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STANDARD OPERATIONAL PROCEDURE COVID-19 Disease Use of Personal Protective Equipment (PPE)

The aim of this Standard Operational Procedure (SOP) is support staff on the measures and interventions to minimize the risk of infection transmission in the work environment.

Preventative measures for COVID-19 disease

Based on the available evidence, the COVID-19 virus is transmitted between people through close contact and droplets, not by airborne transmission. The people most at risk of infection are those who are in close contact.

Preventative and mitigation measures are key in project settings. The most effective preventative measures include:

- Performing hand hygiene using soap and water frequently.
- Avoid touching your eyes, nose and mouth.
- Practicing respiratory hygiene by wearing proper PPE equipment

POLICY STATEMENT

Air Comfort Pro will ensure that consideration is given to engineering and administrative controls, as well as the use of proper PPE on each project. Furthermore, project personnel will ensure that all safety procedures are being enforced and that PPE are properly used.

In order to ensure that workers are protected, it is policy that all personnel present at a project wear the appropriate PPE required at all times.

This regularly includes the following equipment that meets or exceeds current standards:

- Foot Protection (Shoe covers)
- Respiratory Protection (Face covers)
- Hand Protection (Gloves)
- Clothing Protection (Coveralls)
- Proper Hand Washing Stations and Hand Sanitizer
- Temperature checks

Personal Protective Equipment Responsibilities

Employer

- Ensure all required PPE is provided for all workers.
- Ensure supplies are replenished as required.

Supervisor

- Ensure PPE is worn by all workers whenever necessary.
- Ensure PPE is used properly whenever necessary by all workers on a project.
- Ensure PPE is stored, cleaned and maintained properly.
- Review PPE compliance problems and requirements in safety meetings with all workers.

Worker

- Participate in PPE training when applicable
- Bring all hazards to the attention of the project supervisor

Personal Protective Equipment Procedures

- New workers to a project are given orientation by project supervisor. That includes the care and use of PPE.

- The project supervisor and all project personnel will ensure that PPE protection is worn at all times by all present at a project.
- Employer will ensure supply refills and all required PPE is provided for all workers.

Personal Protective Equipment (PPE)

The following will be observed and practiced by the company and employees when the company undertakes any project.

- Daily temperature checks for all employees.
- All employees will wear the appropriate PPE required on the job site.
- All PPE used by this company will be maintained in accordance with manufacturer's instructions and requirements.
- Company-issued PPE will be inspected at the time of issuance and before each use by the employee.
- All PPE that is damaged will be removed from service immediately.
- No piece of PPE will be modified or changed contrary to manufacturer's instructions or specifications.

Putting on and Removing Personal Protective Equipment (PPE) Procedures

This PPE ensemble is due to COVID-19 being a novel coronavirus and the evidence base for transmission limited. Therefore, this is based on expert opinion to date and may be revised as the situation evolves.

Use safe work practices to protect yourself and limit the spread of infection:

- Keep hands away from face and PPE being worn
- Change gloves if torn or heavily contaminated
- Limit surfaces touched in the environment
- Regularly perform hand hygiene
- Always clean hands after removing gloves

Doffing

The order for removal minimizes the potential for cross contamination. PPE is to be removed in a systematic way as follows:

Gloves

- Grasp the outside of the glove with the opposite gloved hand; peel off.
- Hold the removed glove in the gloved hand.
- Slide fingers of the un-gloved hand under the remaining glove at the wrist.

- Peel the remaining glove off over the first glove and discard.
- Clean hands at hand washing station

Masks

- Do not touch the front as it will be contaminated.
- Lean forward slightly.
- With both hands find the bottom retaining strap to unite and lift the top strap over the top of the head ensuring this falls away from your face.
- Wash hands at hand washing station

Training

A safety meeting will be conducted by the owner for all employees which will provide all the necessary training required to enforce this policy.

Sincerely,
Air Comfort Pro

John Hall, Owner/Operator