



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 SJMH

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 locationsUse cart in Central Supply to pick up binsPick 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 binsWipe 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 supplyCheck supply bins are at appropriate levelsEnsure there is (1) contaminated bin left empty at the station upon departure	20 min. cont.	
2	Deliver contaminated N95 mask bins and empty clear bins to Central Supply to "SJMH-N95 Outgoing Totes" location. <ul style="list-style-type: none">Must be completed by 0800 every day		

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



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Activity / Task		Task Time	What It Looks Like
8	SJMH Surgical Services Station <ul style="list-style-type: none"> Consultation Room 		
9			
10			