hotels.

COVID-19 is a respiratory illness caused from a new strain of a large family of viruses sharing the name corona virus. Other examples of corona viruses are Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). While it is a new illness, evidence shows that those most at risk of contracting it include people who've travelled from overseas (see reference below). Part of a staged response from the Australian Government, all travellers who've arrived in Australia after 15<sup>th</sup> March will be required to be quarantined in pre-chosen hotels.

All travellers being quarantined within the hotel have previously been screened by health personnel upon arrival into Australia, and are asymptomatic. This means they do not show any symptoms of COVID-19, and as such there is no current evidence of infection.

While quarantine is a Government restriction placed on incoming travellers, it is important to note that these people have done nothing wrong and must be treated with respect.

Wilson Security guards will be posted at various locations within these hotels to assist in maintaining the quarantine zone. The roles include:

- Customer service in the lobby, directing quarantined persons to appropriate check-in facilities
- On floor security and at exit points, monitoring any quarantined persons trying to leave their room or hotel, directing them back into their room
- Observe, report and escalate non-compliance by quarantined persons
- Receipt care parcels delivered to the hotel open bag search of the care parcel looking for prohibited items such as alcohol, cooked food, cigarettes, and drugs. Delivery of care package once cleared by DHHS.

**At no stage are Wilson Security to detain or physically restrain someone from leaving their room.**

In the event this happens, security officers must instruct persons back to their room, and if these instructions are not obeyed they are to report this to the Site Supervisor for escalation to the relevant Police Authority.

Security officers must focus on remaining calm, and use verbal de-escalation techniques when giving instructions to quarantined persons.

Security officers are not to enter quarantine rooms, handle food trays, rubbish, laundry bags, luggage or any other items being delivered to or removed from a quarantine room. The exception is care packages that have been screened.

Security officers **may** be instructed to assist the Police with physical restraint, but this should be performed at the express request of a local Police officer in the event of an emergency, and performed **ONLY** if the below PPE requirements are met.

Security officers must ensure they understand their legal role in working at these sites. Only the relevant State Police are authorised officers to enforce quarantine restrictions. Should a person under quarantine attempt to leave the hotel without express permission from the Police or DHHS, the Wilson Guard must attempt to have the quarantined person re-enter their room by using good, calm verbal communication and if needed, verbal de-escalation techniques. If the quarantined person remains non-compliant, the guard is to immediately escalate the matter to their Site Supervisor or State Police Authority.

Reference: Australian Government Department of Health  
<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov>

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The risk level is the same as with the wider community during this pandemic. However, no person under quarantine have a confirmed case of COVID-19, so the risk is not as high as a COVID-19 clinic. The use of social distancing, hand and personal hygiene and PPE are adequate to manage the risk while performing this role. We have deemed the risk at a Significant level, but with the above controls it is reduced to Medium.

### PPE required

Wilson Security have sought medical advice, and in line with the risk level identified the following PPE is required to work onsite.

<u>Mandatory</u>	<u>Accessible always (but not necessary to be worn)</u>
Gloves	Eye protection
Masks	

Special mention must be made for:

- Green zones. While every hotel is different, there will be areas and zones that are never accessed by quarantined guests. Some hotels have called these green zones – but staff must ensure no PPE is worn in these areas. Wearing of PPE in these areas potentially contaminates the area.
- Cross contamination. Gloves and masks must not be used across multiple zones of any hotels. As an example, PPE should not be taken from
  - o A residential floor into a lift
  - o A lift into a lobby
  - o Between floors
  - o A residential floor into a break room

All employees are reminded of the need to report incidents and hazards proactively. Imagine if you could have prevented one of your co-workers from getting hurt, but didn't report it!

Please report all incidents to the Site Supervisor for recording on Formstack at the site.

This will be an important and sometimes challenging role and we are directly supporting our employees working at these hotels via our company Employee Assistance Program (EAP).

It is at this point a timely reminder that our EAP is available to all our people through our partner Drake Workwise:

### **24/7 Telephone support**

1300 135 600 (AU)

This service is free and confidential.



# COVID-19 Hand Hygiene

## Hand Hygiene

One of the most effective measures against COVID-19 is good personal hygiene.

Hand hygiene is a way of cleaning one's hands that substantially reduces potential pathogens on the hands.

