



COVID-19

(NOVEL CORONAVIRUS)

Personal Protective Equipment - Gloves

Training on the proper use, inspection, and disposal of single-use protective gloves

Context

The following document provides employees and managers/Direct supervisors with information on the provision, selection, care and disposal related to the use of gloves as personal protective equipment (PPE), during the COVID-19 pandemic.

Selection of personal protective gloves

Employees performing specific functions will be provided with **medical single-use non-powdered gloves (e.g. latex or Nitrile non-latex for allergic employees)**.

Mandatory Requirements

Managers/Direct supervisors must:

- ensure that employees (and themselves) enroll in SABA to complete the training and review the procedures (Technique for Putting on and Removing Single-use Protective Gloves - course code: 0000104487);
- recommend employees print the training procedure from [iService](#); for easy reference;
- ensure that employees dispose of gloves in an easily accessible lined wastebasket; and,
- ensure that a sufficient quantity of gloves is available to employees.

Employees must:

- complete this training in SABA which will ensure that it is tracked: Technique for Putting on and Removing Single-use Protective Gloves - course code: 0000104487);
- wear all PPE provided by management;
- speak to your manager if you have any concerns regarding the use of this PPE (e.g. allergy to latex);
- inspect their PPE for wear and tear (puncture, contamination, soiled) and replace as required;
- dispose of gloves in any type of lined wastebasket.

Proper use of single-use gloves:

- Follow the steps to properly put on (don) and removed (doffing) single-use gloves (see Learning the Technique section below).
- Always wash hands before donning the gloves and after removing them.
- Single-use protective gloves should not be decontaminated or reprocessed.
- Frequent glove changes are required during a workday:
 - change your gloves any time you would need to wash your hands (e.g. during breaks, before and after eating);

- when the gloves are compromised (e.g. punctured, contamination); and/or,
 - when there is excessive hand sweating.
- The use of petroleum-based hand lotions or creams may adversely affect the integrity of latex gloves.

General Safety precaution

- Even with gloves, it is important to follow the recommended hygiene measure to reduce the risk of infection,
 - Wash hands thoroughly in warm soapy water for at least 20 seconds or use of alcohol-based hand sanitizer if water and soap are not immediately available;
 - Avoid touching eyes, nose and mouth with unwashed hands;
 - Practice proper cough and sneeze etiquette. Cover your mouth and nose with your arm or a tissue to reduce the spread of germs. Remember if you use a tissue, to dispose of it as soon as possible and wash your hands afterwards;
- Additional measures for increased surface cleaning and disinfection continue to apply when gloves are provided.

Learning the Technique

Please carefully review the figure below on the appropriate technique for putting on (donning) and removing (doffing) single-use protective gloves.

If you have any questions after learning the technique, please consult your manager **prior** to using the equipment.

When the hand hygiene indication occurs before a contact requiring glove use, perform hand hygiene by rubbing with an alcohol-based handrub or by washing with soap and water.

I. HOW TO DON GLOVES:



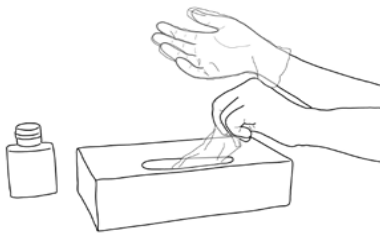
1. Take out a glove from its original box



2. Touch only a restricted surface of the glove corresponding to the wrist (at the top edge of the cuff)



3. Don the first glove



4. Take the second glove with the bare hand and touch only a restricted surface of glove corresponding to the wrist

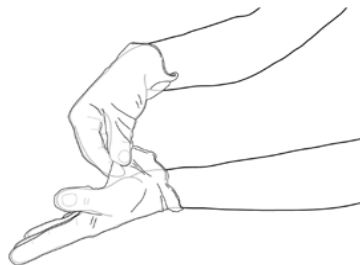


5. To avoid touching the skin of the forearm with the gloved hand, turn the external surface of the glove to be donned on the folded fingers of the gloved hand, thus permitting to glove the second hand

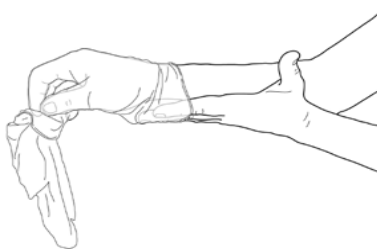


6. Once gloved, hands should not touch anything else that is not defined by indications and conditions for glove use

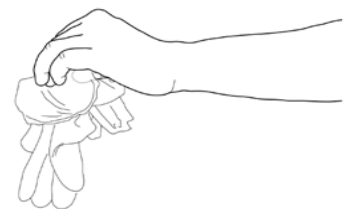
II. HOW TO REMOVE GLOVES:



1. Pinch one glove at the wrist level to remove it, without touching the skin of the forearm, and peel away from the hand, thus allowing the glove to turn inside out



2. Hold the removed glove in the gloved hand and slide the fingers of the ungloved hand inside between the glove and the wrist. Remove the second glove by rolling it down the hand and fold into the first glove



3. Discard the removed gloves

4. Then, perform hand hygiene by rubbing with an alcohol-based handrub or by washing with soap and water