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## **Interim guidance for Personal Protective Equipment and Hygiene provision to manage Coronavirus - 2019 (COVID-19) across HMPPS' business areas (first response)**

Document version control		
Version	Update	Date published
V2.1	First published guidance	28 Feb 2020
V2.2	<p>PECS included in guidance &amp; Annex B.</p> <p>Avoid contact paragraph included in Type and use of PPE section</p> <p>South Central &amp; Wales SPOC contact details updated</p> <p>Parc included in Private Prisons</p>	02 March 2020
V2.3	<p>Annex A now contains the details of persons responsible for stores.</p> <p>Updated SPOC details for South Central, East Mids, KSS, N Mids &amp; Wales</p> <p>Updated information ref: hand sanitisers</p> <p>Change to process for replacement PPE orders. These will now be made by HMPPS HQ not by SPOCS and an excel spreadsheet will be provided to stores</p> <p>Updated central reporting line for PPE requests</p> <p><span style="background-color: black; color: black;">[REDACTED]</span> – functional mailbox for PPE queries</p> <p>Change from 48 hour supplies to 72 hour and added Annex C – 72 PPE allocation to sites from PPE hubs itemising numbers and types</p>	13 March 2020
V2.4	<p>Further changes to SPOCs</p> <p>Annex C – changes to 72 hour quantities. Prison and AP versions included.</p> <p>Annex D – Guidance for cleaning goggles</p>	20 March 2020

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	<b>Section on hand wash station ordering and Annex E – Hand wash stations photo</b>	
<b>V2.5</b>	<p>Significant changes to the protocols for allocating Regional PPE Hub supplies</p> <p>Annex C – Changes from 72-hours quantities to 7-day quantities for both prisons and Aps</p> <p>Annex F – Principle Health, Safety, Fire and Litigation Advisors contact details</p> <p>Annex G – PPE allocation process map</p>	<b>27 March 2020</b>
<b>V2.6</b>	<p>Annex A - Further changes to SPOCS and GMMC hub address</p> <p>Annex B - Inclusion of STCs and SCH. Updated list of APs</p> <p>Annex C – Changes to PPE allocation to sites from PPE hubs</p> <ul style="list-style-type: none"> <li>• Changes to 7-day PPE Prison Pack</li> <li>• Changes to 7-day Approved Premises Pack</li> <li>• Inclusion of 'Immediate Escort - PPE Grab Pack ( 12 hour)'</li> <li>• Inclusion of 'Bed watch Escort - PPE Replenishment Kit (48 hour)'</li> <li>• Inclusion of First Aid/Self Harm - PPE Replenishment Kit ( for COVID - 19)</li> </ul> <p>Annex H – Donning and doffing P3 masks – visual guide</p> <p>Annex I – Embedded documents guidance documents</p> <p>Annex J – Advice on meeting structures and exercise yards</p>	<b>31 March 2020</b>

## **Introduction**

This interim guidance contains instructions for Personal Protective Equipment (PPE) and Hygiene provision to manage Coronavirus - 2019 (COVID-19) across HMPPS' business areas. It identifies the: location; type; storage; monitoring; issue and distribution of PPE and Hygiene products following a reported case of COVID-19. All product types have been

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selected in line with Public Health England (PHE) advice and guidance. This is a live document and is subject to change. Note this guidance only covers First Response. Escort and bed watch PPE/Hygiene products will be covered in a subsequent guidance document.

### **Issue**

There are currently threats of COVID-19 outbreaks across HMPPS' business areas. Infection control advice from PHE includes wearing the appropriate level of PPE and utilising Hygiene products. Therefore, in order to control the exposure to COVID-19, HMPPS has identified an approach to provide access to suitable and sufficient first response PPE and Hygiene products across the estate.

### **The Provision of PPE - Location**

HMPPS has agreed that regional PPE hubs, overseen by a single point of contact (SPOC), will manage first response allocation of PPE and Hygiene products in the event of reported COVID-19 cases across the business area. *See attached annex A for locations and contact details of Regional SPOCs, PPE hubs and persons responsible for the stores.*

Stocks of PPE and Hygiene products have been ordered and will be made available to the PPE hubs and issue will be to all prisons and probation locations within that geographical area. This includes all LTHSE prisons, YCS, Women's prisons, Immigration Removal Centres (IRCs), NPS, Independent Probation Approved Premises (AP), PECS and Private Prisons. *See attached Annex B for a table identifying sites that are covered by Regional PPE Hubs*

In the event of significant demand, Regional PPE hubs will be required to support other hubs with the allocation of supplies. Hubs may also be required to support other Government departments where demand for PPE and Hygiene products proves problematic. Such support will be coordinated centrally by HMPPS HQ.

### **Type and use of PPE**

The following PPE has been identified in line with PHE's Guidance. The minimum level of PPE for custodial and approved premises staff required when dealing with a suspected COVID-19 case is:

Contact with symptomatic persons should be avoided where possible however, where contact is necessary, activities with close contact with a symptomatic person e.g. interviewing people less than 2 metres distance, or arrest and restraint, custodial staff should wear:

- Disposable gloves
- Fluid repellent surgical face mask
- A disposable plastic apron and disposable eye protection (e.g. face visor or goggles)

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- Individual use hand sanitisers.

