



# 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 MHC

## **PROCEDURE: Safety Team N95 Decon**

Activity / Task		Task Time	What It Looks Like
1 a	Collect contaminated N95 mask bins from their department locations <ul style="list-style-type: none"><li>See step 6 in this document for facility locations</li><li>Use cart in Central Supply to pick up bins</li><li>Pick up empty solid color bins with lids from Decontaminated Staging area in Central Supply</li></ul>	30 min.	
1 b	Collect contaminated N95 mask bins from their department locations <ul style="list-style-type: none"><li>Collect "full" solid color contaminated bins in each department location and drop off empty solid color bins</li><li>Wipe off the edges of bins prior to moving to cart with bleach wipes or A3.</li><li>Collect and consolidate clean "clear" bins to take empty to central supply</li><li>Check supply bins are at appropriate levels</li><li>Ensure there is (1) contaminated bin left empty at the station upon departure</li></ul>	30 min. cont.	
2	Deliver contaminated N95 mask bins to Central Supply to "All Facilities Incoming Totes (to be processed)" U boat rack. <ul style="list-style-type: none"><li>Must be completed by 0830 every day</li><li>The Drive Thru site must be picked up after 0830 due to them opening then.</li></ul>		



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	Activity / Task	Task Time	What It Looks Like
3	Collect all bins and deliver to departments on "MHC N95 outgoing totes" shelves in Central Supply. <ul style="list-style-type: none"> <li>Complete after 1200 every day</li> <li>Use cart in Central Supply to pick up and deliver bins</li> </ul>		
4	Deliver decontaminated N95 mask bins to department locations <ul style="list-style-type: none"> <li>Double check locations match the bin labels</li> <li>Pick up empty clear decontaminated bins</li> </ul>		
5	<p>In addition to the departments, Collect and deliver N95 bins to the Drive Through testing site located at the old Regions Bank adjacent to MHC in the "Disaster Blaster" trailer. If there is poor weather, contact security to drive you to the site.</p> <p>The following slides show the collection sites of each location at Memorial Hospital of Carbondale.</p>		<p>Picture to come.</p>
6	MHC ED Station <ul style="list-style-type: none"> <li>Triage 2 Room</li> </ul>		



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8	<b>MHC Surgical Services Station</b> <ul style="list-style-type: none"> <li>Beside the OR Control area</li> </ul>		
9	<b>MHC COVID Unit Station</b> <ul style="list-style-type: none"> <li>SDS Reception area</li> </ul>		 
10	<b>MHC OB Station</b> <ul style="list-style-type: none"> <li>OB Manager's office</li> </ul>		



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Activity / Task		Task Time	What It Looks Like
1	1 Drive-Thru Carbondale (Old Regions Bank adjacent to MHC to the West)		