Washing your hands is easy, and it is one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout the entire community

## How to wash your hands

Follow these five steps every time you wash your hands

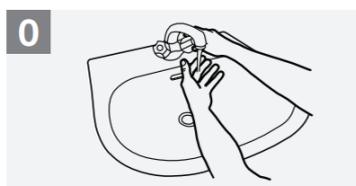
1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them



# How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

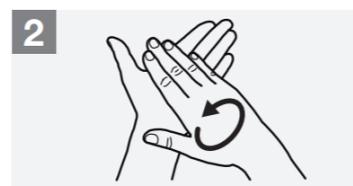
 **Duration of the entire procedure: 40-60 seconds**



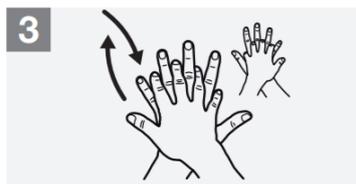
**0** Wet hands with water;



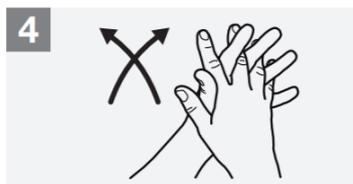
**1** Apply enough soap to cover all hand surfaces;



**2** Rub hands palm to palm;



**3** Right palm over left dorsum with interlaced fingers and vice versa;



**4** Palm to palm with fingers interlaced;



**5** Backs of fingers to opposing palms with fingers interlocked;



**6** Rotational rubbing of left thumb clasped in right palm and vice versa;



**7** Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



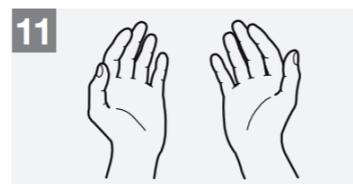
**8** Rinse hands with water;



**9** Dry hands thoroughly with a single use towel;



**10** Use towel to turn off faucet;



**11** Your hands are now safe.



**World Health Organization**

**Patient Safety**

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## Cheat Sheet

### When to wash your hands

You can help keep yourself and others around your healthy by washing your hands often

In particular, you need to wash your hands

1. Before and after preparing food
2. Before eating food
3. After using the toilet
4. After blowing your nose, coughing or sneezing
5. After touching garbage
6. Before putting on gloves, safety glasses / goggles or face mask
7. After removing gloves, glasses / goggles or face mask
8. Before touching your eyes, nose or mouth
9. After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc.
10. After touching an animal, animal food (including pet treats) and animal waste
11. After changing a nappy or helping a child use the toilet
12. Before and after caring for someone who is vomiting or has diarrhea
13. Before and after treating a cut or wound

### Use of hand sanitiser

Washing hands with soap and water is the best way to get rid of germs in most situations.

However, if you cannot wash your hands, you can use an alcohol-based hand sanitiser that contains at least 60% alcohol

- Apply the hand sanitiser product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the product over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds

Hand Sanitisers can quickly reduce the number of germs on hands in many

However,

- Hand Sanitisers do not get rid of all types of



## Cheat Sheet



situations.

germs.

- Hand sanitisers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitisers might not remove harmful chemicals from hands like pesticides and heavy metals.



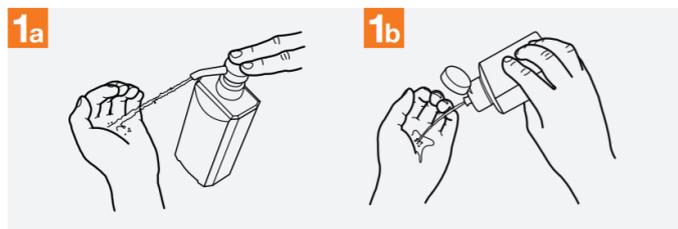


## Cheat Sheet

# How to Handrub?

**RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED**

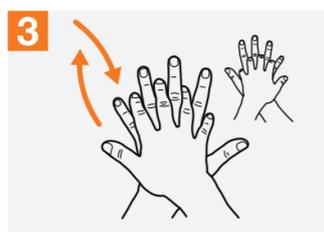
**🕒 Duration of the entire procedure: 20-30 seconds**



**1a** Apply a palmful of the product in a cupped hand, covering all surfaces;



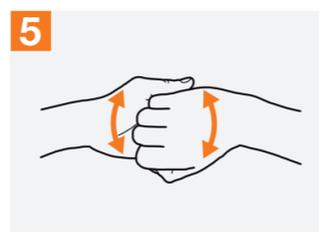
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**7** Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



**8** Once dry, your hands are safe.



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# PROTECTING



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# YOUR FUTURE



# COVID-19 Cough Etiquette

## Cough Etiquette

Cough etiquette is a series of actions to take if you feel the urge to cough or sneeze, which are designed to reduce the spread of respiratory illness to others.

