
Subject/Title: COVID-19 PPE, Hand Hygiene, and Cough/Sneeze Etiquette
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The purpose of this policy is to provide specific direction to all Spectrum employees for appropriate safety behaviors to decrease the risk of the spread of communicable diseases. This policy is specifically for personal protective equipment (PPE), hand hygiene, and cough/sneeze etiquette.

Section 1. PPE and Cleaning Products Resources

1. It is the responsibility of each Spectrum employee to know the location of needed PPE and cleaning supplies.
 - a. If the location is not known it is expected the employee will ask a supervisor for the specified location and how to access the materials (if applicable)
2. It is the responsibility of each Spectrum employee to restock their PPE or cleaning supplies as needed when they are running low and before they are out of supplies in order to prevent any undue risk of the spread of communicable diseases

3. If when refilling an employee's personal stock of needed PPE and cleaning products it is noticed that the center/location supplies are low, the Spectrum employee should notify a supervisor as soon as possible.

Section 2. Masks

1. Masks must be worn based on CDC and/or state or local health department recommendations and guidance.
 - a. Employees may wear masks if the guidance does not recommend masking and Spectrum has decided to follow that guidance.
 - b. Masking is also recommended when an employee is cleared to work but may have symptoms of a communicable disease (e.g. common cold)
2. Type of masks and specific mask requirements.
 - a. Masks can be cloth or disposable
 - b. When wearing a face mask the CDC requires all masks:
 - i. Fit snugly but comfortably against the side of the face
 - ii. Be secured with ties or ear loops
 - iii. Include multiple layers of fabric
 - iv. Allow for breathing without restriction
 - c. Requirements for a cloth mask:
 - i. Be able to be laundered and machine dried without damage or change to the shape
 - ii. The wearer be able to identify the clean and dirty side of the mask
 - iii. When not using the mask the dirty side should not contact the clean side
 - iv. Washed regularly (Preferably after each use but washed at least after every second use. Use refers to the duration of work day.)
 - v. Removed when soiled or dampened
 - d. Requirements for re-using a disposable face mask
 - i. The wearer be able to identify the clean and dirty side of the mask
 - ii. When not using the mask the dirty side should not contact the clean side
 - iii. The mask be replaced at least every 3-4 hours if not soiled or dampened
 - iv. The mask is replaced when soiled or dampened
 - e. Masks should not be worn by children under 2 years of age or people with difficulty breathing.
3. Putting on a mask
 - a. Spectrum employees should wash their hands thoroughly or use hand sanitizer prior to putting on a face mask
 - b. Determine which side of the mask is the top.
 - c. Determine which side of the mask is the front/dirty. The colored side of the mask is usually the front/dirty and should face away from you, while the other side touches your face and is considered the clean side.
 - d. Follow the instructions below for the type of mask you are using.

- i. Face Mask with Ear loops: Hold the mask by the ear loops. Place a loop around each ear.
 - ii. Face Mask with Ties: Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow.
- e. If the mask is designed with a stiff edge at the nose mold or pinch the stiff edge to the shape of your nose.
- f. If using a face mask with ties: Then take the bottom ties, one in each hand, and secure with a bow at the nape of your neck.
- g. Pull the bottom of the mask over your mouth and chin
- 4. Removing a mask
 - a. Masks should be removed when soiled or dampened and then replaced.
 - b. Masks should be periodically removed when not within 6 feet of another person to prevent mask fatigue and access fresh air outside of the mask.
 - c. Spectrum employees should wash their hands thoroughly or use hand sanitizer prior to removing their face mask.
 - d. Avoid touching the front of the mask. The front of the mask is contaminated. Only touch the ear loops/ties/band.
 - e. Follow the instructions below for the type of mask you are using.
 - i. Face Mask with Earloops: Hold both of the ear loops and gently lift and remove the mask.
 - ii. Face Mask with Ties: Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.
 - f. If it's time to dispose of a disposable mask throw the mask in the trash.
 - g. If it's a cloth mask or you plan to reuse the mask place it in a safe location with the dirty side folded to touch the dirty side and limit exposure of the clean side of the mask.
 - h. Clean your hands with soap and water or hand sanitizer.



