



**University Hospitals Birmingham**  
NHS Foundation Trust



**COVID-19 Personal Protective  
Equipment (PPE)**  
Staff Information Leaflet

**Building healthier lives**

**UHB is a no smoking Trust**

## Introduction

This leaflet outlines the currently best practice use of personal protective equipment (PPE).

The transmission of COVID-19 occurs mainly through respiratory droplets generated by coughing and sneezing, and through contact with contaminated surfaces.

The wearing of surgical face masks by all staff in non-clinical and clinical areas of our hospital settings will therefore play a significant role in reducing further transmission of COVID-19. These measures are in place for the safety of you and our patients. In some areas a higher standard of PPE will be required.

All staff are reminded that where practicable, we should all adhere to social distancing principles (by ideally 2 metres). Staff should also always complete optimal hand hygiene and frequently decontaminate surfaces. The good ventilation of spaces is also important in reducing the risks of COVID-19.

## Respiratory Protection

- Staff must wear a face mask or face covering on entering the hospital.
- On arrival to area of work – assess the situation and choose type of respiratory protection required e.g. type IIR surgical mask for a ward area, or FFP3 respirator if it is high risk area carrying out aerosol generating procedures (AGPs).
- If required to wear an FFP3 mask ONLY wear the type of mask that you have passed FIT testing on.
- If staff have NOT been fit tested they should wear a respirator hood (demonstration videos on how to use respirators hoods are available on the coronavirus staff website).
- The staff member should then arrange an appointment for FIT checking by contacting their line manager/clinical educators/IPC.

## What PPE to wear

A poster for the recommended use of PPE in different clinical areas is available at the back of this booklet.

### The key principles for PPE usage are:

- You must decontaminate your hands between patients
- You must change gloves/aprons between patients
- Remember to avoid touching your mouth, nose and eyes
- COVID-19 is spread predominantly by respiratory droplets, hence surgical masks are appropriate for routine care

## Sessional PPE usage

- A session refers to a period of time where a healthcare professional is caring for patients in a clinical setting
- Masks, visors and gowns can be worn for prolonged periods and unlike gloves and an apron, do not need to be changed between patients
- PPE should be disposed of if it is damaged, soiled or uncomfortable
- Avoid touching the mask on removal, place into a clinical waste bag and wash hands

## Reducing skin damage risk

To reduce the risk of skin damage, prior to applying the mask please ensure skin is clean and dry, do not over tighten the mask, please ensure a comfortable fit is achieved before attending to a patient. For advice or support with skin issues please contact Occupational Health.

## PPE Concerns

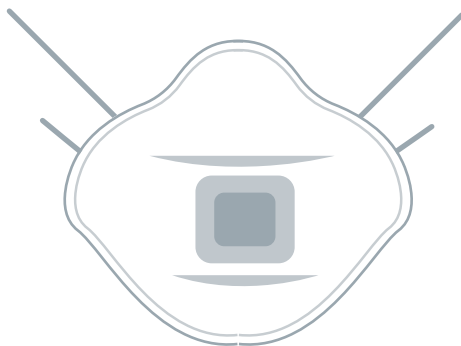
You can check the COVID staff information page at <https://www.uhb.nhs.uk/coronavirus-staff> which can be accessed via any device. Should you still have any queries these can be escalated to your line manager. Failing this queries can be sent to the PPE group via the COVID19PPE inbox indicating clinical query in the subject box.

**Email:** COVID19PPE@uhb.nhs.uk

## When to use an FFP3 Respirator:

Within 2 metres of patient and carrying out potentially aerosol generating procedures for patients suspected/confirmed of having an infectious respiratory illness, such as Flu, Pulmonary TB, Coronavirus. Aerosol Generating Procedures includes bronchoscopy, endotracheal intubation, tracheostomy procedures, cardiopulmonary resuscitation, diagnostic sputum induction.

When attending a patient in a bay or side room, within 1 hour post aerosol generating procedure.



**AGPs in general areas  
OR  
inside a high risk patient  
care area**

### **PPE to be worn**

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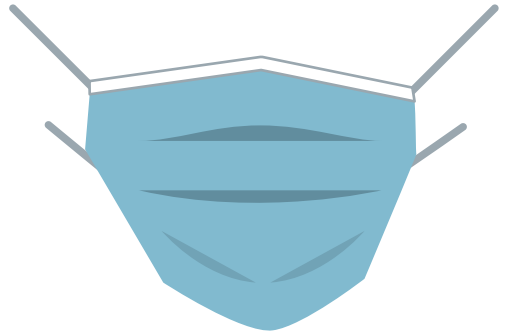
- FFP3 Respirator mask
- Long sleeved disposable apron
- Gloves
- Eye protection

**Patients should not wear FFP3 respirator masks as they are not fit tested.**

## When to use a surgical face mask:

Providing patient care, direct home care visits, diagnostic imaging, phlebotomy services, physiotherapy (when not performing an aerosol generating procedure).

Please note during a pandemic, mask use is sessional and may be required in all clinical areas.



