

## **Guidance for PC24 Drivers**

**Date: Updated 30th July 2020 v5**

Preserving and protecting the health, safety and wellbeing of staff is critical for PC24 as we respond to the COVID-19 outbreak. It is essential that every effort to support the physical and mental wellbeing of the workforce, to enable staff to stay healthy and protect themselves, colleagues, patients and families as we continue to deliver services through this challenging period.

To minimise the risk to PC24 drivers there have been a number of measures put into place

### **Sanitising Equipment**

Each vehicle now has its own supply of sanitising equipment. This is to enable the inside of the vehicle to be cleaned with the cleaning liquid and disposable cloth. All used equipment to be wiped down and all used products to be disposed of in the yellow disposable bags. This is to be carried out at the beginning and end of the shift as a minimum and whenever the driver or clinician feels necessary.

Please note when using the cleaning spray you should leave for a good 10-15 minutes before wiping off so that any bacteria has a chance to be removed.

The equipment box contains

- a. Hand Sanitiser
- b. Cleaning liquid
- c. Cleaning cloths / blue roll

### **Social Distancing in Vehicles**

PC24 continues to follow guidance in ensuring its staff are protected in their health, safety and wellbeing. In line with

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles#vehicles-3-3> (issued 11.05.2020 updated 23.07.2020)

- No more than two persons per vehicle
- Two passengers in the vehicle will sit side by side
- PPE is to be used at all times such as face mask and gloves
- Windows are to be kept open to allow air to circulate and air vents are to be closed

If the vehicle has a fresh air switch (usually by the central reservation vent), this can be used. Avoid using re-circulated air.

### **Personal Protective Equipment (PPE)**

In line with Government guidance as of Monday, 15.06.2020 all staff will need to wear a mask whilst at work. Wavertree will have face mask supplies available at the entrance. Please ensure you don a face mask as you enter the foyer.

There is an allocation of face masks and disposable gloves for drivers to use appropriately. Each driver will be issued set per shift. On finishing the shift, it is the driver's responsibility to dispose of their own PPE kit in line with the instructions. There is a yellow disposable bag at the disposing site in the call centre, Shift Manager will direct you to where. **Under no circumstances is any part of PPE to be disposed of in any other receptacle other than the designated bag.** Whilst carrying out home visits with the GP, the boot area of the vehicle will be the 'dirty' area until you return to base. Upon return the yellow disposable bag should be checked to ensure all dirty waste is enclosed (clinician should deposit their dirty waste here also) and tied before disposing in the designated disposal area.

### **General Guidance**

- Drivers should practice social distancing when to and froing in the office
- Drivers to observe washing of hands as often as able
- Replacement of cleaning materials, hand sanitizer can be requested from the Shift Manager
- Guidance document for donning, doffing and disposing of PPE equipment is attached for information
- At the start of each shift the driver should pick up a YELLOW clinical waste disposal bag along with any PPE equipment required

### **Dirty bag drop area and dirty boot**

- We have created a dirty bag drop area at the pods. The A&B boxes are to be brought to this area where they will be cleaned down with the provided cleaning materials before storage.
- There is a trolley with sufficient cleaning materials to allow you to clean down the bags. There is also a yellow big provided for you to deposit used materials so that you are not bringing dirty materials through the call centre.
- Whilst on shift, the boot area of the car will be the dirty area. All used PPE and other materials are to be deposited into the yellow disposal bag and held in the boot until the end of your shift. This area is also to be cleaned down.

## **CLEAR CAR**

- At the start of the session the driver will collect a clear car. PPE stock is held on the desk at the side of the call centre. The driver or clinician will count and sign out the relevant PPE, such as aprons, masks, visors, gloves, hand sanitiser and yellow disposal bag from the PPE desk.
- The driver will ensure at the end of the session that all materials are removed from the car and used materials are deposited appropriately in the bag provided. Any unused PPE stock is to be counted back in and signed for.

## Putting on Basic Personal Protective Equipment (PPE)

**There is a global shortage of PPE so please be responsible for your usage**

- 1. Wash Hands and make sure you are 'bare below the elbows'*
- 2. Open apron and put it on over your head, proceed to tie behind the back*



- 3. Put on surgical mask ensuring you mould it around your nose*

- 4. Put on your*



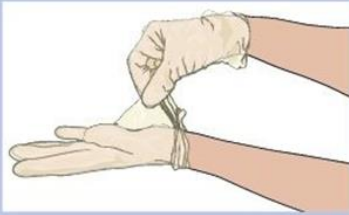
*gloves*



## Taking Off Basic Personal Protective Equipment (PPE)

**There is a global shortage of PPE so please be responsible for your usage**

Fig 2. Removing gloves



2a. Hold the glove at the wrist and peel away from the hand



2b. Turn the second glove inside out, with the first glove inside



2c. Dispose of the gloves

**1. Remove your gloves and place them in a yellow waste bag**

8



**Apron**

Apron front is contaminated. Unfasten or break ties. Pull apron away from neck and shoulders touching inside only. Fold and roll into a bundle. Discard into an appropriate lined waste bin.

**2. Pull your apron from inside breaking the ties and neck band. Roll it up with the front of the apron on the inside and**

**place it in the clinical waste bag**

**3. Remove your face mask trying not to touch the front part  
Place this in the yellow clinical waste bag.**



**4. Tie the top of the waste bag and return to base**



