



BOH Forms: #60 Personal Protection Protocols

Board of Health and Local Health Department Standard Operating Procedures (SOP)

This **Checklist** highlights many of the actions to take during emergencies: used in tandem with the **MA DPH and MEMA Advisories**.

During Declared Emergencies

Follow all official guidance and orders and stay informed.

During Local Emergencies:

- Emergency Management Director Police Fire Board of Health Chief Elected Officials

During State/Federal Emergencies:

- Massachusetts Emergency Management Agency DPH CDC FEMA NWS/NOAA WHO

Safer Operations During a Public Health Emergency

During Disease Outbreaks, consider: Stay current on vaccines, avoid crowds, use sensible personal precautions.

- Social Distancing Extra Hygiene Masking Improved Air Quality Clean/Disinfect PPP Vaccines

During Heat Emergencies: Increased Heat Illness/Heat Stroke and heart issues if not cooled below 75F 4 hours per day.

- Stay out of the sun Extra water Cool Down at least 4 hours/day Fans Watch Od/Young/Pets HVAC
 Heat Illnesses on 3rd day for vulnerable Follow official advice and directions

During Air Quality Emergencies: Increased respiratory and heart issues from prolonged exposures

- Stay inside/windows closed Use HEPA Air Filters Keep Cool Wear N95 masks outside Watch Old/Young

During Flooding Emergencies: Flood waters are contaminated and dangerous. Dry everything within 3 days to avoid mold

- Stay out flood waters Safe Water Safe Food Safe Electrical Watch Od/Young/Pets Molds on 3rd day
 Mosquitos Unsafe Structures EV batteries catch fire Follow official advice and directions

During Power Emergencies: Electricity and internet are vital for water, food safety, heat, cooling, medical equipment, phones.

- Safe Water Safe Food Don't use unvented gas for heat Watch Od/Young/Pets Downed lines Cash/CC
 Plug in phones Manual can openers Electrical Surges Register with 911/Electric Co for medical power needs

During Evacuation Emergencies: When ordered to evacuate, do so quickly with family/pets, meds, cell phones, supplies, ID

- IDs Documents Personal Supplies Watch Od/Young/Pets Medications/Prescriptions Valuables/Photos
 Pillows/Blankets Food Cash/CC Pet supplies/ID Kid supplies/ID Follow official advice and directions

Enhanced Staff Personal Protection Procedures/Precautions

• **Enhanced Staff Training**

- Handwashing and the use of hand sanitizer (sanitizers only work if the hands and surfaces are free from fats and proteins)
- Cleaning protocols and sanitation procedures.
- Food Protection Protocols for storing, transporting, and displaying foods safely.
 - Only handle eating utensils by the handles
 - Keep hot foods hot and cold food cold
 - Keep foods covered and protected from contamination from people, animals, insects, dust, etc.
- Employee Personal Protection Protocols/Precautions (PPP)
 - If sick stay home and wear a mask around family members.
 - Wear masks in public if sick or exposed to a respiratory disease such as Covid.
 - Before eating or drinking, first wash hands for 20 seconds with soap.
 - Food handlers should wear gloves when handling ready-to-eat foods.
 - Cover coughs and sneezes with a tissue or on your sleeve, then wash hands thoroughly.

• **Enhanced Employee Monitoring and Illness Reporting Requirements for the Person-in-Charge (PIC)**

- Monitor staff for illness by asking them if they have any symptoms such as fever, cough, trouble breathing or have lost their sense of smell or taste.
- Ill employees should immediately be sent home or isolated from other staff and food handling.
- Immediately sanitize all contact surfaces, phones, computers, handles restrooms, etc.
- BOH must receive reports of all food workers with a food related illness and COVID-19 positive tests.

Safer Mask Use

Masks are First on, Last Off and should seal as tightly as possible around the nose, mouth and chin. Pantyhose sections over the mask may improve fit/effectiveness. Handle new masks with washed hands. Only handle **used** masks by the ties or rubber bands, never the inside or front. Wash hands well before and after.

