

## **Process for the supply of PPE for approved Adults and Health operational staff**

**3 April 2020**

As stocks of PPE become available, they will be delivered to Facilities Management (FM) at the following hubs:

Centenary House, Worthing – FM office 2  
Durban House, Bognor Regis – FM office  
Parkside, Horsham - FM office

FM will take delivery of stock and store it within the designated area within each of the hubs listed above.

FM security staff at each hub will have responsibility for providing access to stock for staff that have been approved for access to PPE from Adults and Health.

FM at each hub will hold a list of teams that have been approved to access PPE and the levels of stock that can be issued to each worker, per week.

Weekday access will be as follows.

Durban House and Centenary House – 7.30am to 6.00pm  
Parkside – 7.30am to 10.00pm

Staff working at weekends, should wherever possible, anticipate requirements for PPE and plan before the weekend to collect stock. If urgently required at weekends, a small emergency stock will be accessible. Managers will be advised how this can be accessed.

FM will escort staff to the designated room, oversee the selection of PPE stock and make a record of the stock assigned. The worker will then sign a receipt for the stock. In most cases, staff will be required to attend the hub to collect their own PPE. In some cases, a nominated team member can collect PPE on behalf of their colleagues. This arrangement will be on the basis that the controls described below are followed for each staff member requiring PPE and each member will be identified by name on the stock sheet.

FM security guards will be in their usual station in the hubs – staff entering the hub should locate the security guard. If they are not at their station, staff should wait until the guard returns.

Strict controls will be in place to ensure the fair distribution of stock and that PPE is only being accessed by operational staff who are working in close contact (within one meter) of any customer with possible or confirmed COVID-19, **or** for all close contact with customers in the shielded cohort or where a member of the household is in the shielded cohort, who is not symptomatic and does not have a diagnosis of Covid-19.

It is essential that staff do not personally stockpile PPE or use it in circumstances where it is not required (in accordance with guidance issued by PHE). This will help to ensure that available stock can be accessed by staff who need it. Inappropriate use of PPE will be monitored, and action taken if required.

**Important:** Staff should only access PPE stock with agreement from their manager/supervisor and only **where it is essential that they undertake close contact work with any customer who has possible or confirmed COVID-19. Or when undertaking close contact work with a customer without symptoms or confirmed COVID-19 who is in the shielded group or a member of their household is in the shielded group.**

A full 'set' of PPEs for working with a single customer in close contact, with possible or confirmed COVID-19 or a customer or a member of their household is in the shielded group, consists of:

- Waterproof/fluid repellent facemask (Type IIR) - this is a higher-grade mask than a standard surgical mask and is suitable for use with shielded customers.
- Standard apron
- Gloves
- Hand sanitiser
- Two waste bags for disposal
- Eye protection i.e. goggles, or a visor. Use of eye protection is recommended but this is subject to a risk assessment to determine the level of potential transmission through droplet e.g. coughing or sneezing. Staff should always contact customers in advance of a visit to determine the level of risk. Where this cannot be accurately determined, then eye protection should be worn.
- Shoe covers are optional and can be used as part of PPE if stocks are available. These should be considered if staff are working in an environment where shoes may come into contact with respiratory droplets or other bodily fluids.

Stocks of hand sanitiser are also accessible from the hub if staff provide their own bottle for refilling, Ideally this should be a single-use disposable bottle for each refill bottle.

Staff need to undertake the mandatory training on how to put on (don) and remove (doff) PPE and how to dispose of the equipment safely in line with PHE guidance, prior to accessing PPE stocks.

The number of sets of PPEs available to each worker will be determined by the level of stock available at any one time. This will ensure the fair distribution of stock. There may be times, due to a lack of stock or the need to prioritise other areas of the business, that some staff will not be able to access as much stock as they may feel they need.

Staff who have been unable to access stock, where they need to work with a customer with symptoms or with a customer in the shielded group, should raise this with their manager, who will establish if any other members of the team have PPE that can be redistributed.

