



March 25, 2020

## COVID-19 ISOLATION HOUSING STANDARD OPERATING PROCEDURES

### **I APPLICABLE TO:**

This Standard Operating Procedure is applicable to facility management and all Correctional Officers assigned to a correctional facility as a Housing Unit Officer.

### **II PROCEDURES:**

The following guidelines shall be followed when housing an infectious or potentially infectious inmate population:

#### **A. The Housing Unit Officer(s) shall ensure that:**

1. The Respiratory Infection Isolation Room/Area (room) has the required signs posted outside of the housing unit area; and proper signage includes the following attachments:
  - a. "Respiratory Infection Isolation Room Precautions"
  - b. "Personal Protective Equipment (PPE) Donning and Doffing" and
  - c. "Droplet Precaution"
2. The isolation room's doors remain closed at all times; and
3. Designated medical equipment (e.g. blood pressure cuffs, thermometers) is kept inside the isolation room. If unable to keep equipment in the room then decontaminate it before allowing staff to exit the room with it, in accordance with the manufacturer's instructions.

#### **B. The Housing Unit Officer(s) shall require all staff:**

1. Entering an isolation area/room to don full PPE, if they are directly involved or in contact with inmates;
2. Entering an area designated for acute care and procedures that are likely to generate spray/droplets (e.g. suctioning, administering nebulized medications, testing) to wear an N95 respiration in addition to full PPE; and
3. Exiting an isolation room/area to properly remove and dispose of PPE following appropriate doffing procedures, and perform proper hand hygiene.

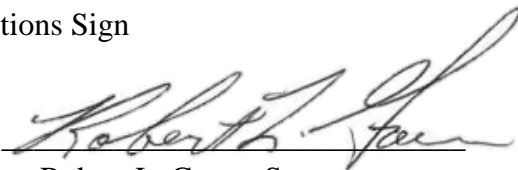
**C. The Housing Unit Officer(s) shall make certain that inmates:**

1. Stay in the group, isolation area, or quarantine area assigned to them by the medical practitioners. Less critical patients stay separated from the designated acute care areas;
2. Determined by medical staff to need a face mask or other PPE are identified and comply with the medical order; and
3. Exiting the isolation room/area complete proper hand hygiene and wear a face mask.

**III ATTACHMENTS**

- A. Isolation Room Precautions Sign
- B. PPE Donning and Doffing Sequences
- C. Droplet Precautions Sign

**IV AUTHORIZED BY:**



Robert L. Green, Secretary

**V DISTRIBUTION**

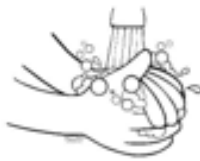
- A
- D – Housing Officers
- L
- S – Senior Executive Team
- Occupational and Employee Health
- Office of Clinical Services

# Respiratory Infection Isolation Room Precautions

*PRECAUCIONES de sala de aislamiento de infección respiratoria*

TO PREVENT THE SPREAD OF INFECTION,  
**ANYONE ENTERING THIS ROOM SHOULD USE:**

*Para prevenir el esparcimiento de infecciones,  
todas las personas que entren a esta habitación tienen que:*



## HAND HYGIENE

*Hygiene De Las Manos*



## Face Mask or N-95 Respirator

*Mascara Facial o Respirador N95*



## Gloves

*Guantes*



## GOWN

*Bata*



## Eye Protection

*Protección para los ojos*



Ensure that the door to this room  
remains closed at all times.

