# The Brightwell

## Oxygen Therapy Operating Procedures During Coronavirus (Covid-19)

## Briefing and Instructions for Operators

### Contents



### Introduction

These Oxygen Therapy Operating Procedures (OTOP) are supplemental to the latest version of the Brightwell Centre Operating Procedures (COP). Please make sure that you read these and are fully conversant with the content. If you have any questions or concerns it is your responsibility to highlight these to the Centre Manager. You can do this by emailing doro.pasantes@thebrightwell.org.uk

The OTOP are based on the NHS PPE guidance, the MS National Therapy Centres (MSNTC) Oxygen Treatment Training and Reference Manual of June 2016 (the Manual) as well as on the recommendations made in the Guidance Note for MS Therapy Centres and the Supplement to the Guidance Note from Prof. Philip James, David Downie MBE, Dr Mark Willbourn and Dr Petra Kliempt following the Covid-19 outbreak. These are the qualified professionals who provide Centres with the medical and technical support, that guides our oxygen therapy operations.

### Chamber Service and Insurance Inspections

- Both the annual maintenance and insurance inspection were carried out 3rd June 2020 prior to the Centre reopening after the first lockdown. We are fully insured and legally able to carry out our activities in the oxygen therapy department

### First Aid and Emergency Service Response

- There will always be a first aid respondent available to attend the department immediately should it be required
- If a fire breaks out in the centre the operator who is not at the control panel will manually close the doors and follow the relevant fire procedure

## The Oxygen Therapy Department

- In addition to those listed in the COP, there will also be clear notices outside the oxygen department doors stating that only one person is to enter (with their carer if required) at any one time
- The automatic door buttons will be covered and the doors are to be manually set to the open setting at the beginning of each day
- One wheelchair and one rollator will be kept behind the chamber for emergency use only, these will be subject to enhanced cleaning procedures after every use

## Staff and Volunteers

- All unnecessary furniture has been removed from the department as well as all fabric furnishings and magazines etc. All department desks are to be kept clear of clutter with only the equipment required remaining
- The inside of the chamber and the area around the chamber reserved for external $O_2$ therapy is clear, clean and ready for use
- The oxygen coordinator will ensure that there are sufficent chamber operators to run the number of sessions over the course of the day. Each session will require two people (Operator 1and Operator 2) in the department at all times to manage the Centre members, run the session and clean down the equipment
- The oxygen coordinator will check which volunteers are available and that they do not fall into the PHE designated 'clinically extremely vulnerable' category, if you have been advised to 'shield' please inform the oxygen coordinator as soon as possible by emailing; angela.ball@thebrightwell.org.uk
- Operating under the new Covid restrictions can be more taxing than our normal "shifts", with that in mind volunteers will, wherever practical, be limited to covering two sessions of oxygen therapy in a day
- The coordinator will instruct operators in the published operating procedures documents (COP) and this document (OTOP) including the use of PPE, the enhanced equipment cleaning and the drying procedures
- Each operator will be required to:
    - Carry out the normal start up, or close down procedure, each day
    - Ensure that members using Centre masks are given the type and size required
    - Allocate members to seat 1, 3, 5 or 7 depending on the persons mobility. Each member must be wearing their oxygen mask before entering the chamber and they, or if necessary their carer, must also affix both tubes to their mask before the next seat can be occupied
    - Operators must not go into the chamber when members are already in, they can carry out instruction from the door