Staff will not be required to undertake close contact work with customers with possible or confirmed COVID-19 without a full set of PPE as described above.

In circumstances where PPE is not available then managers should discuss with staff alternative ways of working with the customer that avoids close contact, for example phone, skype etc.

More advanced PPE is only required where staff are delivering or assisting with an aerosol generating procedure.

This may include the following items.

- FFP3 respirator mask
- Long sleeved disposable gown
- Gloves
- Eye protection (disposable goggles or full-face visor).

Aerosol generating procedures are usually undertaken by appropriately trained medical personnel and within a hospital environment or a highly specialised setting where there is clinical oversight.

It is anticipated that operational social care staff will not be working in any environments that will necessitate the need for this type of PPE. However, if staff feel this may be required, they should discuss this with their manager.

FFP3 face masks need to be professionally fit tested to each worker before they can be used and should only be used in conjunction with eye protection, full gown and gloves. Therefore, if staff feel this level of protection is required, they will need to escalate this to their manager, for appropriate arrangements to be made.

If a staff member develops a new, continuous cough or a fever they should stay at home in accordance with the [‘Stay at Home’](#) guidance. If staff develop these symptoms while at work, they need to self-isolate and immediately inform their line manager.

### **Stock control and monitoring**

FM will collate weekly information on which staff and teams have accessed PPE and this will be shared with the PPE representative for Adults and Health, for monitoring purposes.

FM will monitor and report on stock levels daily to the Business Resilience Functional Group.

If supply is disrupted, or stocks are not available for distribution to the hubs, the nominated Adults and Health PPE representative, in conjunction with the Business Resilience Group will take further decisions regarding prioritisation for access to PPE.

## **Appendix 1 - Approved teams for access to PPE stock – Adults and Health Services**

### **Western – Durban House**

Independent Living team Bognor  
Independent Living team Chichester  
Bognor community team  
Chichester community team  
OPMH Western  
St Richards hospital SW team  
Bognor hospital SW team  
LLS Adults Transition Western  
LLS Adults Western

### **Southern – Centenary House**

Independent Living team Adur  
Independent Living team Worthing & Littlehampton  
Worthing community team  
Littlehampton community team  
OPMH southern  
Adur community team  
Extra care team  
LLS Adults Coastal  
LLS Adults Transition Coastal  
Worthing hospital SW team