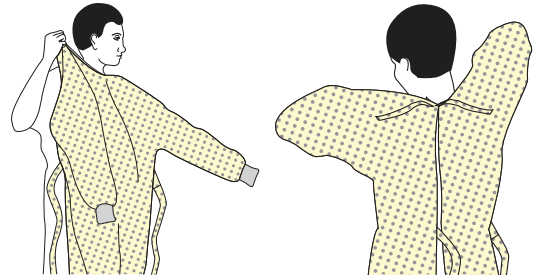
*Asegurese de mantener la puerta de esta  
habitación cerrada todo el tiempo.*

# SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

## 1. GOWN

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
- Fasten in back of neck and waist



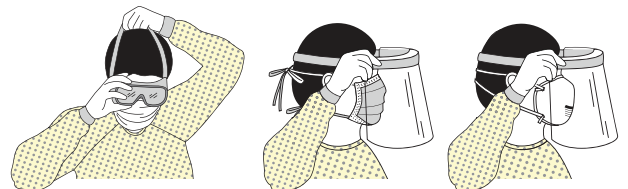
## 2. MASK OR RESPIRATOR

- Secure ties or elastic bands at middle of head and neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
- Fit-check respirator



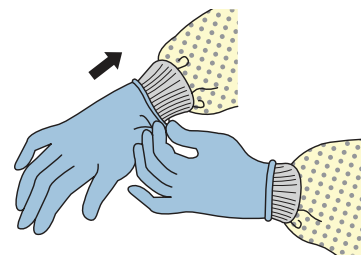
## 3. GOGGLES OR FACE SHIELD

- Place over face and eyes and adjust to fit



## 4. GLOVES

- Extend to cover wrist of isolation gown



## USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene



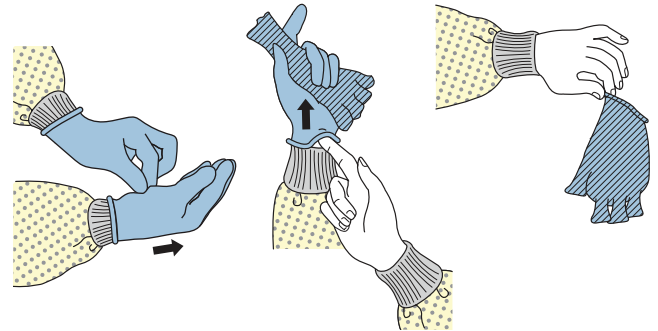
# HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE)

## EXAMPLE 1

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

### 1. GLOVES

- Outside of gloves are contaminated!
- If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
- Discard gloves in a waste container



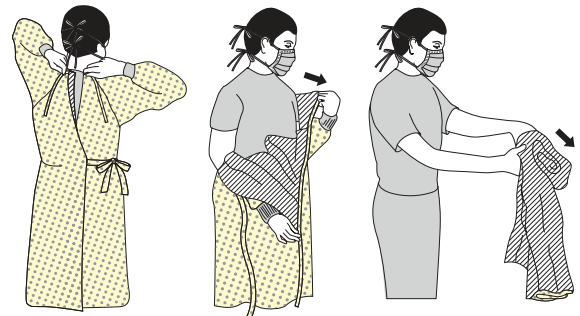
### 2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band or ear pieces
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container



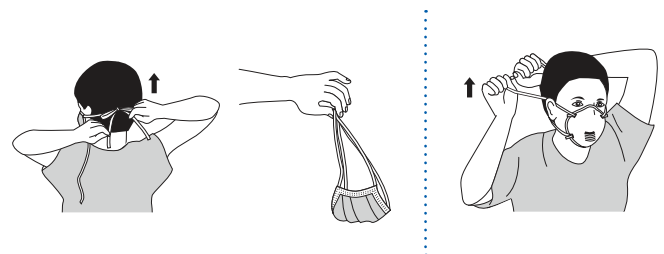
### 3. GOWN

- Gown front and sleeves are contaminated!
- If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties
- Pull gown away from neck and shoulders, touching inside of gown only
- Turn gown inside out
- Fold or roll into a bundle and discard in a waste container

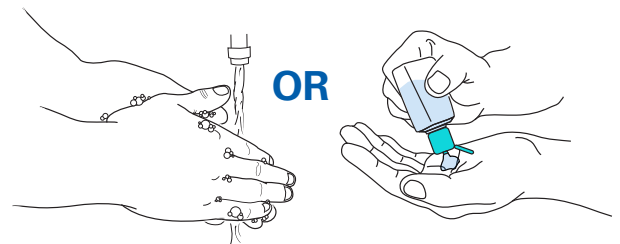


### 4. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — **DO NOT TOUCH!**
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



