

BILH 2021-22 Reusable Respirator Program Roles, Responsibilities and Objectives
Discussion Document with Operation Leads
November 1, 2021

Intent of 2021-22 Reusable Respirator Program

- Fit test staff to MSA Advantage 290 reusable respirators (3M elastomeric as a backup)
- Transition from disposable to reusable respirators for sterile areas with new MSA Advantage (no exhalation valve so can be used in sterile areas without a covering surgical mask)
- Respirator “check ins” to include donning, doffing and a seal check (envo®masks and 3M elastomerics)
- Disinfection/care/storage education
- Distribution of clear, reusable respirator bags
 - Exhalation valve filters and filter cartridges (3M elastomerics)
 - Pack of 5 filters (envo®masks)

Objective of Establishing an Operational Lead:

- Contact point for BILH system level info
- Manage site-specific fit testing coordination
- Supply individuals to assist with internal education efforts, garbage removal, cleaning etc.
- Plan and execute fit testing programs with support from Triumverate
- Oversee data collection and management

Operation Lead Roles & Responsibilities

- I. To act as the logistics lead to use BILH-provided tools to design and organize work and act as the:**
 - BILH Policy & Procedure implementer
 - Individual(s) responsible for the institutional roll out of fit testing process
 - Individual(s) that ensures the execution of the subsequent staff training for use and storage of the reusable disposable respirators
- II. To create a Local Core Team (Infection Control, Employee Health, Safety Officer, Facilities, Local Supply Chain)**
- III. To partner with the local communications lead to ensure on-going communications occur in a bi-directional fashion:**
 - BILH Core Team (Sharon Wright, Aleah King, Chip McIntosh, Marcia Emerson, Lisa Foster)
 - BILH Emergency Management, as needed
 - Local Core Team (include representatives from Infection Control, Employee Health, Safety Officer, Facilities, Local Supply Chain, Nursing, Physicians [such as a Chief Administrative Officer for a key department])
 - Hospital Presidents, COO, CNO, CMO, Incident Commander(s)
- IV. To Prepare the local organization for Fit Testing and Respirator “check ins”:**
 - Coordinates location, room layout, physical distancing (to the extent possible), and reusable respirator inventory (collaboration with BILH supply chain), fulfills Checklist Requirements



- Ensure that all staff have medical clearance completed and recorded before fit testing – proper use of reusable masks includes additional medical clearance requirements
- Develops a program to ensure employees and faculty arrives to the reusable respirator program sessions at the appropriate time and location (i.e. Centralized Location vs. On-Unit, Scheduled vs. On-Demand, etc.)
- Instruct staff not to eat or drink (except plain water), smoke or chew gum for 15 minutes before the fit test or respirator check in
- Instruct staff to do the necessary training while waiting for the fit testing to begin
- Responsible for working with the local supply chain lead to ensure the appropriate supplies are available. Supplies include:
 - Nebulizers (sensitivity and test)
 - Hoods (BIDMC will be supplying most if not all to Triumvirate but it would be helpful to have a few of your own as well)
 - Testing Solutions:
 - Saccharin Sensitivity Solution
 - Saccharin Test Solution
 - Bitrix Sensitivity Solution
 - Bitrix Test Solution
 - Black Magic Marker for labelling respirators and respirator bags
 - Pens
 - Date stamp
 - MSA Reusable respirators
 - 3M elastomeric reusable respirators
 - Reusable respirator bags
 - Cleaning supplies
 - Hospital-approved germicidal wipes
 - Stickers of respirator brands and index cards to provide to staff after fit testing (BILH-provides the templates) and for failed fit test/no med clearance with appropriate contact
 - Elastomeric filter cartridges (for annual filter exchange)
 - Elastomeric exhalation valve filters
 - envo®mask filters for filter distribution at respirator check ins
 - Gloves
- In addition to above:
 - Works with local Communications team to obtain floor decals, signs, educational posters
 - Consider crowd control
 - Consider needs for staffing site -- admin assistant/data entry
 - Include in the workflow that there is a record of certifying education completed
 - Forms
 - Respiratory Protection Program (RPP) education for OSHA
 - Don/doff and low-level disinfection training rollout by respirator type

V. “Day Of” Fit Testing:

- Understands the workflow/algorithm
- On-site for first week (at minimum) to ensure success, escalates unsolvable issues, identifies constraints in the workflow, etc.
- Acts as Scheduling Coordinator
- Works with Supply Chain to coordinate augmentation to established Triumvirate Testing Schedule
- Sends end of day data to BILH

- Sharing data among institutions (front line providers)

VI. Post-Fit Testing, prepares organization for use of Reusable (storage, ongoing education)

Understands the assigned Reusable:

- Physical appearance
 - Appropriate use requirements
 - Planned educational role out (on-going)
 - Low level disinfection requirements
 - Storage requirements
 - Works with Safety Officer, Infection Control, Facilities, and Other Operational Leadership to Establish proper storage
 - Maintains general awareness of available inventory in collaboration with Supply Chain
 - Establishes local and BILH level Chain of Command for problem resolution, for issues such as: inappropriate use, employee resistance, excessive breakage, lack of understanding of cleaning protocol, general need for additional training
- Ensures education post-fit testing (or on day of fit testing) to appropriate respirator components
- Ensures that employees who failed fit testing are referred to Employee Health for PAPR evaluation and training
- Establishes and participates in a leadership walking rounds with the appropriate institutional leaders to check storage/use, in person casual interviews/Q&A with staff
- Connects fit tested employees with their local supply chain lead for additional supplies (i.e. filters, straps) that are needed as respirator is worn

VII. Organize data collection process and feedback to BILH (frequency of reporting, daily and end of week/end of fit testing); ongoing database maintenance

VIII. Identifying fit testers to be trained as “training champions” (minimum of 3)

Training Champion Roles & Responsibilities

The Operations Lead will identify at least 3 Training Champions for their institution. These Training Champions can be identified from any department. The expectations for the Training Champions during the fit testing engagement are:

- 1) Block at least 2 hours from their schedule during the late morning of the first fit testing session. Attend session to be fit tested, observe session, be trained and perform fit testing on other staff members.
- 2) Connect with Operations Lead and Triumvirate staff to coordinate return during that day or week to assist Triumvirate during lunch or breaks and train other staff members.

Once fit testing engagement is complete, Training Champions are expected to assist the institution with training staff as needed. Fit testing champions are also expected to round, as needed, with the RN/MD Leads for education purposes.