PHE state that PPE must be changed on a regular basis (every 2-4 hours) and that it should be removed in an order that minimises the potential for cross-contamination.

### **PHE Guidance regarding the removal of PPE**

Before leaving the room where the patient is held, gloves, gown and eye protection should be removed (in that order) and disposed of as clinical waste. After leaving the area, the face-mask can be removed and disposed of as clinical waste in a suitable receptacle.

The order of removal of PPE should be as follows:

1. Peel off gloves and dispose in clinical waste;
2. Perform hand hygiene, by hand washing or using alcohol gel;
3. Remove apron by folding in on itself and place in clinical waste bin;
4. Remove goggles/visor only by the headband or sides and dispose in clinical waste;
5. Remove fluid repellent surgical face mask from behind and dispose in clinical waste;
6. Perform hand hygiene.

All used PPE must be disposed of as Clinical Waste. Scrupulous hand hygiene is essential to reduce cross contamination. Coronaviruses can be killed by alcohol hand gel and most disinfectants. Please note that guidance for the cleaning of goggles is included in Annex D.

### **Hygiene products and practices**

All HMPPS business areas must enforce infection control precautions particularly in a closed-residential environment where viruses can spread easily. This includes good basic hand and respiratory hygiene for everyone as well as keeping potentially infectious staff temporarily away from the work environment. Enhanced hygiene practices must be included in site cleaning regimes, focusing on frequently touched surfaces such as handrails, taps and door handles. Following the “Catch it, Bin it, Kill it” advice when sneezing or blowing your nose will reduce the risk of spreading infection.

### **Hand hygiene**

Good hand hygiene includes the routine use and access to water and liquid soap, these should be wall mounted above hand wash sinks where possible. HMPPS workers hands and those of prisoners and residents in approved premises are likely to be superficially soiled (handling keys, contact with the environment e.g. door handles, handrails etc.) and washing these off reduces all adherent contaminants.

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The minimum standards for sites should reflect general public expectations of cartridge filled, wall mounted liquid soap above hand wash sinks in communal areas: education, showers, toilets, workshops, kitchens, laundry, gyms, cleaning cupboards etc.

Staff should be regularly reminded to use their nearest hand washing sink to reduce risk of cross contamination. Sites should ensure prisoners and residents have access to soap and water within their accommodation areas and they are regularly encouraged to wash their hands.

As a further control wall mounted hand sanitiser should be installed within site entrances, prison receptions and visits areas. These should contain alcohol-based hand sanitiser products that have been temporarily made available in prison establishments via SOP through the 'infection control' procurement catalogue (see table below). Sites are mandated to carry out a risk assessment identifying the strict controls of these items and their appropriate location to prevent misuse. The assessment must also consider potential fire risk of these products.

Code	Product	Per	Price	Description
548086	Deb InstantFoam Complete Hand Sanitiser 1L Cartridge (for dispenser)	Each	£9.51	Alcohol based foam hand disinfectant for use without water to kill 99.9% of many common germs.
874840	Hand Sanitiser 1L Dispenser	Each	0.01	Dispenser

In the event that the above sanitiser cartridge is not available the cartridge identified below is an alternative which you may wish to consider if no other hand hygiene options are available (the dispenser remains unchanged)

Code	Product	Per	Price	Description
874839	Foam Hand Sanitiser 1L Cartridge (for dispenser)	Each	£11.42	Foam hand disinfectant for use without water to kill 99.9% of many common germs.
874840	Hand Sanitiser 1L Dispenser	Each	0.01	Dispenser

Please note that different hand hygiene methods have different levels of effectiveness. They are as follows: hand washing with soap and water (most effective, including against viruses); alcohol based hand sanitisers (effective, including against viruses); non- alcohol based hand sanitisers (least effective, they do not kill all viruses but can contribute to improving hand hygiene). Prisons should be making available the most effective hand hygiene method that they are able to in areas such as the gate, reception and visits.

Please limit initial orders of hand sanitiser dispensers and cartridges to 6 dispensers and 12 cartridges so stock is not unnecessarily depleted.

### **Hand wash stations**

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HMPPS business areas are advised to consider the use of hand wash stations particularly where limited hand hygiene options are available i.e. cells with no sinks, gate or visits areas, receptions etc.

The identified units in Annex D are available to hire or purchase but do require a water supply as they are tank fed, they provide hot water through an integrated heater (13 amp supply).

[REDACTED] is leading on the procurement of these stations. Any HMPPS business areas interested in further information should contact Richard directly.

### **Storage and Monitoring of PPE and Hygiene products**

It has been agreed that each geographical PPE hub will be located in an HMP store. This will ensure that there is an audit trail of what PPE and Hygiene products have been delivered, what stock is available and who it has been issued to. Monitoring of the stock of each item will be managed by the relevant HMP store and reported to Regional SPOC's. Regional SPOC's will be required to provide regular reports on stock levels to HQ. Regular telecoms will be arranged by HMPPS HQ to monitor stock across HMPPS and to agree what movements of first response PPE and Hygiene products are required. The regularity of these calls will be dependent on the reported cases, or suspected cases of COVID-19.

