



Infection prevention and control guidelines for State quarantine facilities

17 February 2021

Table of Contents

General risk mitigation.....	3
Quarantine requirements for the guest.....	4
If a guest tests positive for COVID-19	4
Check-in process for guests requiring quarantine	5
Guests requiring transfer to a different room or to leave the facility	5
Management of guests at the end of their quarantine period	6
Use of personal protective equipment by staff	6
Meals and other deliveries	7
Linen handling and laundry	8
Waste	8
Environmental cleaning and disinfection	8
Cleaning products.....	8
Housekeeping trolleys	9
Cleaning of guest rooms.....	9
Vacate cleaning	9
Facility common areas.....	10
Maintenance.....	10
Non-Urgent Maintenance.....	10
Emergency Maintenance	10
Security staff and crowd control guards	11
Management of unwell staff	11
Staff Uniforms	12
Incident Reporting	12
Education and training links	13

This document provides infection prevention and control (IP&C) guidelines for hotel, security and other contracted staff, working in Western Australian (WA) state quarantine facilities (SQF). All guests who are required to quarantine in an SQF are to be managed in the same manner, regardless of their COVID-19 status. In this document persons quarantining in SQFs will be referred to as guests.

General risk mitigation

To limit the transmission of COVID-19, it is recommended that facilities follow these recommendations:

- Provide signage that promotes physical distancing, hand hygiene and respiratory hygiene.
- Provide alcohol-based hand sanitiser at the entrance to the facility, reception area, on every floor and lift area for guests and staff to use.
- Use cashless financial transactions and allow guest to swipe own bank card if required.
- Lift sharing with people other than partners or room companions must not occur.
- Staff must not enter lift with guests. In an emergency or to assist a guest with a disability staff must wear personal protective equipment (PPE) as required (see [Appendix 1](#)).
- Guests should not touch the lift buttons, these should be pressed by security
- In facilities where there is both commercial and quarantine activities:
 - quarantining guests and commercial guests must be segregated i.e. separate floors and have dedicated entry /exit facilities.
 - staffing will be consistently dedicated to the quarantine zone, minimising the potential for any risk of infection in commercial zone staff members.
 - there will be no movement of staff from the quarantine zone to the commercial zone except for staff undertaking specific roles as discussed with State Health Incident Coordination Centre (SHICC).
 - it is preferable that staff who live together work in the same zones. Duties may need to be adapted.
- Transfer of personal belongings between the guest and others outside of the SQF must be avoided.
- No equipment is to be delivered to a guest room that requires the installer to enter the room to set up the equipment.
- A trolley or collection bin is to be used for all deliveries and collections e.g. meals, linen, waste.
- All staff are to receive IP&C education including how to perform hand hygiene and put on and take off (don and doff) PPE before commencing duties at the facility.
- Staff are to maintain physical distance of at least 1.5 metres from all guests and colleagues.
- Staff are to minimise touching of surfaces throughout the facility and to perform hand hygiene regularly throughout the day.
- Staff should not share equipment such as 2-way radios, computers, computer mice, telephones, bank card readers, pens or other items without cleaning and disinfecting the items with an appropriate detergent/disinfectant wipe or solution between users.

- Staff are to comply with the COVID-19 Testing Directions for quarantine facility workers.
- Prompt reporting to SHICC of any suspected or known breaches in processes or procedures must occur.
- Regular, unannounced site inspections by the WA Department of Health IP&C team will be conducted. The site visit will include but is not limited to an inspection of quarantine guest floors and all areas of the quarantine area, meal delivery, guest delivery packages, cleaning, linen and waste removal and the onsite healthcare team.

Quarantine requirements for the guest

All persons arriving in WA from overseas or designated interstate departure points are required to quarantine in an SQF for 14 days unless they have been given an exemption.

