

**COVID-19 PPE Guidance - specified activities in education G646f**

---

**Contents**

<b>Introduction</b> .....	2
<b>PPE as part of an overall infection control strategy</b> .....	3
<b>Universal hygiene precautions</b> .....	4
<b>How PPE protects you in relation to COVID-19</b> .....	4
<b>Use of PPE for specific activities</b> .....	5
<b>Explaining Sessional Use</b> .....	7
<b>Aerosol Generating Procedures (AGP)</b> .....	7
<b>The risk to staff working hands-on with pupils and students who cannot adhere to strict hygiene practices</b> .....	8
<b>Reusing PPE</b> .....	8
<b>Putting on PPE</b> .....	9
<b>How to wear a surgical or fluid resistant mask</b> .....	9
<b>Prescription glasses</b> .....	10
<b>Removal of PPE</b> .....	10
<b>Associated guidance</b> .....	11

## COVID-19 PPE Guidance - specified activities in education G646f

### Introduction

The health, safety and well-being of all colleagues is of utmost importance to NCC. We are keeping up to date with latest information from Public Health England on COVID-19 and will continue to put strategies in place to ensure that the risk is effectively managed on their advice.

This guidance is one of a series produced by NCC to support your health and safety should be read in conjunction with the relevant guidance listed below. This guidance **strictly** applies to school staff who:

- Carry out home visits in the community that are deemed essential.
- Are required to have close contact with **symptomatic** pupils including whilst transporting them to hospital
- Are providing first aid in close contact with the casualty in all school settings

This guidance document details the Personal Protective Equipment (PPE) requirements to support your health and safety as part of an overall infection control plan. By following this, you will also be protecting the people that you come into contact with, and people in your own household. PPE is not required in any other circumstances in a school setting than those outlined above. All schools must follow the COVID-19 Compliance Code for all schools in order to reduce the risk of transmission of the virus, including:

- Ensuring that staff and pupils do not attend the education setting if they or a member of their household becomes symptomatic
- Ensure that staff and pupils go home as soon as possible if they develop symptoms while they are at the education setting, no matter how mild
- Implementation of specific cleaning and social distancing requirements
- Developing individual support plans for pupils who require supportive measures

For ease of reference, changes that are made to this document are detailed below:

Date of change	Section, Page and Change
20-04-20	This is a new document
28-04-20	Pg 6 – updated table regarding home visits Pg 7 – updated sessional use
12-05-20	Updated to reflect first aid requirements Addition of circumstances where staff may choose to wear PPE over and above the requirements
27-05-20	Pg 8 – Headteacher information for additional of PPE – section has been reworded.
11-08-20	Updated the circumstances where PPE is required. Updated infection control information Updated references to other documents title changes
13-11-20	Update relating to aerosol generating procedures

**PPE as part of an overall infection control strategy**

---



As identified in *COVID 19 Your health and safety while working in education*, there are two main routes by which COVID-19 can be transmitted:

- infection can be spread to people through close contact with infected individuals and respiratory droplets or aerosols generated during coughing, sneezing and breathing.
- direct contact with infected tissues, body fluids or indirect contact with contaminated surfaces such as door handles and then touching their own mouth, nose, or eyes.

Therefore, to limit the spread of the virus we need to minimise the available transmission routes. This requires a combination of approaches as demonstrated by the diagram above. The starting place is to limit direct contact with other people as much as possible. For educational settings it is recognised that this is more difficult to do. Therefore, a different approach to the risk is needed. Educational settings are required to cohort staff and pupils into bubbles to reduce the number of people transmission can occur between, alongside implementing social distancing as much as is possible both within and between cohorted groups, balancing the need to do this with the need to provide a full and balanced curriculum. Where interaction with other people cannot be avoided excellent universal hygiene measures must be maintained. This means, ensuring high standards of environmental cleaning, paying particular attention to regular contact points as well as maintaining excellent personal hygiene (both staff and pupils). Undertaking these measures will lower the risk of transmission. The use of PPE is the last element of infection control. PPE must be used at the right time and in the right way to be effective.

