

DATE:	DECEMBER 23, 2020
NUMBER:	M.34
SUBJECT:	PERSONAL PROTECTIVE EQUIPMENT (PPE)
RELATED SECTIONS:	I.41 ; L.1 ; M.37 ; M.41 ; P.3 ; MSD C.3 ; Dept. P&P 3.16 ; Dept. P&P 6.100

PURPOSE

To provide guidelines for the use of personal protective equipment (PPE).

POLICY

PPE is protective equipment intended to protect persons from potential injury or illness in the event of an accident or exposure to a hazardous or infectious substance while performing specific tasks. PPE is considered appropriate where there may be exposure to dangerous, and possibly fatal, infectious agents or biological hazards. PPE is designed to prevent those substances from passing through or reaching the wearer's clothing, skin, eyes, mouth or mucous membranes under conditions and durations of normal use. Appropriate PPE shall be utilized by staff and incarcerated workers performing tasks requiring protection from exposure.

PROCEDURE

I. SUPPLY

- A. Individuals are responsible for ensuring the PPE is in proper working order and for obtaining or requesting replacement PPE if necessary.
- B. Facility administrative staff or designees shall maintain an adequate supply to include both "universal" and varying sizes of PPE. Sheriff's facilities can consult with Risk Management staff for information on ordering appropriate/approved PPE.
- C. Each facility shall develop a green sheet for the management of PPE (inventory, replacement, storage locations, etc.) and include the staff member responsible for ordering both standard and hypo-allergenic PPE.

II. TRAINING

- A. Training of individuals on the use of PPE will be conducted by a qualified staff member and must be demonstrated upon issuance of new types of equipment (e.g., respirators), prior to initial performance of a task.
- B. The Detention In-Service Training Unit will coordinate any required training or instruction.

III. EQUIPMENT SPECIFICATIONS

A. DISPOSABLE GLOVES

1. Appropriate disposable gloves shall be used by individuals. Gloves shall be worn whenever there is a risk of contact with blood, bodily fluids and mucous membranes of non-intact skin of incarcerated persons, or when there is potential exposure to unknown or potentially harmful substances.
 - a. Hypoallergenic gloves, glove liners, powderless gloves or other similar hand PPE are available to individuals who are allergic to latex.
 - b. Protection can be increased by "double gloving" and should be considered when there is a large quantity of blood exposure or potential exposure to harmful substances.
 - c. If the glove is torn or punctured for any reason (including by accident or due to a needle stick), individuals should remove the damaged glove, wash their hands (see Detention Services Bureau Policies and Procedures (DSB P&P) section M.37) and put on a new glove as promptly as safety permits.
 - d. Remove potentially contaminated gloves immediately and before touching uncontaminated surfaces (e.g., keyboards, telephones, door handles).
 - e. Gloves shall be removed by peeling them off "inside out" to prevent any contaminated material from having contact with the skin. Used gloves and contaminated materials shall be disposed of appropriately.
 - f. Gloves shall be single-use (i.e., disposable), made of nitrile or latex, powder-free with a thickness of at least 5 mil.

B. EYE PROTECTION - SAFETY GLASSES, GOGGLES OR FACE SHIELDS

1. Eye protection should be worn whenever there is likelihood of splash, sprays, mists and/or exposure to powder substances.
 - a. Safety glasses/goggles/face shields should adequately shield the entire area around the eyes.
 - b. To allow for proper fit and comfort, multiple sizes should be available.
 - c. Over-the-glasses style safety glasses or goggles should be used for individuals who wear prescription glasses.
 - d. Safety goggles should be indirectly vented or non-vented.