- Guests are to comply with the following guidance:
 - are not permitted to leave their rooms unless in an emergency or for reasons endorsed by SHICC e.g. to receive hospital care
 - are to minimise their contact with surfaces and objects as they transit through the facility on arrival and departure
 - are not to have physical contact with staff or other guests who are not in their immediate travel party or to handle other guests' luggage or belongings
 - should perform hand hygiene regularly, using either soap and water or alcohol-based hand sanitiser, after using the bathroom, before and after eating or drinking
 - practice respiratory hygiene by coughing or sneezing into their elbow a tissue that is then disposed of immediately into a bin and perform hand hygiene
 - are not to go for meals in a shared dining area or attend any communal areas of the facility e.g. pool, gym, and spa
 - are not permitted to have visitors
 - are not to open the door unnecessarily
 - must wear a mask when opening their door to receive food and other deliveries, dispose of rubbish, exchange linen and for any other occasion where the door must be opened. Note that children under 12 are exempt from wearing a mask.
- All luggage is to be housed in the guest room.
- Any deliveries to the guest room are to be left outside the door to be collected by the guest once the staff member has left the area.
- Guests who have tested positive to COVID-19 or have symptoms of COVID-19 are required to isolate until no longer infectious. Not all people who have tested positive require hospitalisation, but they must remain in isolation until they are cleared by Public Health to prevent further transmission of the disease.

If a guest tests positive for COVID-19

A formal risk assessment will be done by Public Health staff at the time of diagnosis to identify any staff who may have been in contact with the guest.

Check-in process for guests requiring quarantine

- ALL staff will wear a disposable surgical mask and eye wear for check-in.
- Ensure guests in queue lines at check-in are separated by a distance of at least 1.5 metres.
- On arrival and check-in at the facility, all efforts are to be taken to expedite a fast-tracked check-in.
- A distance of 1.5 metres between the guest, facility staff and all other people must be maintained throughout the check-in process. Staff should utilise the elevator over-ride function to ensure the guest can ride solo to their floor.
- Guests must be encouraged to manage their own luggage. A luggage trolley can be provided to the guest and the guest is to be instructed to leave the trolley outside their room when finished.
- A designated SQF staff member may assist with handling of heavy luggage if the guest is unable to manage. The staff member is to perform hand hygiene, put on an apron and a pair of gloves before handling the luggage and placing on the luggage trolley. The luggage can then be transported and left outside the guest room via a separate lift at the conclusion of all other check-ins. Prior to returning to the lobby, the trolley is to be thoroughly cleaned and disinfected, followed by removal of gloves and apron as per Appendix 3.
- After handling luggage or cleaning the trolley, gloves are to be removed and disposed into a waste bin and hand hygiene performed again.
- It is important to clean and disinfect all potentially touched surfaces and objects along the guests' route from check-in to their room, such as door handles, lift buttons, lift surfaces, and other handrails immediately after the guests have passed through.

Guests requiring transfer to a different room or to leave the facility

- Occasionally a guest may need to move to a different room or different facility during their 14-day quarantine period. This could be for situations such as a maintenance issue in their room, becoming unwell and needing medical care, or a positive case requiring isolation from other family members. In this event:
- SHICC must provide approval for all transfers.
- COVID-19 positive guests are not to be moved – unless under exceptional circumstances.
- Guests will be provided with a clean surgical mask prior to transfer and must wear this at all times while outside the room unless required to remove it for medical reasons.
- The guest is always required to perform hand hygiene before leaving the room and wear a surgical mask while outside the facility room.
- The guest needs to follow all directions provided by facility staff, SHICC or WA Police and other authorised staff.
- The route of any guest should be cleaned and disinfected immediately after the guest passes through paying attention to all frequently touched surfaces as per the check-in directions.
- All staff assisting in the move are required to wear PPE (refer to Appendix 1 table of PPE requirements). Every effort is to be made by guests and staff to maintain physical distancing of 1.5m and to practice hand hygiene and respiratory hygiene.

