



Saint John of God Kerry Services

Hospitality - Compassion - Respect

Covid-19 Related Procedures

46

Saint John of God Kerry Services

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Introduction

Procedure number 46 will include any Covid-19 related documents within Saint John of God Kerry Services. This information is based on guidance from the HSE and the World Health Organisation and will continue to be updated based on recommendations circulated on an ongoing basis.



Guidance on the Use of Surgical Masks in the Healthcare Setting in the Context of Covid-19

1. Introduction

Data from international Covid-19 outbreaks has identified significant levels of mortality and morbidity in high-risk groups. Therefore, particular attention is required when considering how the needs of vulnerable people are managed to support prevention, identification and clinical management scenarios arising within them and in particular the safe use of Surgical Masks.

Be aware that within the changing nature of the epidemic clinical guidance regarding management may change quite quickly and keep updated with relevant sites at www.hse.ie and www.hpsc.ie.

2. Who is this guidance intended for?

All Staff in Day/ residential setting within Saint John of God Kerry Services
This includes but not limited to:

- Low Support Community Residence where individuals who are independent in many all areas of their everyday living skills. The residents generally have a supervisor/care staff who plays a supportive role in their care. In this scenario, carers may visit the individual but may not be there 24 hours a day.
- Medium support community residence where residents have moderate levels of independence but may require some assistance or support for certain activities. This would include supported living and residential services.
- High support community residence where individuals can live in the community but who require 24-hour supervision/support for a variety of reasons. Individuals can be supported in their own homes or in group settings.

The unnecessary use of PPE will deplete stocks and increases the risk that essential PPE will not be available to colleagues when needed. The guidance in this document advises adherence to the recommendations of the Health Protection & Surveillance Centre (HPSC). Full details outlining what PPE is required per clinical scenario are available on their webpage;

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/disabilityservicesguidance/>



3. Use of surgical masks by All staff in the context of viral respiratory tract infection has two objectives:

- To reduce the risk of droplet transmission of infection to the wearer.
- To reduce the risk of droplet transmission of infection to others.

Use of surgical masks for these purposes is in addition to and not as a replacement for other measures to reduce the risk of transmission of infection. These measures include hand hygiene and maintaining a distance of 1 metre between people whenever possible. Surgical masks must be donned correctly and should remain in place covering the nose and mouth throughout the period of use. Masks should not be moved up and down over the nose and mouth. When a mask is no longer required or if a fresh mask is needed the mask must be removed and disposed of safely.

4. Guidance when wearing a surgical face mask (see Appendix A)

4.1 Staff

When is use:

- Surgical mask must cover the nose and mouth of the wearer
- Surgical mask must not be allowed to dangle around the neck after or between each use
- Surgical mask must not be touched once in place
- Surgical mask must be changed when wet or torn
- Surgical mask must be worn once and then discarded
- All staff will be provided with the necessary PPE for the duration of the shift where applicable.

4.2 Service Users

When is use:



Staff will support with the safe use of wearing Surgical Masks

- Surgical mask must cover the nose and mouth of the wearer
- Surgical mask must not be allowed to dangle around the persons neck after or between each use
- Surgical mask must not be touched once in place
- Surgical mask must be changed when wet or torn
- Surgical mask must be worn once and then discarded
- All Service Users will be provided with the necessary PPE.
- FFP2 Masks are available to staff should they be required.

5. Disposal

- When a surgical mask is no longer required or if a fresh surgical mask is needed the surgical mask must be removed and disposed of safely.

5.1 Person with known/suspect COVID-19:

- In this context a FFP2 mask will be used.
- The mask and all other items of PPE should be discarded into a black waste bag.
- The bag should never be filled more than three quarters full. This first bag should be securely tied and placed inside another black waste bag (double bag) and labelled appropriately.
- This bag should be stored securely for 72 hours before leaving it out for collection in the normal domestic waste disposal system.

This Policy will be reviewed by the PPPG in line with updates from the HSE Guidelines



Appendix A

COVID-19

Safe use of Masks

HAND HYGIENE BEFORE AND AFTER USING A MASK

Coronavirus COVID-19 Public Health Advice

THE MASK YOU NEED

DO: REMEMBER TO WEAR THE CORRECT MASK FOR CORRECT TASK:

Surgical mask for droplet precautions



Only wear FFP2 (Fit check) or FFP3 mask (Fit Tested) for aerosol generating procedures



WEARING THE MASK

DO: Wear your mask so it comes all the way up, close to the bridge of your nose, and all the way down under your chin.



DO: Press the metal band so that it conforms to the bridge of your nose.



