

Alert Levels

As of 12 October 2021

GUIDELINES FOR STAFF ENTERING A PRISON SITE

1. The gate house area must be kept as clean as possible with regular disinfecting of high touch surfaces such as door handles.
2. The Ministry of Health COVID-19 health screening questions must be asked, they are:
Do you have any of the following symptoms which may indicate an acute respiratory infection, or otherwise feel unwell?
 - New or worsening cough
 - Sore throat
 - Temporary loss of smell
 - Fever greater than 38
 - Sneezing or runny nose
 - Shortness of breath
 - Altered sense of taste

Have you:

- a) been to a location of interest in the last 14 days?
- b) have you or anyone in their household been told to isolate at home; or is any household member currently waiting for COVID-19 test results?
- c) worked on an international aircraft or shipping vessel?
- d) worked in cold storage areas of facilities that receive imported chilled and frozen goods directly from an international airport or maritime port?
- e) exited an MIQ facility?

If anyone entering the prison has any of these symptoms, they should be refused entry, and ring Healthline for advice.

If a staff member or visitor has any of these symptoms, or generate an alert through a thermal detection device, which alert staff if someone attempts to enter the prison with a temperature of (or above) 38 degrees, they must speak with a manager, return home and ring Healthline. See the NUCTECH Thermal Camera Guidance for further information.

3. Hand sanitiser must be used before entering the site.
4. This guide includes instructions on how-to put-on PPE, below.
5. A screening process for prisoner receptions is to be completed (see Reception separation decision processes for at **AL1**, and **AL2-4**).
6. Staff, visitors, and prisoners will be required to wear PPE as set out in the table below. Contractors must also wear PPE as per the PPE guidelines and must be provided with PPE appropriate to the area/activity.
7. In the event of a Hospital Escort, staff will be guided by local DHB hospital directions for PPE use, but guidance is included throughout this document for PPE requirements if escorts are COVID-19 related.
8. Hand hygiene and cough / sneeze etiquette (maintain distance, cover coughs and sneezes with disposable tissues and wash hands) will continue to have a big impact.
9. PPE Stock must be used as required; staff safety is paramount. A site register must be kept of all stock issued.
10. PPE stock takes for each site and Regional Hub must be completed and emailed by 12pm on the due date to CMSMajorContracts@CORRECTIONS.GOV.NZ. Where different alert levels apply, the stock-take frequency for ALL REGIONS will be at the highest level for any ONE Region – e.g. where Auckland is at AL4 and the rest of NZ is at AL2, the frequency for ALL REGIONS will be Tuesday and Friday, being the AL4 frequency. This is to ensure that we have an accurate stock-take for all PPE across all sites and can load-balance appropriately.
 - At Alert level 1 – fortnightly
 - At Alert Level 2 – weekly
 - At Alert Level 3-4 – every Tuesday and Friday by midday
11. When the NCC is operational / active - PPE stock takes are to be emailed to CMSMajorContracts@CORRECTIONS.GOV.NZ.
12. Additional stocks of PPE (including hand sanitizer) will be ordered through National Office as required. These will be distributed through the Regional Hubs. If your site has PPE-related requests that your Regional Hub cannot address, please contact ncclogistics@CORRECTIONS.GOV.NZ
13. Alcohol based sanitiser must not be accessible by prisoners. A small amount can be applied to their hands for them to use, observed by staff, but they must not have free access to alcohol based sanitiser. All alcohol based sanitised in prisons must be well controlled and stored appropriately.



Approved face masks must be used within prisons, and not face coverings. This is because face coverings may assist with preventing someone who has COVID-19 from 'giving' it to another person, but face masks provide better protection for preventing both the 'giving' and 'receiving' of COVID-19. To ensure everyone in prisons is protected from both spreading and catching the virus N95 masks – also known as a respirator - are to be used as per the table below. Staff will need to perform a fit check before wearing an N95 mask, **every time**. Replace the mask every 4 hours or if it becomes damp, damaged, soiled.

Posters are available for download from Tātou.

N95 MASKS also known as P2's or Particulate respirator masks.

Since a more transmissible strain of COVID-19 entered NZ, N95 masks, 'particulate respirators', must also be worn by staff when managing prisoners who are medium and high risk of COVID-19 (yellow, amber, red pathways) as in the 'Reception, triage and assessment process' documents for the current Alert level status.

N95 masks have steel staples and aluminum nose clips. They must be stored securely, and access always limited to staff only. Make sure they cannot be retrieved from the biohazard disposal containers by prisoners.

Before you put on your mask:

1. Inspect it for damage and throw it away if it is damaged.
2. With reverse side up and using the tab, separate top and bottom panels to form a cup shape. Bend it slightly at the centre of the nose clip.
3. Ensure both panels are fully unfolded
4. Locate the upper strap across the crown of the head and the lower strap below the ears. Straps must not be twisted. Adjust top and bottom panels for comfortable fit, ensuring panels and chin tab are not folded in.
5. Using both hands, mold nose clip to the shape of the lower part of the nose to ensure a close fit and good seal.
6. Pinching the nose clip using only one hand may result in less effective respirator performance - use two hands.
7. **Mold the respirator to your face by pressing, with your fingers, across the bridge of the nose and around your cheeks until it fits snugly.**
8. The seal of the respirator on the face must be fit checked by the wearer before entering the area, or activity, where it is required.

To fit check the mask, the wearer will need to:

- Check the **positive pressure seal** of the respirator by blowing out your breath (exhaling). If the seal is good, the respirator should bulge slightly when you exhale. If air escapes between your face and the respirator, you do NOT have a good facial seal. Re-adjust the respirator and repeat the fit check process.
- Check the **negative pressure seal** of the respirator by breathing in, (inhaling). The respirator should collapse slightly when you inhale. If the respirator is not drawn in towards the face or air leaks, you do NOT have a good facial seal. Re-adjust the respirator and repeat the fit check process.

If you are unable to achieve a good facial seal do not proceed with the activity or enter the area where it is required.

Possible reasons for a poor fit may include:

- facial hair including 1-2 days beard growth which can interfere with an adequate seal. Any barrier to wearing a mask or issues with shaving to achieve an adequate seal should be discussed with your manager. Managers should discuss these exceptions on a case by case basis, with the support of Human Resources as appropriate.
- headbands or radio headpiece

To prevent failure of the N95 mask, once it is in the correct place, do not touch the front of the *mask or re-adjust it*.

The N95 instructions:

Visual instructions released by the Ministry of Health and provided by 3M are provided below. These instructions include the application, fit check (seal check) and removal of the N95 mask.



Helping You Wear it Right

3M™ Aura™ Health Care Particulate Respirator and Surgical Mask 1870+

Application

Always read and follow User Instructions.

1

Remove the respirator from its packaging and hold with straps facing upward. Place the bottom strap under the center flap next to the "ATTENTION" statement.

2

Fully open the top and bottom panels, bending the nosepiece around your thumb at center of the foam. Straps should separate when panels are opened. Make certain the bottom panel is unfolded and completely opened.

3

Place the respirator on your face so that the foam rests on your nose and the bottom panel is securely under your chin.

4

Pull the top strap over your head and position it high on the back of the head. Then, pull the bottom strap over your head and position it around your neck and below your ears.

5

Adjust for a comfortable fit by pulling the top panel toward the bridge of your nose and the bottom panel under your chin. Make certain hair, facial hair, jewelry and clothing are not between your face and the respirator as they will interfere with fit.

6

Place your fingertips from both hands at the top of the metal nosepiece. Using two hands, mold the nose area to the shape of your nose by pushing inward while moving your fingertips down both sides of the nosepiece. **Note: Always use two hands when molding the nosepiece. Pinching the nosepiece with one hand may result in improper fit and less effective respirator performance.**

7

Perform a User Seal Check
Check the seal of your respirator each time you use the respirator.

