

**GUIDANCE**  
**USE AND REUSE OF PPE for COVID-19 at TAKE CARE HOTELS**



Effective Date: March 20, 2021

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<p><b>Purpose</b></p>	<p><b>To provide guidance for:</b></p> <ol style="list-style-type: none"> <li>(1) Extended use, reuse, cleaning and disinfecting of goggles, face shields, and protective eyewear</li> <li>(2) Extended use of surgical and/or procedural mask</li> <li>(3) Extended use and allocation of isolation gowns</li> <li>(4) Extended use and limited reuse of NIOSH-certified N95 respirators</li> </ol> <p><b>Please note: All guidance is subject to change as additional information becomes available.</b></p>
<p><b>Scope</b></p>	<p>NYCHHC   Community Care – Take Care Hotels</p>
<p><b>Requirements</b></p>	<p>Centers for Disease Control and Prevention (CDC)          National Institute for Occupational Safety and Health (NIOSH)          New York City Department of Health and Mental Hygiene</p>
<p><b>Universal PPE Wear in all Areas</b></p>	<ol style="list-style-type: none"> <li>(1) In addition to specific Transmission-based Isolation Precautions, <b><u>all personnel</u></b> to follow Standard Precautions:             <ul style="list-style-type: none"> <li>● Facemask (surgical or procedure mask)</li> <li>● Hand hygiene and cough etiquette</li> </ul> </li> <li>(2) In addition to specific Transmission-based Isolation Precautions, <b><u>all staff working in guest facing areas or making guest contact or entering guest rooms for any reason</u></b>, to follow Droplet + Eye Protection Precautions:             <ul style="list-style-type: none"> <li>● Facemask (surgical or procedure mask)</li> <li>● Eye protection (face shield or goggles)</li> </ul> </li> </ol>
<p><b>Improve Fit of Facemasks</b></p>	<p>Improving how a facemask fits can increase the facemask's effectiveness for decreasing particles emitted from the wearer and to which the wearer is exposed.</p> <p><b>(1) Strategies to Improve Fit of Facemasks in Guest Care Areas:</b></p> <ol style="list-style-type: none"> <li>a. Use mask fitter or brace over disposable mask to prevent air from leaking around the edges of the mask</li> <li>b. Knot-and-tuck approach</li> <li>c. Choose a mask with a nose wire to prevent air from leaking out of the top of the mask.</li> <li>d. If a good fit is achieved using a single medical facemask, additional approaches to achieve a better fit might not be necessary.</li> <li>e. No additional strategies to improve fit is needed when wearing N95 respirator.</li> </ol> <p>*Please note, cloth masks are not personal protective equipment PPE and should NOT be used in place of medical facemasks or NIOSH-approved respirators, OR as a strategy to achieve better fit when wearing a surgical or procedure mask when in clinical care areas.</p>

	<p><b>(2) Strategies to Improve Fit of Facemasks in Non-Guest Care Settings for Source Control:</b></p> <ol style="list-style-type: none"> <li>a. Non-guest care setting Include all non-guest care areas such as <u>General Areas</u> (waiting areas, break rooms, staff lounge, etc.) and <u>Guest Facing Areas</u> (point of entry or lobby, registration areas, and screening areas.)</li> <li>b. In addition to strategies listed above to achieve better fit of facemasks, in non-guest care areas, a double mask with a cloth mask on top a surgical or procedure mask is acceptable.</li> <li>c. When used for source control, medical facemasks, including cloth masks that are used to cover medical facemasks to improve the fit, may be used for the duration of a shift unless they become soiled, damaged, or hard to breathe through; medical facemasks, including cloth masks, used for source control should be removed and discarded (or laundered if a cloth mask) at least after each workday.</li> <li>d. If a good fit is achieved using a single medical facemask, additional approaches like adding layers to achieve a better fit might not be necessary.</li> </ol>
<p><b>PPE Ensemble for Confirmed or Possible COVID-19 (SARS-CoV-2) infection</b></p>	<p>PPE ensemble for hotel staff that are in direct contact with confirmed or possible COVID-19 guests:</p> <p><b>AIRBORNE + CONTACT + EYE PROTECTION</b></p> <ul style="list-style-type: none"> <li>● N-95 respirator</li> <li>● Isolation gowns</li> <li>● Gloves</li> <li>● Eye protection (face shield or goggles)</li> </ul>
<p><b>N95 Respirator</b></p>	<p><b>(1) N95 Respirator User Requirements:</b></p> <ol style="list-style-type: none"> <li>a. The User must be appropriately fit tested and trained on donning and doffing of the N95 respirator.</li> <li>b. The User must be the one responsible for making the decision of whether the criteria for extended use is met, and as appropriate in the clinical setting.</li> </ol> <p><b>(2) N95 respirators should be used for:</b></p> <ol style="list-style-type: none"> <li>a. Guests with confirmed or possible SARS-CoV-2 infection when being evaluated</li> <li>b. Caring for a guest on Airborne Precautions or Airborne + Contact + Eye Protection Precautions</li> <li>c. All guest care encounters regardless of SARS-CoV-2 infection status in areas with moderate community transmission of SARS-CoV-2 <ul style="list-style-type: none"> <li>● NYC is currently experiencing moderate level community transmission.</li> </ul> </li> </ol> <p><b>(3) N95 Extended Recommendations:</b></p> <ol style="list-style-type: none"> <li>a. If wearing N95 respirator and a full face shield the N95 respirator may be worn repeatedly from guest to guest as long as it is not contaminated, wet or damaged.</li> <li>b. If wearing a N95 respirator alone, place a surgical mask on top so as to extend the use the N95 repeatedly from guest to guest. Perform seal check after donning surgical mask to ensure seal is intact.</li> </ol>

