

10.0 GUIDANCE ON PERSONAL PROTECTIVE EQUIPMENT (PPE) PLAN FOR CAMP STAFF

This section shares guidance related to personal protective equipment (PPE) for camp staff.

TERMINOLOGY AND DEFINITIONS

Eye Protection: goggles, safety glasses, and reusable, or disposable face shields that fully cover the front and sides of the ocular region of the face to protect part of a wearer's face from contact with a substance.

Mask: a device worn over a wearer's mouth and nose that creates a physical barrier between the mouth and nose of the wearer and potential contaminants in the immediate environment. Note that in general a mask does not provide substantial filtering efficiency or protection to the wearer during inhalation but rather helps arrest droplet dispersion from the wearer when coughing, sneezing, talking, and breathing. Masks are not considered PPE for protection from coronavirus. Examples: Cloth masks, surgical masks, gaiter, etc. Masks should not be placed on anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

N95 Respirator: a disposable respirator, which when properly fitted, worn and maintained, can provide a wearer with a filtering efficiency, during inhalation, of at least 95% of particulate matter (including virus-containing droplets from coughing, sneezing, talking, and breathing) in the surrounding environment. Dust masks, cloth masks, and surgical masks do not meet this definition.

Personal Protective Equipment (PPE): specific equipment worn to minimize exposure to hazards that may cause illness or injury. PPE relevant to camps during the COVID-19 pandemic include eye protection, N95 respirators, disposable gloves, and disposable gowns.

Respirator: a device worn over a wearer's mouth and nose, which when properly fitted, protects from inhalation of specific hazards (gases, vapors, and particulate matter). Example: N95 Respirators. Note: all respirators are not designed to filter all hazards. Understanding the particular hazards the respirator is designed to protect against is the responsibility of those that provide the respirators to wearers, as well as the wearer themselves.

ADMINISTRATIVE

Policy

- Keep necessary PPE near workstations in the camp where they will be used.
- Respirators (e.g., N95 Respirators) require annual [medical clearance](#), training, and [fit testing](#) per the U.S. Occupational Safety and Health Administration (OSHA).
- Face masks should be readily provided by the camp and worn by counselors and staff whenever interacting with others outside their groups at a **distance closer than six feet**. Refer to the [Using Cohorts at Camp](#) section of the Field Guide.
- **Best practice:** Store larger inventory of PPE in a locked area that is dry and free from environmental temperature extremes. Restrict access for distribution to a limited number of specified, responsible individuals that understand the appropriate use of N95 respirators.
- If the state in which the camp operates has OSHA-approved state workplace safety and health programs, known as [State Plans](#), seek guidance from and connect with these resources to develop PPE plans and protocols that are appropriate for the camp workplace.

Training

- Ensure that all staff (counselors, health staff, kitchen/dining staff, etc.) have been trained to correctly don, doff, maintain, and dispose of PPE and face masks relevant to their respective level of protection.
- Train staff on hand hygiene after removing gloves. See [Handwashing](#) within the [Preventing Spread](#) section.
- **Best practice:** Provide both initial and refresher training on the different types of PPE that are needed for specific tasks and the reasons they are necessary; this will lead to more effective use and conservation of PPE.

Supply

- Shortages of all PPE are anticipated during the COVID-19 pandemic. Refer to the Centers for Disease Control and Prevention (CDC) Guidance on how to optimize the supply of PPE, including:
 - [N95 Respirators](#)
 - [Face masks](#)
 - [Eye protection](#)
 - [Disposable gowns](#)
 - [Disposable gloves](#)
- N95 respirator alternatives: Some studies have determined the filter efficiency of substitutes such as imported KN-95 respirators are not always comparable to the approved N95. This [blog post](#) can help guide individuals toward not selecting counterfeit products. Only in the absence of supply of N95 respirators should alternatives be considered. In some cases, using N95 and/or KN-95 respirator alternatives that approach 95% efficiency may be considered. If

an insufficient supply of N95 respirators are found to exist, seek professional guidance as to appropriate alternatives.

- Utilize the [CDC PPE Burn Calculator](#) to determine how much PPE the camp will require.
- Reusing disposable PPE, including N95 respirators, gowns, and gloves, is not recommended.
- Masks fashioned out of reusable material (e.g., cloth, scarves, bandanas, etc.) should be **laundered regularly**. See the [Laundry](#) section within the [Cleaning and Disinfection](#) section.
- **Best practice:** Monitor and record the inventory of PPE and anticipate the need to restock. Do not share face masks. Launder reusable face masks after use.