- Movement of guests to different rooms or facilities is preferred during business hours and where there are no conflicting check-ins or check-outs to ensure availability of staff to facilitate the move in a safe manner.
- Guests must not share buses, taxis or other modes of transport.
- Hotel and security staff must not provide any assistance to a guest where close physical contact is required. If a situation arises in which the guest requires any physical assistance, then staff must inform the onsite healthcare team. In an emergency, facility staff can call “000” to obtain help from emergency services.
- All potentially touched surfaces and objects along the guest’s route must be cleaned and disinfected immediately after the guest has passed through.
- Any expected arrivals of new guests to commence their 14-day isolation or COVID-19 cases returning from hospitals, or guests transferring from a different facility to continue their quarantine are managed so there is no cross-over with departing guests

Management of guests at the end of their quarantine period

Guests completing their quarantine should be managed to ensure the following:

- Check-out times are allocated to each guest. Guests are to maintain physical distancing even at the end of their quarantine period.
- Guests who do not present for check out as expected should be contacted by phone by the SHICC Watch desk. Security or facility staff are not to knock on the guest’s door.
- All common areas including corridors, lifts, handrails and frequently touched surfaces are cleaned and disinfected thoroughly and regularly throughout the check-out day.

Use of personal protective equipment by staff

The following information outlines practices for the use of personal protective equipment (PPE) by all SQF staff. This is inclusive of facility staff, security officers, crowd control guards and contracted workers.

Masks and protective eyewear are mandatory for all staff working in in all areas of the SQF where guests are accommodated or when guests enter and exit the SQF. When not in a guest area, and staff are in their designated area/office, mask and eyewear is not required.

- All staff are to be trained in how to put on and take off (don and doff) PPE before commencing duties at the facility. This training is to be as per Department of Health PPE protocols. This PPE training is to be re-enforced weekly to ensure staff remain familiar with the appropriate donning and doffing process. (Please see [education and training links](#))
- Staff are encouraged to work with a PPE buddy when donning and doffing PPE.
- All staff are to have access to **Level 2 surgical masks (see Appendix 2)**, protective eye wear, disposable gloves, gowns or aprons.
- PPE is to be removed for meal or toilet breaks and disposed of into general waste bins and hand hygiene performed.
- All staff must wear the required PPE for the task being performed. Please see [Appendix 1](#) for PPE requirements specific to roles and tasks performed in SQFs.
- **Decontamination for reuse of used single-use PPE is only recommended when critically necessary to address supply shortages during the COVID-19 pandemic.**

- Masks:
 - staff should not touch the front of the mask
 - wear the mask correctly i.e. they are not to sit around the neck, under the chin or on top of the head
 - masks with ties are to be provided for staff who wear a head covering for religious reasons
- Protective eye wear:
 - face shields are labelled as single use by the manufacturer.
 - goggles may be reused by the same person but must be cleaned and disinfected after each use.
 - Further details on the cleaning and disinfection of protective eyewear can be found [here](#)
- Gloves:
 - are not a substitute for hand hygiene and hand hygiene must be performed every time gloves are removed
 - are only to be worn for contact with the guest's luggage, personal belongings or items for collection from the guest room e.g. linen or waste bags.
 - they are not to be sanitised using hand sanitiser or surface cleaner
 - if gloves have become contaminated, the gloves are to be removed immediately and disposed of in a bin, and hand hygiene performed. New gloves can then be put on if required
 - staff are to avoid touching unnecessary objects when wearing gloves e.g. do not answer the telephone or use a computer with gloves on.
 - always remove gloves and perform hand hygiene prior to performing new tasks
 - are not required for delivery of care packages or food deliveries.
- If staff require direction on PPE use, cleaning, laundry, waste management or other infection prevention and control issues, these questions must be directed to the State Health Incident Coordination Centre (SHICC). Security and hotel staff must not seek advice on these issues from nursing or medical staff stationed at the facility.

Meals and other deliveries

- For meals and other deliveries staff are to wear the required PPE as indicated in [Appendix 1](#) table of PPE requirements.
- Any trolleys utilised to deliver meals or other items require cleaning and disinfection after each use.
- All meals and other items required by the guest are to be contained in a plastic or paper bag, delivered to the guest and left outside the door.
- If reusable crockery and cutlery are used, they are to be handled according to the normal protocols e.g. washed in an industrial dishwasher.
- Staff should wear gloves when handling used menus, crockery and cutlery and are to perform hand hygiene after handling any items coming out of a room.