- c. Use the same N95 Respirator for the entire shift unless it is damaged, wet or contaminated with guest blood and/or body fluids (includes nasal or respiratory secretions) OR if it becomes difficult to breathe through.

**(4) N95 Reuse Recommendations - Do the following when wearing a re-used N95 Respirator:**

- a. Inspect N95 before each use to ensure its physical integrity is intact and perform a seal-check to ensure an adequate fit; discard if damaged.
- b. Use a pair of clean (non-sterile) gloves when donning a used N95 respirator and performing a user seal check. Discard gloves after the N95 respirator is donned and any adjustments are made to ensure the respirator is sitting comfortably on your face with a good seal.
- c. Clean hands with soap and water or an alcohol-based hand sanitizer before and after touching or adjusting the respirator (if necessary for comfort or to maintain fit).
- d. Perform hand hygiene after discarding N95.

**(5) N95 respirator – Storing for Reuse:**

- a. Between uses, store the N95 respirator in a paper bag; label the bag with your name. Perform hand hygiene immediately after placing in bag.
- b. Store the bagged N95 respirator in a convenient location (e.g., cabinet, med cart).

**(6) N95 respirator “Seal Check”**

To perform a "seal check," cover the respirator with one or both hands. Be careful not to disturb the position of the respirator. Inhale and exhale. If air leaks around the nose or edges, re-adjust the respirator. Make sure respirator seals snugly against the face. If you CANNOT achieve a proper seal after adjusting, get an unused respirator. Immediately notify your supervisor with questions.

- a. Do NOT wear an N95 respirator which was already used by someone else.
- b. Do NOT wear an N95 respirator if compromised (e.g., soiled, wet, damaged, etc.).
- c. Do NOT wear an N95 respirator if you have facial hair and cannot obtain a tight seal.
- d. Do NOT remove, adjust or touch the N95 respirator during patient care activities. If wearing a N95 respirator for extended use or re-use, avoid touching to front of the mask to minimize risk of self-contamination.
- e. Do NOT reuse an N95 respirator used during an aerosol generating procedures such as bronchoscopy, intubation, or open endotracheal suctioning UNLESS a surgical mask or full-face shield was on top of the N95 to protect from aerosolized particles.
- f. Under no circumstances should an N95 respirator be utilized beyond 5 uses (five donnings) per device by the same HCP.

**(7) N95 respirator should be exchanged and should NOT be reused if:**

- a. Damaged
- b. Contaminated with patient blood and/or body fluids (including respiratory or nasal secretions)
- c. Physical integrity is not intact (e.g., straps no longer functional)
- d. Cannot achieve adequate fit or proper seal

