

**Severndale**  
Specialist Academy



## PPE AND CLEANING PROCEDURES AND GUIDANCE V2

For Academy staff

This guidance has been created using the Government and Public Health England guidance on the use of PPE. Please read and complete the declaration to confirm you understand this guidance. If you require any further information please do speak to a member of the Senior Leadership Team.

Task/job role	PPE required	Correct usage and additional information
Personal Care Toilets and hygiene rooms	Gloves Mask Apron Goggles - if there is a risk of pupil transferring bodily fluid into eyes eg coughing, sneezing, spitting, dribbling etc) Full visor - if there is a risk of pupil trying to remove/ damage/ soil mask/goggles) Disposable mob hats (optional)	<ol style="list-style-type: none"> <li>1. Please follow correct procedure for donning and doffing PPE.</li> <li>2. Gloves and aprons must be changed following the personal care of each pupil.</li> <li>3. <b>DO NOT</b> touch your face/mask if you do your mask will be contaminated and must be changed.</li> <li>4. Masks that are removed for breaks/lunchtimes will need to be replaced before undertaking work with pupils.</li> <li>5. Full visors are used to protect face masks and goggles from contamination and being removed by pupils.</li> <li>6. Visors and goggles should be disinfected after each use and securely stored in personalised bags.</li> <li>7. Disposable hats are available if required for personal care where there is a risk of pupil spitting into hair.</li> <li>8. PSA/MDC should radio for class staff to bring pupils to the toilets/hygiene rooms for personal care.</li> <li>9. Toilet area/hygiene rooms and radios should be cleaned down and disinfected after each use.</li> <li>10. PPE should be securely disposed of if it becomes soiled, contaminated or uncomfortable and at the end of your shift.</li> </ol>
Close and sustained contact – supporting sensory or physical needs  For situations where social distancing cannot be maintained (2m apart) and/or there is the risk of transmitting bodily fluids e.g. <ul style="list-style-type: none"> <li>- Dribbling</li> <li>- Spitting</li> <li>- Nose picking</li> </ul>	Gloves Mask Apron Goggles - if there is a risk of pupil transferring bodily fluid into eyes eg coughing, sneezing, spitting, dribbling etc) Full visor - if there is a risk of pupil trying to remove/ damage/ soil mask/goggles) Disposable mob hats (optional) Scrubs – if there is a risk of RPI. Pupil/staff will be identified and allocated.	<ol style="list-style-type: none"> <li>1. Please follow correct procedure for donning and doffing PPE.</li> <li>2. Gloves and aprons must be changed following close and sustained contact of each pupil.</li> <li>3. <b>DO NOT</b> touch your face/mask if you do your mask will be contaminated and must be changed.</li> <li>4. Masks that are removed for breaks/lunchtimes will need to be replaced before undertaking work with pupils.</li> <li>5. Full visors are used to protect face masks and goggles from contamination and being removed by pupils.</li> <li>6. Visors and goggles should be disinfected after each use and securely stored in personalised bags.</li> <li>7. PPE should be securely disposed of if it becomes soiled, contaminated or uncomfortable and at the end of your shift.</li> <li>8. Scrubs to be laundered onsite on a 60 degree wash. Staff own long sleeved t-shirts can be worn underneath (optional).</li> </ol>
Close and sustained contact – behavioural support and physical intervention	Gloves Mask Apron	<ol style="list-style-type: none"> <li>1. Please follow correct procedure for donning and doffing PPE.</li> <li>2. Gloves and aprons must be changed following close and sustained contact of each pupil.</li> </ol>

<p>For situations where social distancing cannot be maintained (2m apart) and/or there is the risk of transmitting bodily fluids e.g.</p> <ul style="list-style-type: none"> <li>- Dribbling</li> <li>- Spitting</li> <li>- Nose picking</li> </ul>	<p>Goggles - if there is a risk of pupil transferring bodily fluid into eyes eg coughing, sneezing, spitting, dribbling etc)</p> <p>Full visor - if there is a risk of pupil trying to remove/ damage/ soil mask/goggles)</p> <p>Disposable mob hats (optional)</p> <p>Scrubs – if there is a risk of RPI. Pupil/staff will be identified and allocated.</p>	<ol style="list-style-type: none"> <li>3. <b>DO NOT</b> touch your face/mask if you do your mask will be contaminated and must be changed.</li> <li>4. Masks that are removed for breaks/lunchtimes will need to be replaced before undertaking work with pupils.</li> <li>5. Full visors are used to protect face masks and goggles from contamination and being removed by pupils.</li> <li>6. Visors and goggles should be disinfected after each use and securely stored in personalised bags.</li> <li>7. Disposable hats are available if required for personal care where there is a risk of pupil spitting into hair.</li> <li>8. PPE should be securely disposed of if it becomes soiled, contaminated or uncomfortable and at the end of your shift.</li> <li>9. Scrubs to be laundered onsite on a 60 degree wash. Staff own long sleeved t-shirts can be worn underneath (optional).</li> </ol>
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### Issuing PPE equipment

- ALL class based staff will be issued with a pair of goggles and full visor, they are not single use, however they can be replaced if required.
- Staff are responsible for cleaning and disinfecting their own goggles and visors after use.
- Goggles and full visor must be kept on site in the bag provided and labelled with full name.
- Masks and disposable caps can be collected from the ground floor admin office.
- The office is occupied throughout the school day for masks/caps to be collected.
- Gloves and aprons are available in the 'kits' provided in each room. Additional supplies can be requested from Site Services.
- Site services and all contractors should put on blue shoe covers when entering rooms that have been used throughout the day.

