



# Five Minute Meeting:

**Topic:** COVID19 High Risk Exposure Personal Protective Equipment (PPE) Recommendations

**Date:** Updated June 23, 2021

**Audience:** Unvaccinated PG&E co-workers working in environments with a high risk of exposure to infection

## The key thing you need to know

High risk exposure is defined as performing work in environments such as hospitals, nursing homes, morgues (or other similar medical facilities) and homes where the resident has COVID-19 symptoms or flu like symptoms. This communication provides guidance on what additional PPE may be used, how to put on and take off PPE, and proper disposal of PPE for these circumstances.

## Why it matters to you

Identifying risks, wearing appropriate PPE and proper removal of PPE will help reduce the spread of COVID-19. PPE is not a substitute for proper work practices including maintaining distance, not touching your face, covering your cough/sneeze and washing your hands. Effective vaccinations are readily available, but it is understood that not everyone is willing or able to get vaccinated. PG&E will continue to provide PPE for co-workers who have not attested to being fully vaccinated when they work in high-risk exposure areas. Using the additional PPE is not mandatory and it is available upon request.

## Key discussion points

Recommended process for donning, doffing and discarding of PPE when performing work in a high-risk potential (as defined above): This includes shoe covers, disposable coveralls, N95 or equivalent respirator (with no valves or vents), eye protection and gloves.

1. It is recommended to utilize a secondary support person (Supervisor or fellow co-worker) to assist when conducting work at higher risk exposure locations.
2. Co-workers arrive at the job site and set up truck for post-job clean up.
  - a. Secure an open disposal bag in the back of the truck to allow dropping single use PPE and cleaning rags or towels into it without contacting the outside of the bag.
  - b. Set up washing station on the tailgate, including but not limited to sanitizer, a spray bottle of soapy water, disinfectant wipes, paper towels and/or rags, and set out an extra pair or two of nitrile gloves. Make sure any containers of sanitizer or soapy water are clearly marked.
3. Use hand sanitizer to clean hands then prefill out the top portion of the service report. Bringing clipboard inside is not recommended due to an elevated chance of setting it down on customer surfaces, which would then require that it be disinfected.
4. Don disposable coveralls (but not hood).
5. Don shoe covers.
6. Don safety glasses/goggles for use indoors.
7. Don N95 respirator.
8. Don disposable coverall hood.
9. Don nitrile gloves over work gloves.

10. Gather the tools needed to complete the specific job. Avoid putting tools in pockets or bringing in tool bag. A small plastic toolbox with limited tools for easy sanitation is recommended.
11. Secure truck and proceed to the structure to complete the service call. Utilize secondary support person if additional tools or material are needed.
12. Return to truck after completing the service call and perform cleaning. Utilize secondary support person to assist in the doffing of PPE.
  - a. Place tools on the tailgate.
  - b. Doff coveralls.
  - c. Doff shoe covers.
  - d. Pinch the back of the nitrile glove near the wrist and pulls glove off and inside-out.
  - e. Place wadded up inside-out glove in the still-gloved hand and repeat, so that one inside-out glove is now wadded up in another inside-out glove.
  - f. Drop into open disposal bag.
  - g. Remove indoor work gloves.
  - h. Sanitize hands.
13. Don a fresh pair of nitrile gloves and thoroughly clean all tools and equipment used inside the facility, taking care to get into the cracks and crevices, and then put them away. Always disinfect any shared equipment before and after use.
  - a. Remove nitrile gloves worn during cleaning process per step 12e above and dispose.
  - b. Sanitize hands.
14. Remove and disinfect safety glasses/goggles and put them away.
15. Remove N95 respirator without touching the front breathing surface and drop into disposal bag. **\*\*NOTE – N95 respirators should be disposed of and not reused if worn in a COVID-19 High-Risk Work Environment. They may be reused while working in other environments if they are dry and in good condition.**
16. Secure disposal bag (to be disposed of in outdoor trash receptacle EOD).
  - a. If peer or supervisor present, they will dispose of bag accordingly in outdoor receptacle at PG&E site.
17. Wash hands with soap and water or sanitizer with at least 60% alcohol following CDC recommended guidelines for at least 20 seconds, making sure to wash the back of hands, fingers, wrists and around fingernails. Secure washing station and gear and prepare truck to leave site.

Attached video of donning and doffing PPE here; [Watch Video here](#) for proper technique

**Disposal:**

Used coveralls, booties, gloves and mask should be replaced after each use. Used PPE should be put in a plastic bag and placed in an outdoor trash receptacle.

**Who do I contact with questions?**

[COVID19PPE@pge.com](mailto:COVID19PPE@pge.com) email box

**Resources:**

[Advisory Info: Coronavirus](#) website

[COVID-19 Related 5MM](#) Library

[Donning and Doffing PPE 5MM](#)

**Photos: Donning and Doffing on next page**

## 1 Check for the appropriate product and size



Verify that the coverall is the correct size for you and check the product's packaging. The standards the product meets and type of protection offered are listed and explained in the user instructions (UI).

## 2 Unpack the suit & read the user instructions



Carefully unpack the product and locate the user instructions. Study this information and make sure you understand all the instructions before you use the suit.

⚠ Pay particular attention to the warnings and use limitations of the product.