Hand hygiene must be performed at regular intervals throughout the day as outlined in the Compliance Code for all educational settings. This includes whilst removing

## **COVID-19 PPE Guidance - specified activities in education G646f**

---

PPE, equipment decontamination and waste handling. Always follow the [5 moments for hand hygiene](#) as follows:

### **Universal hygiene precautions**

- Wash your hands (and where baring forearms the whole forearm) thoroughly with soap and water often following the [NHS guidance](#). Use alcohol-based hand sanitiser if soap and water isn't available. Everyone should wash their hands on entering the setting, before eating, after coughing or sneezing, before and after they use personal protective equipment, after visiting the toilet as well as between different activities and at other regular intervals throughout the day.
- [Catch it, Kill it, Bin it](#) - Covering your mouth and nose with a tissue or sleeve when sneezing and put used tissues in the bin straight away. Always wash your hands afterwards
- Minimise touching hand contact surfaces with your hands as far as is reasonable and safe to do so.
- Keeping your hands below shoulder height as much as possible. This will help to avoid touching your eyes, nose or mouth, if you haven't washed your hands.
- Self-isolate if you or a member of your direct household develops symptoms of COVID-19 no matter how mild or are required to self-isolate due to contact tracing requirements Go home if you develop symptoms whilst at work, not matter how mild.
- Go home if you develop symptoms whilst at work, not matter how mild and follow testing arrangements if you have symptoms.

Please note: if you wear prescription glasses you will need to have alcohol wipes with you so that you can clean them after wearing masks and/or eye protection.

### **How PPE protects you in relation to COVID-19**

---

**Gloves** – protect you from picking up the COVID-19 virus from the environment (such as contaminated surfaces) or directly from people with COVID-19. Care must be taken not to touch the face, mouth or eyes when wearing gloves.

**Disposable plastic aprons** – protects your clothes from contamination when providing care.

**Surgical masks** – The aim of wearing a face mask is to protect your mouth and nose from service user's respiratory secretions. Wearing a face mask also protect the service user by minimising the risk of transmitting infection from yourself (via secretions or droplets from your mouth, nose and lungs).

**Fluid repellent surgical masks (FRSM)** – protect you from respiratory droplets produced by service users (e.g. when they cough or sneeze), by providing a barrier to prevent these reaching your mouth and nose. They also protect service users from you and fellow care workers as per surgical masks above.

**Eye protection** – protect you from respiratory droplets produced by pupils (e.g. when caring for a repeatedly coughing pupil), and from splashing of secretions,



## **COVID-19 PPE Guidance - specified activities in education G646f**

---

blood, body fluids or excretions such as vomit by providing a barrier to prevent these reaching your eyes. Please note: only visors and goggles are suitable for this purpose.

### **Use of PPE for specific activities**

---

This section provides you with details of the circumstances and activities in which PPE is required and the type of PPE you should wear for each specific task.

PPE is required when:

- Carrying out home visits in the community that are deemed essential.
- You are working in a residential facility where any resident is a possible or confirmed case.
- A symptomatic pupil needs essential transport from a residential facility to a healthcare appointment e.g. to hospital.
- Are providing first aid in close contact with the casualty in all school settings
- Are supervising or caring for a symptomatic pupil while they are waiting to go home.

The table below summarises the different PPE required in different settings and circumstances. If the circumstance is not covered there is no requirement to wear PPE.

**COVID-19 PPE Guidance - specified activities in education G646f**

Setting	Activity/ circumstances	Gloves	Apron	Fluid repellent mask	Eye protection
Home visits	At all times			✓	
Home visits	Home visits where providing direct care or in direct person to person contact for more than a minute at a time	✓	✓	✓	✓*
Residential accommodation	While working in a residential facility in an area designated as a 'household' that is self-isolating, or the employee considers for some other reason there is a real risk	✓	✓	✓ (single or sessional)	✓* (single or sessional)
Pupil transport to healthcare appointments/ hospital	Where the vehicle does not have a bulk head (no space separation for driver) and the person being transported is a possible or confirmed case, or the employee considers for some other reason there is a real risk			✓	
All settings**	Providing first aid in close contact with the casualty (within 2m)	✓	✓	✓	✓*
	Where a child or young person becomes ill while at school and they need supervising or comforting whilst waiting for collection	✓	✓	✓	✓*

\* Where there is a risk of respiratory droplets splashing into the eyes due to repeated coughing or vomiting

\*\* It is recommended that first aid staff undertake the supervision of symptomatic children to reduce the number of staff who need training in the use of PPE

## COVID-19 PPE Guidance - specified activities in education G646f

---

### Explaining Sessional Use

---

This section may be applied where member of staff is undertaking a variety of care activities for different pupils in a Complex Needs School's residential area during self-isolation.

A session is described as the entirety of the time between breaks (this includes having a drink and going to the toilet as well as formal breaks) as long as the equipment worn is suitable for the task being undertaken, it does not become damaged, uncomfortable and in the case of masks, does not become damp or difficult to breathe through.

