



# CHARLES COUNTY EMERGENCY SERVICES



## SPECIAL ORDER 2020-05

### Collection, Decontamination & Limited Re-use of PPE EMERGENCY SERVICES (FIRE & EMS)

Issue Date: 05/01/2020 Revised: 05/06/2020

Expiration Date: N/A

#### I. OVERVIEW

With the annual occurrence of influenza season, and with the recent developments regarding the Coronavirus, we are all reminded that the manner in which we approach infection control incidents is of the utmost importance. Many within the Charles County Department of Emergency Services (CCDES), Charles County Association of Emergency Medical Services (CCAEMS), Charles County Volunteer Firemen's Association (CCVFA) and the Office of the Medical Director are remaining vigilant to emerging issues related to infection control. Of concern is the Coronavirus outbreak which originated in the Wuhan Province of China, and the subsequent cases that have occurred here in the United States and elsewhere throughout the world. This policy and procedure outline operational best practices for the safe handling and decontamination of selected PPE to allow safe reuse for maximal protection of first responders, EMS clinicians and public safety workers in the care and transport of suspected and known Coronavirus 2019 patients.

#### II. DEFINITIONS

- **Coronavirus 2019** - A novel coronavirus is a new coronavirus that has not been previously identified. The virus causing coronavirus disease 2019 (COVID-19), is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold. On February 11, 2020 the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan China. The new name of this disease is coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as "2019 novel coronavirus" or "2019-nCoV". There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.
- **Decontamination** - (sometimes abbreviated as decon, dcon, or decontam) is the process of cleansing an object or substance to remove contaminants such as micro-organisms or hazardous materials, including chemicals, radioactive substances, and infectious diseases.



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- **Personal Protection Equipment (PPE)** - For the purpose of this Special Order, PPE is considered those items in accordance with the recommendations of the Maryland Institute for Emergency Medical Services Systems (MIEMSS). Such items include gloves, respiratory protection masks, eye protection and gowns.

## III. GENERAL

The information contained in this Special Order is intended to be consistent with the interim guidance given by the Centers for Disease Control (CDC) and Prevention, MIEMSS and MEMA regarding the collection, decon and limited re-use of PPE that by design, was meant to be "single-use only". The outlined process should only be employed by the jurisdiction when sustained PPE stocks have reached a level of concern. When possible/available, personnel should use new PPE. More information can be found regarding limited PPE re-use at:

<https://www.cdc.gov/niosh/topics/hcwcontrols/recommendedguidanceextuse.html>

Routine decontamination procedures have been established for N95 respirators, face shields, and goggles/safety glasses only. Gloves, gowns, and other related PPE items **ARE NOT** authorized for the decon process at this time.

## IV. PROCEDURES

### A. COLLECTION STATIONS

1. A PPE Collection Station shall be established to collect N95 respirators, face shields and safety glasses.
2. An individual PPE Collection Station will be required for N95 respirators and face shields/safety glasses. Items cannot be comingled.
3. The Collection Station will be comprised of:
  - a. A plastic collection bin with a lid,
  - b. Double lined with plastic collection bags,
  - c. Label and Instruction Sheet,
  - d. And Sharpie writing devices.



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4. Collection Stations will be located at the following locations:
  - a. CCSO District 1 Station,
  - b. CCSO District 2 Station,
  - c. CCSO District 3 Station,
  - d. Charles County Detention Center,
  - e. Charles Regional Medical Center - Emergency Room.
5. Bin collections will take place each Monday by the Charles County Hazardous Materials Team.

## B. ON-SITE COLLECTION/MARKING

1. Bins are for listed PPE only; do not throw gloves, paper towels or waste in the PPE collection bins.
2. All PPE items must be free of any visual soiling or contamination (e.g. blood, bodily fluids, makeup). The decon vendor will not process PPE items with visual signs of contamination.
3. With a Sharpie, label ALL PPE with your name, affiliated agency, the three-digit Site Code and a 2-digit location identifier. Both codes are located on the outside of the collection bins. A list of location identifier codes is located below:
  - a. CCSO District 1 Station - "KMA - D1"
  - b. CCSO District 2 Station - "KMA - D2"
  - c. CCSO District 3 Station - "KMA - D3"
  - d. Charles County Detention Center - "KMA - DC"
  - e. Charles Regional Medical Center - "KMA - ER"
4. Label face shields/goggles/safety glasses in a location that does not impede vision.
5. Label respirators legibly on the outside OR inside, per your preference. See examples below.



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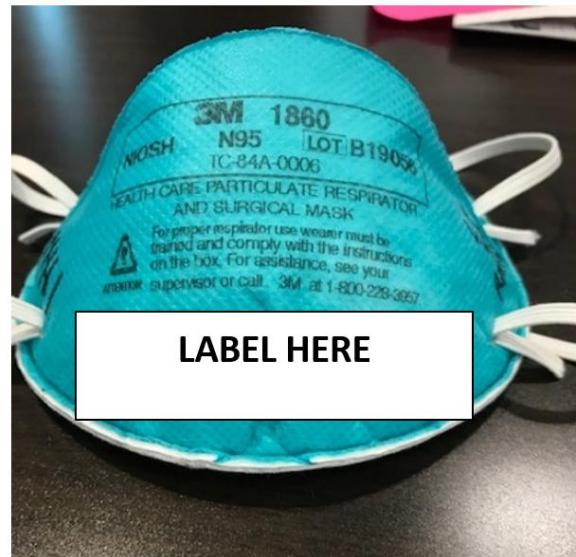
KMA

## Site Code

(Assigned by your Battelle POC)

## Site Location ID

(Organization Assigned)



6. Sample Labelling: JOHN WICK, Co. 33, KMA-ED  
CAROLE BASKIN, CCSO, KMA-D1



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7. Drop inappropriate collection bin.
8. Wash hands.

## C. EXCLUSIONS

1. Due to incompatibility, the Battelle Decontamination System is not authorized for use with the following:
  - a. Respirators containing cellulose-based materials,
  - b. Respirators with a one-way valve.

## D. PREPARATION FOR SHIPMENT

1. Bags containing the PPE to be decontaminated by the vendor will be closed.
2. The primary collection bag (red biohazard) is placed into a secondary bag (clear overpack), which is then closed.



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3. The outer bag is decontaminated with alcohol or other suitable decontaminant.
4. Bags are then placed into rigid, closed box clearly labeled with a biohazard symbol and taped shut.
5. The outside of the box is labeled with the 3-digit site code and 2-digit location ID, and the type of PPE within.

## E. SHIPMENT

1. Gather all boxes; complete one chain of custody form (provided by the vendor) per shipment, noting # of boxes.
2. Coordinate shipping with courier service to arrange transfer to designated decon location. **MIEMSS will provide shipping labels for their courier service.**

## F. LIMITED REUSE

1. The reuse of N95 respirators is limited to **twenty (20)** decon cycles.
2. **The vendor will dispose of respirators that have met their useful service life.**
3. **If N95 respirators are soiled or damaged, they will be disposed of and not returned after decontamination.**



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### V. APPROVAL

Approved: Michelle L Lilly Date: 5/6/2020

Michelle Lilly, Director

Approved: K. S. Date: 05/07/20

Dr. Kevin Seaman, Jurisdictional Medical Director

Approved: A. Spalding Date: \_\_\_\_\_

Andrew Spalding, Volunteer Chief; CCAEMS

Approved: M. Kaufmann Date: 5/6/2020

Mark Kaufmann, Volunteer Chief; CCVFA