### **Protocols for allocating Regional PPE Hub supplies**

1. All suspected cases of COVID-19 must be reported to both to public health authorities: <https://www.gov.uk/health-protection-team> and to COVID-19 central reporting team. Please note that the central team will no longer be involved in the PPE allocation process however central case data is being recorded by the team.
2. The site must then contact Regional SPOC and provide the following:

1.	Has a medical assessment been undertaken	Yes No
2.	What were the symptoms displayed	Fever Cough Loss of taste/smell Other
3.	Are prisoners cohorting together	Yes No
4.	How many staff are detailed to wear PPE during COVID-19 to carry out essential duties	
5.	Has the algorithm been used to assess the quantity of PPE needed	Yes No
6.	Is this an initial 72 hour supply or a request beyond PPE supply	Initial 72 hour supply Request beyond PPE supply

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3. The Regional SPOC will make an initial assessment based on the provided information to determine the amounts of PPE and Hygiene products needed for the next 7-days (*Annex C – 7-day PPE allocation to sites from PPE hubs (prisons and APs). Principle Health, Safety, Fire and Litigation Advisors are available to provide support and Advice to the Regional SPOCs (see Annex F for contact details).* The Regional SPOC will contact the Regional PPE Hub to provide quantities and collection arrangements by the incident site.
4. The Regional SPOC will update the inventory records of stock located in the hub and identify the quantities of PPE to be transported to the site.

1.	Inventory records of stock updated	Yes No
2.	PPE transfer to site (Delivery or collection)	Delivered or collected by  Time of transfer  Date of transfer  Transfer to gate or stores  Name of contact receiving PPE

5. The incident site will arrange their own transport to the Regional PPE Hub for the collection of the PPE and Hygiene products.
6. The Regional PPE Hub will meet and provide the incident site's identified transport with the agreed PPE and Hygiene products. The Regional PPE Hub will record the stock levels and report back to the Regional SPOC. An Excel spreadsheet will be provided to stores for this purpose.
7. The Regional SPOC must notify HMPPS HQ either during the regular call or directly. HMPPS HQ will place a procurement order for the used stock as soon as possible.
8. In the event further stock is required by the incident site, contact should be made directly to the Regional SPOC. If a Regional Stock has levels of provision unable to sustain further periods then Incident Control will make contact with neighbouring Regional SPOCs for support.

The PPE allocation process map is included in Annex G. This form must be completed by the Regional SPOC for each allocation of PPE. It is recommended that a daily conference call should take place between the Regional SPOC and the Principle Health, Safety and Fire Lead to discuss the following key points:

- Inventory records of stock within Regional Hub
- Any issues with PPE allocation
- Any confirmed/and or probable COVID-19 cases
- Any new suspected cases

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Any queries regarding PPE supply and allocation should be directed to

**[REDACTED] – functional mailbox for PPE queries). Updates and advice will be provided ASAP.**

### **Out of Hours**

Regional PPE hubs must be available outside of core hours. Regional SPOCS must identify how their hub can be accessed outside core hours. *See attached annex A for locations and contact details of Regional SPOCs and PPE hubs* which includes out of hours contact details. Out of hours Health and Safety advice is available as per the latest National Incident Management Unit Gold roster.



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Annex A - locations and contact details of Regional SPOCs and PPE hubs						
Prison Group Directorate	Name of SPOC	Delivery Address for PPE	Person Responsible for Stores	PGD	Ops Manager	NIMU Point of Contact
Avon & South Dorset	[REDACTED] [REDACTED] [REDACTED]	Regional Office - HUB Manager South West Area Office HMP Leyhill Wotton-Under-Edge Gloucs GL12 8BT	[REDACTED] [REDACTED]  Stock will then be transferred to  [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Beds, Cambs & Norfolk	[REDACTED] [REDACTED] HES PGD Office [REDACTED]	HMP Highpoint Stadishall Suffolk CB8 9YL  Deliver to Outer Admin Building for attention of HSF department [REDACTED] [REDACTED] [REDACTED]  Out of hours please contact Orderly Officer at HMP Highpoint – [REDACTED]	[REDACTED] [REDACTED] [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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<b>Annex A - locations and contact details of Regional SPOCs and PPE hubs</b>						
<b>Prison Group Directorate</b>	<b>Name of SPOC</b>	<b>Delivery Address for PPE</b>	<b>Person Responsible for Stores</b>	<b>PGD</b>	<b>Ops Manager</b>	<b>NIMU Point of Contact</b>
Cumbria & Lancashire	[REDACTED]	HMP Wymott Ulness Walton Lane Leyland PR26 8LW	[REDACTED] [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Devon & North Dorset	[REDACTED]	HMP Exeter New North Road Exeter Devon EX4 4EX	[REDACTED] [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
East Midlands	[REDACTED] HMP Whatton [REDACTED] [REDACTED]	HMP Whatton New Lane Whatton Nottingham NG13 9FQ	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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<b>Annex A - locations and contact details of Regional SPOCs and PPE hubs</b>						
<b>Prison Group Directorate</b>	<b>Name of SPOC</b>	<b>Delivery Address for PPE</b>	<b>Person Responsible for Stores</b>	<b>PGD</b>	<b>Ops Manager</b>	<b>NIMU Point of Contact</b>
Gtr Man, Mersey & Cheshire  <i>Note: North Wales will be covered by GMMC Group</i>	[REDACTED]	[REDACTED] [REDACTED]  HMP Manchester 1 Southall Street Manchester M60 9AH	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Herts, Essex & Suffolk	[REDACTED] - HES PGD Office	HMP Highpoint Stadishall Suffolk CB8 9YL  Deliver to Outer Admin Building for attention of HSF department ([REDACTED]) [REDACTED] [REDACTED]	Tony Hampson [REDACTED]	[REDACTED]	[REDACTED]	Jones

