

# The Brightwell Centre

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

### Contents

<b>Introduction.....</b>	<b>1</b>
<b>Chamber Service and Insurance Inspections .....</b>	<b>1</b>
<b>First Aid and Emergency Service Response .....</b>	<b>1</b>
<b>The Oxygen Therapy Department.....</b>	<b>2</b>
<b>Staff and Volunteers .....</b>	<b>2</b>
<b>PPE .....</b>	<b>3</b>
<b>On Arrival (Members).....</b>	<b>3</b>
<b>In the Chamber (Members).....</b>	<b>4</b>
<b>O<sub>2</sub> Sessions Outside the Chamber (Members).....</b>	<b>5</b>
<b>Cleaning Procedures .....</b>	<b>5</b>
<b>Temporary Procedure for Members Masks Currently left at the Centre .....</b>	<b>6</b>

### 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](mailto: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 (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, which guides our Oxygen Therapy Operations.

### Chamber Service and Insurance Inspections

- Maintenance and service on the chamber and equipment was carried out by Diveline on 28<sup>th</sup> May 2020 and the inspection by Inspection Services UK on 3<sup>rd</sup> June 2020, prior to reopening. The Brightwell is insured and legally able to carry out activities in the oxygen therapy department

### First Aid and Emergency Service Response

- There should be a first aid responder available to attend the department immediately if required
- The entrance doors to the oxygen department will be switched to "open" to avoid manual contact

- If a fire breaks out in the centre the No. 2 operator will 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 1 person is to enter (with relevant carer) at a time
- 1 wheelchair and 1 rollator will be kept behind the chamber for emergency use, these will be subject to enhanced cleaning procedures after every use

## **Staff and Volunteers**

- Before the department opens, the oxygen coordinator will make sure that all unnecessary furniture has been removed from the department as well as all fabric furnishings and magazines etc. and that all department desks are clear with only the necessary equipment required remaining
- The oxygen coordinator will ensure that inside the chamber and the area around the chamber for O<sub>2</sub> outside is clear, clean and ready for use
- The coordinator must establish that there are enough chamber operators to run the number of required sessions over the course of the day. Oxygen therapy sessions will require two people (**No. 1 and No. 2 operators**), in the department always to manage the Centre members, run the sessions and clean down the equipment
- The coordinator will check which volunteers are available, that they do not fall into the PHE designated "extremely vulnerable" category and will include these in a weekly operating rota
- The coordinator will establish each operator's working hours
- The coordinator will induct the operators in the published operating procedures documents (COP) and this document (OTOP) including use of PPE and enhanced equipment cleaning and drying procedures

### **The No. 1 operator will lead the session as follows:**

- Normally seated at the control panel
- Ensuring that the chamber is clean, well ventilated and equipped for use
- Supervising entry into the chamber
- Operating the session safely and in the approved manner
- Supervising people leaving the chamber
- Removing tubes for cleaning and re-fitting the chamber with clean tubes
- The No. 1 operator will also carry out these duties for persons having oxygen at atmospheric pressure outside the chamber

### **The No. 2 operator will:**

- Maintain a distance from the No. 1 operator by sitting at the computer desk and dealing with enquiries and making appointments over the phone
- Take Centre oxygen masks to members in their cars

- Wipe down any contact areas by the approved method
- Collect used oxygen masks from the foyer for cleaning
- Wash and dry masks and tubes by the approved method
- Wipe down office desk, telephone and computer keyboard at the start and end of their shift

The coordinator will be responsible for making sure all members booked in for oxygen therapy under the new regime understand the new procedures.

## PPE

All chamber operators (No. 1 and No. 2) are to wash their hands often, as a minimum this should be before the start of every session and on changing to a new task or a task in a different area of the room or the Centre.

- The chamber operators will use the appropriate PPE;
  - Single use masks will be replaced at the beginning of each shift or more often if required
  - Surgical gloves will be replaced at the end of each session including the set-up of O<sub>2</sub> outside sessions or more often if required for the operator running the session
  - Surgical gloves used by the No. 2 operator will be replaced if a change of activity takes place or if the operator must leave the department to carry out another task
  - Plastic single use aprons will be used for washing down the chamber and equipment, cleaning the wash basin and toilet facilities for the department including door locks and push pad, taps, flushes and handrails, they will be appropriately disposed of after every separate activity

All PPE will be disposed of into the clinical waste bin in the department as soon as it is removed from wear.

## On Arrival (Centre Members for Oxygen Therapy)

1. Members will contact the Centre on arrival to let reception staff know they have arrived. They will wait in their vehicles until they are invited in individually by the reception staff when the No. 1 operator is ready
2. The following points will be confirmed in a conversation with the member;
  - Are they feeling well? Do they have a high temperature or fever? Have they been in contact with someone suspected of having, or are confirmed to have had, Covid - 19? Have they noticed a change to their sense of taste or smell? Do they have a continuous cough? If they answer 'yes' to any of the questions they will be told to go home and to seek medical advice
  - Do they have their own oxygen mask?
    - If their own mask is still in the Centre, they will identify the mask and, after the session, take it home with them. (Please see 'Temporary Procedure for

Masks' currently left at the Centre by members at the end of this document)