### 5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



**PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE**

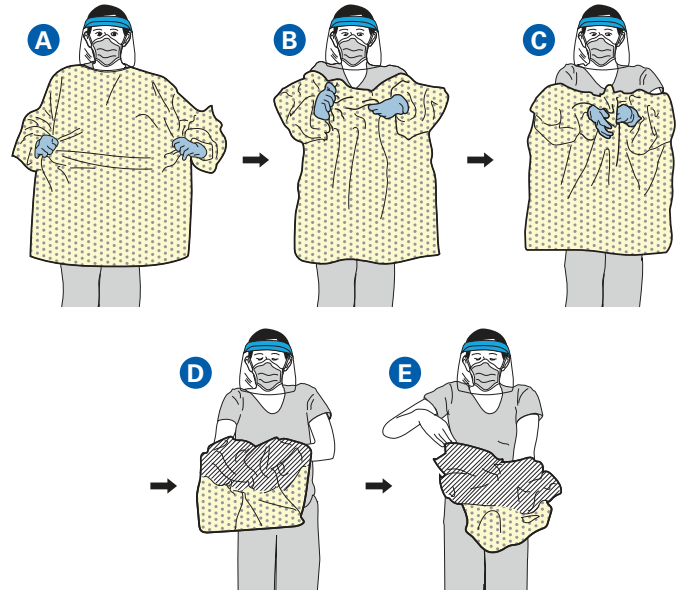


# HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 2

Here is another way to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

## 1. GOWN AND GLOVES

- Gown front and sleeves and the outside of gloves are contaminated!
- If your hands get contaminated during gown or glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp the gown in the front and pull away from your body so that the ties break, touching outside of gown only with gloved hands
- While removing the gown, fold or roll the gown inside-out into a bundle
- As you are removing the gown, peel off your gloves at the same time, only touching the inside of the gloves and gown with your bare hands. Place the gown and gloves into a waste container



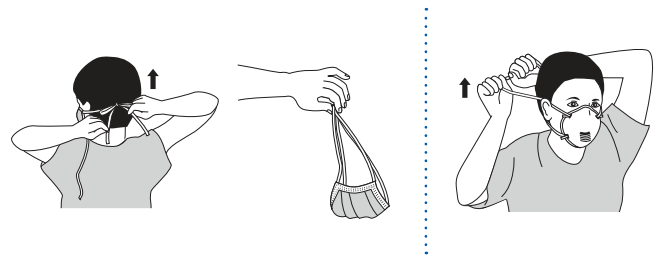
## 2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band and without touching the front of the goggles or face shield
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container

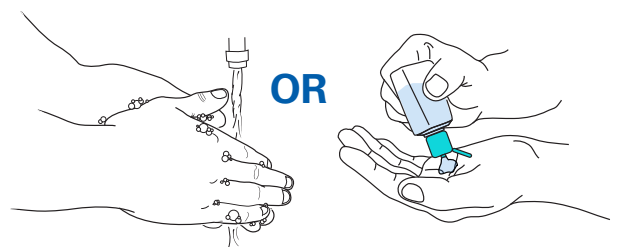


## 3. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — DO NOT TOUCH!
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



## 4. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



**PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS  
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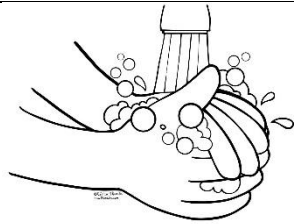




## **Droplet PRECAUTIONS**



**TO PREVENT THE SPREAD OF INFECTION,  
ANYONE ENTERING THIS AREA  
SHOULD USE:**



**HAND HYGIENE**



**MASK and GOGGLES/FACE SHIELD**



**GLOVES**



**GOWN**