






Standard Operating Procedure

SITE: SIH System	EFFECTIVE DATE: April 28, 2020
SUBJECT: Decontamination of N95 Masks	REVISION DATE:
DOCUMENT NUMBER:	LOCATION OF TEMPLATE:
AUTHORIZED BY: Garrett Burton	DATE: April 27, 2020
SOP OWNER: Garrett Burton	

PURPOSE: Standard process for Safety Team regarding N95 decontamination process at HH

PROCEDURE: Safety Team N95 Decon

Activity / Task		Task Time	What It Looks Like
1 a	Collect contaminated N95 mask bins and any empty clear bins from their department locations <ul style="list-style-type: none"> See step 6 in this document for facility locations Use cart in Central Supply to pick up bins Pick up empty solid color bins with lids from Decontaminated Staging area in Central Supply 	20 min.	
1 b	Collect contaminated N95 mask bins and any empty clear bins from their department locations <ul style="list-style-type: none"> Collect "full" solid color contaminated bins in each department location and drop off empty solid color bins Wipe off the edges of bins prior to moving to cart with bleach wipes or A3. Collect and consolidate clean "clear" bins to be taken to central supply Check supply bins are at appropriate levels Ensure there is (1) contaminated bin left empty at the station upon departure 	20 min. cont.	
2	Deliver contaminated N95 mask bins to Central Supply to "HH-N95 Outgoing Totes" shelves. <ul style="list-style-type: none"> Must be completed by 0830 every day 		



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	Activity / Task	Task Time	What It Looks Like
3	Collect all bins on the "HH-N95 Incoming Totes" shelves in Central Supply. <ul style="list-style-type: none"> Complete after 1200 every day Use cart in Central Supply to pick up and deliver bins 		
4	Deliver decontaminated N95 mask bins to department locations <ul style="list-style-type: none"> Double check locations match the bin labels Pick up empty clear decontaminated bins 		
5	The following slides show the locations of the collection sites at Herrin Hospital.		
6	Emergency Department Station <ul style="list-style-type: none"> ED Break Room 		



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Activity / Task		Task Time	What It Looks Like
8	Surgical Services Station <ul style="list-style-type: none"> • SDS Bay 7 		
9	COVID Unit Station <ul style="list-style-type: none"> • Adjacent Room 40 		
10			