**Personal Protective Equipment (PPE) Information COVID-19**
from CDC Guidelines

**With COVID-19 information ever-changing, we will update this guidance as necessary**
**Information has been reviewed by Wake County Emergency Operations Center\***
**Updated: 04/14/2020**

*Minor edits to language have been made to document to adapt to fit the context of WAKE Up and Read. No edits to the content have been made.

## Overview

In order to provide staff the best guidance to ensure your safety, this document provides guidance that will help protect you and others from the spread of COVID-19 and is emphasized particularly for staff/volunteers who are currently reporting to work sites. We outline what you should do before coming into work/volunteer, the best ways to protect others, emphasize the importance of social distancing, provide specific guidance with temperature checks, hand washing, hand sanitizer use, use of gloves, and use of face coverings/face masks.

## Before You Come To Work/Volunteer

- If you're sick, not feeling well, or have any of the following symptoms, please stay home
    - Chills
    - Aching
    - Nausea
    - Headache
    - Cough
    - Shortness of Breath
- Take your temperature and stay home if it is 100 degrees or higher
- Do not come to volunteer if you have any of the above symptoms or  you are not feeling well
- If you have medical questions or concerns, please contact your health care professional and follow their advice
        Here are CDC guidelines for your reference in case you are sick

## Protecting Others

- Stay at home if you are sick or not feeling well
- Stay home if your temperature is 100 degrees or higher
- Cover coughs and sneezes
    - Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow
    - Throw used tissues in the trash
    - Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol
    - Avoid touching your eyes, nose, and mouth with unwashed hands

## Social Distancing

- Make sure to distance yourself at least six feet apart from all people
- Why is this important?
    - The virus is thought to spread mainly from person-to-person
    - Between people who are in close contact with one another (within about 6 feet)
    - Through respiratory droplets produced when an infected person coughs or sneezes

# Health Guidelines

*Before you enter the WAKE Up and Read  Center,* a designee will ask you the health questions listed below and take *your temperature.*

If temperatures are 99.9 or less and the answer to ALL health questions are "NO," you may enter ***WAKE Up and Read Center***
- If temperature is 100 or greater OR they answer  "**YES**" to any of the health questions, the individual cannot enter the worksite or volunteer

**Ask The Following Health Questions prior to taking a temperature***
Do you have any of the following?
- Chills
- Aching
- Nausea
- Headache
- Cough
- Shortness of Breath

# Hand Washing

**CDC Handwashing Information**
*Handwashing is one of the best ways to protect yourself and your family from getting sick*
*Avoid touching your eyes, nose, and mouth with unwashed hands*

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

# Hand Sanitizer Usage

**CDC Hand Sanitizer Information**
*Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.*

**How to use hand sanitizer**
- Apply the gel product to the palm of one hand (read the label to learn the correct amount)
- Rub your hands together vigorously until they feel dry
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds

# Gloves

**Volunteers are required to wear gloves:**
- Keep gloved hands out of your face (eyes, nose and mouth)
- Be careful not to touch the outside of either glove when removing
- After removing gloves, wash your hands and fingers with soap and water for at least 20 seconds
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol
- Cover all surfaces of your hands and fingers and rub them together vigorously until they feel dry
- It is important to change your gloves after each task
- Avoid touching your eyes, nose, and mouth with unwashed hands

## How To Put On Gloves
*Please carefully read all information below*
**Before putting on gloves:**
- Wash your hands and fingers with soap and water for at least 20 seconds
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol
- Cover all surfaces of your hands and fingers and rub them together vigorously until they feel dry
- Remove gloves from the box and make sure there are no obvious tears or holes on either sides of the gloves
- Make sure hands are dry before applying gloves

## How To Take Off Gloves
*Please carefully read all information below*
**When applied to the hands and worn, the outside of the gloves are considered contaminated.**
- Using your gloved non-dominant hand, grasp the palm area of your dominant hand and peel off the glove
- Hold removed glove in your non-dominant hand
- Making a "L" using your dominant hand's index finger and thumb, slide your index finger under the wristband of the remaining glove and peel off second glove over the first  glove
- Discard gloves in a waste container
- If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer

# FACE Covering and Masks

**CDC Guidelines for Face Covering Usage**
*In light of new data about how COVID-19 spreads, along with evidence of widespread COVID-19 illness in communities across the country, CDC recommends that people wear a __cloth face covering (CDC Info)__ to cover their nose and mouth in the community setting. This is an additional public health measure people should take to reduce the spread of COVID-19 in addition to (not instead of) social distancing, frequent hand cleaning and other everyday preventive actions. A cloth face covering is not intended to protect the wearer, but may prevent the spread of virus from the wearer to others. This would be especially important in the event that someone is infected, but does not have symptoms. A cloth face covering should be worn whenever people must go into public settings (grocery stores, for example). Medical masks and N-95 respirators are reserved for healthcare workers and other first responders, as recommended by current CDC guidance.*

*__Volunteers will are required to wear a face covering/face mask, please carefully read and follow ALL information below.__*

**Face Covering/Face Mask Information**
*Please carefully read all information below*
Face coverings/Face mask should:
- Fit snuggly but comfortable
- Allow for breathing without restriction
- Be secured safely over nose and mouth
- Be changed if it becomes soiled or wet
- Cloth Face Coverings should be washed by the staff member daily
    - Wash face covering in washing machine using soap and hot water and
    - Dry face covering in a dryer using high heat
- Face mask should be disposed of in a trash container

**How To Put On A Cloth Face Covering/Face Mask**
*Please carefully read all information below*
*Before touching the covering/mask:*
- *Wa*sh your hands and fingers with soap and water for at least 20 seconds
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and fingers and rub them together vigorously until they feel dry
- Determine which side of the face covering/face mask is the front
- Follow the instructions below for the type of face covering you are using
    - Hold the face covering by the ear loops or ties
    - Place a loop around each ear or tie both ties behind your head
    - Make sure the face covering or face mask covers your nose
    - Pull the bottom of the face covering or face mask over your mouth and chin

**How To Take Off A Cloth Face Covering/Face Mask**
*Please carefully read all information below*
*Before touching the covering/mask:*
- Avoid touching the front of the face covering or face mask
- The front of the face covering or mask is considered contaminated
- Only touch the ear loops (part behind your ears) or ties (part behind your head)
- **Ear Loop**: Grasp both of the ear loops from behind your ears and gently lift and remove the cover or mask
- **Tie:** From behind your head,untie or break the ties, pull forward without touching the front of the cover or mask
- **Face Covering**: Place in a plastic bag for transport to your home (discard bag once home and face covering has been removed for washing)
- **Face mask**: Dispose of in a trash container

- Wash your hands and fingers with soap and water for at least 20 seconds
  If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and fingers and rub them together until they feel dry

## When Wearing A Cloth Face Covering/Face Mask:

*Please carefully read all information below*
- **DO NOT** touch the face covering or face mask with your hands or gloves
- **DO NOT** pull the face covering or face mask down under your chin to talk
- **DO NOT** pull face covering off to interact with someone
- **DO NOT** lift your face covering or face mask up above your chin
- **DO NOT** take your face covering off and put the same one back on without washing it
  - Wash face coverings in washing machine using soap and hot water
  - Dry face coverings in a dryer using high heat
- **DO NOT** reuse face masks-Dispose of masks in trash container