Linen

Please see [Appendix 1](#) for PPE requirements

- Gloves are to be removed and hand hygiene performed prior to touching lift buttons
- Gloves to be changed for each floor and hand hygiene performed after removal of gloves.
- Fresh linen and towels may be delivered to the guest as required. The linen should be bagged and left outside the guest's door.
- A linen bag is to be provided for the guest for used linen. The guest is to tie the linen bag closed before placing it outside the door for collection by facility staff at a mutually agreeable time.
- Linen and towels should be bagged and laundered as per the laundry service provider processes. Facility staff collecting the used linen should wear gloves and perform hand hygiene after removing the gloves after linen collection.
- All mattresses and pillows should be covered with removable mattress and pillow protectors.
- All laundry service providers should comply with AS 4146:2000 Laundry Practice.

Waste

Please see [Appendix 1](#) for PPE requirements

- All waste generated by the guest can be placed in the general waste stream. Plastic bags are to be provided to the guest for waste management. The guest is to leave the tied waste bags outside the door for collection by facility staff.
- Waste collection, using appropriate trolley, should be conducted at an agreed time, when there is no check in or check out in progress.
- Staff are to don gloves prior to collection of waste, and following collection of all waste on a floor, gloves are to be removed, hand hygiene performed before entering the lifts and pressing lift buttons.
- Waste collection is to be done floor by floor and disposed of at the usual waste collection point. Gloves must be worn to transfer waste from the trolley and on completion of task remove gloves and perform hand hygiene.
- Waste trolleys require cleaning and disinfection after each use.

Environmental cleaning and disinfection

Please see [Appendix 1](#) for PPE requirements

Cleaning products

Cleaning products are to be chosen for appropriateness for the surface to be cleaned. In general, combined detergent / disinfectant solutions or wipes should be chosen for hard surfaces. Some products such as bleach can damage fabrics, stainless steel and other surfaces.

- Detergent are to be a neutral product with a pH between 6 and 8.
- Products for disinfection should have viricidal (virus killing) properties.
- The use of combined detergent/disinfectant wipes or solutions of detergent and disinfectant prepared fresh each day are acceptable.
- If using a bleach solution, use a 1000ppm (0.1%) bleach solution.
- Always follow the manufacturer instructions for use.

- If spray bottles are used the product is to be sprayed onto the cleaning cloth and not directly onto the surface.
- Never mix different cleaning products as harmful chemical reactions can occur.
- Avoid 'topping up' detergent or disinfectant bottles as this can lead to contamination. If containers are reused, they should be emptied, washed and dried before being refilled.
- Workplace safety and health processes must be followed, and chemical manufacturer safety data sheets (SDS) must be available.

Housekeeping trolleys

Housekeeping trolleys are used to stock all necessary cleaning and disinfecting items, clean linen, guest supplies and to remove used linen and waste. A variety of different trolley styles may be used. To provide an efficient housekeeping service and avoid potential contamination of the trolley it is important that:

- The cleaning trolley is to be kept clean and well organised
- All items are to be kept in cleanable plastic containers. Cardboard storage containers are not to be used.
- Do not overstock the cleaning trolley, check the number of supplies required with the number of rooms being cleaned.
- Do not place any items removed from the guest room on top of clean items that will be used to re-stock the room.

Cleaning of guest rooms

- Routine daily cleaning of the guest room and any turn-down services are to be suspended for guests in quarantine.
- Cleaning materials should be provided to the guest to facilitate the guest in maintaining acceptable hygiene standards within their room.
- Disposable cleaning equipment is required, and these are to be disposed of in the general waste at the end of the guest's stay.
- Hand hygiene must be performed on removal of any PPE and on completion of cleaning activities.

Vacate cleaning

Vacate cleaning requirements will depend on whether the guest was a confirmed COVID-19 case or if quarantine period not completed.

Disposable cleaning cloths or cloths that can be laundered e.g. microfibre are to be used.

Irrespective of status of guest, no item removed from the guest room can be reused or retained by facility staff for personal use.