5. Client mask wearing

- i. The Program Supervisor will determine mask-wearing expectations when the client is receiving direct 1:1 ABA instruction
- ii. Unless informed otherwise masks should be worn by all clients when in common spaces inside the center or participating in group activities.
- iii. Both tech and clients are encouraged to take masks breaks as needed by stepping at least 6 feet away from other individuals and removing the mask for a short period of time (usually 1 minute or less). Specific duration of mask breaks for clients will be determined by the Program Supervisor.

Section 3. Wearing gloves

1. Spectrum does not require the use of gloves for normal work tasks.
2. Gloves are only required when it can be reasonably anticipated that contact with blood or other potentially infectious materials, mucous membranes, non-intact skin, potentially contaminated skin or contaminated equipment could occur.
 - a. E.g. Cleaning bodily fluids, changing a diaper, touching garbage, contact with blood, assistance with toileting, etc.
3. Gloves are not a substitute for hand hygiene. Refer to hand hygiene policy.
 - a. If your task requires gloves, wash hands, or sanitize hands prior to putting gloves on.
4. Change gloves and wash hands if:
 - a. gloves become damaged,
 - b. gloves become visibly soiled with blood or body fluids following a task,
5. Never wear the same pair of gloves in the care of more than one client.
6. Removing gloves

How to Remove Gloves

To protect yourself, use the following steps to take off gloves



Grasp the outside of one glove at the wrist.
Do not touch your bare skin.



Peel the glove away from your body,
pulling it inside out.



Hold the glove you just removed in
your gloved hand.



Peel off the second glove by putting your fingers
inside the glove at the top of your wrist.



Turn the second glove inside out while pulling
it away from your body, leaving the first glove
inside the second.



Dispose of the gloves safely. Do not reuse the gloves.



Clean your hands immediately after removing gloves.

Section 4. How Germs Spread and When to Wash Hands

It is a well-known fact that washing hands can keep you healthy and prevent the spread of respiratory and diarrheal infections from one person to the next. Germs can spread from other people or surfaces when you:

- a. Touch your eyes, nose, and mouth with unwashed hands
- b. Prepare or eat food and drinks with unwashed hands
- c. Touch a contaminated surface or objects
- d. Blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects

Key Times to Wash Hands

- e. After touching another person beyond your client
- f. After touching something in a public area of a home or center you are working in
- g. Before, during, and after preparing food
- h. Before eating food
- i. Before and after caring for someone at home who is sick with vomiting or diarrhea
- j. Before and after treating a cut or wound
- k. After using the toilet
- l. After changing diapers or cleaning up a child who has used the toilet
- m. After blowing your nose, coughing, or sneezing
- n. After touching an animal, animal feed, or animal waste
- o. After handling pet food or pet treats
- p. After touching garbage

During the COVID-19 pandemic, you should also clean hands:

- After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc.
- Before touching your eyes, nose, or mouth because that's how germs enter our bodies.

The CDC recommends following these 5 steps every time hands are washed

- q. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- r. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- s. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
- t. Rinse your hands well under clean, running water.
- u. Dry your hands using a clean towel or air dry them.

When soap and water are not available you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.

- v. Sanitizers can quickly reduce the number of germs on hands in many situations. However,
 - i. Sanitizers do not get rid of all types of germs.
 - ii. Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
 - iii. Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

How to use hand sanitizer

- w. Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- x. Rub your hands together.

- y. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

[What You Need to Know About Hand Washing Video](#)

Stop Germs! Wash Your Hands.

When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

How?





Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.



Rinse hands well under clean, running water.



Dry hands using a clean towel or air dry them.