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<b>Annex A - locations and contact details of Regional SPOCs and PPE hubs</b>						
<b>Prison Group Directorate</b>	<b>Name of SPOC</b>	<b>Delivery Address for PPE</b>	<b>Person Responsible for Stores</b>	<b>PGD</b>	<b>Ops Manager</b>	<b>NIMU Point of Contact</b>
Kent, Surrey & Sussex	[REDACTED] [REDACTED]	HMP Stanford Hill The Quad Rangle Main Stores Church Road, Eastchurch, Isle of Sheppey, Kent. ME12 4AA	[REDACTED] [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
London	[REDACTED] [REDACTED] [REDACTED]	HMP Pentonville Caledonian Road London N7	[REDACTED] [REDACTED] [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
North Midlands	[REDACTED] [REDACTED] [REDACTED]	HMP Ranby Retford Nottinghamshire DN22 8EU	[REDACTED] [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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<b>Annex A - locations and contact details of Regional SPOCs and PPE hubs</b>						
<b>Prison Group Directorate</b>	<b>Name of SPOC</b>	<b>Delivery Address for PPE</b>	<b>Person Responsible for Stores</b>	<b>PGD</b>	<b>Ops Manager</b>	<b>NIMU Point of Contact</b>
South Central	[REDACTED] [REDACTED] [REDACTED]	HMP Bullingdon Patrick Haugh Road Bicester OX25 1PZ	[REDACTED] [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Tees & Wear	[REDACTED] [REDACTED]	HMP Durham Old Elvet Durham DH1 3HU	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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<b>Annex A - locations and contact details of Regional SPOCs and PPE hubs</b>						
<b>Prison Group Directorate</b>	<b>Name of SPOC</b>	<b>Delivery Address for PPE</b>	<b>Person Responsible for Stores</b>	<b>PGD</b>	<b>Ops Manager</b>	<b>NIMU Point of Contact</b>
Wales (South)  <i>Note: North Wales will be covered by GMMC Group</i>	[REDACTED]	HMP Cardiff Knox Road Cardiff CF24 0UG	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]		[REDACTED]		[REDACTED]	
	[REDACTED]		[REDACTED]		[REDACTED]	
	[REDACTED]		[REDACTED]		[REDACTED]	
	[REDACTED]		[REDACTED]		[REDACTED]	
West Midlands	[REDACTED]	HMP Hewell Hewell Lane Redditch Worcestershire B97 6QS	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]		[REDACTED]		[REDACTED]	
	[REDACTED]		[REDACTED]		[REDACTED]	

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<b><i>Annex A - locations and contact details of Regional SPOCs and PPE hubs</i></b>						
<b>Prison Group Directorate</b>	<b>Name of SPOC</b>	<b>Delivery Address for PPE</b>	<b>Person Responsible for Stores</b>	<b>PGD</b>	<b>Ops Manager</b>	<b>NIMU Point of Contact</b>
Yorkshire		HMP Wealstun Church Causeway Wetherby West Yorkshire LS23 7AZ				

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**Annex B – table identifying sites that are covered by Regional PPE Hubs**

Prison Group Directorate	Women's Estate	Long Term High Security Estate	Immigration Removal Centre & Foreign National	Young People	PECS	Privately Managed Prisons	Approved Premises	SCH	STC
Avon & South Dorset	Eastwood Park				Bristol VB Unit C, Motorway Distribution Centre, Avonmouth Way, Avonmouth, Bristol BS11 9YT	Ashfield	Ryecroft Gloucester Bridge House Bristol Ashley House Bristol Brigstocke Road Bristol Glogan House Bridgewater	Vinney Green SCH	
Beds, Cambs & Norfolk		Whitemoor			Bedford VB, 4 Viking Business Centre, 2 Caxton Road, Bedford MK41 0LF  Peterborough VB Serco House, Saville Road Peterborough PE3 7PS  Watton VB Unit C2 Neaton Business Park Norwich Road Watton IP25 6JB  Buckingham VB Office 1 Lancelot House, Gawcott Fields Farm, Gawcott Road, Buckingham, MK18 1TN	Peterborough	John Boag House Norwich Bedford		Oakhill STC
Cumbria & Lancashire		Garth			Preston VB 6A Wellfield Business Park, Wellfield Road Preston PR1 8SZ		BGAP Carlisle Edith Rigby House Preston Haworth House Blackburn Highfield House Accrington		
Devon & North Dorset					Exeter VB, Compound 48a, Greendale business Park, Woodbury Salerton, Exeter, Devon EX5 1EW		Meneghy House Camborne Lawson House Plymouth Weston Weymouth		



