



Reach for Your Potential, Inc.

1705 South First Ave Suite I – Iowa City, IA 52240

PH: (319) 354-2983 FAX: (319) 354-3221

April 13, 2020

Re: Personal Protective Equipment (PPE)

Dear all RFYP Employees,

All RFYP locations have a box with PPE in it. These include:

- Disposable masks
- Bonnets
- Glasses (washable)
- Face shields (washable)
- Foot coverings
- Gloves
- Long sleeved shirts (washable)
- Scrub pants (washable)
- Garbage bags
- Ponchos
- PPE instructions

Effective 4/13/20 staff should wear protective glasses and face shields when assisting with brushing members teeth, oral hygiene, or any other personal cares where spittle or other bodily fluids may be transferred to staff's face. These protections will help prevent any droplets from reaching staff's face.

If a member is showing signs of illness, it must be reported immediately. All staff should start using the PPE supplies provided when caring for the member using the picture instructions provided.

What to do when a member shows symptoms or has tested positive for COVID-19 and is in the home.

- Call your Service Coordinator or On-call immediately to report any symptoms or concerns.
- The member must be isolated in their personal bedroom away from housemates and common areas. This includes meals, activities, and leisure time. No housemates or other members are allowed to enter that room.
- If possible, a designated bathroom will be assigned to the sick person to use and others will use an alternate bathroom. Bathroom should be completely cleaned after every use using disinfecting spray or wipes, especially high traffic areas (light switches, handles, etc).
- When caring for a sick member, staff will use Personal Protective Equipment (PPE) at all times (See provided resources for properly donning and doffing PPE).
 - This includes:
 - Bonnet on head
 - Disposable face mask
 - Protective glasses (to be washed and reused)
 - Face shield (to be washed and reused)
 - Shoe coverings



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- Gloves
- Scrub pants, long sleeved polyester shirts (to be washed and reused)
- Garbage bag / Poncho as a gown
- Contaminated PPE should be discarded in a separate garbage receptacle away from common areas such as a garage. (do not discard glasses, face shields, pants, or shirts.)
- Staff should take extra care to wash hands and sanitize both before and after working with a sick member. COVID-19 is transmitted through the mouth, nose, and eyes; it is important to protect these areas, do not touch your face, and wash your hands frequently.
- Temperatures should be monitored regularly for any changes in condition and reported to Service Coordinator with updates. Monitor for any other changes in condition and report as needed.

See handouts at the house with visual guides on using PPE

Putting on PPE

1. Wash hands
2. Put on navy-blue scrub pants and navy-blue long-sleeved shirt.
3. Put on poncho or disposable garbage bag.
4. Put on shoe coverings.
5. Put on disposable face mask.
6. Put on glasses.
7. Put on bonnet.
8. Put on face shield.
9. Put on gloves.
10. Provide care for the member in their bedroom. Member should be isolated from the rest of the house.

Removing PPE

1. Remove gloves (dispose).
2. Remove eye protection (washed and reuse).
3. Remove poncho, garbage bag (dispose), shirt (wash), and pants (wash).
4. Remove disposable mask (dispose).
5. Wash hands.

Thank you for all you continue to do for our members. Continue to wash those hands!

Sincerely,

Stuart Kunkel
RFYP Program Director