CAMP STAFF

When to Wear What

PPE needs for staff will vary based on their job tasks, their ability to maintain appropriate physical distancing, and their potential for contact with confirmed or suspected COVID-19 cases. It is important that specific use scenarios are considered as part of the camp reopening plan to ensure an adequate supply of PPE is available. Please refer to specific sections for detailed guidance on PPE.

- N95 Respirators and eye protection or face shields should be worn when staff anticipate contact with or close proximity to confirmed or suspected COVID-19 cases or when cleaning and disinfecting areas known or suspected to have been in contact with confirmed or suspected COVID-19 cases.
- Face masks, while not technically PPE, should be worn by:
 - Counselors whenever interacting with others closer than six feet for extended periods, i.e., greater than 15 minutes, as well as other times to the extent possible.
 - Kitchen staff should always wear face masks. Refer to the [Food Service](#) section.
 - Custodial staff should always wear face masks when cleaning and disinfecting. Refer to the [Cleaning and Disinfection](#) section.
 - Staff should wear masks when interacting with outside vendors or outside community members when physical distancing can't be maintained.
- Disposable gloves should be worn by:
 - Counselors when anticipating contact with confirmed or suspected COVID-19 cases or when handling belongings known to have been in contact with confirmed or suspected cases.
 - **Best Practice:** Counselors should wear gloves when handling any incoming belongings or equipment prior to disinfection.
 - Kitchen staff should follow existing best practices for food preparation and storage. Coronavirus is not foodborne, but food service workers who are infected can transmit the virus to coworkers or diners. Refer to the [Food Service](#) section.
 - Custodial staff should always wear disposable gloves when cleaning and disinfecting. Refer to the [Cleaning and Disinfection](#) section.

How to Use PPE

Procedures on donning (putting on) and doffing (taking off) PPE may vary depending on what pieces of equipment are to be used, in which settings, and for what purpose. Detailed training should be provided to staff in the use of respirators, face masks, gloves, eye protection, and disposable gowns. Below is a general procedure which may, or may not, be applicable in all scenarios.

Instructions for Donning:

1. Gather the PPE to don and ensure each piece is the correct size.
2. Perform hand hygiene; wash hands using soap and water for at least 20 seconds or disinfect hands using alcohol-based hand sanitizer.
3. Don disposable gown (if applicable) and tie all the ties.
4. Don respirator or face mask (if applicable).
 - a. Respirator: The top strap should be placed on the crown of the head and the bottom strap should be placed at the base of the neck. If the respirator has a nosepiece, fit it to the nose with both hands. Perform a user seal check.
 - b. Face mask: Items vary; tie or place straps according to the manufacturer instructions.
5. Put on face shield or goggles.
6. Perform proper hand hygiene again.
7. Don gloves.
 - a. **Best practice:**
 - 1) Check for punctures or tears before using
 - 2) Do not re-wear same gloves after you take them off
 - 3) Immediately replace damaged gloves

Instructions for Doffing:

1. Remove gown by untying ties, holding it by the shoulders and pulling it down and away from the body and disposing it in a garbage can.
2. Remove gloves and ensure that doing so does not cause contamination of hands by using a safe removal technique (e.g. glove-in-glove, or bird beak).
 - a. **Best Practice:** Place [signage of proper glove removal procedures](#) where applicable.
3. Perform hand hygiene.
4. Remove face shield or goggles by grasping the strap and pulling it up and away from the head. Do not touch the front of the face shield or goggles.
5. Remove respirator or face mask and dispose (if disposable) or launder while avoiding touching the front of it.
 - a. Respirator: Remove the bottom strap by grasping only the strap and bringing it over the head. Remove the top strap by grasping only the top strap and bringing it over the head and pulling the respirator away from the face without touching the front.

- b. Face mask: Items vary; untie or unstrap it according to manufacturer instructions and by pulling the mask away from the face without touching the front.
6. Perform hand hygiene.
7. **Best Practice:** Provide and properly label designated, cleaning areas, disposal areas, and bins for all used PPE.

REFERENCES AND RESOURCES

U.S. Centers for Disease Control and Prevention. *Caring for Someone Sick at Home or Other Non-Healthcare Settings*. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/care-for-someone.html>

U.S. Occupational Safety and Health Association. *Personal Protective Equipment*. <https://www.osha.gov/SLTC/personalprotectiveequipment/>

U.S. Centers for Disease Control and Prevention. *Using Personal Protective Equipment (PPE)*. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>

U.S. Centers for Disease Control and Prevention. *How to Remove Gloves*. <https://www.cdc.gov/vhf/ebola/pdf/poster-how-to-remove-gloves.pdf>