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Prison Group Directorate	Women's Estate	Long Term High Security Estate	Immigration Removal Centre & Foreign National	Young People	PECS	Privately Managed Prisons	Approved Premises	SCH	STC
East Midlands	Foston Hall		HMIRC Morton Hall	Werrington	Lincoln VB Tradeglaze House, Dowding Road, Lincoln LN3 4PN  Leicester VB Units A&B, Block 69, The Whittle Estate, Cambridge Road, Whetstone, Leicester, LE8 6LH	Rye Hill	Wordsworth House Lincoln Burdett Lodge Derby Astral Grove Nottingham Trent House Nottingham Southwell House Nottingham Howard House Leicester Kirk Lodge Leicester Peterborough	Clayfields SCH Lincolnshire SCH	Rainsbrook STC
Gtr Man, Mersey & Cheshire  <i>Note: North Wales will be covered by GMMC Group</i>	Styal	Manchester			Manchester VB Unit A, Redwing Centre, Mosley Road, Trafford Park, Manchester M17 1RJ  Capenhurst VB Pemberton's Yard, Church Farm, Capenhurst Lane, Capenhurst CH1 6HE	Alcourse Forest Bank	Bradshaw House Bury Wilton Place Oldham St Joseph's Manchester Chorlton Manchester Withington Rd Manchester Ascot House Liverpool Merseybank Liverpool Adelaide House Merseyside Stafford House Liverpool Southwood Liverpool Bunbury House Ellesmere Port Linden Bank Sandbach Bangor Wales tbc Wrexham Wales tbc	Bartob Moss SCH	
Herts, Essex & Suffolk		Woodhill			Colchester VB 10a Westside Centre, London Road Stanway Colchester Essex CO3 8PH		The Cottage Ipswich Lightfoot House Ipswich Luton Felmores Basildon		
Kent, Surrey & Sussex	Downview East Sutton Park Send	Swaleside	HMP Maidstone	Cookham Wood	Croydon VB Unit 9, Beddington Cross insutrial Estate, Croydon CR0 4XH  Burgess Hill Unit 2 204 London Road, Burgess Hill, Sussex, RH15 9RD  Rochester VB Building 218 Kingsnorth Ind Est, Kingsnorth, Hoo, Rochester, ME3 9NZ  Woking VB Unit 8 Kestrel Way, Woking, GU21 3BA		St Catherine's Priory Guildford Fleming House Maidstone Brighton		

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Prison Group Directorate	Women's Estate	Long Term High Security Estate	Immigration Removal Centre & Foreign National	Young People	PECS	Privately Managed Prisons	Approved Premises	SCH	STC
London		Belmarsh		Feltham	Greenford VB, Greenford Road, Greenford UB6 9AP  New Southgate VB, Unit 7Industrial Park, New Southgate N11 1JL  West Thurrock VB 801 London Road, Grays, West Thurrock RM20 3LH	Thameside Bronzefield	Seafeld Lodge (Barnet, Brent and Enfield) Camden House (Camden and Islington) Katherine Price Hughes (Hammersmith, Fulham, Kensington, Chelsea and Westminster) Westbourne House (Barking, Dagenham, Havering and Newham) Ealing (Ealing, Harrow and Hillingdon) Kew (Hounslow, Kingston and Richmond) Hestia Battersea (Lambeth and Wadsworth) Ellison House (Lewisham and Southwark) Tulse Hill (Lambeth and Wadsworth) Hestia Streatham (Lambeth and Wadsworth) Canadian Avenue (Bromley, Bexley and Greenwich) Beckenham Road (Bromley, Bexley and Greenwich)		
North Midlands		Gartree			Mansfield VB Compound 11&12, Old Mill Lane Industrial Estate, Mansfield, Notts NG19 9BG	Lowdham Grange	Wenger House Newcastle Mids Wharflane House Stoke Staitheford House Stafford		
South Central		Isle of Wight Aylesbury	HMP Huntercombe		Eastleigh VB 1 Renown Close, School Lane, Chandlers Ford Industrial Estate, Eastleigh, Hants SO53 4HZ		Great Holm Milton Keynes Clarks House Oxford Abingdon Rd Oxford St Leonard's Reading Manor Lodge Old Windsor The Pines Bournemouth Dickson House Fareham The Grange Waterlooville		
Tees & Wear	Low Newton	Frankland			Durham VB Unit 6A Greenhills Business park, Green Lane Industrial Estate, Spennymoor, County Durham, DL16 6JB	Northumberland	Cuthbert House Pennywell House The Crescent Nelson House St Christophers Oznam House	Aycliffe SCH	

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Prison Group Directorate	Women's Estate	Long Term High Security Estate	Immigration Removal Centre & Foreign National	Young People	PECS	Privately Managed Prisons	Approved Premises	SCH	STC
<b>Wales (South)</b>  <i>Note: North Wales will be covered by GMMC Group</i>					Bridgend VB Units 3&5, 49 Main Avenue, Brackla Industrial Estate, Bridgend, CF31 2AZ	Parc	Quay House Swansea Mandeville House Cardiff	Hillside SCH	
<b>West Midlands</b>	Drake Hall	Long Lartin			Smethick VB Unit 18C Park Rose Industrial Estate, Middlemore Road, Smethwick, B66 2DZ	Oakwood Dovegate	Stonnall Road Walsall Bilston House Wolverhampton Sycamore Lodge Oldbury Jackie Harriet House B'ham Carpenter House B'ham Crowley House B'ham Elliott House B'ham Braley House Worcester McIntyre House Nuneaton Augustus House Leamington Spa		
<b>Yorkshire</b>	New Hall Askham Grange	Full Sutton Wakefield		Wetherby	Wakefield VB Unit 17, Greens Industrial Park, Calder Vale Road, Wakefield, WF1 5PE  Hull VB Key House, Earles Road, Alexandra Dock, Hull HU19 1UD	Doncaster	Southview Elm Bank Westgate Holbeck Albion Street Rookwood Norfolk Park Townmoor Victoria House Hull Queens Road St Johns Rippon House Cardigan House	Adel Beck Aldine House	