Place one or both hands completely over the middle panel. Inhale and exhale sharply. Be careful not to disturb the position of the respirator. If air leaks around your nose, re-adjust the nosepiece as described in Step 6. If air leaks around respirator edges, adjust panels and position of straps and make certain respirator edges fit snugly against the face. If you cannot achieve a proper seal, do not enter the contaminated area. See your supervisor.

Removal Can be performed using one or both hands

1

One hand Two hands

Without touching the respirator facepiece, slowly lift the bottom strap from around your neck up over your head.

2

One hand Two hand

Lift off the top strap. Do not touch the respirator.

3

Store or discard according to your facility's infection control policy.

3M Health Care
Medical Solutions Division
2510 Conway Avenue
St. Paul, MN 55144-1000
U.S.A.
1-800-235-3967
3M.com/Medical

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70-2010-9153-3

WARNING

Respirators help protect against certain airborne contaminants. Before use, the wearer must read and understand the clear instructions provided as a part of the product packaging. Follow all local regulations. In the U.S., a written respiratory protection program must be implemented, meeting all the requirements of OSHA 29 CFR 1910.134 including training, fit testing and medical evaluation. In Canada, CSA standards Z94.4 requirements must be met and/or requirements of the applicable jurisdiction, as appropriate. Misuse may result in sickness or death. For correct use, consult supervisor and clear instructions, or call 3M Personal Safety Division (PSD) Technical Service in the U.S.A. at 1-800-943-1180. In Canada, call 1-800-953-4864.

ALTERNATIVE MASKS

Some staff members may confirm a medical reason with a medical certificate for being unable to use the standard issue face masks or the N95 mask. Because the new masks provided meet the revised Ministry of Health standards for protection against COVID-19, no suitable alternative masks are available for use in prisons. If you have a medical certificate for this reason, it should be discussed with your manager. Managers should discuss these exceptions case by case, with the support of Human Resources as appropriate.



GENERAL INFORMATION

- As a means of reducing COVID-19 transmission between staff and prisoners and vice versa, Corrections staff must wear PPE appropriate to the location they are working in, the activities they are undertaking and the movement of prisoners between areas of the prison.
- The wearing and changing of the correct PPE when working across COVID-19 Clean or COVID-19 Dirty areas must be adhered to.
- If escorting a prisoner who is at medium or high risk, PPE as per the guidelines is required.
- It's important that we understand the best way that we can use and change these and how we can prevent or minimise some of the issues that can arise from constant use of PPE.
- Where PPE is requested, but not required, people should be reminded that it can provide a false sense of security and hand hygiene, and not touching your face, is effective protection against COVID-19 transmission in most circumstances
- Regional leadership teams, including the Regional Operations Director Health, should continue to make risk-based decisions about increasing the use of PPE for staff, where they believe it may be required.
- Where there is a change in the COVID-19 situation in the community, but no corresponding change in alert level, decisions can be made to increase the use of PPE to a higher alert level. Where there are unique operational environments that present additional risk (e.g. HDU), decisions on PPE use should be considered jointly with health and prison/regional leadership teams. Where increased use of PPE is occurring, COVID leads should advise logistics (procurement) to ensure enough stock is available.

To ensure people with no known symptoms of COVID-19 are protected it is best practice to perform routine tasks by the following groupings:

1. No known symptoms of covid-19 (cleanest).
2. Probable / suspected cases next.
3. Always do infected people last (infected)



GLOVES

Wearing gloves continuously is more likely to spread infection as the surface of the gloves will be cleaned less often. Constant glove wearing causes hands to sweat causing skin irritation or damage. Good hand hygiene is as protective as glove wearing.

Gloves do not need to be worn for the prevention of transmission of COVID-19 but must still be worn at all other times as would normally be required for activities within the prison (e.g. delivering health care / searching). Instead, hand hygiene with frequent hand washing and/or use of hand sanitiser should be completed.

