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Last Approved:	N/A
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Policy Area:	Purchasing
References:	
Applicability:	USA Health

Personal Protective Equipment (PPE) Conservation Policy

POLICY STATEMENT:

Due to the expanding COVID-19 pandemic, USA Health must take measures to conserve PPE while maintaining our commitment to excellence in patient care, staff wellbeing, and our educational mission.

PPE includes the following: masks, masks with faceguard, face shields, goggles, PAPR, CAPR, gowns, surgical gowns, and surgical masks.

PROCEDURE:

- A. Each department will maintain control of access to all PPE in their area of responsibility.
- B. SPD will maintain a log of all PPE items in stock. This log will be updated daily and will reflect which departments are being issued items. This will be reviewed to signal any sudden increases or decreases in demand. The log will monitor PPE requests by departments for justification of the issue of PPE.
- C. All PPE supplies will be secured in a designated location and monitored by the department.
- D. All isolation masks ("yellow mask") for visitors are to be removed from public areas. Masks are only provided to symptomatic patients and visitors upon check in at entry points.
- E. Isolation masks need to be monitored at all times. If staff are required to leave an area that has masks available, masks are to be secured and not left unattended. This is especially important in high-traffic areas like emergency departments.
- F. Each unit/clinic/department that uses isolation masks will be issued no more than 1 box of simple masks per day for a total 50 masks. The managers of each unit will be responsible for implementing a process to ensure security of masks and dispensing to only those who need to use them. If this does not meet the need of the unit/clinic/department, the unit will be referred to the nurse manager to provide rationale and determine the appropriate additional stock of masks needed. That will then be communicated back to SPD to potentially adjust for the following day.
- G. N95 respirators will not be issued outside of COVID Assessment Units or for the care of off-unit patients with known or suspected COVID-19. These respirator masks are used only for patients in standard-contact-airborne precautions. The managers of each unit will be responsible for implementing a process to ensure security of masks and dispensing to only those who need to use them.
- H. PPE will not be worn by employees outside of appropriate indications in the clinical/room cleaning setting.

- I. If possible, utilize team members outside of patient care spaces to obtain and to deliver forgotten or needed patient care items. LIMIT THE NUMBER OF STAFF HAVING CONTACT WITH PATIENTS UNDER INVESTIGATION
- J. Operating rooms will limit the surgical masks of all types to 1 per shift unless a mask is used for a patient in standard-contact-droplet precautions, the mask becomes wet or visibly dirty, or there is a blood or body fluid exposure that includes the mask. Surgical masks will not be worn outside of patient care areas.
- K. No PPE may be removed from hospital property. THEFT OF HEALTH SYSTEM PROPERTY WILL RESULT IN IMMEDIATE TERMINATION.
- L. All healthcare personnel should submit other ways to conserve PPE to their managers and supervisors.

Attachments

No Attachments

Approval Signatures

Approver	Date
Casie Crawford: Nurse Administrator/RTN Nurse Practitioner	pending
Angela Duffy: Asst Chief Nursing Officer	03/2020

Applicability

USA Health, USA Health Children's & Women's Hospital, USA Health Mitchell Cancer Institute, USA Health Physicians Group, USA Health University Hospital