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**Annex C – PPE allocation to sites from PPE hubs**

## 7 Day PPE Prison Pack

2 Staff Visiting Room 3x A Day (x3 Meals/Wellfare Visits)

Only 1 member of Staff wearing full PPE - the other member of staff to carry Kit during visit.

	Gloves Small	Gloves Medium	Gloves Large	Gloves XL	Goggles	Surgical Mask	Aprons	Alcohol Rub	Clinical Bag	Titan Chlor Tablets
Staff 1	3	3	21	3	6	21	21	7	21	28
Staff 2	1	1	6	1	6	6	6	0	0	
Resident	0	0	0	0	0	0	0	0	0	
HC Payback	0	0	0	0	0	0	0	0	0	
Total	4	4	27	4	12	27	27	7	21	28

\* Only 1x per person to wear goggles on entry to cell to put meals inside.

\*

To use in conjunction with Standard Operating Procedure - use of PPE visiting residents in their room. This Algorithm works on the basis that x2 staff will be detailed to visit all effected residents for the purpose of the visits. Where this is not possible due to large diatances between units, and potential risk of infection spread the algorithm should be adjusted to provide more PPE as required to need.

Goggles to be sanitised/rinsed after use using dilution solution of Titan Chlorine Tablets. Re-cycled for use. Please see Titan use guidance sheet

In the event any PPE Kit were borrowed from the local Healthcare provider awaiting delivery of the pack from the hub - please specify and this will be placed on the order.

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### 7 Day PPE Approved Premise Pack

2 Staff Visiting Room 3x A Day (x3 Meals/Welfare Checks)

1 member of staff to wear PPE - the further staff member in support but not to enter the room.

	Gloves Small	Gloves Medium	Gloves Large	Gloves XL	Goggles	Surgical Mask	Aprons	Alcohol Rub	Clinical Bag	Chlorine tablets
Staff 1	6	6	21	6	6	21	21	7	21	28
Staff 2	0	0	0	0	0	0	0	0	0	
Resident	0	0	0	0	0	0	0	0	0	
Total	6	6	21	6	6	21	21	7	21	28

Goggles to be sanitised/rinsed after use using dilution solution of Titan Chlorine Tablets. Re-cycled for use.

\* Only 1x per person to wear goggles on entry to cell to put meals inside.

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### Immediate Escort - PPE Grab Pack ( 12 hour)

For use during immediate Escort to outside hospital of confirmed or suspected COVID-19 Cases  
4 hours (maximum) prior to change of PPE Kit ( GOV.UK/PHE Guidance - COVID 19 in places of detention 30.3.20)

	Gloves - Gauntlet Small	Gloves- Gauntlet Medium	Gloves - Gauntlet Large	Gloves - Gauntlet XL	Goggles/Visor	FFP 3 Mask	Clinical Gown - over protection	Alcohol Rub	Clinical Bag	Chlorine tablets	Surgical Mask - FRSM I/2
Staff 1	1	1	3	1	6	3	3	1	3	12	0
Staff 2	1	1	3	1	6	3	3	0	0	0	0
Resident	0	0	0	0	0	0	0	0	0	0	2
Other	0	0	3	0	3	3	3	0	0	0	0
<b>Total</b>	<b>2</b>	<b>2</b>	<b>9</b>	<b>2</b>	<b>15</b>	<b>9</b>	<b>9</b>	<b>1</b>	<b>3</b>	<b>12</b>	<b>2</b>

Goggles to be sanitised/rinsed after use using dilution solution of Titan Chlorine Tablets. Re-cycled for use via return to Prison in clinical bag and marked for recycling. **Items of the listed PPE may be substituted with alternative items dependent on availability - these items will all comply with the current GOV.UK/PHE advise on use of PPE with persons in close proximity to cases where no producing aerosol tasks are taking place.**

Driver - issue of Kit for journey and return (where in proximity of less than 2 metres from suspected or confirmed case). And Spare.

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### Bedwatch Escort - PPE Replenishment Kit ( 48 hour)

For use during Bedwatch at outside hospital of confirmed or suspected COVID-19 Cases

**4 hours** (maximum) prior to change of PPE Kit ( GOV.UK/PHE Guidance - COVID 19 in places of detention 30.3.20)

	Gloves - Gauntlett Small	Gloves- Gauntlett Medium	Gloves - Gauntlett Large	Gloves - Gauntlett XL	Goggles/Visor	FFP 3 Mask	Clinical Gown - over protection	Alcohol Rub	Clinical Bag	Chlorine tablets	Surgical Mask - FRSM I/2
Staff 1	4	4	12	4	12	12	12	2	12	12	0
Staff 2	4	4	12	4	12	12	12	0	0	0	0
Resident	0	0	0	0	0	0	0	0	0	0	0
Spare	0	0	2	0	2	2	2	0	0	0	0
Total	8	8	26	8	26	26	26	2	12	12	0

Goggles to be sanitised/rinsed after use using dilution solution of Titan Chlorine Tablets. Re-cycled for use via return to Prison in clinical bag and marked for recycling. **Items of the listed PPE may be substituted with alternative items dependent on availability - these items will all comply with the current GOV.UK/PHE advise on use of PPE with persons in close proximity to cases where no producing areolsol tasks are taking place.**

Where staff are not required to be in close proximity due to prisoner being in isolation, preserve PPE as required where possible.