- Monitor that only essential items (i.e. mask, own book or device, plastic water bottle containing still water and any emergency medication required) are taken into the chamber in a **small bag**
- Change between air and oxygen at the relevant times, this should be noted and recorded in the regular manner
- Run the session and maintain all required records
- Shortly before depressurising the chamber, 'flush' for ten minutes to minimise any build-up of breath in the chamber
- Wipe the control panel, desk, chair and writing materials with the designated anti-bacterial spray, followed by a clean blue cloth and hot soapy water
- Wipe plastic files with the spray and clean cloth provided at the start and end of the shift
- Control members exiting the chamber to ensure that the necessary social distancing is maintained. Use the 'last in first out method' if required
- After each session, remove all of the tubes from the chamber and put them in hot soapy water for washing
- Clean and prepare the chamber for reuse by;
    - spraying the seats, hassocks, hand rail and all contact points in the chamber with sanitiser and leave for five minutes
    - use a single paper towel to dry seats, hassocks, chamber door handles (inside and out), hand rail and all other contact points, handles of the handheld fans and phone holders if used
    - dispose of used paper towels and PPE in the clinical bins provided
- Fit a new set of clean and dry tubes to all four seats in use (1, 3, 5 & 7)
- Supply masks to members in their cars using the grabber to minimise contact
- Wipe down any contact surfaces used by members during their entrance/exit (including doors, door handles, taps, wash hand basins, handrail, toilet flush handle, toilet seat and toilet brush handle) after every use. If necessary the staff toilet and the one by Treatment Room 2 can be used by members as required. If help is needed to clean these ask reception staff for assistance
- Wipe down telephone and computer keyboard at the start and end of the shift
- At the end of each session, collect Centre masks from the container at the main entrance, soak them with the used tubes in hot soapy water for a few minutes then wash them thoroughly. Allow them to drip dry for a few minutes and then submerge them in the Milton bath for at least fifteen minutes
- Remove masks and tubes from the Milton bath and rinse in fresh, clean water and leave these to drain and air dry
- Follow the emergency procedures, see above

  - At the end of every day,use hot soapy water and a red cloth to wash down the toilet seat, lid, taps, hand basins, handrail, flush handle and toilet brushhandle plus all other contact points. Dispose of the red cloths and used PPE in the clinical waste bin provided
  - At the end of the day, after spraying with sanitiser as above, use hot soapy water and a blue cloth to wash down all seats, hassocks, hand rail plus all contact points in the chamber
- The coordinator will be responsible for making sure all regular members are booked in for oxygen therapy and understand the new procedures

**Personal Protective Equipment (PPE)**

All chamber operators are to wash their hands frequently and often, as recommended by PHE. Hand washing must be carried out at the start of every session, when beginning a new task, when carrying out a task in a different area of either the room or the Centre and after using the bathroom.

- Each chamber operator will be provided the necessary PPE. For the safety of themselves and the members they are required to wear it during the duration of their shift. The Centre will provide:
  - Triple layer, single use face masks, these can be replaced as often as required during each shift
  - Non-latex, surgical gloves to be used during cleaning, for equipment change-over, including the set-up of external $O_2$ sessions. Again these can be replaced as often as the operator deems necessary and whenever required, such as when a change of activity takes place or if the operator leaves the department to carry out another task
  - Protective, plastic single use aprons are to be worn when washing down the chamber and equipment, when cleaning the hand basins and toilet facilities for the department, again these can, and should be, replaced after every separate activity
- All PPE is to be disposed of in the clinical waste bins situated within the oxygen department as soon as it is removed

**On Arrival** (Centre members for oxygen therapy)

1. Members will telephone reception to let them know they have arrived at the Centre. They will wait in their vehicles until they are invited in by reception once the oxygen department has informed reception they are ready
2. The following questions will be asked of the member by reception, these are the same questions that will be asked of anyone entering the Centre including volunteers, staff, delivery drivers and contractors;
   - Do they, or anyone else they have been in contact with, have a high temperature or a fever, a new persistent cough or a lack of taste or smell?

- Are they awaiting a COVID test or the result of a test?
- Have they been told to isolate or shield?
- Are they living with a person who has been told to isolate, is awaiting a test or has tested positive?

If the answer to any of these questions is 'yes' they will be told to go home and to seek medical advice if appropriate.

Members will also be asked if they have their own oxygen mask. If they do not have their own mask reception will ask what size and type of mask they would prefer. This will be relayed to the operators who will then, wearing the PPE provided and using a 'grab stick', take this to the member who will remain in their vehicle. The mask is to passed through the open window of the vehicle using the 'grab-stick' to maintain a safe distance.

All members attending oxygen therapy must wear an oxygen mask when entering the building. Masks are not to be taken off until they have left the building

3. Centre members will be signposted to the hand sanitiser available on entering the building
4. Centre members and their carers will be given the option of using the WC facilities if they need to. These will be the facilities nearest to the oxygen department. They will be reminded to wash their hands thoroughly.