It is important that cleaning staff know that:

- all linen, even if unused, must be sent for laundering
- small sealed water bottles may be wiped over and reused
- all perishable items, including unopened packets, are to be discarded
- all toiletries or personal care items are to be discarded.
- any item left by the guest that is not disposable e.g. clothing, shoes, telephone chargers or computer cords should be bagged and sealed and the SQF Manager notified of items to be collected.

Guest who **has not tested** positive for COVID-19 after completion of 14-day quarantine

- PPE is to be worn as per Appendix 1.
- The room or facility can be cleaned and disinfected as per the facility's usual cleaning protocols. It is important to note that the room has not had routine cleaning for 14 days and thus may require more intensive cleaning than usual, such as carpet and curtain cleaning.

A guest who tests positive or is known to be positive during quarantine or who leaves the room or facility before the 14-day self-isolation period is complete

- The room should be vacated for at least 72 hours and the room left closed before cleaning commences.
- PPE is to be worn by staff as per Appendix 1.
- The room is to be cleaned and disinfected according to the facilities' usual protocols with extra care taken on the frequently touched surfaces e.g. light switches, door handles, TV remotes.
- All carpets, soft furnishings and curtains must be steam cleaned or laundered as per manufacturer's instructions.
- The mattress and pillow protectors must be changed and laundered.

Facility common areas

- Routine cleaning and disinfection of all common areas of the SQF is to occur at an increased frequency and should occur at least 3 times daily, especially in frequently used areas e.g. reception areas, shared bathroom facilities and all frequently touched surfaces e.g. lift buttons, door handles, handrails, staff touch-pad entry access panels, computer mice and keyboards, desks, and telephones.
- Attention is to be paid to the cleaning and disinfection of staff rest areas, break rooms and toilets.
- The area outside the guests' rooms is to be kept clean and free of clutter with the regular collection of all meal bags, waste and laundry bags.

Maintenance

If room maintenance is required, it is preferable that it is undertaken once the guest has completed quarantine. All non-urgent and emergency maintenance must be discussed with the SHICC.

Non-Urgent Maintenance

Non-urgent maintenance is to be performed once the guest has completed quarantine and after the room has been cleaned.

Maintenance personnel should use PPE as per Appendix 1 and that is appropriate to the task being undertaken and as required by workplace safety and health requirements.

Emergency Maintenance

SHICC will advise re guest movement from the room.

If emergency maintenance is required e.g. a burst water pipe, then the work should proceed, and maintenance staff are to wear PPE as per Appendix 1 and as required by workplace safety and health requirements.

The maintenance staff are to be shown how to put on and take off (don and doff) PPE prior to performing maintenance in rooms which have not yet been cleaned and disinfected.

Hand hygiene is to be performed before entering the room and after completion of the task and removal of any PPE. The maintenance staff are to avoid touching their faces, especially eyes, nose and mouth.

Security staff and crowd control guards

Please see [Appendix 1](#) for PPE requirements

The use of PPE by security staff and crowd control guards is dependent on the duties they are required to perform.

In the event of a medical emergency or a security incident, security staff should arrange for appropriate assistance by calling their Supervisor who is responsible for contacting healthcare team or emergency services.

Security staff located on quarantine guest floors must limit the use of personal items. Any personal items must be contained in a suitable wipeable bag, off the floor and at least 1.5 meters from guest room doors.

Security staff and crowd controllers must not enter the guest room or have physical contact with the guest except under the most extreme circumstances.

If a breach occurs the incident is to be reported to their supervisor who is required to report the incident to SHICC.

Security staff and crowd controllers should not share equipment such as 2-way radios or mobile phones or other items without cleaning and disinfecting the items with an appropriate detergent/disinfectant wipe or solution between users.

Security staff should be rostered to work with the same group of guests on the same floor each time they come to work to reduce the number of guests that each security staff member is potentially exposed to and to reduce the number of security staff each guest is potentially exposed to.

Crowd control guards have been appointed to SQFs to prevent guests in quarantine from breaching their quarantine direction. In the event crowd control guards are required to stop a guest from leaving a hotel they are to wear PPE. Please see [Appendix 1](#) for PPE requirements.

