



COVID-19 PPE and Alternative Equipment Uses

Guidelines

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PURPOSE

When there is a shortage of Personal Protective Equipment (PPE), we may have to adopt alternative equipment or strategies to help mitigate risk. The purpose of this protocol is to guide staff regarding what kinds of PPE and alternatives they should use depending on a variety of everyday activities at work. Remember: If staff must be within 6 feet of a symptomatic individual for more than a few minutes, wearing a gown, gloves, surgical face mask, and eye protection is advised. Please feel empowered to ask for a pause to go get your protective supplies if an interaction may run long. If a client is asymptomatic, a face mask and gloves will be sufficient if the interaction will be brief.

WHEN WORKING IN STAFF ONLY SPACES

Activity	PPE/Alternate Equipment Required	Additional Requirements
Meetings with co-workers	Wear cloth masks	Avoid in person meetings if possible. If it needs to happen, maintain 6ft distance at all times, especially if meeting for longer than 10 minutes.
Walking around in staff spaces	Wear cloth masks	Maintain 6ft distance when possible.
Sitting alone at your work station or office	Have cloth mask easily accessible, in case anyone comes to see you.	Alternate work stations may be required if your current arrangement doesn't allow for 6ft distancing from your neighbor.
Taking breaks together	Wear cloth masks	Everyone must maintain 6ft spacing during this time, remove or rearrange chairs to achieve this.
During shift change brief	Wear cloth masks	Everyone must maintain 6ft spacing during this time, remove or rearrange chairs to achieve this.
Driving agency vehicles (without passengers)	Wear cloth masks, bring hand sanitizer spray.	Wipe down vehicle after use anywhere you touched, maintain good hand hygiene during use by washing hands before and after use.
Driving with co-workers	Wear cloth masks, bring hand sanitizer spray.	This should only be done if absolutely necessary. This is considered close contact, regardless of PPE.

WHEN WORKING WITH CLIENTS

Activity	PPE/Alternate Equipment Required	Additional Requirements
Workspace		
Working at front desks or entrances	Wear cloth masks	Practice 6ft distancing at all times. Put lines on the floors with tape if clients or tenants need visual reminders for how far back to stand when approaching.
Handling client/tenant belongings	Stick proof gloves, wear cloth masks	Avoid if possible, ask clients to handle their own belongings. If unavoidable, wear stick proof gloves and sanitize them after use.
Meeting in person with client in larger space	Wear cloth mask and offer one to the client as well.	Avoid in person meetings if possible. If it needs to happen maintain 6ft distance at all times, especially if meeting for longer than 10 minutes.
Meeting in person with client in smaller office spaces	Wear cloth mask	Avoid if possible or ask client to talk with you in hallway, lobby, or outside. Maintain 6ft distance.
Units		
Delivering food to clients/tenants (not entering unit)	Gloves, cloth mask	No contact drop-off.
Delivering medications to clients/tenants (not entering unit)	Gloves, cloth mask	Verify client identity at the door and hand the client the medications.
Meeting in person with tenant in their apartment, person appears healthy	Gloves, cloth mask	Avoid if possible or ask client to talk with you at the door. Maintain 6 ft distance. Stand up, don't sit, and don't touch anything. When you leave take off gloves and wash hands.
Meeting in person with tenant in their apartment, person has symptoms	Wear surgical mask, eye protection, gloves, and gown if available.	Avoid if possible. Don't sit and try not to touch anything. When you leave take off PPE and wash hands.
Keying tenants/clients into apartments/hotel rooms	Wear cloth mask	Ask client to maintain 6 ft of distance as possible as you key them in. Take alternate routes (one via stairs, other elevator) or separate elevator trips. Be sure to wash hands or apply hand sanitizer immediately after touching door handles.
Welfare checks in tenant apartments	Gloves, cloth mask.	Should be limited to very imminent health risks at this time.

	This will generally be considered close contact if it is more than a quick key-in.	Alternatives would be to use the intercom or knocking and calling out, if possible.
Cleaning tenant apartments	Wear mask, gloves, gown, goggles if available.	Should be done on extremely limited basis at this time and only for life threatening safety concerns.
Providing support in apartments for folks who require it (due to mobility or health constraints)	Wear mask, gloves, tyvek suit, goggles and possibly face shield if available.	This should only be done for life threatening safety reasons only.
Other Activities		
Driving with asymptomatic clients	Wear surgical or cloth mask, gloves, gown if available. Bring hand sanitizer spray.	Avoid if possible. Do not transport clients who are symptomatic. Use a van where the client can sit in the back row (social distancing). After use, wipe down any area the client or you touched. After cleaning, remove PPE and wash hands. Read client transport protocols for full guidance.
Providing payee services (simple exchange & signature)	Wear cloth mask, gloves.	Keep meetings brief and maintain distance as much as possible. Wear new gloves if exchanging objects between you. When finished, dispose of gloves and wash your hands.
Helping clients acquire basic needs items	Wear cloth mask, gloves.	If you are able to provide them with supplies at their home, a no-contact drop is preferred. You drop it off at their door, and client can retrieve it. If in a shelter setting, use gloves and maintain distance if possible.
Walking around/"floating" around communal client spaces	Wear cloth mask	Maintain 6ft distance at all times. Wash hands frequently and try not to touch your face.
Working in kitchens	Wear cloth mask, have hair pulled back (hair net ideal), gloves.	Change your gloves and wash your hands frequently.
Examining symptomatic clients (medical staff only)	Wear full PPE: gloves, gown, goggles, N95 mask/surgical mask/cloth mask as available. Bring bags to sort disposable and reusable items.	Don and doff properly. Dispose appropriate items into bag after use.
Cleaning & Maintenance		
Cleaning bodily fluids	Cloth mask, goggles, gloves, gown/apron if you expect splashing	After finishing and removing PPE, wash hands.

Cleaning surfaces, per COVID cleaning protocols	Cloth mask, gloves, goggles/face shield if available.	Spray away from the face, do not over-spray cleaning products, and change your gloves when you are finished.
Routine janitorial work	Wear cloth mask, gloves, goggles/face shield depending on chemicals used.	Maintain 6ft distance at all times.
Fixing things in client/tenant spaces (toilets, showers, sinks, smoke detectors, large appliances, heat)	Mask (surgical or N95), gloves, goggles.	This should be restricted to very imminent maintenance circumstances. Until further notice, only maintenance staff should be doing this work to ensure proper PPE is used.