



May 8, 2020

Battelle Sanitation of N95 Respirators Standard Operating Procedures

I. APPLICABLE TO:

This Standard Operating Procedure is applicable to all DPSCS employees voluntarily using a N95 Respirator while working in a correctional facility.

II. PROCEDURES:

The following guidelines shall be followed when distributing N95 Respirators for “voluntary use” during the COVID-19 state of emergency:

A. The Managing Official for each correctional facility shall designate staff to:

1. Manage the collection and distribution of “voluntary use” N95 Respirators worn by staff on a voluntary basis;
2. Communicate with the Battelle Sanitation Point of Contact (POC); and
3. Maintain records of distribution and inventory.

B. The Director of Crisis Management and Emergency Preparedness shall ensure that:

1. Each facility has been issued a minimum of two (2) N95 Respirators per assigned facility staff;
2. As supplies are available, and as determined by priority needs, additional respirators shall be disseminated to each facility; and
3. A Department wide list of 3-digit Battelle codes is maintained.

C. The Environmental Compliance Safety Officer (ESCO) for the facility shall:

1. Register the facility on the [Battelle Registration Website](#);
2. Contact the designated Battelle POC after signing the enrollment contract;
3. Retrieve a 3-digit code specific to the facility and share the code with the Director of Crisis Management and Emergency Preparedness;
4. Ensure “voluntary use” respirators are worn no longer than a total of forty (40) hours before being sanitized;
5. Contact the Battelle logistics provider to coordinate delivery and pick-up times for the N95 Respirators;

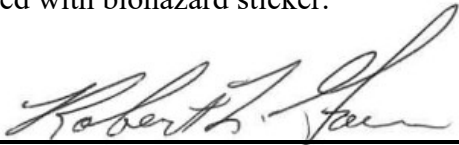
6. Collect used respirators three (3) days per week, and once per each shift;
7. Maintain N95 Respirators in a secure area when not in use; and
8. Ensure “voluntary use” N95 Respirators are not worn when staff are working in isolation areas or when staff are transporting COVID positive or suspected COVID positive inmates. **Note:** During assignment to isolation areas and transportation, staff shall be provided with a “single use” N95 Respirator that shall be discarded at the end of the shift.

D. Collection and Distribution of “Volunteer Use” N95 Respirators.

1. Staff designated by the Managing Official in § I.A. of this SOP when perform the duties established in this SOP, shall perform proper hand hygiene and don full PPE to include:
 - a. Face shield,
 - b. N95 Respirator,
 - c. Gloves, and
 - d. Gown.
2. All “volunteer use” N95 Respirators shall be labeled with a permanent marker as follows:
 - a. The staff member’s name,
 - b. Shift, and
 - c. 3-digit facility code.
3. Designated staff shall discard the following soiled N95 respirators in a biohazard bag if contaminated by:
 - a. Bodily fluids (e.g. blood, mucus, saliva, etc.),
 - b. Other debris (e.g. lip-balm, make-up, dirt),
 - c. Chemical agents (e.g. MK-9 Fogger or OC Spray).
4. Upon collection of used and unsoiled N95 Respirators, designated staff shall:
 - a. Place them into a plastic bag;
 - b. Once the bag is full, tie the bag closed;
 - c. Place it inside of another plastic bag; and
 - d. Clean the exterior of the plastic bag with disinfectant.
5. The bag of used respirators is then:
 - a. Placed inside a shipping box,

- b. Labeled with the 3-digit facility code; and
- c. Affixed with biohazard sticker.

III. AUTHORIZED BY:



Robert L. Green, Secretary

IV. ATTACHMENT:

V. DISTRIBUTION:

A – Facility Reference Copy

S – Facility Audit Coordinators, Maryland Commission on Correctional Standards