**GUIDELINES FOR PLACING N95 RESPIRATORS INTO DISTRIBUTION BINS**

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**EMERGENT PRESERVATION STRATEGY / COVID19**

To provide guidance to AHS/Covenant Health MDR staff on the proper handling and transportation of contaminated N-5 respirators through acute care facility.

To provide guidance to AHS/Covenant Health MDR staff on the appropriate PPE* required while handling and transporting contaminated N95 respirators through acute care facility.

**NOTE:** EMERGENT reprocessing of single use devices or PPE will only occur if supplies are depleted and urgently needed by frontline staff to provide safe patient care.

This procedure applies to all AHS/Covenant Health physicians and healthcare workers, employees, members of the medical, dental, podiatry, and midwifery staffs, students, volunteers, and other persons acting on behalf of AHS.

Alberta Health Services (AHS)/Covenant Health regional policy for Sterilization and High-Level Disinfection of Medical Devices and Equipment sets high standards for the proper Cleaning, Disinfection, and Sterilization of reusable equipment and devices used in the provision of patient/client care. Departments responsible for Cleaning, Disinfection, or Sterilization shall establish procedures and a quality control program, ensure that staff are adequately trained and supervised, and ensure that equipment and devices used for Cleaning, Disinfection, and Sterilization are appropriately maintained.

**Guidelines/Procedure:**

To ensure N95 respirators that have been through the thermal sanitation process remain, clean, dry and ready for reuse.

1. After the appropriate cooling time, N95 respirators will be transferred into clean covered distribution bins. Distribution bins shall have hard sides, bottoms and tops, to maintain the integrity of the masks.
2. Distribution bins will be labelled “Sanitized – Hold for Use” and the Unit #
3. N95 respirators will be stored in a designated, secured storage area until organizational leadership give direction to distribute.
4. If N95 respirators are not used within the emergent event, and when directed by organizational leadership, they will be discarded as per facility procedures.

*Appropriate PPE – gowns, masks, face shield/eye protection and gloves*