Germs have the ability to spread easily through the air, carried on droplets. Etiquette employed when coughing or sneezing can help to contain infectious respiratory droplets at the source and prevent or reduce infection transmission.

## Correct cough etiquette

Follow these steps related to when you cough or sneeze

- Sneeze, blow your nose or cough into a disposable tissue, and discard the tissue immediately into a closed bin. If a bin is not available, try carrying a small plastic bag to collect tissues in until they can be disposed of properly.
- If tissues are not available cough/sneeze into your elbow/upper arm or sleeve; avoid using your hands.
- Turn away from other people when coughing/sneezing.
- Move away from other people who are coughing/sneezing.
- Always wash your hands after coughing/sneezing/blowing your nose. If there is no access to soap and water, an alcohol-based hand sanitiser should be used.
- Do not touch your eyes, nose and mouth.
- Wear a mask, in order to protect others



## Cheat Sheet

# Protect yourself and your family

## Cover your cough and sneeze



**1**

**COVER** your mouth and nose with a tissue when you cough or sneeze.

Put your used tissue in the rubbish **BIN**.

**2**



**3**

If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, **NOT YOUR HANDS**.

**WASH** your hands with soap and running water. Dry your hands thoroughly with a disposable paper towel or hand dryer.

**4**



## Stay germ free and healthy

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# YOUR FUTURE



# COVID-19 Social Distancing

## Why is it important to keep your distance?

One way to slow the spread of viruses, such as coronavirus is social distancing (also called physical distancing). The more space between you and others, the harder it is for the virus to spread. These limits are important because they help to prevent the spread of Covid-19 and they are especially important for at risk people, such as older people and those with chronic conditions. People aged 65 years and over and Aboriginal and Torres Strait Islander people over the age of 50 are at greater risk of more serious illnesses if they become infected with Coronavirus.

## How to keep your distance from others in public

Social distancing in public means people:

- Stay at home and only go out if it is absolutely essential
- Keep 1.5 metres away from others
- Avoid physical greetings such as handshaking, hugs and kisses
- Use tap and go instead of cash
- Travel at quiet times and avoid crowds
- Avoid public gatherings and at risk groups like older people
- Practise good hygiene



## Cheat Sheet



Coronavirus  
(COVID-19)

# KEEPING YOUR DISTANCE.

Help stop the spread of coronavirus by keeping your distance. Remember, don't shake hands or exchange physical greetings. Wherever possible stay 1.5 metres apart and practise good hand hygiene, especially after being in public places.

**TOGETHER WE CAN HELP STOP  
THE SPREAD AND STAY HEALTHY.**

Advice regarding **Coronavirus (COVID-19)** will change regularly. Keep up to date. Visit **health.gov.au**



### How to keep your distance from others in the workplace

Steps for social distancing in the workplace include:

- Maintain 1.5 metres away from others
- Stop shaking hands to greet others
- Have meetings via video conferencing or phone call
- Hold essential meetings outside in the open air if possible
- Promote good hand, sneeze and cough hygiene
- Provide alcohol-based hand rub for all staff
- Eat lunch at your desk or outside rather than in a lunch room
- Regularly clean and disinfect surfaces that many people touch
- Open windows or adjust air conditioning for more ventilation
- Limit food handling and sharing of food in the workplace
- Avoid non-essential travel

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# YOUR FUTURE



## Cheat Sheet

# COVID-19 Use of PPE

## Personal Protective Equipment (PPE)

Personal protective equipment (PPE) is designed to protect the wearer from hazard, injury or infection. The user of PPE is one control measure that has been put in place to be used in conjunction with other measures during the coronavirus (COVID-19) pandemic.