Staff should ensure hands are washed or sanitised between activities and regularly throughout the day.

Wear disposable gloves only if you are likely to encounter substances, blood and body fluids or undertaking a task in which wearing disposable gloves is part of the procedure.

On occasions, people can be sensitive to materials and substances used in glove manufacture. The most common one being latex sensitivity. If you suspect or know you are sensitive (or allergic) to latex, ensure you use the nitrile gloves available.

If your task means wearing gloves continuously, look to wash and dry your hands when you change gloves and apply barrier cream every 2 hours if you can.

When disposable gloves are no longer needed for the task you are doing, remove them and wash your hands.

Gloves will generally need to be changed under the following circumstances:

- When the task is completed.
- When damaged or soiled,
- Before going to rest breaks and using the bathroom.
- At a period of every 2 hours, or if hands become excessively sweaty inside the glove.

When removing gloves - ensure you use the correct technique and peel back from the inside placing one glove inside the other and putting straight into the bin.

Wash (or sanitise) your hands **BEFORE** you put on another pair of gloves.



HAND HYGIENE

It is important that we ensure our hand hygiene is as good as it can be - this will help reduce the risk of spreading any virus and germs.

- Hand washing is the **MOST** effective way of removing any risk of virus getting into our system from hand contact.
- Warm water & soap - **20 seconds is needed (Sing happy birthday twice).**
- Dry hands, especially between fingers and round wrists.
- Use barrier cream/hand cream when you can, especially if hands feel dry.
- Perform hand hygiene prior before and on finishing any task, and throughout the day.

If you notice **ANY** rash or itchiness on your hands - report into the H&S Tracker system so further advice can be provided.



TURTLESKIN GLOVES (OR SIMILAR)

- It is recommended hand sanitiser is used on search gloves in between searches of prisoners / cells / facilities to minimise spread of infection.
- For Turtleskin gloves please follow the manufacturer guidelines - daily hand washing of search gloves with mild soap in warm water and lay flat to air dry is best.



USING HAND SANITISER

This is generally used when water and soap are NOT available.

Some hand sanitisers can be irritating to the skin - if you know you have sensitive skin then DON'T use it! If you do use hand sanitiser, follow these tips:

1. One pump of sanitiser is sufficient to clean the hands.
2. More is not always better.
3. Ensure the sanitiser has absorbed into your skin BEFORE you put on gloves (damp hands inside the gloves will increase the risk of skin problems)
4. Alcohol based sanitiser must not be accessible by prisoners. A small amount can be applied to their hands for them to use, observed by staff, but they must not have free access to alcohol based sanitiser. All alcohol based sanitiser in prisons must be well controlled and stored/locked appropriately.



SKIN PROBLEMS

By following the guidance provided and assuming you have no known allergies to substances, latex etc - skin problems should not normally occur.

If you notice any rashes, increased itching, swelling of your fingers or hands which are NOT normal for you - then report this immediately and wait for advice on how best to proceed. See the guidance at the end of this document on alternative facemasks.



EYE PROTECTION

As we know that the coronavirus is absorbed through our mucus membranes (e.g. mouth, nose, skin and eyes) it is important that if we are in contact with people with suspected or confirmed COVID-19, then we need to protect ourselves further.

Eye protection must be worn as per the table on the next page:

When the task you are doing requires you to wear eye protection (e.g. goggles or visor) apply the following tips and rules. Discretion can be used to determine whether goggles or a visor is most appropriate for the task.

1. If you wear glasses make sure the goggles are the ones designed to fit over spectacles
2. Unless eye protection becomes damaged or soiled (i.e. splashed with another person's secretions) they DO NOT need to be thrown away or changed
3. Eye protection is designed to be wiped down and need to be stored in a clean, dry place when not in use (i.e. your locker)
4. Clean your eye protection at the start of the shift using warm soapy water and dry thoroughly using paper towels.
5. Remove gloves BEFORE you remove your eye protection to prevent anything on the gloves going into your eyes.
6. Wash hands after removing ALL PPE and before putting on new PPE or your own personal clothing.

