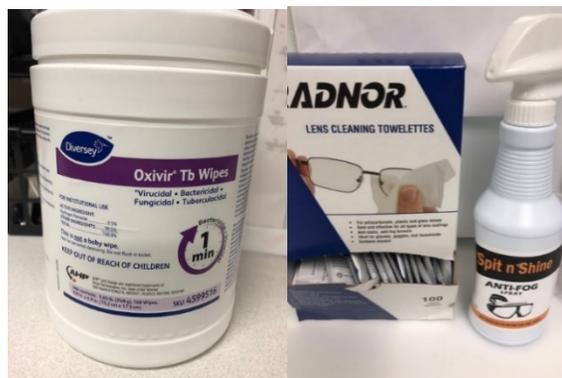


THE HELENE FULD PAVILION FOR INNOVATIVE LEARNING

UNIVERSITY OF PENNSYLVANIA SCHOOL OF NURSING

Helene Fuld Pavilion for Innovative Learning and Simulation: Personal Protective Equipment (PPE) Distribution Policy (updated 8.27.2020)

1. **PPE requirements for the Helene Fuld Pavilion for Innovative Learning and Simulation:**
 - a. For labs where 6 ft physical distancing can be maintained:
 - i. surgical mask (under no circumstance can a surgical mask be removed in the Fuld Pavilion)
 - ii. gloves (if sharing equipment)
 - b. For labs where 6 ft physical distancing cannot be maintained (i.e.: physical assessment labs):
 - i. surgical masks
 - ii. protective eyewear (goggles or face shield)
 - iii. gloves
2. **Face shield & goggle distribution/ cleaning/ storage and replacement:**
 - a. Distribution: Students/Faculty will only be allocated 1 face shield OR 1 goggle per semester (storage bag included). Students should write their name on the face shield. Students/faculty must disinfect their face shield, after each use, per clinical agency policy.
 - b. Cleaning instructions for face shields/ goggles for FULD PAVILION: The recommended cleaning process for the reuse of face shields is:
 - i. While wearing gloves, carefully wipe the inside of the face shield or goggles, with a disinfectant wipe (Oxivir wipes are preferred by CHOP and Radnor lens cleaning towelettes are preferred by HUP- both can be obtained in Fuld Pavilion). Hydrogen Peroxide and Alcohol can also be used.



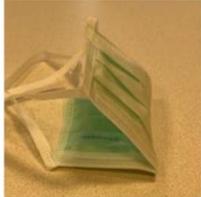
- ii. Carefully wipe the outside of the face shield or goggles, with a disinfectant wipe.

- iii. Wait 2 minutes to allow to dry.
 - iv. Use clean water or alcohol to clean any residue/smudging that may have occurred.
 - v. Fully dry (air dry or use clean absorbent towels).
 - vi. Remove gloves and perform hand hygiene.
- c. Storage: place the face shield/goggle in the plastic bag, provided by the Fuld Pavilion, once disinfected and dry.



- d. Replacement: The face shield should be replaced if it is damaged (e.g., face shield can no longer fasten securely to the provider, if visibility is obscured, or if disinfectant does not restore visibility) Students are to contact their faculty member if their protective eyewear is lost, misplaced, or damaged. The faculty member is to send an email to personalprotectequip@nursing.upenn.edu to request replacement.
 - e. **N95 mask distribution (Special Considerations):** N95 mask distribution and requests for must go through Ann Marie Hoyt-Brennan at personalprotectequip@nursing.upenn.edu Students will be given information on where to get fit tested and follow up documentation will be obtained and stored in the Fuld Pavilion
 - f. Students will be given specific instructions on N95 fit testing and reprocessing plans.
3. **Surgical mask removal & storage** FOR HELENE FULD PAVILION FOR INNOVATIVE LEARNING AND SIMULATION:
- a. Removal:
 - i. Masks and face coverings should *only* be temporarily removed when eating or in a private office or cubicle whose sides extend above the head of the occupant. Physical distancing must be maintained.
 - ii. For simulation faculty: You can eat lunch/dinner in the following designated areas: Lobby/Mezz/Café/2nd floor/3rd floor lounge while maintaining 6 ft physical distance.
 - iii. Any time a mask is removed, it must be stored in a storage bag.
 - iv. Do NOT place masks on counters, computers, etc.
 - v. Avoid touching the outer surface while removing the mask.\
 - vi. Perform hand hygiene (wash with soap and water or use hand sanitizer) after handling mask.
 - b. Storage:
 - i. Carefully fold so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage
 - ii. The folded mask can be stored between uses in a clean sealable paper bag. Do not use plastic.
 - iii. Label the paper bag with your name.

- iv. Perform hand hygiene (wash with soap and water or use hand sanitizer) after handling mask.

| How to Fold | How to place in bag | Supplemental Guidance |
|---|---|--|
|  |  | <ul style="list-style-type: none"> • Fold the mask so that the outer surface is folded inward on itself • Remove mask from bag by holding ear loops |
|  |  | <ul style="list-style-type: none"> • Fold the mask so that the outer surface is folded inward on itself • DO NOT reuse if any of the ties are ripped or broken • Remove mask from bag by holding ties |

4. **Requesting PPE:** PPE can only be requested for students, clinical and simulation faculty by a Penn School of Nursing faculty course director.
Please email personalprotectequip@nursing.upenn.edu for any PPE requests related to clinical or simulation. For last minute emergencies: please call Ann Marie Hoyt-Brennan @ 201-725-4390
5. **Ordering & pick up of PPE for CLINICAL:** All PPE must be signed out through the Fuld Pavilion. The following information will be required in order to sign out any items.
- a. Ordering
 - i. Course number
 - ii. Clinical site (if applicable). Clinical site policies may be requested (regarding PPE distribution for undergraduate and graduate nursing students) if not already on file, prior to distribution.
 - iii. Type of PPE item(s) requested
 - iv. Name of student
 - v. Name of faculty member supporting sim/clinical event
 - b. Pick up
 - i. To schedule pick up, please email FuldOps@nursing.upenn.edu. A operations team member will get back to you within 8 hours.
 - ii. PPE pick up location: 418 Curie Blvd. Philadelphia, PA. 1st floor, RM 102