Wilson Security provide a range of PPE to protect staff including gloves, face Masks, safety glasses / goggles, hand sanitiser and alcohol wipes based on roles and the risks associated with those roles.

Even when using appropriate PPE, staff should adhere to proper hand hygiene and cough etiquette, and maintain social distancing at all times.

## Re-use PPE

With the exception of safety glasses / goggles, PPE is not to be re-used

Dispose of used gloves and masks in the bin. It is important that these items may hold contaminants so appropriate disposal is required.

## Use of Face Masks

Face Masks need to be applied correctly to maximise their effectiveness

Before putting on a Face Mask, wash your hands as per the personal hygiene guidelines. If this is not possible, use hand sanitiser.

1. Ensure the mouth and nose are covered
2. Make sure there are no gaps between the face mask and your face
3. Avoid touching the face mask





## Cheat Sheet

while using it. If you do need to touch the mask, wash your hands as per the personal hygiene guidelines or use hand sanitiser after touching or adjusting the face mask

Do not re-use single use masks

Dispose of all used masks in a closed bin

It is important to remove masks correctly

Remove the straps from the behind your head, without touching the front of the face mask.

Dispose of used face masks in a closed bin.

Wash your hands as per the personal hygiene guidelines or use hand sanitiser

### Use of gloves

Gloves are recommended to reduce the risk of contamination and germ dissemination.

Wash hands as per personal hygiene guidelines or use hand sanitiser before putting gloves on

Dispose of used gloves in a closed bin.

Wash your hands every time you remove your gloves

Gloves are single-use items

Do not re-use gloves

Remove gloves and wash your hands

1. Before going to the bathroom
2. When gloves have been in contact with body fluid
3. When there is a need for hand hygiene (e.g. before eating)
4. At the end of your shift
5. If they are damaged or torn





## Cheat Sheet

It is important to remove gloves effectively

1. Ensure an appropriate bin is available for disposal
2. Starting with the cuffs, slowly pull the gloves down and away from your face
3. While removing the gloves using the cuffs, turn the glove inside-out
4. Place the gloves straight into the appropriate bin
5. Wash your hands as per the personal hygiene guidelines or use hand sanitiser

### Use of safety glasses / goggles

Due to the sturdy nature of safety glasses / goggles, they can be reprocessed between uses.

Ensure you clean safety glasses / goggles at the start and end of your shift

To clean safety glasses / goggles

1. Use a mild detergent in warm water (at least 43 degrees).
2. Completely immerse and soak the glasses / goggles into the solution for at least 2 minutes.
3. Gently wash the glasses / goggles to avoid scratching the lenses.
4. Rinse the glasses / goggles in warm water to remove any soap residue.
5. Dry with a clean, lint-free cloth or allow to air dry.

Before putting your safety glasses / goggles on, wash your hands as per the personal hygiene guidelines

Avoid touching the lenses when you put your glasses / goggles on or take them off

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# Cheat Sheet



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# June 2020

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This Toolbox Talk will discuss the key requirements of Security while onsite at these hotels.

## Background

COVID-19 is a respiratory illness caused from a new strain of a large family of viruses sharing the name corona virus. Other examples of corona viruses are Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). While it is a new illness, evidence shows that those most at risk of contracting it include people who've travelled from overseas (see reference below). Part of a staged response from the Australian Government, all travellers who've arrived in Australia after 15<sup>th</sup> March will be required to be quarantined in pre-chosen hotels.

All travellers being quarantined within the hotel have previously been screened by health personnel upon arrival into Australia, and are asymptomatic. This means they do not show any symptoms of COVID-19, and as such there is no current evidence of infection.

While quarantine is a Government restriction placed on incoming travellers, it is important to note that these people have done nothing wrong and must be treated with respect.

## The role of Wilson Security

Wilson Security guards will be posted at various locations within these hotels to assist in maintaining the quarantine zone. The roles include:

- Customer service in the lobby, directing quarantined persons to appropriate check-in facilities
- On floor security and at exit points, monitoring any quarantined persons trying to leave their room or hotel, directing them back into their room
- Observe, report and escalate non-compliance by quarantined persons
- Receipt care parcels delivered to the hotel open bag search of the care parcel looking for prohibited items such as alcohol, cooked food, cigarettes, and drugs. Delivery of care package once cleared by DHHS.