   **NB** These facilities are to be cleaned after every use by the operator following the agreed cleaning procedures.
5. Unfortunately no physical support can be offered, or given, to the member by staff/volunteers, unless it is in case of an emergency. A sanitised rollator is provided at the main entrance if needed, this will be sanitised after each use by reception
6. Centre masks will be put into a container left near the main entrance by the member when leaving the building
7. Operators will collect these masks during the cleaning process as outlined above

## In the Chamber

There will only be four operational seats in the chamber. These will be labelled with the corresponding numbers; 1,3, 5 and 7. The operator will assign a seat to each member depending on the members mobility. Members will not be offered a choice of where they sit.

- Only one member will be allowed to enter the chamber at a time. The next person will not go in until the previous member is fully connected to the inlet and outlet pipes and comfortably in their seat
- If a member needs to sit in a particular seat for a valid, medical reason, this will be high-lighted on their record card so that all operators are aware
- Members must observe all the rules around social distancing by not touching others, not sharing books magazines or devices and not taking off their masks whilst inside the chamber except for when sipping water to alleviate the build-up of pressure in the ear

- Taking the mask off to drink water must only be done one person at a time and is to be monitered and managed by the operator running the session
- Maintaining social distancing the operator will ask the member, before they enter the chamber, if they have any prohibited items with them. If they do, they will have to leave them outside the premises, which may mean that they will miss out on the session (Reception will also have asked but it is good practice to check)
- Centre members may take a small bag into the chamber with the following items soley for their own use and not to be shared:
    - Their own book or magazine, a mobile device (phone, tablet or laptop) with their own headphones
    - A plastic bottle of still water, remind them that the lid should be loosened before pressurisation
    - Any emergency medication required; such as dextrose
- Each member will connect their own pipes, with the assistance of a carer if necessary, before the next person enters the chamber, pipes must stay connected until directed to disconnect by the operators at the end of the session
- Operators must not enter the chamber while occupied (only in emergency and then PPE is to be worn)
- Every session will be pressurised whilst the members are supplied oxygen and the one hour timing will begin at the start of pressurisation
- After fifty minutes, flush for ten minutes to allow any breath that may have accumulated to clear from the chamber
- After one hour on oxygen, change over to 'normal'air and begin depressurisation. Members will be breathing oxygen for a total of one hour, forty-five minutes of this will be at the designated pressure for that session
- If there is any 'mist' in the chamber after depressurising, wait until it clears before instructing/allowing anyone to disconnect their mask from the tubes. Fans will speed the clearance
- At the end of the session members will be directed to exit one at a time . Members must remain seated and connected until invited to leave the chamber
- Oxygen masks must be left on until the member has left the building. If a centre mask is used, this must be left on and not taken off until they reach the foyer and deposit it in the designated box
- In line with the recent restrictions there can be no socialising before, or after the session, in either the department, the building, or the car park
- Members can book appointments with the co-ordinator or reception , make sure that social distancing and mask wearing is adhered to at all times

**External $O_2$ Sessions**

- In order to maintain social distancing, it will only be possible to have one external $O_2$ user at a time
- These sessions will staggered to avoid the start and end times of those in the chamber
- The seat for external $O_2$ is set up towards the back of the room, the member/carer will connect the pipes to the mask, if a hood is used the operator will pressurise the hood
- If a carer is required to stay with the individual this will be agreed on a case by case basis and the carer must adhere to all the relevant procedures
- If a hood is required for external $O_2$ the operator will take the hood out to the individual using the grab-stick
- After the session, the hood should remain on until the individual has reached the foyer where they will leave the hood in the drop box provided
- It will be the role of the operator to make sure the set up for external $O_2$ is ready before the session starts and to make sure the member has connected correctly

## Cleaning Procedures

1. At the end of every session (including external $O_2$) the operator will wipe down all relevant surfaces, internal/external furniture and any equipment used; such as hand fans, door handle/handrails with the designated spray and the clean blue cloth
2. At the end of the day this process will be followed by the chamber and all equipment being wiped down with a clean cloth and hot soapy water
3. The operator will remove all used pipes and place them in the container for washing
4. Centre masks will be collected from outside the main entrance by the operator and will be:
    - Washed in hot soapy water
    - Soaked in Milton solution for fifteen minutes
    - Rinsed in clean warm water then air dried
5. All used inlet and outlet pipes will be removed from the chamber at the end of each session and they will be:
    - Washed in hot soapy water
    - Soaked in Milton solution for fifteen minutes
    - Rinsed in clean warm water, then air dried
6. The Milton solution will be replaced once a week on a Monday
7. The drip trays below the pipes to be washed in hot soapy water once a week on a Monday