Continuous use of face masks and eye protection is recommended until you have a break both to reduce risk of transmission and also to make it easier to conduct your routine activities without disruption.

There is no evidence to suggest that replacing masks and eye protection between each pupil would reduce risk of infection to you. Instead there may be more risk by repeatedly changing face mask/eye protection as this may involve touching your face unnecessarily.

However, it is important that you do not become dehydrated because you are wearing protective equipment. Please ensure you hydrate well before putting on masks and that you always take the opportunity to have a drink when you take a break.

Gloves and aprons are single use items and they must always be changed after close contact with service users, always clean your hands between close contact activities.

Please note: PHE guidance allows people undertaking home visits to keep their mask on between visits as part of sessional use. **It is NCC policy to avoid this where possible. You should wear a new mask for every household you visit.** If it becomes necessary to change our policy further guidance will be provided.

### Aerosol Generating Procedures (AGP)

---

Some procedures increase the risk of transmission through aerosols, such as for pupils receiving tracheostomy care.

AGPs that are commonly performed in education and children's social care settings include:

- non-invasive ventilation (NIV)
- bi-level positive airway pressure ventilation (BiPAP)
- continuous positive airway pressure ventilation (CPAP)
- respiratory tract suctioning beyond the oro-pharynx

## **COVID-19 PPE Guidance - specified activities in education G646f**

---

These activities require a different type of PPE and a specific risk assessment supported by the young person's health professional. Separate guidance on AGPs, accessing the correct PPE and training for that is available on the Norfolk Schools and Infospace sites.

Procedures that are not classed AGPs include:

- oral or nasal suction
- the administration of nebulised saline, medication or drugs
- chest compressions or defibrillation
- chest physiotherapy
- the administration of oxygen therapy
- suctioning as part of a closed system circuit
- nasogastric tube insertion and feeding

However, considerations for close contact still apply to these procedures as detailed in this document.

### **The risk to staff working hands-on with pupils and students who cannot adhere to strict hygiene practices**

---

It is recognised that some children and young people with special educational needs present behaviours that are challenging to manage in the current context, such as spitting uncontrollably.

It will be impossible to provide the care that some children and young people need without close hands-on contact.

In these circumstances, staff need to increase their level of self-protection, such as having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces.

Public Health England do not recommend PPE in these circumstances.

### **Reusing PPE**

---

Whilst most PPE items should only be used once, certain PPE items are manufactured to be re-usable. This most commonly applies to eye/face protection items such as goggles or visors. Re-usable items should only be used in Complex Needs School's residential areas where there are suitable facilities for cleaning, disinfection and storage. Re-useable items should be clearly marked as such and identified in advance by your Headteacher. Re-usable PPE items must be appropriately cleaned, disinfected and stored between uses, according to the manufacturer's instructions or local infection control policy.

PHE guidance does allow, during times of shortage, for single use eye protection and masks to be reused. It is NCC policy to avoid this if at all possible. If this becomes necessary, further guidance will be provided.

## **COVID-19 PPE Guidance - specified activities in education G646f**

---

### **Putting on PPE**

PPE should always be put on before entering the area where PPE is needed. For example, for a home visit that would be before entering the property (avoid contact with touch points outside the property before putting gloves on), or as soon as you enter the property if you can do this maintain 2m distance from householders. For a Complex Needs School's residential area that would be in an employee only area prior to your starting a session of work, or before you enter a pupils bedroom room/dormitory. This will depend on whether self-isolating pupils are able to stay in their bedroom/dormitory.

For many colleagues this will be the first time you have needed to wear PPE to carry out your role. It is important to practice putting on and taking off PPE in line with the below guidance before you are in a circumstance where you need to use it.

### **Before you put on PPE**

- Remove your watch, jewellery and stoned rings
- Tie your hair back where it is long
- Tuck long necklaces and lanyards inside your clothing
- Ensure that you drink some fluids
- Check that your PPE is the correct type and size and is not damaged.
- Wash your hands if you are in appropriate location to do so or use hand sanitiser
- Please refer to the section below if you wear prescription glasses

### **Sequence for putting on PPE**

1. **Apron** – make sure it is securely tied at the back.
2. **Face mask** – if it is the tie type make sure it is securely tied at the back with the upper part tied around the crown of the head and the bottom strap around the neck. They should be secured with bows creating a comfortable but close fit.
3. **Eye protection** - where you have assessed that there is a risk of splashing of body fluid in the eyes.
4. **Gloves** – ensure these are the correct size

When undertaking tasks make sure that you:

- Avoid touching surfaces unnecessarily
- Avoid touching your face until the gloves have been removed and hands are clean.

