

ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
ANSARI NAGAR, NEW DELHI – 110029

No. F.79/COVID-19/2020-Estt.(H.)

Dated: 09.04.2020

Subject: Comprehensive guidelines on provisioning of N-95 masks to Healthcare workers (HCW's) involved in patient care services in Non COVID Patient care areas and COVID Patient care areas.

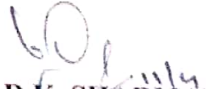
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With a view to clarify any misunderstanding/ confusion reg. provisioning of N-95 masks to HCW's involved in patient care services in Non COVID Patient care areas and COVID Patient care areas, following comprehensive guidelines (combining earlier circulars of even no dated 07.04.2020, 08.04.2020 and 08.04.2020) are being reproduced for information of all concerned:

1. It has been decided to issue five (05) N-95 masks to all health care workers involved in patient care services, directly or indirectly, in all Non COVID Patient care areas for their personal use for their own safety. In view of the fact that this usage is largely for general patient care services in AIIMS Hospital and various centres; extended use of these N-95 masks has been recommended as per SOP's for extended use in accordance with evidence based scientific literature (Centre for Disease Control and Prevention, Atlanta USA – Recommended Guidance for Extended use and limited reuse of N-95 filtering Facepiece Respirators in Health care settings).
2. All Healthcare workers posted in all designated COVID Patient care areas or visiting inside all designated COVID Patient care areas (for consultation/ management), which are dealing with screening, inpatient care or ICU care of suspected/ confirmed COVID-19 patients viz earmarked screening areas (Emergency/ Burns & Plastic Surgery Block screening/ EHS patients screening) or earmarked hospitalization areas (New Private Ward, C-6 ward, Burns & Plastic Surgery Block, JPNA Trauma Centre, National Cancer Institute); are being provided PPE kits as per requirement of the specific area wherein N-95 masks is an integral part of every PPE kit. The N-95 masks provided in PPE kits are not to be re-used by any individual HCW and are to be discarded in the designated bin provided in PPE doffing area.

Accordingly Chief(s) of all Centres, Head(s) of all Clinical Departments and ANS Incharges of all patient care area are requested to impress upon all Health Care Workers in various patient care areas that they ought to use N-95 masks issued to them (with extended use as per prescribed guidelines) for their own safety while working in respective Non COVID patient care areas and use specific type of PPE kit provided to them while working in designated COVID patient care areas. The SOP for extended use of N-95 masks for personal safety of Health Care Workers for use in non COVID Patient care areas circulated earlier is reproduced overleaf.

This issues with approval of Director AIIMS.

  
(DR. D.K. SHARMA)  
MEDICAL SUPERINTENDENT

Copy to:

1. Chief(s) of all Centres & Head(s) of all the departments.
2. Medical Superintendent (RPCOS) / Addl. M.S. of all centres.
3. All Faculty of Hospital Administration.
4. Chairperson, Hospital Infection Control Committee (HICC), AIIMS.
5. Prof. In-charge Computer Facility (with a request to forward to all Chief(s) of Centre, Head(s) & faculties of all Departments through e-mail and also on Notice Board).
6. C.N.O. (with additional copies for all DNS/ANS Supervisors).
7. All Duty Officers, for coordination/ Stores Officer (Hospital).
8. President FAIMS/ RDA/ OA/ NU/ KU.

C.C.: Director / Dy. Director (Admn.) / Dean / Sr. F.A. / Dy. Secy. } - for info. pl.

**Subject: STANDARD OPERATING PROCEDURE (SOP's) for extended use of N-95 masks issued for personal safety of Health Care Workers (HCW) working in non COVID Patient Care areas in AIIMS Hospital and various Centres. \***

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1. You have been provided with five N-95 masks. You have also been provided with 4 small brown covers numbered 1,2,3& 4 as well and a large brown cover. *(If not ask your indenting official to collect it from PRC).*
2. Place each N-95 mask in separate small paper bags and mark both the mask and the bag as 1,2,3, and 4. Fifth mark is being issued as a reserve.
3. On day 1, wear the mask no.1 when you step out for duty. **Learn to wear the mask correctly. This is very important.** The Infection control team in your area will explain the method to you.
4. After you return home, place the used N-95 in paper bag no.1 & let it dry out for 4 days. Sunlight is not necessary. **DO NOT THROW AWAY THE MASK.**
5. On day 2, use mask number 2 when you go for duty. After you return home, place the used N-95 in paper bag no.2 & let it dry out for the next 4 days.
6. Do the same for day 3 and day 4.
7. Use the N-95 mask no. 1 on day 5 again. For eg. if you start using mask no.1 on Wednesday 8<sup>th</sup> April, it is available for reuse on Sunday 12<sup>th</sup> April 2020.
8. Repeat the exercise until all 4 masks have been used 5 times as recommended by CDC, Atlanta, USA\*. All four will be used up in 20 days (in this example on Monday 27<sup>th</sup> April 2020) .
9. **These "personal use" N-95 masks will not be treated and reused.**
10. Bring all 4 masks in the big brown bag, throw them in the yellow waste bin in your ward/ area or posting are report to the indenting nurse.
11. **You will be issued 05 new N-95 masks, after 20 days.**

**The AIIMS administration is committed to keeping all its staff safe.**

*\*(Center for Disease Control and Prevention, Atlanta, USA :Recommended Guidance for Extended Use and Limited Reuse of N95 Filtering Facepiece Respirators in Healthcare Settings).*