C. RESPIRATORS/MASKS

1. For the purposes of this policy, respirators include dust masks (i.e., filtering facepieces), barrier masks, protective barrier membranes (PBM's), protective airway masks (PAM's), High Efficiency Particle Absorbing (HEPA) masks, elastomeric half-facepieces and full-facepieces.
 2. Masks/respirators shall be worn whenever there is likelihood of exposure to splash, sprays, mists and/or exposure to powder substances.
 - a. Barrier mask - designed to prevent the respiratory secretions of the person wearing the mask from entering the air. To reduce the expulsion of droplet nuclei into the air, an incarcerated person suspected of having a contagious respiratory infection should wear a barrier mask when not in a respiratory isolation room.
 - b. HEPA masks – Staff and incarcerated workers designated to use a HEPA mask must complete an annual fit test to assure their masks are sealed properly against their face. Certified "fit testers" trained by the County of San Diego Department of Environmental Health can administer the testing.
 - i. Disposable N95 mask – a safety device that covers the nose and mouth and helps protect individuals from breathing in some hazardous substances, including blood and air borne pathogens.
 - ii. Disposable P100 mask – highest rated filtration efficiency mask that covers the nose and mouth and helps protect staff from exposure to certain air borne contaminants, including Fentanyl.
 3. PBM / PAM – one-way valve mask designed to be used when a rescuer attempts to resuscitate a person who has stopped breathing. Staff should utilize the PBM/PAM whenever administering cardiopulmonary resuscitation (CPR). PBM's/PAM's will be carried at all times by sworn staff while on duty. PBM's/PAM's shall be used only once and then disposed of appropriately.
- D. Coveralls (fluid resistant material) – Coveralls (i.e., Proshield Tyvek suits), or isolation gowns, are to be worn over personal clothing or uniforms when dealing with a significant amount of potentially infectious material or other potentially harmful substances.
- E. Shoe/Boot covers – Boot covers, such as Tyvek Shoe/Boot covers, are to be worn over shoes/boots when dealing with a significant amount of potentially infectious material or other potentially harmful substances.

IV. STATIONS/KITS

- A. Sheriff's facilities shall make readily available PPE stations/kits for use by staff. At a minimum, the following equipment shall be included in the PPE kit:
 1. Disposable gloves (Kimberly-Clark disposable nitrile or similar)

2. Disposable P100 respirator masks (3M model 64336 or similar)
 3. Disposable N95 HEPA masks (3M model 8210 or similar)
 4. Disposable hooded coveralls (Tyvek series 400 or similar)
 5. Disposable sleeves (Kleenguard model A40 or similar)
 6. Disposable Boot covers (Critical Cover model T5W13 or similar)
 7. Anti-fog, non-vented goggles (3M model GG2891S or similar)
- B. San Diego Central Jail, Las Colinas Detention and Reentry Facility and Vista Detention Facility shall each have a PPE station/kit available in the intake/booking/processing areas.
- C. All detention facilities shall have a PPE station/kit available in the search room(s).
- D. Facilities shall designate in a green sheet the quantity and type of equipment to be included in the PPE station/kit and the specific locations of such stations/kits.

V. CLEAN-UP/DISPOSAL

- A. PPE shall be properly disposed of or cleaned/sanitized (if applicable) after use. PPE shall be removed in a manner that causes minimal splashing or exposure. Any disposable PPE contaminated by infectious materials (i.e., blood and/or bodily fluids) shall be sealed in a red biohazard bag and disposed of appropriately.
- B. All work surfaces and tools exposed to infectious materials shall be decontaminated or cleaned with a disinfectant solution.
- C. After material handling and PPE disposal is complete, individuals shall wash their hands using soap and water. The use of hand sanitizer after potential exposure to Fentanyl is not recommended, as it can increase the risk of contaminant absorption.

VI. CONTAMINATED CLOTHING

- A. Staff shall follow the procedures in DSB P&P L.1 when dealing with incarcerated person clothing contaminated with blood or infectious materials.
- B. PPE and clothing potentially contaminated with Fentanyl shall be disposed of using a "Burn-up Bin Waste Box" or other Risk Management approved disposal method.