If for some reason the eye protection being offered to you is causing your own glasses to fog up or affect your ability to see clearly then REPORT into the H&S Tracker system so further advice can be provided.

COVERALLS:

Coveralls

Coveralls are not part of PPE requirements recommended by the Ministry of Health. An example of the coveralls is to the right. These should not be purchased. As per the PPE guide below, only GOWNS should be worn by staff where they are required.

Coveralls are less convenient and more challenging than gowns and are potential hazards especially when taking them off. They require specific training and designated places for putting on and taking off. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/isolation-gowns.html>



HAND HYGIENE AND COUGHING AND SNEEZING ETIQUETTE CONTINUE TO BE CRITICAL TO STOP THE SPREAD OF COVID-19 AND APPLY TO EVERYONE, ALL THE TIME.

The BWC and ICP are both critical H&S controls and must be accessible for use when needed, including in spontaneous events. See page 8 for information on the use of gowns/aprons and BWC/ICP.

Setting	Role	Scenario	AL1	AL2	AL3	AL4	
Prisons	Staff (All) – including contractors	Working in a prison (in any position or capacity – including in offices without prisoner contact).	No PPE	Masks Hand Hygiene	Masks Hand Hygiene Gloves as appropriate for task		
		Working in a prison (anywhere) with prisoner contact (unless specified below).	No PPE	Masks Hand Hygiene or Gloves as appropriate for task	Masks Hand Hygiene or Gloves as appropriate for task		
		Working in a prison (anywhere) with visitor contact.	No PPE	Masks Hand Hygiene or Gloves as appropriate for task	N95 Masks Masks Hand Hygiene or Gloves as appropriate for task <i>(No private visits, but statutory and specified may occur in limited circumstances)</i>		
		Working in a Mothers and Babies Unit	No PPE	Masks Hand Hygiene or Gloves as appropriate for task	N95 Masks Gloves		
		Working in role of Internal Movements (not entering the Receiving Office, Separation or Quarantine Units)	No PPE	Masks Hand Hygiene or Gloves as appropriate for task			
		Internal Movements from/to Receiving Office from/to Separation and Quarantine Units	Masks Gloves Apron Eye Protection	N95 Masks Hand Hygiene or Gloves as appropriate for task Gown Eye Protection			
		Entering or working in the Receiving Office	Masks Gloves Apron Eye Protection	N95 Masks Hand Hygiene or Gloves as appropriate for task Gown Eye Protection			
		Entering or working in a separation unit	Separation units do not operate. Those who started in AL2 complete 14 days (L2 PPE applies)	Masks Apron Eye Protection Hand Hygiene or Gloves as appropriate for task	N95 Masks Gown Eye Protection Hand Hygiene or Gloves as appropriate for task		
		Entering or working in quarantine areas.	N95 Masks Gloves Gown Eye Protection				
	Prisoners <i>(N95 masks are not to be provided to prisoners to use).</i>	Accommodation and out of their cell in separation unit following arrival to prison.	Separation units do not operate once those who started in AL2 complete 14 days (L2 PPE applies)	Masks Hand Hygiene encouraged			
		Being processed through the receiving office.	No PPE	Masks Hand Hygiene encouraged			
		In quarantine and interacting with staff or out of cell.	Masks Hand Hygiene encouraged				
		At all other times (when out of cell)	PPE is not required but can be provided if requested.				Masks
		Under medical escorts	No PPE	Masks Hand Hygiene.	Masks Hand Hygiene.		
		Attending Court	No PPE	Masks Gloves as appropriate /Hand Hygiene.	Mask Gloves Gown		
Attending visits and in NZPB hearings where a support person is also in the same room		No PPE	Masks Gloves as appropriate /Hand Hygiene.	NA – activity does not occur.			
Visitors (All types) <i>(N95 masks are not to be provided to visitors to use).</i>	All types of visitation (does not apply to children under 5 years old – no PPE for under 5's). • Visitors must not bring food to prisoners • Physical contact between prisoners and visitors is discouraged.	Masks not required but can be provided if requested	Masks Hand Hygiene.	Private visits do not occur, all other visitors must wear: Masks Gloves as appropriate or Hand Hygiene	Private visits do not occur, all other visitors must wear: Masks Gloves as appropriate or Hand Hygiene		
Escort Staff	All escorts to Court - including by First Security.	No PPE	Masks Gloves as appropriate /Hand Hygiene.	If suspected or confirmed case of COVID-19 N95 Masks Gloves Eye Protection Gowns	N95 Masks Gloves Eye Protection Gowns Goggles and gloves can be removed while driving, but both must be re applied on exiting the vehicle.		
	All other escorts (including to medical/health facilities).	If suspected or confirmed case of COVID-19 N95 Masks Gloves Eye Protection Gowns					