## 3 Preparation

- Unfold the coverall carefully and avoid surfaces that may damage the product.
- Check the neck label to see if it matches the model, size and protection level required.
- Check your coverall for any defects such as holes or tears and replace if damaged.
- Move to a designated dressing area away from contamination and workplace hazards.
- Ensure you have all your Personal Protective Equipment (PPE) within easy reach.
- In a sitting position, **remove footwear**, bulky clothing, jewelry and anything else that may interfere with your PPE or pose a safety risk.

## 4 Putting the coverall on



- Without footwear, carefully insert your leg into the coverall by pointing your foot and carefully guiding it through the ankle opening. Repeat with other leg and then pull the coverall up over your waist.

## 5 Putting your footwear on



- Roll up the legs of the coverall and put on your footwear, then roll the legs of the coverall back down to fully cover the lower leg and ankle.
- In most cases, the coverall should go over the footwear, but check with a safety professional if in doubt.

## 6 Other PPE

- Now put on your other PPE ensuring that you fit them correctly according to the manufacturer's instructions and as shown in your training.
- Your PPE must be compatible and suitable for the job.
- If you have already put on some other PPE before donning your coverall you should check it again to ensure that you have not disturbed their fit.
- Check tight fitting facepieces and goggles for a good seal to the face and never wear them over the coverall hood.

## 7 Putting up your hood & stormflap



- Pull the hood over the head, covering the skin and any other PPE as required.
- Slowly pull the zip from bottom to top and all the way up to the chin.
- If the 3M protective coverall you have chosen has a stormflap with sealable tape, peel off the backing paper and smooth the flap down evenly to ensure the zip is covered. Do the same on the chin flap for the 3M™ Protective Coverall 4565 and 3M™ Protective Coverall 4570.
- To ensure a smooth seal on taped areas, it may be easier to ask a dressing buddy to assist.

## 8 Put on your gloves



- Whether the gloves should be worn inside or outside the sleeve depends on the nature of the work being undertaken. For work involving the handling of liquids below shoulder height, it may be prudent to wear the coverall sleeve over the glove cuff. For similar work above shoulder height, it may be better to wear the gloves under the coverall sleeve.
- If you have chosen a coverall with knitted cuffs, please ensure that the knitted element of the cuff is covered by either gloves or tape to reduce the risk of the material attracting contaminants.



- Carefully insert your arm into the sleeve, guiding your hand through the cuff opening. Ensure that the sleeve covers your whole arm and the cuff fits comfortably and snugly around your wrist. Repeat this process on your other arm.
- If you have chosen a coverall with knitted cuffs, please ensure that the knitted element of the cuff is covered by either gloves or tape to reduce the risk of the material attracting contaminants.

## 9 Check the fit

- It is important to check the fit of your coverall and that you can move comfortably without too much excess fabric. Practice the kind of actions you will need for your job – stretch up, crouch down, move your arms, legs and head around. Check to see if the coverall still fits comfortably and covers your body adequately to ensure fit of the other PPE has not been affected.
- During full suit tests for compliance with Category 3 Type 3, 4, 5 & 6, coveralls are taped up and along the stormflap, around the closings such as wrists, ankles & facial opening around the hood to a facemask. Regarding taping your PPE in real use, please check with a safety professional if unsure or if this is appropriate for your PPE and application.

## 1 Remove contaminants

- Remove as much contamination from your coveralls and other PPE as practical. Pay particular attention to areas of heavy contamination and areas close to component interfaces and closures. Remove mobile contaminants by washing and wiping or fixing them in place.

## 2 Preparation

- Move to a designated area away from contamination and workplace hazards.
- Ensure that you are within easy reach of the appropriate disposal facilities.
- Where possible, use a buddy system so you can easily remove your garment without contaminating your skin and clothes. Please note your buddy should be adequately protected from contamination.
- Ensure you have someone or something to hold on to for stability.
- Always follow the guidance and instruction of a safety professional.

## 3 Unfasten the suit



- If the product you are wearing has sealed or taped stormflaps and chin flaps carefully un-stick them.
- Detach the self adhesive stormflap from the coverall.

## 4 Sleeves and stepping out



- If you are wearing gloves under coverall cuffs; untape the wrists, where necessary, and then starting at the hood, pull the coverall down and step out of it. Ensure that your gloves do not touch the inside of the coverall or your body.
- If you are wearing gloves over coverall cuffs; ensure your hands only touch the internal surfaces of the coverall by removing the top part of the body and arms by rolling it down and inverting the sleeves. Carefully withdraw your hands from the gloves as you invert the sleeves and continue to roll down the coverall and step out.

## 5 Gloves



- Remove your gloves according to the manufacturers instructions and in line with your safety procedures. You can get advice on how to do this on the manufacturer's or safety council's websites.

## 6 Other PPE

- Remove your other PPE such as hearing protection, eyewear and respirator according to the manufacturers instructions and in accordance with your safety procedures.

## 7 Disposal



- Dispose of the coverall into a suitable waste receptacle in accordance with local legislation and your safety procedures.



**THESE TIPS ARE OFFERED AS A GUIDE. WE STRONGLY RECOMMEND PRACTISING WITH THE EQUIPMENT BEFORE GOING INTO THE WORK ENVIRONMENT.**