Management of unwell staff

Any staff member who is unwell, must not attend work or if at work must be sent home with a mask. Staff must inform their supervisor and seek medical advice. Staff must also present for a COVID-19 test at their nearest COVID-19 testing clinic.

The most common symptoms of COVID-19 include but are not limited to:

- Fever ($\geq 37.5^{\circ}\text{C}$)³ or history of fever (e.g. night sweats, chills) **OR**
- acute respiratory infection (e.g. cough, shortness of breath, sore throat)⁴ **OR**
- loss of smell or loss of taste.

Other reported symptoms of COVID-19 include: fatigue, runny nose, acute blocked nose (congestion), muscle pain, joint pain, diarrhoea, nausea/vomiting and loss of appetite.

Staff Uniforms

Staff must launder their uniforms/work wear daily.

Where possible, staff should change into clean clothing prior to leaving the hotel at the end of their shift.

Where a laundry service is provided for staff uniforms, this should be utilised.

If clothing is going home for laundering, clothing should be placed into a washable bag and placed in the washing machine as soon as practical upon arriving home.

Washing should be done with laundry detergent and a hot wash (>60°C).

Incident Reporting

Where there is a perceived breach in protocols, all staff are to report to their Supervisor. Supervisors are responsible for reporting the incident immediately to SHICC. Reporting to SHICC should follow the incident report template.

Education and training links

WA Department of Health PPE donning and doffing video for Facility staff and Security

<https://youtu.be/SDXnokif2Fg>

Hand Hygiene online courses:

<https://www.hha.org.au/online-learning/complete-a-module>

Australian Government Infection Prevention and Control training for COVID-19

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

Australian Facilities Association COVID Safety Plan and Hygiene Training (hospitality):

https://www.ahawa.asn.au/news_information/hygiene_training_covid_safety_plan.phtml

The World Health Organization Infection Prevention and Control of COVID-19 Virus

<https://openwho.org/courses/COVID-19-IPC-EN>

Information for clinical teams attending to guests who are undergoing 14-day quarantine in hotels and other accommodation:

<https://ww2.health.wa.gov.au/-/media/Corp/Documents/Health-for/Infectious-disease/COVID19/COVID19-Information-for-Clinical-Teams-Attending-Guests-quarantine-in-Hotels-and-Other-Accommodation.pdf>

ICEG guidelines on cleaning and disinfection of protective eyewear in health and residential care facilities:

<https://www.health.gov.au/sites/default/files/documents/2020/12/iceg-guidelines-on-cleaning-and-disinfection-of-protective-eyewear-in-health-and-residential-care-facilities.pdf>

Appendix 1: PPE Recommendations for Staff at State Quarantine Facilities

Masks and protective eyewear are mandatory for all staff working in in all areas of the SQF where guests are accommodated or when guests enter and exit the SQF. When not in a guest area, and staff are in their designated area/office, mask and eyewear is not required.

Agency	Level 2 Surgical mask	Eye protection	Gloves	Gown / Apron
Crowd Control Guards	✓	✓	✗*	✗
Security Guards - guest quarantine floors	✓	✓	✗*	✗
Designated luggage handler	✓	✓	✓	✓ (Apron)
Security Guards – general duties e.g. delivery of care packages	✓	✓	✗	✗
Hotel staff e.g. front of house, reception, managers	✓	✓	✗	✗
Maintenance staff and contractors	✓	✓	✓ (if accessing guest rooms)	✓ (if accessing guest rooms)
Hotel staff delivering food, beverages, care packages	✓	✓	✗	✗
Chefs and kitchen hands	✗	✗	✗	✗
Hotel staff collecting rubbish/linen	✓	✓	✓	✗
Western Australian Police (WAPOL)	✓	✓	✗*	✗
Australian Defence Force (ADF)	✓	✓	✗*	✗
Cleaners (post COVID positive and / or guest did not complete quarantine (rooms left for 72hrs))	✓	✓	✓	✓ (gown)
Cleaners (post COVID negative and guest completed quarantine)	✓	✓	✓	✗
Healthcare staff for face to face interactions **	✓	✓	✓	✓
Healthcare staff for medication delivery	✓	✓	✗	✗
Healthcare staff for visual welfare check **	✓	✓	✗	✗
PathWest COVID testing team	✓	✓	✓	✓

