

The Brightwell Centre

Oxygen Therapy Operating Procedures During Coronavirus (Covid-19)

Briefing and Instructions for Operators

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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, which guides our Oxygen Therapy Operations.

Chamber Service and Insurance Inspections

- Both the annual maintenance and Insurance Inspection have been carried out prior to re-opening The Brightwell so that we are insured and legally able to carry out our activities in the Oxygen Therapy department.

First Aid and Emergency Service Response

- There should be a first aid respondent 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 any one time
- The automatic door buttons will be covered (do not touch)
- 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

- The oxygen coordinator has ensured 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 of clutter with only the basic equipment required remaining.
- The oxygen coordinator has ensured that inside the chamber and the area around the chamber for O2 Outside treatment is clear, clean and ready for use.
- The coordinator will establish that there are enough chamber operators to run the number of required sessions over the course of the day. The Oxygen Therapy sessions will require two people (**No.1 and No. 2 operators**) in the department at all times 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. Experience elsewhere has shown that operating under these conditions is more taxing than normal and, at least until experience indicates otherwise, “shifts” will normally be limited to 2 sessions of O2T.
- 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 which will include:
 - Carrying out normal start up or close down routine as required am and pm.
 - Ensuring that members using Centre masks are given the type and size requested.
 - Allocating individuals to seats, filling and emptying the chamber in the prescribed order (5,3,7,1). Ensuring members have masks and tubes fitted before permitting a second person to enter the chamber.
 - Ensuring that members only take essential items (mask, own book or device, plastic water bottle containing water and any emergency medication required) in the chamber.
 - Changing between air and oxygen at the relevant times, recording this.
 - Running the session, record keeping.
 - Shortly before depressurising, flush for 8-10 minutes to ensure that there is no build-up of breath in the chamber.

- Wiping the control panel, desk and chair, writing materials with the designated spray, followed by a clean cloth and hot soapy water.
- Wiping plastic files with the spray and clean cloth provided at the start and end of the shift.
- Verbally guiding members from the chamber ensuring that the relevant distancing is maintained.
- After each session, remove all tubes from the chamber and put them in hot soapy water for washing by No.2
- No.1 to wipe down seats, hassocks, chamber door handles (inside and out) and handles of the handheld fans if used with a cloth and hot soapy water.
- Fit clean tubes to all 4 seats in use (1,3,5 & 7)
- **No.2 Operator will**
 - Sit at the computer desk to answer / make calls, enter and change appointments on the database unless carrying out other tasks including:
 - Taking Centre masks to members in their cars using the grabber to minimise contact.
 - Wiping 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) after every use. If necessary, the staff toilet and the toilet by treatment room 2 will be used as extras if required. If help is required to clean these reception staff will help.
 - Wiping down telephone and computer keyboard at the start and end of the shift.
 - After each session, collecting Centre masks from the container at the main door, soaking them with the used tubes in hot, soapy water for a few minutes, then washing them through. Allow them to drip for a few minutes and then submerging them in the Milton bath for at least 30 minutes.
 - Removing masks and tubes from the Milton bath and washing them in clean water. Then allow them to drain and air dry.
 - Following the emergency procedures (see above).
- 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 as often as required. As a minimum before the start of every session and on changing to a new task or a task in a different area of the room or of 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 used to do all manner of cleaning and for equipment change-over including the set-up of O2 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 leaves the department to carry out another task.

- Plastic single use aprons for washing down the chamber and equipment and cleaning the wash basin and toilet facilities for the department, 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. Centre 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 by the reception staff after confirmation that the Oxygen Operators are ready.
2. The following points will be confirmed in a conversation with the Centre member.
 - Are they feeling well? Do they or anyone else they have been in contact with have a high temperature or fever, a new persistent cough or a lack of the sense taste or smell. If they are feeling unwell or have a temperature the situation will be further assessed, and they will be told to go home and to seek medical advice if appropriate.
 - Do they have their own oxygen mask?
 - If their own mask is still in the Centre, they will collect this from the table which will be either outside the centre entrance or in the foyer (weather dependent), after the session, they will take their mask home with them.
 - If they do not have their own mask, we recommend that they purchase one from us. This will be made available to them before they enter the building.
 - If they cannot purchase their own, one of the Centre masks will be made available following strict cleaning/disinfecting/drying processes before they enter the building
 - Confirm that members are only taking a mask, their own book or electronic device and a bottle of water into the chamber. Emergency medication can also be taken into the Chamber eg: dextrose, EpiPen (A list of prohibited items will be provided)
3. All Centre members must wear an oxygen mask when entering the building. Except when it is necessary to sip water to alleviate ear problems,. If this is the case the operator will make sure that only one person at a time does this in the chamber. Masks are not to be taken off until they have left the building.
4. Centre members will be signposted to the hand sanitiser available on entering the building.
5. 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 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. No physical support can be given by the staff/volunteer, unless it is in case of an emergency. A rollator will be provided at the main entrance if needed.
7. Centre masks will be put into a container left near the main entrance by the member when leaving.
8. The No.2 Operator will collect these masks during the cleaning process 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 7 and finally 1. . 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.

- Only one Centre 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 because of issues with mobility, this will be highlighted on their record so that all operators are made aware.
- Centre 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 will be managed by the No.1 Operator.
- Maintaining social distancing, the No.1 Operator will ask the member before entering 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. (Reception would have asked already but it will be good practice to check).
- 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 or mobile device with headphones to watch pre-downloaded content on.
 - A plastic bottle of water, lid to be loosened before pressurisation.
 - Emergency medication required; such as dextrose.
- No bags of any description are allowed in the chamber.
- Each member will connect their own pipes before the next person enters the chamber and leave these connected until directed to disconnect at the end of the session.
- Every session will be pressurised on oxygen and timing will begin at the start of pressurisation.
- After 50 minutes, flush for 8 – 10 minutes to clear from the chamber any accumulation of breath which might have leaked from the masks.
- After 1 hour on oxygen, change over to air and begin depressurisation. The session will be 1 hour long on oxygen of which at least 45 minutes will be at full session pressure.
- If there is any mist in the chamber after depressurising, wait until it clears before anyone disconnects their mask from the tubes. The fans will speed the clearance.
- At the end of the session members will be directed to come out one by one in reverse order (1,7, 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 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.

- There can be no socialising before or after the session in the department, the building, or the car park.
- Members will not be able to book appointments whilst at the Centre. They will be contacted by telephone to do this.

O2 Sessions Outside of the Chamber

- In order to maintain social distance, it will only be possible to have one O2 outside oxygen user at a time.
- These sessions will begin and end at different times to those in the chamber.
- The seat for the O2 outside session will be set up towards the back of the room so that the exhale pipes can be discharge through the window and outside the building.
- It will be the role of the No.1 operator to make sure the set up for O2 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 the session inside the Chamber.

Cleaning Procedures

1. At the end of every session (including the O2 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 the designated spray and a clean 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 No.1.Operator will remove all used pipes and place them in the container for washing by the No.2 Operator.
4. Centre masks will be collected from outside the main entrance by the No.2 operator and will be:
 - Washed in hot soapy water, then
 - Soaked in Milton solution for 30 minutes, then
 - Rinsed in clean, warm, 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, then
 - Soaked in Milton solution for 30 minutes, then
 - Rinsed in warm water, then
 - Air dried
6. The Milton solution will be replaced once a week on Mondays.