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

LIFE IS BETTER WITH CLEAN HANDS

www.cdc.gov/handwashing

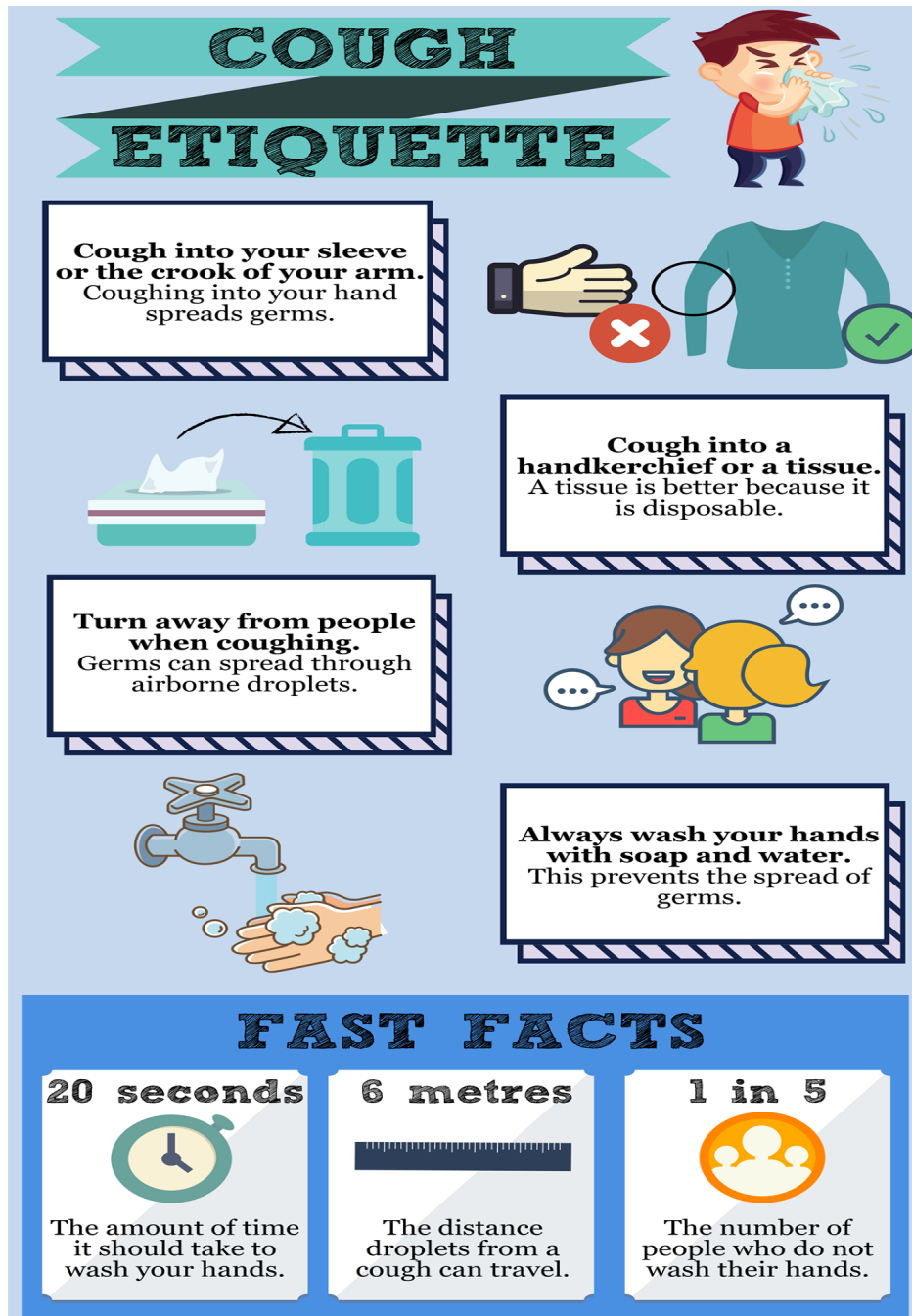
This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.

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Section 5. Coughing and sneezing

1. Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious communicable diseases. Germs can be easily spread by:
 - a. Coughing, sneezing, or talking
 - b. Touching your face with unwashed hands after touching contaminated surfaces or objects
 - c. Touching surfaces or objects that may be frequently touched by other people
2. To help stop the spread of germs:
 - a. Cover your mouth and nose with a tissue when you cough or sneeze
 - b. Throw used tissues in the trash
 - c. If you don't have a tissue, cough or sneeze into your elbow, not your hands
3. Remember to immediately wash your hands after blowing your nose, coughing or sneezing.
 - a. Washing your hands is one of the most effective ways to prevent yourself and your loved ones from getting sick, especially at key times when you are likely to get and spread germs.
 - i. Wash your hands with soap and water for at least 20 seconds
 - ii. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands.





Section 6. Associated Forms and Policies

1. NA