Spare Kit

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**First Aid/Self Harm - PPE Replenishment Kit ( for COVID - 19)**

**For residential areas where COVID suspected/confirmed cases are located**

For use during first aid/self harm response of confirmed or suspected COVID-19 Cases

*\* Each locations to contain below (if two location require double the amount)*

	Gloves - Gauntlet Small	Gloves- Gauntlet Medium	Gloves - Gauntlet Large	Gloves - Gauntlet XL	Goggles/Visor	FFP 3 Mask	Apron/Clinical Gown - over protection	Alcohol Rub	Clinical Bag	Chlorine tablets	Surgical Mask - FRSM II2
Staff 1	0	0	1	0	1	1	1	1	1	2	0
Staff 2	0	0	1	0	1	1	1	0	0	0	0
Resident	0	0	0	0	0	0	0	0	0	0	0
Spare	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	2	0	2	2	2	1	1	2	0

Goggles to be sanitised/rinsed after use using dilution solution of Titan Chlorine Tablets. Re-cycled for use via return to Prison in clinical bag and marked for recycling. **Items of the listed PPE may be substituted with alternative items dependent on availability - these items will all comply with the current GOV.UK/PHE advise on use of PPE with persons in close proximity to cases where no producing areolsol tasks are taking place.**



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***Annex D – Guidance for cleaning Goggles after use***

## **Guidance for Cleaning Goggles after use**

The goggles supplied with this PPE grab pack must be sterilised with a Titan chlorine solution after every use. The following procedure must be followed once the goggles have been removed.

### **Sterilising of eye goggle procedure.**

1. Remove the goggles by the wearer as per SSOW.
2. Items required to make the sterilising solution are 1 x bucket (clean) 2 x Titan Chlorine tablets per 1 litre of warm water (make solution at this ratio and as required). The disinfectant solution should be prepared within the clean bucket by adding warm water with the Titan Chlorine tablets (1000 ppm available Chlorine). Please note – Stocks may be supplied with Titan Chlor Plus Tablets (the dilution rates differ as 1 tablet per 1 litre). The pack will specify whether the tablets are the Plus type.
3. Place goggles in bucket of warm water containing sterilising solution
4. Soak your goggles & straps in the disinfectant solution for approximately 10 Minutes.
5. The goggles must be rinsed thoroughly & allowed to dry before the next use.

DO NOT DISCARD THE GOGGLES AFTER NEED. CONTACT YOUR REGIONAL COVID-19 PPE SPOC AS THESE CAN BE RECYCLED FOR USE –  
PLEASE ENSURE ANY RECYCLED GOGGLES ARE FULLY DISINFECTED.

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***Annex E – Hand wash station***



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Annex F – Principle Health, Safety, Fire and Litigation Advisors			
Name	Group(s) covered	Email	Phone
	Avon & South Dorset		
	Devon & North Dorset		
	Beds, Cambs & Norfolk		
	Herts, Essex & Suffolk		
	North Midlands		
	East Midlands		
	West Midlands		
	Cumbria & Lancashire		
	Gtr Man, Mersey & Cheshire		
	<i>Note: North Wales will be covered by GMMC Group</i>		
	Kent, Surrey & Sussex		
	London		
	South Central		
	Tees & Wear		
	Yorkshire		
	Wales (South)		
	<i>Note: North Wales will be covered by GMMC Group</i>		

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***Annex G – PPE allocation process map***

**Process to manage the  
COVID19 PPE allocation requirements**

These changes will support the establishment, Regional SPOC and the stock of PPE.

It is recommended that a daily conference call should take place between the Regional SPOC and the Principle Health, Safety and Fire Lead to discuss the following key points:

- Inventory records of stock within Regional Hub
- Any issues with PPE allocation
- Any confirmed/and or probable COVID-19 cases
- Any new suspected cases

Weekend Reporting:

- There is a requirement to follow the above process during weekends

Establishment Reporting to Regional SPOC:

These reporting questions should be completed within individual establishments.

Name of person giving assurance .....

Date.....

Contact Number.....

Establishment.....

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1.	Has a medical assessment been undertaken	Yes No
2.	What were the symptoms displayed	Fever Cough Loss of taste/smell Other
3.	Are prisoners cohorting together	Yes No
4.	How many staff are detailed to wear PPE during COVID-19 to carry out essential duties	
5.	Has the algorithm been used to assess the quantity of PPE needed	Yes No
6.	Is this an initial 72 hour supply or a request beyond PPE supply	Initial 72 hour supply Request beyond PPE supply

Regional SPOC Recording

1.	Inventory records of stock updated	Yes No
2.	PPE transfer to site (Delivery or collection)	Delivered or collected by  Time of transfer  Date of transfer  Transfer to gate or stores  Name of contact receiving PPE

**This sheet should be sent and discussed each day with the Health, Safety & Fire principal lead and Regional SPOC (See Annex F for contact details)**

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## Annex H – FFP3 Donning and Doffing procedure

**Guidance for donning and doffing P3 masks**

There are various P3 masks available, however they all work in the same way, some examples

For a mask to protect you it **MUST** be fitted correctly.  
P3 masks should fit tightly on the face for maximum protection, if loosely fitted it's hard for them to effectively filter the air.