**Close patient contact  
(within 2 metres of patient)**

### **PPE to be worn blue side out**

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- Blue surgical face mask
- Standard apron
- Gloves
- Eye protection (if risk of contamination of eyes by splash or droplets)

**Patients should wear a surgical face mask for transfer to other wards and departments.**

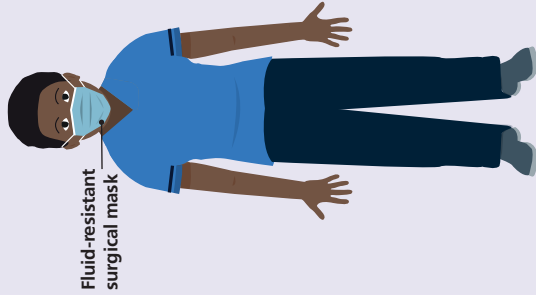
# COVID-19

## A visual guide to safe PPE



### Inside hospital areas with NO direct patient contact

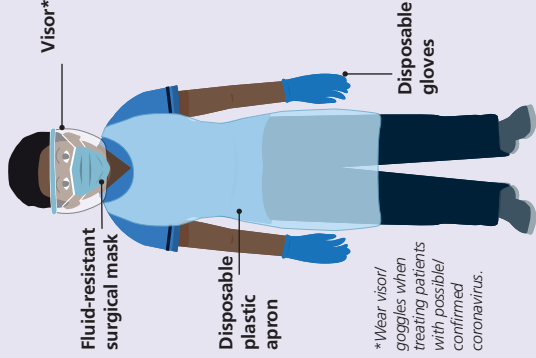
Applies to all staff throughout the whole hospital setting including clinical and non-clinical areas.



Fluid-resistant surgical mask

### Close contact with patients (within 2 metres)

Applies to all staff who are less than 2 metres away from patients.



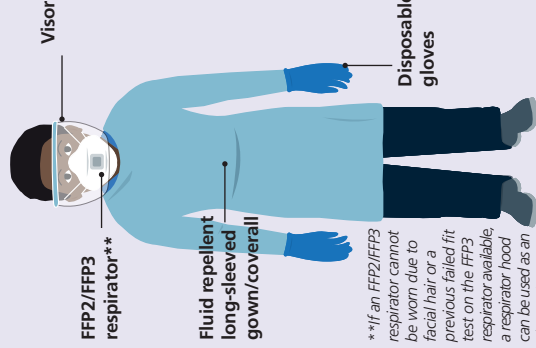
Fluid-resistant surgical mask

Disposable plastic apron

\*Wear visor/goggles when treating patients with possible/confirmed coronavirus.

### AGPs in general areas

When involved in a single Aerosol Generating procedure (AGP).



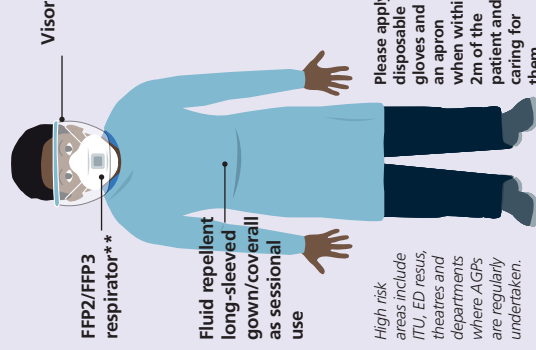
FFP2/FFP3 respirator\*\*

Fluid repellent long-sleeved gown/coverall

\*\*If an FFP2/FFP3 respirator cannot be worn due to facial hair or a previous failed fit test on the FFP3 respirator available, a respirator hood can be used as an alternative.

### Inside a high risk patient care area

Working in high risk care settings.



FFP2/FFP3 respirator\*\*

Fluid repellent long-sleeved gown/coverall as sessional use

Please apply disposable gloves and an apron when within 2m of the patient and caring for them.

High risk areas include ICU, ED resus, theatres and departments where AGPs are regularly undertaken.

Your safety and the safety of others depends on more than the type of PPE that you wear. Safe removal of PPE, hand hygiene and correct principles of cleaning are essential to minimise risk of self-contamination and transmission to others.

# Do's and Don'ts

## How to wear a face mask safely



### DO



Clean your hands before applying a face mask.



Apply face mask using clean hands. Ensure your nose and mouth are covered making sure the mask is sitting comfortably before proceeding around the hospital environment.



When mask is moist or soiled please dispose in a clinical waste bin, and when appropriate please reapply a clean one.



Clean hands once face mask is removed and disposed in clinical waste bin.

### DON'T



Apply mask without cleaning hands first.



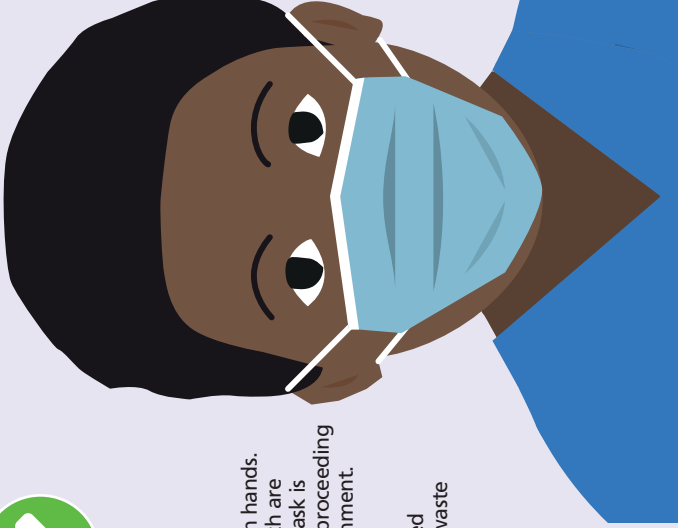
Wear mask around neck, head or anywhere that is not covering nose and mouth.



Continue to touch mask once it is on.



Throw mask on the floor, please use a clinical waste bin.



UHB thanks you for your continued support in keeping our patients and colleagues safe

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**Infection Prevention and Control**  
University Hospitals Birmingham  
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[www.uhb.nhs.uk/coronavirus-staff](http://www.uhb.nhs.uk/coronavirus-staff)

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