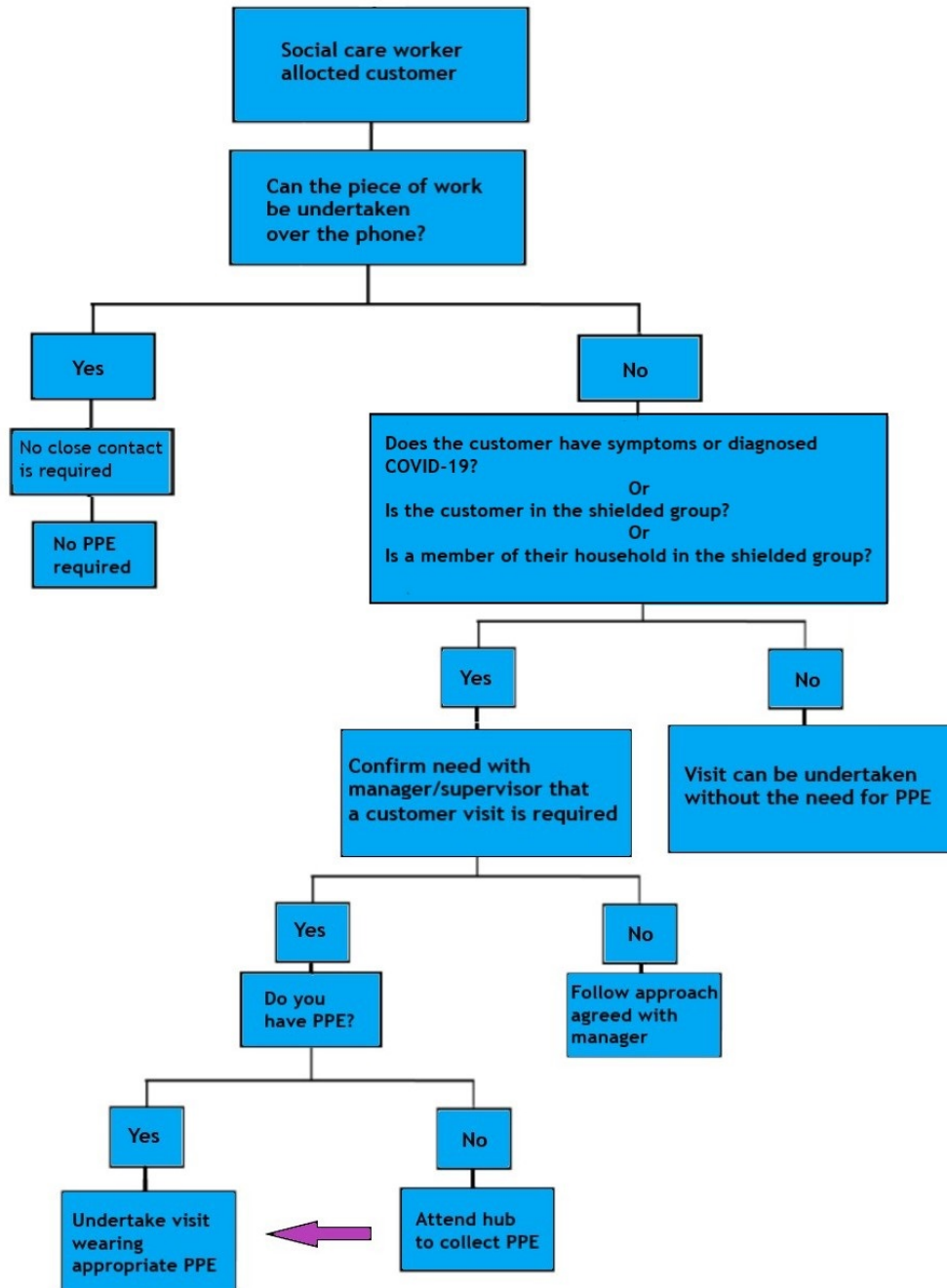
### **Northern – County Hall North (Parkside)**

Independent Living team Horsham & Mid Sussex  
Independent Living team Crawley  
OPMH Northern  
Mid Sussex Community team  
Horsham Community team  
Crawley Community team  
LLS Adults Northern  
LLS Adults Transition North  
PCN team  
Crawley Hospital SW team  
East Surrey hospital SW team  
Princess royal hospital SW team

### **County wide teams that can access any hub**

Working age mental health (see names)  
AMHP (see names)  
Regaining independence service  
ROVI  
Moving and handling team  
LLS OT  
Deaf services

## Appendix 2- Process for accessing PPE



### Appendix 3 - stock sign out sheet



Centenary House (Worthing)

#### **PPE Sign-Out Sheet**

**NOTE:** These supplies are incredibly difficult to source at the moment. There are restrictions on how many pieces of equipment can be signed out per person, which should have been communicated to you via your manager/team leader/supervisor.

**By signing this document, you are agreeing to use this equipment for WSCC purposes only, and in accordance with the online COVID-19 PPE 'How to Use' instruction for all staff (available on the Learning & Development Gateway)**

Date	Name	Team/Area								Signature
			Apron	Face-Mask	Eye-Protection	Gloves (Pair)	Shoe Covers (Pair)	Disposal Bags	Hand Sanitiser	
26 / 03 / 20	Amelia Dovellet		5	5	5	5	10	5	5	<i>A Dovellet</i>
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