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KEY REQUIREMENTS FOR PPE USE:

- Gloves and masks are to be used if you are cleaning/sanitising something that has been used by someone else.
- More frequent cleaning / sanitising of surface areas are required in these situations.
- Hand hygiene is also vitally important where gloves are an existing requirement (unrelated to COVID-19) and mandatory for the task/activity being completed (e.g. searching/health provision).
- Mask use for prisoners out of cell is not mandatory but should be encouraged. Mask use should not be applied as a lawful order and if a prisoner refuses to wear a mask no enforcement or other action is expected to occur (the risk presented by a small number of prisoners refusing to wear a mask is not sufficient to warrant a lawful or tactical engagement with the prisoner for compliance); unless the prisoner is in quarantine or a separation unit or receiving a COVID-19 vaccination. Masks are mandatory for prisoners in these circumstances.
 - If the prisoner refuses to wear a mask during a vaccination, they cannot receive the vaccine.
 - If the prisoner refuses to wear a mask in quarantine or separation, their minimum entitlement to exercise and/or phone calls can be denied due to the risk to the safety and welfare of other prisoners and staff
- As a means of reducing COVID-19 transmission between staff and prisoners and vice versa, Corrections staff must wear PPE appropriate to the location they are working in, the activities they are undertaking and the movement prisoners between areas of the prison.
- The wearing and changing of the correct PPE when working across COVID-19 Clean or COVID-19 Dirty areas must be adhered to.
- In alert levels 1-2 Separation areas are not COVID-19 dirty areas.
- In alert levels 3-4 Separation areas are COVID-19 dirty areas.
- Receiving Offices and Quarantine units are COVID-19 dirty areas at all alert levels.
- Other areas are considered COVID-19 Clean, unless used by a prisoner from a COVID-19 dirty area. In which case it will require cleaning after use (e.g. AVL suite).
- Each prison must consider how their site is configured, and how movements occur between COVID-19 clean, and COVID-19 dirty area (e.g. RO to Quarantine and RO to Separation) and ensure there are appropriate provisions for changing PPE when moving between COVID-19 dirty areas, and other areas.
- If escorting a prisoner who is at medium or high risk, PPE as per the guidelines is required.

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CHANGING FROM A N95 MASK TO A STANDARD MASK:

When staff are moving from an area or activity where an N95 mask is required, to an area or activity where an N95 mask is NOT required, the N95 mask must be removed and disposed of in a biohazard bin/container.

PPE SHOULD BE PUT ON IN THE FOLLOWING ORDER:

WASH HANDS BEFORE PUTTING ON PPE



REMEMBER - STEPS TO PUT ON PPE:

1. Long sleeved fluid resistant, disposable aprons / long sleeved gowns (where required)
2. Mask / N95 mask

3. Eye protection

4. Gloves

SAFE ADAPTION OF DISPOSABLE GOWNS TO ACCESS BWC AND ICP

- On a clean surface collect scissors, wipes to clean BWC and ICP
 - Wash hands
 - Using the wipes clean the scissors, BWC and ICP
 - Dispose of wipes in bin
 - Wash hands
 - Put on gown
- With clean scissors snip the gown and pull the BWC through the hole to be visible. Keep the snip as small as possible.