- If they don't have their own oxygen mask, we recommend that they purchase one from us. This will be made available to them before they enter the building
  - If they cannot, or do not wish, to purchase their own, one of the Centre oxygen masks will be taken out to them in their vehicles by the No. 2 operator. Centre masks will have undergone the approved cleaning and drying procedures, Centre masks are to be left in the designated box placed in the foyer as the member leaves the building
- They will be reminded that they should only bring in with them a plastic bottle of still water for sipping, something to read or a tablet/mobile device with headphones, to watch pre-downloaded content on. Emergency medication and/or dextrose may also be taken into the Chamber
3. Anyone attending an oxygen session must put on an oxygen mask before they enter the building and should keep this on until they leave the building after their session. If a member's carer/assistant or family member is needed to assist them they will have to wear a fitted face covering for the duration of their time in the Centre
  4. Members and attendants will be signposted to the hand sanitiser available upon entering the building
  5. Members and their attendants will be given the option of using the WC facilities if they need to. These will be the facilities nearest to the oxygen department in corridor A. They will be reminded to wash their hands thoroughly
    - These facilities will be cleaned after every use by the No. 2 operator following the agreed cleaning procedures
  6. If the WC facilities are not needed they will proceed directly to the oxygen therapy department where they will be greeted by the No. 1 operator
  7. No physical support can be given by the staff/volunteers. A rollator will be provided at the main entrance if needed
  8. Centre oxygen masks will be put bowl left outside the main entrance by the member when leaving
  9. The No. 2 operators will collect these masks during the cleaning process between sessions and instigate their cleaning (see below)

## In the Chamber

There will only be 4 operational seats in the chamber. These will be labelled with the corresponding number 1, 3, 5 and 7. The No. 1 operator will assign a seat to each member and will fill the chamber in the following order 3 then 5 (being the furthest away from the door) then 1 and finally 7. This order may be changed by the operator to suit the needs of those with increased mobility issues. Members will not have a choice of where they sit.

- If a member needs to sit in a specific seat, because of issues with mobility, this will be highlighted on their record so that all operators are made aware
- Only one member will be allowed to enter the chamber at a time. The next person will not go in until the previous is fully connected to the inlet and outlet pipes and comfortably in their seat
- Members must observe social distancing by not touching others, not sharing books magazines or devices and by not taking off their masks inside the chamber except to sip 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
- The No. 1 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 of them outside the premises, which may mean that they will miss out on the therapy session
- Centre members may take into the chamber with them, for their own use and not to be shared:
  - Their own book or magazine to read
  - A mobile device with headphones to watch pre-downloaded content on
- Bags of any description are strictly not allowed in the chamber
- Each member will connect the pipes to their oxygen mask before the next person enters the chamber these will remain connected, to their mask, until directed to disconnect at the end of the session
- Every session will be pressurised on oxygen with an additional forty-five-minute session at pressure to provide a total of one hour on oxygen.
- The session will be depressurised on normal air supplied to the mask
- At the end of the session members will be directed to come out, one by one, in reverse order (7, 1, 5, 3) on the instruction of the No. 1 operator and must remain seated and connected until invited to leave the chamber
- Oxygen masks must be worn until the member has left the building
- There can be no socialising before or after the session in the department, the building, or the car park. Members may meet in the therapy garden provided they adhere to social distancing guidelines and are wearing a fitted face mask
- Members will be asked on their way out if they need to book another session, this will most often be asked by reception

## O<sub>2</sub> Sessions Outside of the Chamber

- To maintain social distancing, there can only be one person accessing O<sub>2</sub> outside the chamber at a time
- These sessions will begin and end at different times to those in the chamber
- The seat for the O<sub>2</sub> outside session will be set up towards the back of the room so that the exhale pipes can be placed through the open window.
- It will be the role of the No. 1 operator to make sure the set up for O<sub>2</sub> outside session is ready before the session starts and to make sure the member has connected correctly
- Operators will require the same level of PPE as for running a session outside as they do inside the chamber

## Cleaning Procedures

1. At the end of every session (including the O<sub>2</sub> outside sessions) the No.1 operator will wipe down all relevant surfaces, internal/external furniture and any equipment used; such as hand fans, door handle/handrails with a clean cloth for each session and the cleaning sprays provided
2. The No.1 operator will remove all used pipes and place them in the container for washing by the No. 2 operator
3. Centre masks will be collected from the entrance foyer by the No. 2 operator and will be:
  - o Washed in hot soapy water, then
  - o Soaked in Milton solution for 30 minutes, then
  - o Rinsed in warm water, then
  - o Air dried
4. All used inlet and outlet pipes will be removed from the chamber at the end of each session and they will be:
  - o Washed in hot soapy water, then
  - o Soaked in Milton solution for 30 minutes, then
  - o Rinsed in warm water, then
  - o Air dried
5. The Milton solution will be replaced weekly, every Monday, by the No. 1 operator

### **Temporary Procedure for Members Oxygen Masks currently left at the Centre**

- o Members masks currently left at the Centre will be placed in the foyer on a table for members to identify
- o Members will no longer be able to store their own oxygen masks at the Centre
- o Members are responsible for cleaning and sanitising their own masks
- o Only one Centre member should be by the table, to identify their mask, at a time
- o Centre members must only take the mask that belongs to them