

Protocol and Procedures for Dedham Collection, Shipment and Pick-Up

VHP disinfection will take place in currently sealed containment units outside Dedham facility with a focus on surgical masks. N95 respirators may be added in the future.

Collection and Packaging of N95 Respirators and Surgical Masks:

1. Surgical masks should be collected in a separate bin at the institution either on the floor or when exiting the institution. Bins will be lined with a clear plastic bag, suitable for biohazardous materials. Bag should contain only surgical masks that are not soiled.
2. This primary collection bag is closed and placed into a second bag biohazard bag, which is then closed.
3. This second bag is wiped down with a disinfectant wipe.
4. The bag is placed in a moving crate. Moving crates can be ordered through organizations such as ABC moving. Please do not completely fill bags and crates, as this risks masks being unable to be utilized after disinfection.
5. The outside of the crate is labeled with the three-digit and two-digit site/unit codes either by marking right on the crate or utilizing a sticker label. Please clearly label the outside of the crate to ensure the crate can be returned to your institution. Dedham will do their best to return original crates to the institution.

Transportation to Dedham:

1. The logistics coordinator at Dedham (Ryan Furtado) will contact the institutional POC daily or every other day when Dedham is ready to receive contaminated masks.
2. The institutional POC will determine if they have sufficient supply for a shipment and communicate this to the Dedham logistics coordinator (Ryan Furtado).
3. If the institution has sufficient supply for a shipment, the POC or appropriate individual should contact their current biohazardous carrier (i.e. Triumvirate, Stericycle, Clean Harbors) and arrange a time for pick-up. Institutions must be sure to follow the specific directions of the courier.

Note: A system-wide biohazardous carrier contract is in progress. Communication will go out to the institutional point of contact once this contract is in place and can be utilized.

Surgical masks will be stockpiled in Dedham and will distributed based on need.