- On the hip, snip the gown to allow access to the ICP.
 - Keep the snip small but practical.
 - Wash hands
- Continue to put on remaining PPE in the order below
- Mask or N95 mask
 - Eye protection
 - Gloves

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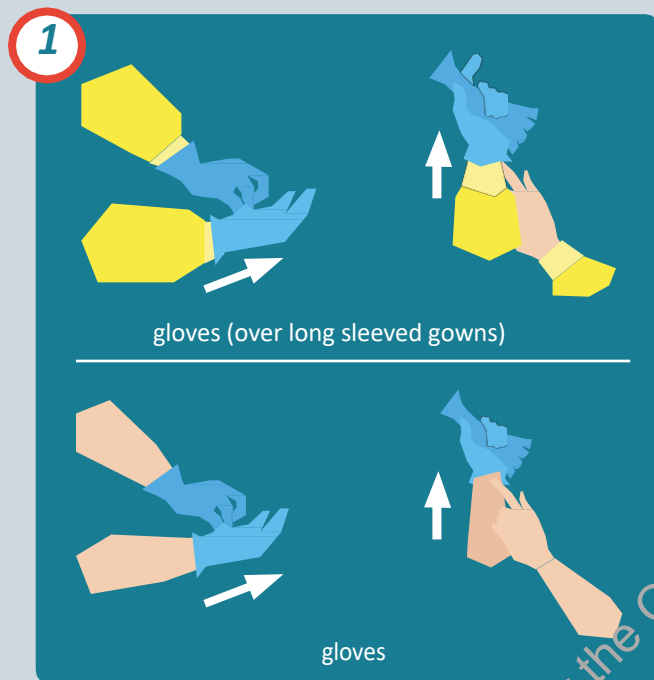
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PPE SHOULD BE TAKEN OFF IN THE FOLLOWING ORDER:

WASH HANDS AFTER TAKING OFF PPE AND BETWEEN EACH STEP

REMEMBER - STEPS TO TAKE OFF PPE:

1. Gloves (if wearing, if not, perform hand hygiene)
2. Long sleeved fluid resistant, disposable aprons / long sleeved gowns (where required)
3. Eye protection
4. Mask / N95 mask



Remove gloves, being careful to avoid touching the outside of the gloves:

- Outside of gloves are contaminated.
- If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitiser.
- Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove.
- Hold removed glove in gloved hand.
- Slide fingers of ungloved hand under remaining glove at wrist and peel off the second glove over the first glove.
- Discard gloves in a waste container
- **Wash hands with soap and water.**

Remove the gowns, being careful to avoid contaminating clothing:

- Assume gown front and sleeves are contaminated.
- If your hands get contaminated during gown removal, immediately wash your hands, or use an alcohol-based hand sanitiser.
- Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties.
- Pull gown away from neck and shoulders, touching inside of gown only.
- Turn gown inside out. Fold/roll into a bundle and discard in a waste container.
- No change in clothing worn under PPE is required unless that clothing has become contaminated.
- **Wash hands with soap and water.**

Removing adapted gown

- Collect cleaning wipes
- Remove gloves
- Dispose of gloves
- Wash hands
- Remove adapted gown carefully over the ICP and BWC
- Dispose of gown
- Using the wipes clean BWC and ICP

- Dispose of wipes
 - Wash hands
 - Dispose of gown
- Remove remaining PPE in order below
- Eye protection
 - Mask/N95
 - Wash hands

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PPE SHOULD BE TAKEN OFF IN THE FOLLOWING ORDER:

WASH HANDS AFTER TAKING OFF PPE AND BETWEEN EACH STEP

3



How to remove a mask:

- Wash hands with soap and water or use hand sanitiser
- Avoid touching the front of the mask
- If the mask has ties, untie the bottom, then top tie
- Remove from face
- Discard, do not use again
- **Wash hands with soap and water.**

