Context: With the expanding COVID-19 pandemic, all must take extraordinary measures to conserve PPE while maintaining our commitment to excellence in patient care, staff wellbeing, and our mission.

The following PPE conservation policy is based on clinical stakeholders and issued guidance across the spectrum of local, state, and federal governmental agencies.

Definition of PPE: masks, masks with faceguard, face shields, goggles, PAPR, CAPR, gowns, surgical gowns, surgical masks.

GENERAL POLICY ON PPE CONSERVATION

1. Each facility will maintain strict control of access to all PPE.

2. A daily inventory of all PPE items will be performed and reported to leadership to monitor quantities on hand, usage rates, etc.

3. A log of items to track all PPE items issued to specific floors/units issued should be maintained. The log will be reviewed daily and any sudden increases should be alerted to the DNS and administrator.

4. All PPE supplies will be secured in a designated location and allocations to units and individuals will be logged and monitored.

5. The facility will follow federal, state, and/or county guidelines related to visitation policies. Policies should be developed and applied to vendors, valet and any other persons who enter the building.

6. All simple mask (“yellow masks”) for visitors are to be removed from public areas. Masks are to be available to provide to symptomatic patients and visitors upon check in at entry points.

7. Simple masks need to be placed in a secure and monitored site and then secured when the boxes are not being attended.

8. For visitors, inquire if they have access to their own PPE when they come and visit. For visitors not excluded by the visitation policy, provide appropriate PPE/masks upon check in.

9. Consider talking with the patient via alternative modes of communication, such as by phone or video chat; and donning PPE for the physical exam and any other interactions that require direct contact.

10. For patients in precautions, ensure that care is combined to minimize in and out of room to preserve PPE supplies. Utilize team members outside of patient care spaces to obtain and to deliver forgotten or needed patient care items.

11. PPE will not be worn by employees outside of appropriate indications in the clinical/room cleaning setting.

12. No PPE may be removed from the facility unless used for the care of patients.