
PERSONAL PROTECTIVE EQUIPMENT (PPE) KIT

You may receive all or a combination of items dependent on your role.

Items: EPA Approved DUAL-BLEND #8 HD Detergent Disinfectant, Hand Sanitizer Topical Solution made with medical-grade Ethanol meaning that it meets the World Health Organization and CDC guidelines for killing 99.9% of germs including the COVID-19 virus, Reusable Rubber Cleaning Gloves, Disposable Gloves, Large Product Labels for Disinfectant and Hand Sanitizer Solution, Laminated PPE Instructions, Paper Towels.

Instructions for utilizing PPE items:

- **EPA Approved DUAL-BLEND #8 HD Detergent Disinfectant-** Tear off four sections of your paper towel spray a generous amount of disinfectant into your paper towel until thoroughly moist, wipe the desired surface completely and leave surface wet.
- **Hand Sanitizer Topical Solution-** Use as Hand Sanitizer Only! Do Not use it as a surface disinfectant! Take the bottle in one hand, spray a full spray into your free hand, place bottle back in the location you found it, rub hands together covering all areas of your hands with the hand sanitizer solution.
- **Reusable Rubber Cleaning Gloves-** These gloves should be worn by individuals (PPE Coordinators and Instructors) who are cleaning common/shared areas with high traffic. Place gloves on your hands, clean desired surfaces, while still wearing the gloves wash the outside of the gloves with soap and hot water for at least 20 seconds, dry the gloves with a clean paper towel and leave them on a clean surface until completely dry.

PPE items will be replenished by Campus Safety per request by email.

Misty G. Massingale
Campus Safety Services Officer
mgreenarch@haywood.edu
828.564.5113

COVID-19 SAFETY PLAN

- **Disposable Gloves-** These gloves should be worn by individuals who will be exchanging currency, or frequently exchanging documents with non-employees of HCC. Individuals should wash hands after use or use hand sanitizer. PPE Coordinators can request these through Campus Safety by contacting Misty Massingale. Coordinators must explain the need and requested size of gloves.
 - I. To put gloves on: Hold the glove in one hand, and put your other hand into the glove, repeat with your other hand.
 - II. The only way gloves are effective is if you change them as often as you should wash or sanitize your hands.
 - III. Safely removing your gloves involves a special glove to glove/skin to skin technique that prevents them from making contact with your skin, and bunches them into a neat bundle for easy disposal: First, grasp the outside of one glove at the palm, then peel the glove away from the palm toward the fingers, rolling the glove inside-out. Be careful not to touch your skin with your gloved hand. The contamination is now on the inside, ball the glove up and hold in your other gloved hand, carefully slide the ungloved index finger inside the wrist band of the gloved hand, avoid touching the outside of the gloved hand with your ungloved hand, gently pull outwards and down toward the fingers, removing the glove inside out, pull the glove down so that the first glove ends up inside the second glove and no part of the outside is exposed.
 - IV. Dispose of the gloves in a trash receptacle.
 - V. Perform Hand Hygiene: Wash hands with soap and water for at least 20 seconds/use hand sanitizer.

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