**! Facial hair will affect the seal of the mask to the face and the protection the mask will provide to the wearer, to achieve an effective fit you should be clean shaven.**  
**Always follow hand hygiene BEFORE touching the mask and fitting.**  
**Always inspect the mask for damage before fitting.**

**Moulded P3 style**

1. Cup the mask with one hand, allow the straps to hang.

2. Place mask on the face covering the nose, mouth and is fitted under the chin.

3. Using one hand pull both straps over the head together.

4. Ensure straps are not twisted and positioned on the crown of the head and below the ears.

**Removal of the mask**

It is **IMPORTANT** to follow hand hygiene before removing the mask.  
If you wear glasses remove these first for cleaning and disinfecting.  
Do not touch the front of the mask as it may be contaminated.  
Remove the mask by taking the bottom strap taking over the head.  
Leaning forward slightly take hold of the top strap at the crown of the head and gently remove the strap over and away from the face.  
Place the mask in the clinical waste bin provided.  
Follow hand hygiene.

**Alternative flat packed style**

P3 masks should fit tightly on the face for maximum protection, if loosely fitted it's hard for them to effectively filter the air.  
**! Facial hair will affect the seal of the mask to the face and the protection the mask will provide to the wearer, to achieve an effective fit you should be clean shaven.**  
**Always follow hand hygiene BEFORE touching the mask and fitting.**  
**Always inspect the mask for damage before fitting.**

1. With the **reverse** side up use the **bottom tab**, **separate** the mask to form a **cup**.

2. Starting at the top, use both hands to mould the nose clip to the shape of the nose, push down as you work your way along the nose clip to ensure a good fit.

3. Starting at the top, use both hands to mould the nose clip to the shape of the nose, push down as you work your way along the nose clip to ensure a good fit.

4. Using flat fingers press the mask against the cheeks where straps attach to the mask.

**CHECK - It is important to check the fit**

Using both hands cover the front of the mask being careful not to disturb the fit.  
Inhale sharply – you should feel the mask collapse into the face slightly.  
**! If it doesn't, adjust the fit and take extra care with the nose clip.**  
Repeat the test.

**Removal of the mask**

It is **IMPORTANT** to follow hand hygiene before removing the mask.  
If you wear glasses remove these first for cleaning and disinfecting.  
Do not touch the front of the mask as it may be contaminated.  
Remove the mask by taking the bottom strap taking over the head.  
Leaning forward slightly take hold of the top strap at the crown of the head and gently remove the strap over and away from the face.  
Place the mask in the clinical waste bin provided.  
Follow hand hygiene.

## Annex I – Embedded documents guidance documents

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#### *Annex J – Advice on meeting structures and exercise yards*

**Exert from Exceptional Regime & Service Delivery Version 2 which was published by the COVID-19 central team to Governors on Saturday 28 March 2020.**

### **Exercise**

At all times Governors are advised to consider Government guidance on social distancing when using exercise yards. Local risk assessments should consider ways in which large congregations can be avoided. This may include small number unlocked and access to exercise yards rotated. Arrangements and Government advice should be clearly communicated to prisoners prior to exercise so they are fully aware of our expectations. Although it is accepted that this may be difficult, at all times we must prioritise keeping all our staff, our families and those in our care in at least risk of infection as possible.

We are aware that at some prisons gym equipment has been placed in exercise yards for prisoner use. Please refer to the 'Cleaning Guidelines - COVID-19 Infection Control' for pre and post use cleaning to help protect any users of this equipment.

### **Ways of Working – Meeting Structures**

During the current nationwide situation it is imperative that all staff are kept up to date with changing advice and guidance that is being centrally published. As you are all aware, staff will become more anxious when they are not included in communication streams. When the Service is operating in a business as usual status Governors generally have large gatherings via full staff meetings and within operational boardrooms. Although the temptation is to continue with this mode of communications, Governors should consider, where possible alternative arrangements for communicating with your staff. There have been reports of large full staff meetings and operational

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boardrooms with standing room only in the last couple of days. Although as a Service we have been identified as essential key work, this does not mean that we should not consider the Governments advice on social distancing where possible. We are doing everything possible to source PPE from around the world to help protect our front line staff but unnecessarily exposing them at meetings counteracts some of these measures.

Different ways in which communications can be cascaded should therefore be considered, for example:

- Holding operational meetings in larger areas such as visits or the chapel;
- Asking people to dial in, where possible;
- Holding smaller meetings and asking managers to cascade messages to smaller audiences;
- Briefing papers sent out to staff.

Managing prisons is extremely difficult at the moment but if we can do anything to help protect our staff and keep all our families safe we should. Doing so will ensure resources within prisons remain as high as possible and assist with the operational running during the difficult period we are going to encounter.