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	<p><b>*Please Note:</b> Discard the N95 respirator after use/re-use in the regular trash unless free flowing blood is noted.</p>
<p><b>Surgical or Procedure Mask</b></p>	<p>(1) <b>When to Use:</b> At all times when on the hotel premises.</p> <p>(2) <b>Surgical and Procedure Mask Extended Use Recommendation:</b></p> <ol style="list-style-type: none"> <li>a. Surgical and procedure masks may be worn repeatedly from guest to guest and for entire shift unless it is damaged, wet or contaminated with guest blood and/or body fluids (includes nasal or respiratory secretions) or other substances OR if it becomes difficult to breathe through.</li> <li>b. Surgical and procedure mask may be worn with any eye protection.</li> <li>c. Do not extend use of surgical mask or procedure mask if:             <ul style="list-style-type: none"> <li>o Damaged</li> <li>o Contaminated with guest blood and/or body fluids or other substances</li> <li>o Physical integrity is not intact (e.g., straps no longer functional)</li> <li>o Cannot achieve adequate fit</li> </ul> </li> <li>d. Discard the surgical or procedure mask in the regular trash unless free flowing blood and/or other body fluids noted.</li> <li>e. Do not touch front of the mask after use as it is considered contaminated.</li> </ol> <p><b>*Please Note:</b> If during the shift, the integrity of the mask is compromised, discard and don a new one.</p>
<p><b>Gloves</b></p>	<p>(1) <b>Use gloves when anticipating or in direct contact</b> with guest, their belongings, and clinical or guest areas such as guest rooms and dirty utility rooms.</p> <p>(2) Gloves should <b>never</b> be worn for extended use, reuse, or between multiple guests.</p> <p>(3) Some instances that will need the use of gloves includes the following (but not limited to):</p> <ol style="list-style-type: none"> <li>a. ANY direct guest contact (i.e., emergency resuscitation care)</li> <li>b. Cleaning and disinfecting</li> <li>c. Security and baggage search</li> <li>d. Retrieval and storage of guest property</li> <li>e. Meal and package delivery</li> <li>f. Vital signs and wellness check</li> </ol>
<p><b>Eye Protection (Face shield or goggles)</b></p>	<p>(1) <b>Eye Protection Extended Use Recommendations</b></p> <ol style="list-style-type: none"> <li>a. Eye Protection includes face shields or goggles</li> <li>b. Eye Protection may be worn for an extended period when caring for multiple guests.</li> <li>c. Eye Protection may be worn from guest to guest if the eye protection is not touched, does not become contaminated with blood and/or other body fluids or other substances, and is not removed.</li> </ol> <p>(2) <b>Eye Protection Reuse Recommendations</b></p> <ol style="list-style-type: none"> <li>a. A key consideration for safe extended/reuse is that the face shield or goggles must maintain its fit and function.</li> </ol>

- b. The recommendations below are designed to provide practical advice so that face shield or goggle are discarded before they become a significant risk for contact transmission or their functionality is reduced.

**(3) To reduce contact transmission after donning, take the following steps:**

- a. Discard face shield or goggle contaminated with blood or other bodily fluids from guests.
- b. Perform hand hygiene with soap and water or an alcohol-based hand sanitizer before and after touching or adjusting the face shield or goggle.
- c. Discard any face shield or goggles that is damaged or unable to maintain its fit and function.

**(4) Cleaning & Disinfection of Face Shield or Goggles or Protective Eyewear**

- a. While wearing gloves, carefully wipe the *inside, followed by the outside* of the face shield, or goggles with soap and water or an approved disinfectant wipe.
- b. Carefully wipe the outside of face shield or goggles with clean water or alcohol to remove residue.
- c. Fully air-dry face shield or goggles.
- d. Remove gloves and perform hand hygiene.

**\*Please note:** Clean and disinfect eye protection after each work shift and as needed if reusing the same face shield or goggles.

**(6) Storing Eye Protection for Reuse:**

- a. Pack or store cleaned/disinfected face shield or goggles between uses/work shift so that they do not become damaged or deformed (example: labeled paper bag with wearer's name between uses. If using storage container, ensure storage container is disposed of or cleaned regularly).
- b. Face shield or goggles must only be used by a single wearer.
- d. To prevent inadvertent sharing of face shield or goggles, label containers used for storing face shield or goggles or label the face shield or goggles itself (e.g., on the straps) with the user's name to reduce accidental usage of another person's face shield or goggles.

**Gown**

**(1) Gown Extended Use:**

- a. **Extended use of gown is ONLY recommended** if guest does not have another reason for transmission-based precautions (e.g., MDRO, C. Diff)
- b. **If there are shortages of gowns**, they will be prioritized for monitoring and support, COVID-19 testing and high contact guest activities where splashes and sprays are anticipated, and that provide opportunities for transfer of pathogens to the hands and clothing of healthcare personnel.
- c. **Gowns should be changed** between guests if a guest is on contact precautions for different pathogens (e.g., Candida Auris)

**(2) Gown Reuse:**

- a. In a designated area, carefully don or doff reused gown wearing new gloves
- b. Avoid touching sleeves or front of gown.

**(3) Gown Labeling & Storage:**

- a. Hang away from other items.
- b. Do not fold or bundle.
- c. Front of gown or substitute (e.g., lab coat) should face wall.
- d. Ensure gown or substitute (e.g., lab coat) is labelled.
- e. Perform hand hygiene as needed.