Cloth Masks: do not reuse visibly soiled or wet cloth masks until washed and dried. Wear one to work and bring 2 more along. If riding public transportation, remove mask, safely store, wash your hands, put on a clean mask, and wash your hands again before working,

Safer Handwashing

- Wet hands with warm running water.
- Lather with soap and scrub between fingers, on the back of your hands, fingertips and under nails.
- Wash for at least 20 seconds. The soap needs to be in contact with the virus for 20 seconds to kill most viruses, then rinse.
- Dry hands using a single use paper towel. Avoid the use of jet air dryers as they can aerosolize any remaining contaminants.
- Wash your hands as soon as you arrive, between tasks, before and after eating and before you leave.
- *When in doubt, wash your hands.*

Safer Glove Use

Gloves are Last On, First Off and should only be used on freshly washed hands. Gloves are required when handling Ready to Eat (RTE) foods. Use a glove anytime you have a cut on your hand. Reusing gloves is not recommended as they develop small tears and are hard to take off without tearing or contaminating the inside. If you must reuse gloves, wash them thoroughly with soap and water before removing, then remove carefully without tearing, keeping the outside out, if you can, and let them air dry wet side out. Then wash your hands thoroughly again with soap and water for 20 seconds, dry with a single use paper towel and finish with plenty of hand sanitizer that is left to air dry.

- Glove are only effective if used properly, fit correctly and are not torn.
- Gloves will not protect the wearer if they become contaminated and then touch food, surfaces or the eyes, nose or mouth.
- Hands must be washed and dried before putting gloves on and before changing to a fresh pair.
- Gloves should be changed as soon as they become soiled or torn, before starting a new or different task, at least every four hours during continual use (or more often as necessary), after handling raw meat, seafood, or poultry and before handling RTE food.
- Gloves must be removed properly so as not to contaminate clean hands or surfaces and never reused.
- Wash hands again after removal for 20 seconds.

Enhanced Cleaning and Sanitation Procedures (Note: we thank the Bedford Board of Health for sharing these tips.)

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

- **Training:** Enhanced Employee Training on cleaning and sanitation
- **Sanitizers:** continuous cleaning of all surfaces and handles. Useful cleaners for corona viruses.
https://mcusercontent.com/a1b0f89bb03fdc185f0b23f1a/files/34f5f5ed-02a1-4c26-957e-4ea3271fa382/CBC_COVID19_Fighting_Products_030620_3_.pdf
 - Test strips are required to check the sanitizer concentration. You must use the correct strip for the correct sanitizer.
 - Chlorine should be at 50-100 ppm and Quaternary Ammonium should be 150-300 ppm (or according to manufacture specs.)
 - Always follow directions on the bottle for chemicals exactly. MSDS sheets must be available onsite. Never mix chemicals.
- Clean and Disinfect non-food contact surfaces
 - Keep non-food contact surfaces clean and use diluted bleach solution or alcohol solution with at least 70% alcohol to disinfect those surfaces. (Cleaning and disinfecting are two separate operations, and both are important and in that order.)
 - Clean and disinfect surfaces that customers touch often such as tables, door handles, serving utensils, tables, chair, menus, etc
 - Items directly touched by customers must be cleaned and sanitized after use and before use by a new customer. Specifically, tables, menus, condiments, chairs, etc.
- Food contact surfaces
 - Use only cleaning supplies approved for food contact surfaces
 - Must be cleaned with a food approved cleaning solution, such as chlorine or quaternary ammonium mentioned above.
 - Sanitizer solutions/buckets should be tested when first mixed and changed at least every four hours. Sanitizing clothes should be stored in the solution in between use.
 - It is important to clean and sanitize surfaces in the food prep areas frequently such as door handles, sink handles, refrigerator door handles, etc. Dampness can cause remaining viruses on surfaces to survive and multiply, avoid this by cleaning, disinfecting and drying frequently.

Additional reminders for providers of food, their customers, and employees:

During emergencies, safe food is essential to the response. Please follow basic safe food practices.

- Before opening, check your signage, waste management, traffic flow, payment system, masks, gloves and employee protections.
- Post Signs reminding customers to stay home when ill, wear a mask in public, wash hands frequently, use hand sanitizer when they can't wash hands, and practice social distancing to stop the spread of illnesses.
- Post handwash signage in the restrooms to remind all of the proper steps for washing hands.
- Model Personal Protection Protocols at all times.
- Keep hot foods hot and cold foods cold. Protect all foods from contamination. And only use approved, tested water.
- Create a culture of safety in your operation. Politely remind each other that keeping everyone safe is our primary goal.
- Contact your Board of Health for support and advice.