DO: Tighten the loops or ties so it's snug around your face, without gaps. If there are strings, tie them high on top of the head to get a good fit.



DO NOT: Wear the mask below your nose.



DO NOT: Leave your chin exposed.



DO NOT: Wear your mask loosely with gaps on the sides.



DO NOT: Wear your mask so it covers just the tip of your nose.



DO NOT: Push your mask under your chin to rest on your neck.



ONCE YOU HAVE ADJUSTED YOUR MASK TO THE CORRECT POSITION, FOLLOW THESE TIPS TO STAY SAFE:

- ALWAYS change your mask when you answer the telephone or you take a drink/break.
- ALWAYS wash your hands before and after handling a mask.
- NEVER fidget with your mask when it's on.
- NEVER store your mask in your pocket.

REMOVING THE MASK

Use the ties or ear loops to take the mask off.



Do not touch the front of the mask when you take it off.



Dispose of mask in healthcare risk waste bin.



REMEMBER...

Always adhere to Hand Hygiene and Social Distancing procedures.





Covid-19 Related Equipment and Stock Purchasing Procedure

This procedure applies to the purchasing of Covid-19 related equipment and stock as approved by the Covid-19 Committee or General Manager as appropriate.

Guidance should be sought from the Procurement Officer to ensure compliance with SJOG National Procurement policy.

Purchasing of Covid-19 related equipment and stock must conform to core purchasing principles and should therefore be:

- Accountable;
- Competitive in price and quality;
- Non-discriminatory and provide for equality of treatment;
- Fair and transparent;
- Operate to the highest ethical standards;
- Be conducted with probity and integrity.

The purpose of this procedure is to ensure that Saint John of God Kerry Services secures Covid-19 related equipment and stock that are value for money but above all are of high quality to ensure the safety and wellbeing of staff and service users alike.

ROLES AND RESPONSIBILITY

Covid-19 Service Lead/Chairperson is responsible for:

- Identifying the required Covid-19 equipment and stock and the associated cost of same in consultation with the Covid-19 Committee.
- Ensuring an appropriate recording system for stock levels across Kerry Services.

The Covid-19 Committee is responsible for:

- Maintaining a record of the approved Covid-19 related expenditure.
- Finance committee is to be informed of all Covid-19 upcoming expenditure on a monthly basis for review and approval.

General Manager/Operations Manager is responsible for:

- The appropriate implementation and adherence to this protocol;
- To approve the purchase of Covid-19 related equipment and stock **in the** event of an emergency/crisis situation arising.



**PROCEDURE FOR PURCHASING COVID-19 RELATED
EQUIPMENT AND STOCK**

Identify quantity of equipment and stock required

Covid-19 Lead/Chairperson & Covid Admin Support Workers



Source costs of identified equipment and stock

Covid-19 Lead/Chairperson, Covid Admin Support Workers



**Present costs to Covid-19 Committee* for recommendation
and same is recorded in action plan of the meeting**

Covid-19 Lead/Chairperson or designate



**The Covid-19 Committee submits monthly to the finance
committee a projected spend for the coming month for
approval**

Finance Officer or designate



Order approved equipment and stock

Covid-19 Lead/Chairperson or Designate



Stock check received equipment and stock on arrival

Covid-19 Lead/Chairperson and/or Covid Admin Support Worker



**Report any discrepancies in equipment and stock received to
the supplier and Finance Officer immediately**

Covid-19 Lead/Chairperson or Covid Admin Support Worker



**Submit documents to Accounts Department
for payment where applicable**

Covid-19 Lead/Chairperson or Covid Admin Support Workers

****General Manager/ Operations Manager will approve Covid-19 related purchases in the event of an emergency/crisis situation arising.***

*****Existing financial approval limits must be adhered to as follows:***

Operations Officer	€15,000
General Manager	€25,000
Finance Committee	€25,000+



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Keeping vehicles virus-free

The following items need to be available in all vehicle sanitation pack:

1. Hand Sanitizer
2. Disinfectant wipes
3. Surgical Gloves
4. Surgical Masks
5. Black waste bags

The following surfaces need to be clean before and after all journeys:

These include:

- door handle
- key or fob
- steering wheel
- dashboard
- inside door buttons
- seat belts
- gear stick
- touchscreens

All waste to be removed from the vehicle at the end of each journey and disposed of in line with General Cleaning Policy.

Wash your hands as per Hand Hygiene Guidelines before and after using your vehicle.

SIGNATURE PAGE

I have read, understand and agree to adhere to the attached Procedure:

Print Name	Signature	Area of Work	Date
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