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<b>Definitions</b>	<b><i>Aerosol Generating Procedure</i></b>	Any procedure carried out on a guest that may produce infectious aerosols or droplets (The CDC does NOT consider the collection of a nasopharyngeal (NP) or oropharyngeal (OP) swab an aerosol generating procedure).
	<b><i>Guest Care Encounter</i></b>	An interaction between guest and healthcare provider for the purpose of providing healthcare service(s) or assessing the health status of a guest.
	<b><i>Eye Protection</i></b>	Includes face shield/visors, goggles or other protective eyewear.
	<b><i>Extended Use</i></b>	Refers to the practice of wearing the same PPE for repeated close contact encounters with several guests, without removing the item between guest encounters.
	<b><i>Healthcare Personnel (HCP)</i></b>	HCP refers to all persons serving in healthcare settings who have the potential for direct or indirect exposure to guests or infectious materials, including body substances; contaminated medical supplies, devices, and equipment; contaminated environmental surfaces; or contaminated air.
	<b><i>N95 Respirator</i></b>	An N95 respirator is a respiratory protective device designed to achieve a very close facial fit and very efficient filtration of airborne particles.
	<b><i>Reuse</i></b>	Refers to the practice of using the same PPE for multiple encounters with guests but removing it ('doffing') after each encounter or shift. For N95 respirator, it is stored in between encounters to be put on again ('donned') prior to the next encounter with a guest. For pathogens in which contact transmission (e.g., fomites) is not a concern, non- emergency reuse has been practiced for decades. For example, for tuberculosis prevention, CDC recommends that a respirator classified as disposable can be reused by the same worker as long as it remains functional and is used in accordance with local infection control procedures. Even when N95 respirator reuse is practiced or recommended, restrictions are in place which limit the number of times the same respirator is reused. Thus, N95 respirator reuse is often referred to as "limited reuse". Limited reuse has been recommended and widely used as an option for conserving respirators during previous respiratory pathogen outbreaks and pandemics.
	<b><i>Source Control</i></b>	Source control is to wear a facemask to cover a person's nose and mouth to prevent spread of respiratory secretions from the wearer to other people.

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**References**

NYC Health + Hospitals System Guidance - *USE AND REUSE OF PPE for COVID-19*. Effective date: January 13, 2021. DOC ID HHCMPA42020 v9. [http://hhcinsider.nychhc.org/sites/COVID-19/SiteDocuments/Equipment%20and%20Supplies/PPEExtended%20UseandReuse\\_v9\\_1.13.pdf](http://hhcinsider.nychhc.org/sites/COVID-19/SiteDocuments/Equipment%20and%20Supplies/PPEExtended%20UseandReuse_v9_1.13.pdf)

FDA - <https://www.fda.gov/medical-devices/personal-protective-equipment-infection-control/masks-and-n95-respirators>

CDC - <https://www.cdc.gov/coronavirus/2019-ncov/infection-control/control-recommendations.html>






CDC - <https://www.cdc.gov/coronavirus/2019-ncov/hcp/alternative-care-sites.html>

CDC - <https://www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy/index.html>

NYC DOHMH - <https://www1.nyc.gov/assets/doh/downloads/pdf/imm/strategies-for-the-conservation-of-respiratory-ppe.pdf>



**COVID-19 PERSONAL PROTECTIVE EQUIPMENT GUIDE  
FOR CLINICAL and NON-CLINICAL HOTEL STAFF**

SETTING	REQUIRED PPE	TRANSMISSION BASED PRECAUTION In addition to Standard Precautions
<b>General Areas</b> Waiting Areas, Break Rooms, Clean Utility Rooms, Staff Lounge	♦ Face Mask	<b>Universal Masking</b> 
<b>Guest Facing Areas</b> Point of Entry (Lobby), Registration Areas, and Screening Areas, Elevators	♦ Face Mask ♦ Eye Protection	<b>Universal Masking + Eye Protection</b> 
<b>Guest Areas</b> Guest Care Encounters (i.e. meal delivery, safety checks, security checks, ADL assist, temp checks)	♦ N-95 respirator ♦ Eye Protection ♦ Gloves  <i>Isolation Gown must be used during direct guest contact only</i>	<b>Airborne + Contact + Eye Protection</b> 
<b>Testing Areas</b> Specimen collection only (If available at hotel site)	♦ N-95 respirator ♦ Eye Protection ♦ Gloves ♦ Isolation Gown	<b>Airborne + Contact + Eye Protection</b> 
<b>Daily and Terminal Cleaning of Guest Rooms</b> For EVS staff use only	♦ N-95 respirator ♦ Eye Protection ♦ Gloves ♦ Isolation Gown	<b>Airborne + Contact + Eye Protection</b> 

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