Visuals to support 'donning' PPE







## Guide to donning and doffing standard Personal Protective Equipment (PPE)


### for health and social care settings


#### Donning or putting on PPE


Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

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1 Put on your plastic apron, making sure it is tied securely at the back.
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2 Put on your surgical face mask, if tied, make sure it is securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.
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3 Put on your eye protection if there is a risk of splashing.
- 


4 Put on non-sterile nitrile gloves.
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5 You are now ready to enter the patient area.


#### Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.


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1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.
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2 Perform hand hygiene using alcohol hand gel or rub, or soap and water.
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3 Snap or unfasten apron ties the neck and allow to fall forward.
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4 Once outside the patient room. Remove eye protection.
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5 Perform hand hygiene using alcohol hand gel or rub, or soap and water.
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6 Remove surgical mask.
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7 Now wash your hands with soap and water.

Please refer to the PHE standard PPE video in the COVID-19 guidance collection:

[www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures)

If you require the PPE for aerosol generating procedures (AGPs) please visit:

[www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures)

## Coronavirus

Wash your hands  
with soap and water  
more often  
for 20 seconds

Use a tissue to turn off the tap.  
Dry hands thoroughly.



Palm to palm



The backs of hands



In between the fingers



The back of the fingers



The thumbs



The tips of the fingers

CORONAVIRUS

**PROTECT  
YOURSELF  
& OTHERS**

### **Additional guidance to prevent the spread of Covid 19**

- Meet the pupils on arrival and take them immediately for hand washing.
- Ensure that hands are washed after every activity, before and after snack and lunch times and after cleaning equipment and surfaces.
- Aprons and gloves are to be worn by staff during all activities and changed regularly, alongside hand washing.
- Ensure that social distancing of at least two metres is being observed by all pupils and staff during activities and during break and lunch times.
- Ensure that staff on breaks and lunch times maintain social distancing. Lower, middle and upper staff rooms are available and have been allocated to staff
- All equipment, or any surfaces touched ( eg. tables, doors etc.) are properly cleaned before and after use by staff and pupils.
- If anyone becomes unwell with a new continuous cough or a high temperature they must go home immediately.
- If a child becomes unwell and is waiting to be collected, they should be moved if possible and appropriate, to a room where they can be isolated behind a closed door.
- Minimise all cross over of pupils by staggering breaks, use of different areas etc.
- Clear signage, including Makaton symbols, are located across the academy to remind everyone of social distancing and handwashing.
- One way system is in place for students entering/exiting from the bus bay. Entrance is in from middle doors (near safeguarding office) and the exit is double doors located by the Department Lead/Coordinator office.
- When walking down the corridor keep to your left, the onw way system will be highlighted with signage.
- Spare clothes should be changed into when finishing your shift before leaving the academy premises.
- Shoes should be changed on arrival at the academy, into 'work shoes' these should be changed when leaving the academy premises. This includes all members of staff working onsite at Monkmoor.
- You should only wear clothes that can be washed at 60 degrees.
- There are male and female showers available on site located by the sports hall.

### **Cleaning procedures and safe disposal of PPE and cleaning equipment**

#### **Daily advice for staff and colleagues using the academy premises**

- wear disposable gloves and aprons for cleaning
- using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces. **Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles**
- clean at regular intervals throughout the day
- wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning
- additional gloves, aprons and cleaning materials can be requested at any time from Site Services (a copy of the rota and contact numbers is available in every room)

#### **Disposal of PPE and cleaning materials – guidance for staff and colleagues using the academy premises**

- all cleaning items and used PPE must be disposed of in black bin bag, in the classroom bin
- at the end of the session the bag should be removed and placed inside another black bin bag (bags should then be securely tied in a knot)

- the bag must be left outside the classroom for safe collection and disposal by Site Services (by 3pm each day)
- if you need to remove a bag during the session please follow the same process and request assistance from Site Services



# PPE AND CLEANING INFORMATION AND GUIDANCE V2 – DECLARATION

- I confirm I have read and understood the PPE and cleaning information and guidance document
- I confirm I have watched the government guidance video on ‘donning’ and ‘doffing’ PPE
- I confirm I understand the importance of wearing PPE to protect myself and others from Covid 19
- I confirm I understand the importance for regular cleaning throughout the day, including hand washing and cleaning surfaces regularly
- I will take responsibility for ‘donning’ and ‘doffing’ the correct PPE in line with Public Health England
- I will ensure I seek further information, support and guidance if I am unsure about any of the information provided in this document
- I will dispose of PPE and cleaning materials following the secure disposal procedure

<b>Signed</b>	
<b>Full name</b>	
<b>Date</b>	

Please return your completed form to the conference room