* Gloves are to be worn when there is contact with a guest, guest belongings

** Prior to attending guests, telephone consultation is required to assess the situation. A PPE trolley is required in the event full PPE is required to attend to guest

Appendix 2: Specification for Surgical Masks

Level 2 Surgical masks are appropriate for use by all staff in the hotels to use.

These should be TGA approved, and is what is used in the healthcare settings at present.

Level 2 specifications include:

- rated to 120mmHg (resistance to penetration by synthetic blood)
- Bacterial filtration efficiency: > or equal to 98
- Differential pressure <5.0 H₂O/cm²

Surgical masks with ties and loops must be made available.

Appendix 3: Donning and doffing PPE for designated luggage handlers and cleaning staff



Government of Western Australia
Department of Health

Donning PPE

1. Hand hygiene

- Using an alcohol-based hand rub, cover all hand surfaces and rub until dry

OR

- Wash hands with soap and water for at least 20 seconds



2. Disposable gown or apron

- Fasten ties at the neck (if present) and at the waist to the side

3. Surgical mask

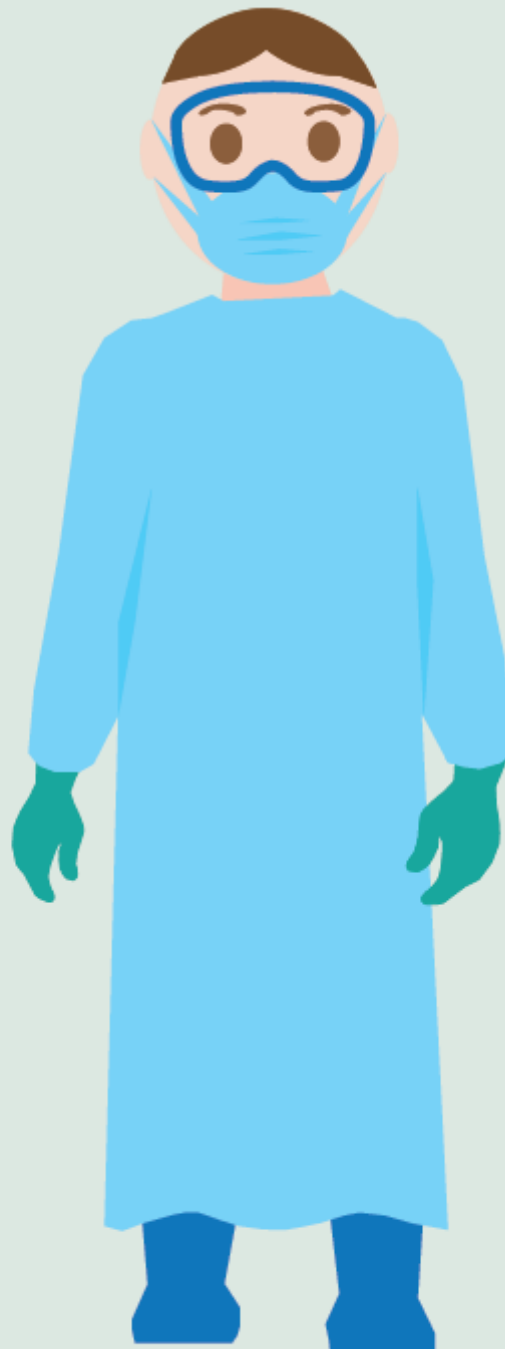
- Secure loops around the ears
- If ties are present, secure one tie at the crown of the head and the other at the base
- Mould the metal band over the nose for a secure fit
- Gently extend the pleats downwards to sit underneath the chin
- Change if soiled, wet or damaged or contaminated (sneezed or coughed on/in)
- Mask must not be worn around the neck or under your chin or mouth
- Avoid touching the front of the mask once fitted