4



Remove the mask, being careful not to touch the front of the mask:

- Front of mask/respirator is contaminated.
- If your hands get contaminated during mask removal, immediately wash your hands or use an alcohol-based hand sanitiser.
- Grasp bottom ties or elastics of the mask, then the ones at the top, and remove without touching the front.
- Discard in a waste container.
- **Wash hands to elbows or use an alcohol-based hand sanitiser immediately after removing all PPE.**

CHANGE GLOVES OR GOWN/OVERALLS AS SOON AS POSSIBLE IF THEY BECOME TORN OR SOILED, PERFORMING HAND HYGIENE AFTER REMOVING EACH PIECE OF PPE

The Body Worn Cameras (BWC) and Individual Carry Pepper Spray (ICP) are both critical H&S controls and must be accessible for use when needed, including in spontaneous events.

Factors considered include:

- Gowns are required to be worn in areas where we know the risk of violence and aggression from prisoners is present, and in some areas, higher.
- Gowns protect the upper body only from bodily fluids that may be expelled from people in these areas, meaning the trousers and boots are not protected.
- The BWC and ICP are not large and the surfaces are not permeable and can be easily surface cleaned.

Given this and on balance of risk, when both gowns, in these areas can be carefully adapted to accommodate the ICP and BWC externally to the gown by cutting the gown to allow for access to ICP and BWC.

Safe adaption of disposable gowns to access BWC and ICP

- On a clean surface collect scissors, wipes to clean BWC and ICP
- Wash hands
- Using the wipes clean the scissors, BWC and ICP
- Dispose of wipes in bin
- Wash hands
- Put on gown
- With clean scissors snip the gown and pull the BWC through the hole

Removing adapted gown

- Collect cleaning wipes
- Remove gloves
- Dispose of gloves
- Wash hands
- Remove adapted gown carefully over the ICP and BWC
- Dispose of gown

to be visible. Keep the snip as small as possible.

- On the hip, snip the gown to allow access to the ICP.
- Keep the snip small but practical.
- Wash hands
- Continue to put on remaining PPE in the order below
 - Mask or N95 mask
 - Eye protection
 - Gloves
- Dispose of wipes
- Wash hands
- Dispose of gown
- Remove remaining PPE in order below
 - Eye protection
 - Mask/N95
 - Wash hands

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DISPOSING OF PPE:

- All PPE worn in the prison (by staff and prisoners) needs to be disposed of in the biohazard bin.
- Biohazard (yellow) bins should be placed in the gatehouse and any other location where PPE is used and then discarded (pods etc.)
- All bio bins must have a bag liner.
- All used PPE is to be placed in the bio bins when removed.
- Yellow bags used as bin liners in units are to be removed when full, and the full bag placed in the bio bins
- When full, the bio bins are to be put out for collection by Waste Management. If a site has been provided with a bio-waste skip, then the bags from the bio-waste wheelie bins can be removed and placed into these skips. These must not be emptied into general waste (landfill) skips.
- Full PPE (gown, mask, gloves, eye protection) must be worn when bags are removed from the bio-waste wheelie bins and placed into a bio-waste skip that has been provided by Waste Management
- At all times, waste management guidelines must be adhered to.
- PPE worn by prisoners must be placed in the bags provided in the units and not handled/passed to staff.



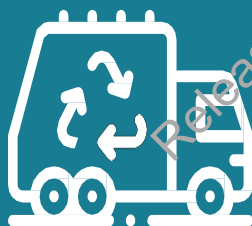
PPE is used by staff member (anywhere in the prison)



See the PPE guidelines for information on when PPE should be changed.



Once used, place it straight into a biohazard bin (these bins are lined, and PPE does not need to be double-bagged. There is one bin in every unit.



PPE waste will be collected weekly.

Note: If PPE waste needs to be disposed of more frequently, this is to be managed at a site level.