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| **COVID-19 Infection Prevention and Control Training – Practical Session****Aide Memoire for Trainers** |

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| Aspect of training | Delivered | Comments/Questions |
| **Hand Hygiene:** |  |  |
| Advise handwashing physically removes the virus |  |  |
| Advise gelling physically kills (but does not remove) the virus |  |  |
| Advise hand gel should not be used on dirty hands |  |  |
| Advise commonly missed areas – fingernails, wrists etc |  |  |
| Advise not possible to wash hands properly if wearing watches, rings with stones or jewellery – strongly advise to remove |  |  |
| **Donning PPE:** |  |  |
| Advise staff to prepare themselves – well hydrated, gather all equipment, long hair tied back. |  |  |
| Show staff PPE: disposable apron, fluid-resistant face mask, eye protection and gloves |  |  |
| Advise if need PPE training for aerosol generating procedures to contact CCG Health Protection (Jennie Clements) to arrange |  |  |
| Advise PPE should be put on ***before*** entering the room where care is to be delivered |  |  |
| Perform Hand Hygiene |  |  |
| **Don apron**Open fully to ensure as much coverage as possible |  |  |
| Tie waist ties behind back |  |  |
| **Don Mask**Demonstrate front/back top/bottom |  |  |
| Tie bottom strap first  |  |  |
| Tie top strap re-adjust bottom strap if required |  |  |
| Press firmly along nose piece |  |  |
| Ensure mask is pulled right under chin |  |  |
| **Don goggles or face visor (if required)**Place over face and eyes; adjust to fit |  |  |
| Advise if entirely plastic can be cleaned. If foam/elastic must be single use |  |  |
| **Don gloves**Ensure correct fit |  |  |
| **Doffing of PPE:** |  |  |
| Advise this should be done whilst still in the room where care is delivered |  |  |
| **Remove gloves**Grasp outside of glove with opposite gloved hand, peel off. |  |  |
| Hold removed glove in gloved hand |  |  |
| Slide fingers of un-gloved hand under remaining glove at wrist |  |  |
| Peel glove off over first glove |  |  |
| Discard in bin. **Gel hands** |  |  |
| **Remove apron**Break neck ties and lower down |  |  |
| Break waist straps behind back |  |  |
| Peel the apron forward, only touching the inside of the apron |  |  |
| Fold or roll into bundle and discard into bin. **Gel hands** |  |  |
| If eye protection is single use remove now, otherwise leave the room |  |  |
| **Remove eye-protection**Handle by head band or ear pieces – do not touch the front |  |  |
| Keeping head up, close eyes and gently lift away from face |  |  |
| Place on wipe-able surface. **Gel hands** |  |  |
| **Remove mask - If wearing glasses, remove them and place on wipe-able surface**Fully un-tie bottom strap |  |  |
| Maintaining tension untie top strap |  |  |
| Keeping head up, close eyes and gently lift away from face and discard |  |  |
| **Wash hands using soap and water** |  |  |
| Clean eye protection and glasses with green Clinell wipes |  |  |
| Wipe down surface with green Clinell wipes |  |  |
| **Notes:** |