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Security officers must focus on remaining calm, and use verbal de-escalation techniques when giving instructions to quarantined persons.

Security officers are not to enter quarantine rooms, handle food trays, rubbish, laundry bags, luggage or any other items being delivered to or removed from a quarantine room. The exception is care packages that have been screened.

Security officers **may** be instructed to assist the Police with physical restraint, but this should be performed at the express request of a local Police officer in the event of an emergency, and performed **ONLY** if the below PPE requirements are met.

## Legal Responsibilities

Security officers must ensure they understand their legal role in working at these sites. Only the relevant State Police are authorised officers to enforce quarantine restrictions. Should a person under quarantine attempt to leave the hotel without express permission from the Police or DHHS, the Wilson Guard must attempt to have the quarantined person re-enter their room by using good, calm verbal communication and if needed, verbal de-escalation techniques. If the quarantined person remains non-compliant, the guard is to immediately escalate the matter to their Site Supervisor or State Police Authority. If a guest decides to ignore the instructions and leave the hotel, security must not stop, or use

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# Hotel Quarantine Work – COVID-19

## June 2020

force to stop the person, immediately report to this to your supervisor or AO. Under no circumstances are security to detain the guest by use of force.

### What is the Risk Level?

The risk level is the same as with the wider community during this pandemic. However, no person under quarantine have a confirmed case of COVID-19, so the risk is not as high as a COVID-19 clinic. The use of social distancing, hand and personal hygiene and PPE are adequate to manage the risk while performing this role. We have deemed the risk at a Significant level, but with the above controls it is reduced to Medium.

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Hand Sanitizer	Gloves
Gloves ( Recreational Walks, guest check in)	

Special mention must be made for:

- Green zones. While every hotel is different, there will be areas and zones that are never accessed by quarantined guests. Some hotels have called these green zones – but staff must ensure no PPE is worn in these areas. Wearing of PPE in these areas potentially contaminates the area.
- Cross contamination. Gloves and masks must not be used across multiple zones of any hotels. As an example, PPE should not be taken from
  - o A guest residential floor, or any part of the hotel into a break room

### Reporting Incidents

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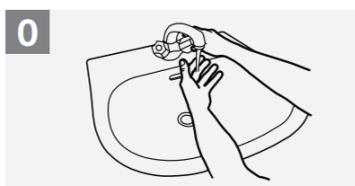
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4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean paper towel or air dry them if no paper towels are available.



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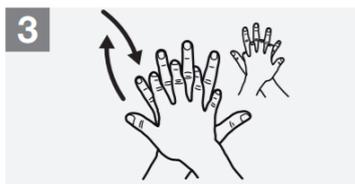
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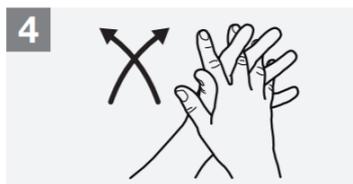
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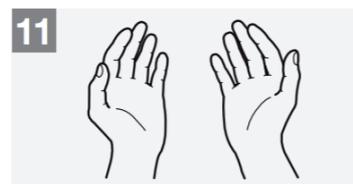
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5. After touching garbage
6. Before putting on gloves, safety glasses / goggles or face mask
7. After removing gloves, glasses / goggles or face mask
8. Before touching your eyes, nose or mouth
9. After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc.
10. After touching an animal, animal food (including pet treats) and animal waste
11. After changing a nappy or helping a child use the toilet
12. Before and after caring for someone who is vomiting or has diarrhea
13. Before and after treating a cut or wound

### Use of hand sanitiser

Washing hands with soap and water is the best way to get rid of germs in most situations.

However, if you cannot wash your hands, you can use an alcohol-based hand sanitiser that contains at least 60% alcohol

- Apply the hand sanitiser product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the product over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds. Use hand sanitiser after touching any surface eg door handle, lift buttons, any objects





## Cheat Sheet

Hand Sanitisers can quickly reduce the number of germs on hands in many situations.

However,

- Hand Sanitisers do not get rid of all types of germs.
- Hand sanitisers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitisers might not remove harmful chemicals from hands like pesticides and heavy metals.