4. Eye protection

- Goggles or Faceshield
- These items provide protection above, below and around the sides of the eyes
- NB prescription glasses are not considered protective eye wear

5. Gloves

- Don gloves if touching a person or their belongings
- Gloves are disposable and should not be reused
- Change between interactions/client (single use only) or when soiled





Doffing PPE

1. Remove gloves

- Grasp outside of glove with opposite hand, peel off turning glove inside-out
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist
- Peel glove off over first glove, turning inside out and forming a ball
- Discard into a waste bin

2. Perform hand hygiene

3. Remove gown

- Untie ties at the neck and waist
- Touching only the inside of the gown, fold or roll the gown inside-out and into a bundle
- Discard directly into general waste bin

4. Perform hand hygiene

5. Remove protective eyewear

- Remove goggles or faceshield
- Avoid touching the front of the goggles or faceshield and remove from face
- Resuable goggles/faceshields can be set aside for cleaning and disinfection

6. Perform hand hygiene

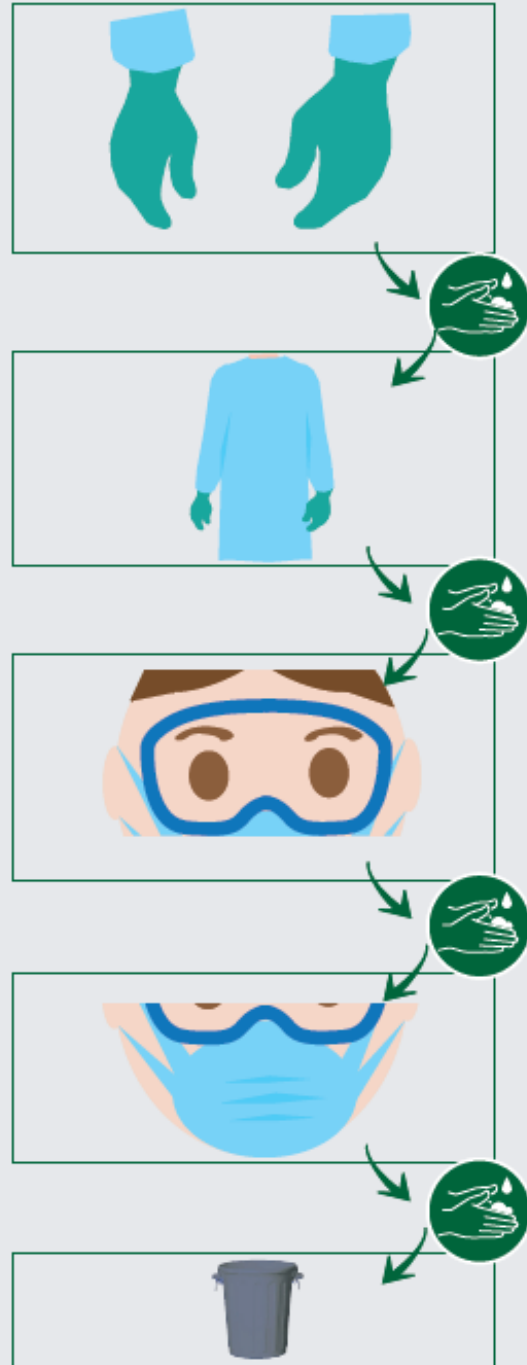
7. Remove mask

- Avoid touching the front of the mask
- Handle by the loops/ties only
- Drop away from the face
- Discard into general waste bin

8. Perform hand hygiene

9. Waste

- All PPE is to be placed into a plastic bag, tied off and placed into general waste



Last updated 17 February 2021

PHEOC IP&C V10

This document can be made available in alternative formats on request for a person with disability.

© Department of Health 2021

Copyright to this material is vested in the State of Western Australia unless otherwise indicated. Apart from any fair dealing for the purposes of private study, research, criticism or review, as permitted under the provisions of the *Copyright Act 1968*, no part may be reproduced or re-used for any purposes whatsoever without written permission of the State of Western Australia.

health.wa.gov.au