These guidelines describe DME retrieval from the home of a COVID-19+ or PUI participant following disenrollment or death.

1. It is recommended that programs utilize StateServ, if a current contract is in place, to pick-up owned DME from the home of a COVID-19+ or PUI participant following disenrollment or death.
   a. The PACE program will complete the online StateServ form and check the box noting that the participant was either COVID-19+ or PUI.
   b. This notification alerts StateServ to utilize proper PPE at pick-up.
   c. This includes owned DME items such as:
      i. Wheelchairs
      ii. Hospital beds
      iii. Lifts
      iv. Other high-cost items, above $100 in value

2. Program-owned, lower-cost DME does not need to be retrieved for this subset population.
   a. This includes low-cost items like canes, front wheeled walkers, etc.
   b. Rationale for this involves the cost of the pick-up and cleaning fee versus paying for a new item, e.g., a front wheeled walker.
   c. The estimated cost for DME pick-up and cleaning is $100, therefore, items under $100 do not have to be retrieved.

3. If a program does not utilize StateServ consider the following:
   a. If you use a local DME vendor or another company, consider using that service.
   b. If your DME vendor does not perform pick-up and cleaning services:
      i. Assign colleagues to assist with pick-up and cleaning.
      1. Colleagues performing this DME pick-up task must have completed PPE training at their program, or they can watch the COVID-19 webinar with PPE through the following link.
         a. https://trinity-health.webex.com/recordingservice/sites/trinity-health/recording/play/18b5bdc7cab74efa8bd7b2aa19e210d5
      ii. Use the van for pick-up.
         1. Driver and personnel obtaining the DME will follow Trinity Health PACE’s Infection Prevention and Control Plan policy, which provides no reason to don PPE while driving.
         2. Drive to the location.
         3. Take PPE, including a face mask and gloves, and cleaning materials to pick-up site.
iii. Obtaining the equipment from a Nursing Home or Assisted Living Facility:
   a. Communicate with the facility on the specific logistics of when and where to pick-up
      the DME (i.e. recommend location outside of the building, preferably away from front
      entrance).
   b. Don PPE when leaving the van to get the equipment.
   c. If there is a safe space to place the equipment on the ground and clean it, do so prior
      to placing it in the van.
2. Disinfect the object with an EPA approved products effective against Human Coronavirus,
   including COVID-19, that is on the EPA List N found on the website below.
   a. [https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)
3. If there is not a place to safely clean the DME outside, place the item in the van, covered by
   a clean sheet if possible.
4. Doff PPE and perform hand hygiene.

iv. Obtaining the equipment from Participant’s Home:
   1. Pre-arrange a pick-up time to retrieve the DME-recommend picking up item outside of home.
   2. Don mask and gloves when you get to the home.
   3. Obtain DME.
   4. If there is a safe location to clean the DME outside of the home, clean it there.
   5. Disinfect the object with EPA approved products proved effective against Human
      Coronavirus, including COVID-19, that is on the EPA List N found on the website below.
      a. [https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)
6. If no suitable location to clean, place it in the van covered in a clean sheet if possible.

   c. Cleaning the equipment if not able to do so at the point of pick-up:
      i. When you return to the center, park and don PPE that includes a mask and gloves.
      ii. Remove item from the van.
      iii. Clean the item outside if possible.
         1. Disinfect the object with EPA approved products effective against Human Coronavirus,
            including COVID-19 that on the EPA List N found on the website below.
            a. [https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)
            b. Set the piece of DME off to the side and clean the van
            c. After delivering DME, disinfect van.

   d. Clean the van
      i. Cleaning the van requires following Trinity Health PACE’s Infection Prevention and Control Plan
         policy while utilizing standard and contact precautions (droplet precautions are not necessary as the
         object cannot cough or sneeze). which includes gloves and a mask.
      ii. Follow your program’s protocol for van cleaning.
      iii. Refer to CDC PPE Donning/Doffing Process on the following pages.
SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

1. GOWN
   • Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
   • Fasten in back of neck and waist

2. MASK OR RESPIRATOR
   • Secure ties or elastic bands at middle of head and neck
   • Fit flexible band to nose bridge
   • Fit snug to face and below chin
   • Fit-check respirator

3. GOGGLES OR FACE SHIELD
   • Place over face and eyes and adjust to fit

4. GLOVES
   • Extend to cover wrist of isolation gown

USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

• Keep hands away from face
• Limit surfaces touched
• Change gloves when torn or heavily contaminated
• Perform hand hygiene
HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE)

EXAMPLE 1

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. Remove all PPE before exiting the patient room except a respirator, if worn. Remove the respirator after leaving the patient room and closing the door. Remove PPE in the following sequence:

1. GLOVES
   - Outside of gloves are contaminated!
   - If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
   - Hold removed glove in gloved hand
   - Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
   - Discard gloves in a waste container

2. GOGGLES OR FACE SHIELD
   - Outside of goggles or face shield are contaminated!
   - If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Remove goggles or face shield from the back by lifting head band or ear pieces
   - If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container

3. GOWN
   - Gown front and sleeves are contaminated!
   - If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Unfasten gown ties, taking care that sleeves don’t contact your body when reaching for ties
   - Pull gown away from neck and shoulders, touching inside of gown only
   - Turn gown inside out
   - Fold or roll into a bundle and discard in a waste container

4. MASK OR RESPIRATOR
   - Front of mask/respirator is contaminated — DO NOT TOUCH!
   - If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Grasp bottom ties or elastic of the mask/respirator, then the ones at the top, and remove without touching the front
   - Discard in a waste container

5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE

PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE
HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE)

EXAMPLE 2

Here is another way to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Remove all PPE before exiting the patient room except a respirator, if worn. Remove the respirator after leaving the patient room and closing the door. Remove PPE in the following sequence:

1. GOWN AND GLOVES
   - Gown front and sleeves and the outside of gloves are contaminated!
   - If your hands get contaminated during gown or glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Grasp the gown in the front and pull away from your body so that the ties break, touching outside of gown only with gloved hands
   - While removing the gown, fold or roll the gown inside-out into a bundle
   - As you are removing the gown, peel off your gloves at the same time, only touching the inside of the gloves and gown with your bare hands. Place the gown and gloves into a waste container

2. GOGGLES OR FACE SHIELD
   - Outside of goggles or face shield are contaminated!
   - If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Remove goggles or face shield from the back by lifting head band and without touching the front of the goggles or face shield
   - If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container

3. MASK OR RESPIRATOR
   - Front of mask/respirator is contaminated — DO NOT TOUCH!
   - If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
   - Discard in a waste container

4. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE

PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE