

## Jeff Boer

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**From:** Brian Ledley <bledley@pmhnet.com>  
**Sent:** Sunday, May 3, 2020 10:27 PM  
**To:** staff@pmhnet.com  
**Subject:** [STAFF] COVID-19 Updates  
**Attachments:** Mask.Sanitization.and.Conservation.docx; Duck.Bill.Masks.pdf; ppe-conserve-process-4.pdf

Good evening everyone,

Here are a few updates from the CPTF:

1. Plant engineering has begun to build an isolation area in the OB department should we have to deliver a baby with a mother who is positive for COVID-19. A Soft Wall System similar to what has been put into place on Med/Surg will be installed for room 62. In addition, the storage room off room 62 will be used as a nurse's station for any COVID related births.
2. Thanks to a shipment from the state, PMH received more PPE supplies. We received 1,200 face masks, 300 face shields, 1,000 gloves, 40 respirators, and 14 surgical gowns. Those items were added to our PPE inventory. Each day, George Ellis and materials management update our inventory counts, so we know precisely what our supplies are.
3. Attached to this email are directions from Dixie Weldon for the processes of having surgical and N95 masks disinfected. The N95 procedure is new, and the document contains a YouTube video to demonstrate the best way to doff and store your N95 when not in use. An "Extended Use and Limited Reuse of N95 Respirators" policy has been written - we are waiting on Medical Staff approval before implementation. There is also a flow chart attached, showing the necessary steps to conserve PPE. If you have any questions about sanitizing your mask, please speak with Dixie, Vicki, Lyndsey, or Linda Webb. Additionally, there are instructions attached to this email about Duck Bill masks that are beginning to be handed out to staff. Due to the shape of these masks, they cannot be sanitized. However, they are durable masks that should last two weeks each.
4. Thank you to everyone who called about a member of the media on property. That was the right thing to do. After speaking with the reporter, we learned she was doing a story on our local mask makers, and she wanted to get a shot of the hospital. In a previous email, I mentioned that PMH was incorrectly identified as having Pulaski County's only hospitalized patient. It was asked how we should respond to any inquiries into the status of our inpatients, COVID-19 or otherwise. The response should be: "I am sorry, but HIPAA Privacy Laws prevent us from speaking about our patients." If a reporter pushes for an answer, please direct them to me.

Thanks,  
Brian

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Process for sanitizing surgical masks:

- a. A green plastic tote has been placed in the south (main) station on the med/surg unit. The tote is labeled "Masks to be sanitized."
- b. Next to the green tote is a pink basin labeled "Paper bags for clean masks"
- c. Place the mask, to be sanitized, in a plastic grocery bag located by the tote. Place the mask and bag into the green tote. Please make sure your name is clearly marked on the mask.
- d. Place your clean paper bag into the pink basin. Please make sure your name and department are clearly written on the bag.
- e. The masks will be sanitized and placed back into your paper bag.
- f. Sanitized masks will be placed on the counter in the Progressive Care (north) med/surg station. The MOB associate's masks will be delivered to the surgeon's office staff.
- g. Please pick up your sanitized mask at the Progressive Care station or from the surgeon's office.

Storage Boxes are being assigned to you for your N95's see the video below on how to properly don and doff them. Please place your name on the lid and on the base of the container.

<https://www.youtube.com/watch?v=qEZxnI8-zXs>

Process for re-processing

- a. You will mark on the top of your N95 container with the number that corresponds with the number of times you have worn the mask. This is a matter of preference whether you count one donning and doffing as a wear or a whole shift of use as a wear.
- b. You will send for re-processing after you have reached 5 wears. Make sure your name is on your N95 mask.
- c. Please wipe out your container with every use.
- d. When you send for re-processing send the container with your mask in it we will mark the mask with a hash mark to signify it has been sanitized once. The N95's can be sanitized a total of 3 times. We will wipe out the container and place the mask back inside for delivery back to your department.
- e. Every department should find a safe place to store your containers making sure they are not stacked and blocking the vent holes.

New protective face shields are being distributed to your department manager for you. These face shields have an opaque protective film across the outer side that needs to be peeled off before use.

Process for cleaning protective shields and goggles can be found on the laminated posters provided to your department and labeled "Conserve PPE" - See attachment

# DUCK BILL MASKS

After the 2009 H1N1 pandemic, PMH received 3,100 Duck Bill N95 masks from the National Stockpile. We have not needed to utilize these masks, and they have been stored with

Materials Management. As the COVID-19 Pandemic spread, and we began to enact our Emergency Operations Plan (EOP), obtaining an accurate inventory of PPE became essential. Upon inspecting these Duck Bill masks, we found that the elastic had deteriorated. Without being able to determine the integrity of these masks as N95s, it was decided to utilize them as surgical masks instead.



The elastic is being replaced, and the Duck Bill masks will slowly be distributed to associates. These masks are made of a thicker material and should last two (2) weeks. The Duck Bills have been tested, and their integrity has held up - staff wearing them have been able to keep them for two (2) weeks.

If the elastic tears loose from the mask, simply re-staple the elastic back to the mask. Elastic may have to be adjusted to fit. Should the mask tear or have any breaks in integrity, discard the damaged mask and obtain a new one.

Duck Bill masks **CANNOT BE DECONTAMINATED**. Please discard the mask after two weeks or if they become soiled or the integrity fails.

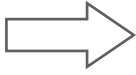
# CONSERVE PPE

## Setup

View the PPE videos at [med.emory.edu/PPE](http://med.emory.edu/PPE)



After gown and glove removal...



1 **Sanitize hands.**

2 **Put on fresh gloves.**

3 **Place wipe on table.**

4 **Remove eyewear and place on wipe.**

5 **Sanitize gloves.**

6 **Remove procedure mask, lower strap and then upper. Store mask.**

7 **Sanitize gloves.**

## Face Shield

8 **Wipe front and back of shield.**

9 **Wipe elastic band.**

10 **Wipe foam band.**

11 **Wipe table.**

12 **Place shield upside down to dry.**

13 **Sanitize gloves.**

14 **Remove gloves.**

15 **Wash hands with soap and water.**

## Goggles

8 **Wipe front and back of lens.**

9 **Wipe both ear pieces.**

10 **Wipe table.**

11 **Place goggles on clean table to dry.**

12 **Sanitize gloves.**

13 **Remove gloves.**

14 **Wash hands with soap and water.**