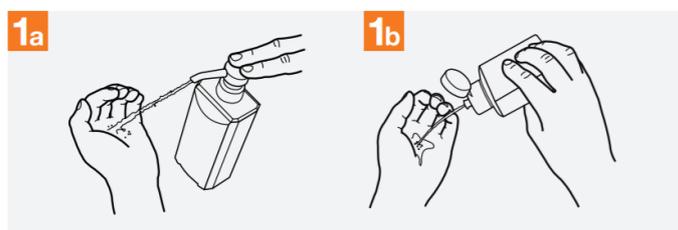




# How to Handrub?

**RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED**

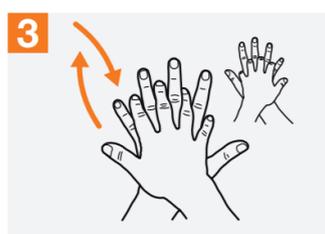
**🕒 Duration of the entire procedure: 20-30 seconds**



**1a** Apply a palmful of the product in a cupped hand, covering all surfaces;



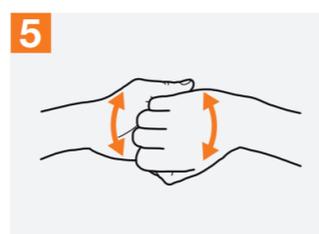
**2** Rub hands palm to palm;



**3** Right palm over left dorsum with interlaced fingers and vice versa;



**4** Palm to palm with fingers interlaced;



**5** Backs of fingers to opposing palms with fingers interlocked;



**6** Rotational rubbing of left thumb clasped in right palm and vice versa;



**7** Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



**8** Once dry, your hands are safe.



**World Health Organization**

**Patient Safety**

A World Alliance for Safer Health Care

**SAVE LIVES**  
Clean Your Hands

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# COVID-19 Cough Etiquette

## Cough Etiquette

Cough etiquette is a series of actions to take if you feel the urge to cough or sneeze, which are designed to reduce the spread of respiratory illness to others.

Germs have the ability to spread easily through the air, carried on droplets. Etiquette employed when coughing or sneezing can help to contain infectious respiratory droplets at the source and prevent or reduce infection transmission.

## Correct cough etiquette

Follow these steps related to when you cough or sneeze

- Sneeze, blow your nose or cough into a disposable tissue, and discard the tissue immediately into a closed bin. If a bin is not available, try carrying a small plastic bag to collect tissues in until they can be disposed of properly.
- If tissues are not available cough/sneeze into your elbow/upper arm or sleeve; avoid using your hands.
- Turn away from other people when coughing/sneezing.
- Move away from other people who are coughing/sneezing.
- Always wash your hands after coughing/sneezing/blowing your nose. If there is no access to soap and water, an alcohol-based hand sanitiser should be used.
- Do not touch your eyes, nose and mouth.
- Wear a mask, in order to protect others



## Cheat Sheet

# Protect yourself and your family

## Cover your cough and sneeze



**1**

**COVER** your mouth and nose with a tissue when you cough or sneeze.

Put your used tissue in the rubbish **BIN**.

**2**



**3**

If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, **NOT YOUR HANDS**.

**WASH** your hands with soap and running water. Dry your hands thoroughly with a disposable paper towel or hand dryer.

**4**



## Stay germ free and healthy

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# COVID-19 Social Distancing

## Why is it important to keep your distance?

One way to slow the spread of viruses, such as coronavirus is social distancing (also called physical distancing). The more space between you and others, the harder it is for the virus to spread. These limits are important because they help to prevent the spread of Covid-19 and they are especially important for at risk people, such as older people and those with chronic conditions. People aged 65 years and over and Aboriginal and Torres Strait Islander people over the age of 50 are at greater risk of more serious illnesses if they become infected with Coronavirus.

## How to keep your distance from others in public

Social distancing in public means people:

- Stay at home and only go out if it is absolutely essential
- Keep 1.5 metres away from others
- Avoid physical greetings such as handshaking, hugs and kisses
- Use tap and go instead of cash
- Travel at quiet times and avoid crowds
- Avoid public gatherings and at risk groups like older people
- Practise good hygiene



## Cheat Sheet



Coronavirus  
(COVID-19)

# KEEPING YOUR DISTANCE.

Help stop the spread of coronavirus by keeping your distance. Remember, don't shake hands or exchange physical greetings. Wherever possible stay 1.5 metres apart and practise good hand hygiene, especially after being in public places.