### **How to wear a surgical or fluid resistant mask**

- Remove prescription glasses
- Check the mask to ensure it is not damaged, avoid touching the inside
- Secure the mask around the ears with the elastic or ties (as described above)
- Ensure the mask is flat against your cheeks with both hands

## COVID-19 PPE Guidance - specified activities in education G646f

---

- If there is a nose piece – mold the nose piece around the bridge of the nose firmly pressing down on both sides of the nose until you have a good fit.
- Extend the mask down to fully cover the chin.
- The mask should be well fitted - covering both nose and mouth.
- Put your glasses back on.

Masks must not be allowed to dangle around the neck of the wearer.

Avoid touching the mask after you have put it on.

### Prescription glasses

---

Staff who wear glasses may find that their lenses mist when wearing PPE. Staff can purchase lenses anti-fog wipes or spray which will stop lenses misting.

### Removal of PPE

---

When removing and replacing PPE ensure you are 2 metres away from service users and other employees.

Remove gloves and apron after you have completed close contact tasks with a service user, this will avoid cross contamination when you leave or move onto a different task. If you cannot dispose of waste in the room/area you are working in then take a bag with you and open it before you put on your PPE. This reduces the risk of cross contamination during the removal of PPE. Follow the arrangements for the disposal of waste as follows:

To remove your gloves and apron to minimise the risk of self-contamination:

- **Gloves** – grasp the outside of the glove above the cuff and peel off holding the removed glove in the remaining gloved hand. Slide the fingers of the ungloved hand under the remaining glove and peel off the glove over the first glove and discard into the waste bag/bin.
- Wash hands and dry with disposable towels following the [hand washing instructions](#).
- **Apron** – gently pull each side of neck tie with both hands so that the neck tie snaps, allow the apron to fall forward, snap the waist ties and fold the apron in on itself.
- Wash hands and dry with disposable towels following the [hand washing instructions](#).
- If you cannot wash your hands where you are removing your gloves and apron, ensure that you have taken hand sanitiser with you (or leave it in the areas you are working if it safe to do so).

If you are also removing your mask and eye protection, remove the eye protection (if used) followed by the mask - avoid touching the front of the mask and eye protection as they may be contaminated:

- **Visor** - Lift gently by the strap to remove or



## COVID-19 PPE Guidance - specified activities in education G646f

---

- **Goggles** - hold both arms and lift and pull away from the face
- Wash hands and dry with disposable towels following the [hand washing instructions](#).
- Remove your prescription glasses
- **Face mask with ear loops:** Hold both of the ear loops and gently lift and remove the mask.
- **Face mask with ties** - untie the bottom strap first, followed by the top strap
- If you wear prescription glasses, clean them with an alcohol wipe, do not put them on again until you have washed your hands.
- Ensure that you put all waste items in an open waste bag as they are removed, avoid touching the outside of the bag as they are removed. Follow waste disposal arrangements that are detailed in the specific guidance that applies to you activity (e.g. essential home visits or complex needs school residential accommodation)
- Wash hands and dry with disposable towels following the [hand washing instructions](#).

You may find the demonstrations in the PPE instruction video useful for putting on and taking off PPE. Please note this is designed for care home settings and therefore talks about residents but the methodology relates to all activities and settings where PPE is required.

Be careful not to touch surfaces while remaining in the home setting or until you have put on fresh gloves in an area that is being used for self-isolation in a Complex Needs School residential area.

For additional protection, alcohol hand sanitiser can be used after washing hands. This is particularly recommending when visiting people in their homes once you have exited the property.

If you cannot wash your hands at the points instructed above use alcohol hand rub in its place using the hand rub method demonstrated below:

### [How to hand rub](#)

**Please note: Due to the current demand for PPE NCC is sourcing PPE from a variety of different suppliers. This means that there may be some variety in the PPE available. You should not be concerned by this. All PPE is checked to ensure it meets the required standards before distribution to staff.**

### Associated guidance

---

- [COVID-19 Your health and safety when working in educational settings G646c](#)
- COVID-19 Guidance for complex needs residential educational settings
- [COVID-19 Guidance for education staff who carry out essential home visits G646e](#)

## **COVID-19 PPE Guidance - specified activities in education G646f**

---

- [COVID-19 First aid requirements for Headteachers and first aiders](#)
- [PPE instructional video](#)