**TOGETHER WE CAN HELP STOP  
THE SPREAD AND STAY HEALTHY.**

Advice regarding **Coronavirus (COVID-19)** will change regularly. Keep up to date. Visit **health.gov.au**



### How to keep your distance from others in the workplace

Steps for social distancing in the workplace include:

- Maintain 1.5 metres away from others
- Stop shaking hands to greet others
- Have meetings via video conferencing or phone call
- Hold essential meetings outside in the open air if possible
- Promote good hand, sneeze and cough hygiene
- Provide alcohol-based hand rub for all staff
- Eat lunch at your desk or outside rather than in a lunch room
- Regularly clean and disinfect surfaces that many people touch
- Open windows or adjust air conditioning for more ventilation
- Limit food handling and sharing of food in the workplace
- Avoid non-essential travel

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## Cheat Sheet

# COVID-19 Use of PPE

## Personal Protective Equipment (PPE)

Personal protective equipment (PPE) is designed to protect the wearer from hazard, injury or infection. The user of PPE is one control measure that has been put in place to be used in conjunction with other measures during the coronavirus (COVID-19) pandemic.

Wilson Security provide a range of PPE to protect staff including gloves, face Masks, safety glasses / goggles, hand sanitiser and alcohol wipes based on roles and the risks associated with those roles.

Even when using appropriate PPE, staff should adhere to proper hand hygiene and cough etiquette, and maintain social distancing at all times.

## Re-use PPE

With the exception of safety glasses / goggles, PPE is not to be re-used

Dispose of used gloves and masks in the bin. It is important that these items may hold contaminants so appropriate disposal is required.

## Use of Face Masks

Face Masks need to be applied correctly to maximise their effectiveness

Before putting on a Face Mask, wash your hands as per the personal hygiene guidelines. If this is not possible, use hand sanitiser.

1. Ensure the mouth and nose are covered
2. Make sure there are no gaps between the face mask and your face
3. Avoid touching the face mask





## Cheat Sheet

while using it. If you do need to touch the mask, wash your hands as per the personal hygiene guidelines or use hand sanitiser after touching or adjusting the face mask

Do not re-use single use masks

Dispose of all used masks in a closed bin

It is important to remove masks correctly

Remove the straps from the behind your head, without touching the front of the face mask.

Dispose of used face masks in a closed bin.

Wash your hands as per the personal hygiene guidelines or use hand sanitiser

### Use of gloves

Gloves are recommended to reduce the risk of contamination and germ dissemination. Good hand hygiene is key to reducing risks.

Wash hands as per personal hygiene guidelines or use hand sanitiser before putting gloves on

Dispose of used gloves in a surgical waste bin (yellow bin) or in a closed bin.

Wash your hands every time you remove your gloves

Gloves are single-use items

Do not re-use gloves

Remove gloves and wash your hands

1. Before going to the bathroom
2. When gloves have been in contact with body fluid
3. When there is a need for hand hygiene (e.g. before eating)
4. At the end of your shift





## Cheat Sheet

### 5. If they are damaged or torn

It is important to remove gloves effectively

1. Ensure an appropriate bin is available for disposal
2. Starting with the cuffs, slowly pull the gloves down and away from your face
3. While removing the gloves using the cuffs, turn the glove inside-out
4. Place the gloves straight into the appropriate bin
5. Wash your hands as per the personal hygiene guidelines or use hand sanitiser

### Use of safety glasses / goggles

Due to the sturdy nature of safety glasses / goggles, they can be reprocessed between uses.

Ensure you clean safety glasses / goggles at the start and end of your shift

To clean safety glasses / goggles

1. Use a mild detergent in warm water (at least 43 degrees).
2. Completely immerse and soak the glasses / goggles into the solution for at least 2 minutes.
3. Gently wash the glasses / goggles to avoid scratching the lenses.
4. Rinse the glasses / goggles in warm water to remove any soap residue.
5. Dry with a clean, lint-free cloth or allow to air dry.

Before putting your safety glasses / goggles on, wash your hands as per the personal hygiene guidelines

Avoid touching the lenses when you put your glasses / goggles on or take them off

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# Cheat Sheet

