

Document #: CO-22	 Standard Operating Procedure (SOP)	Status: v 0.0 September 15, 2020 Owner: Shared Health
IP&C Recommendations for Refilling Alcohol-Based Hand Rub (ABHR) During Supply Shortages (COVID-19)		Page 1 of 3

Note: This information sheet was developed to provide IP&C guidance due to shortages and decanting ABHR related to limited availability of smaller sized dispensers during the COVID-19 pandemic. If you have questions or comments regarding this document contact Infection Prevention & Control.

Recommended Practices where ABHR is Decanted

Due to the shortage of ABHR containers and pump mechanisms, a variety of different ABHR products are being sourced. The size, shape and dispensing mechanisms of these products are varied. Decanting ABHR from one container of ABHR into another different style of ABHR container with a different dispensing mechanism or into ABHR containers currently used in the workplace is an option.

1. Follow site policy on where and how to clean and store the empty containers and who will be responsible for decanting the product from one container to another.
2. Work with your local Fire Marshall to establish fire-safe filling practices.
3. Fire Code, Workplace Health & Safety (WHS), and Organizational Policy must be followed before decanting ABHR, including but not limited to the following:

Procedure:

Step	Space/Area for Decanting ABHR
1	<ul style="list-style-type: none"> - There must be a dedicated space/area to decant ABHR - The space/area must have restricted or secured access - The space/area must be designated a “clean” area - Work surfaces must be cleaned and disinfected using an approved disinfectant prior to decanting. A list of approved disinfectants can be found at https://sharedhealthmb.ca/files/facility-approved-disinfectants.pdf - The space must include an area for hand hygiene and donning/doffing Personal Protective Equipment (PPE) - If spills occur while filling, the area must be cleaned after - Safety Data Sheets (SDS) must be available and adhered to for the replacement ABHR or bulk ABHR. This could include, but is not limited to <ul style="list-style-type: none"> o The decanting process shall not occur in patient/resident care areas o Keep away from heat/sparks/open flames/hot surfaces o No smoking o Not to spray on an open flame or other ignition source o Use explosion-proof equipment o Use only non-sparking tools o The room should have adequate ventilation; avoid breathing in vapours o The room should not have carpet o Decanting shall not occur near any sources of ignition or open flame, such as heat sealers o The room shall have a fire sprinkler system o There shall be a fire extinguisher in the area o There shall be spill response supplies as required according to the SDS available o Eye flushing systems must be readily available

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Step	Worker
2	<ul style="list-style-type: none"> - Dedicated worker(s) shall be orientated/trained on the decanting process as per organization protocols. - Appropriate PPE must be worn as outlined in the SDS - Site standard operating procedures (SOPs) for decanting should be used

Step	Process
3	<ul style="list-style-type: none"> - Never add product to a bottle that has not been appropriately cleaned and disinfected - Refer to “Standard Work Procedure (SWP) Reprocessing Disposable Desktop-Travel ABHR Mechanical/Manual (COVID-19 Contingency)” for cleaning bottles - Perform hand hygiene - Using a facility approved disinfectant, clean and disinfect all decanting surfaces - Don PPE - On a clean surface; remove the top of the empty container - Using a clean funnel*, fill container and apply required cap or pump - Ensure the container being decanted into is labelled with: <ul style="list-style-type: none"> o Date of decanting o Product label o Lot number o Worker’s initials (if required by site process) o Date of expiry - Ensure the container is labelled with the alternate product information (WHMIS Workplace Label and product information/directions label) - Discard the bulk empty container as per site process - Store the refilled container in a clean storage area <ul style="list-style-type: none"> o Do not store in soiled utility rooms - When finished decanting, remove PPE and perform hand hygiene <p>*The funnel must be cleaned/disinfected to the same standard as the bottles being filled. Refer to standard work “SWP Reprocessing Disposable Desktop-Travel ABHR Mechanical (COVID-19 Contingency) Revised for provincial use”.</p>

References

Alberta Health Services. June 9, 2020. IPC Recommendations for Alcohol-Based Hand Rub (ABHR) during COVID-19 Pandemic. Available at: <https://www.albertahealthservices.ca/assets/healthinfo/ipc/hi-ipc-covid-19-alcoh-based-hand-rub-z0-info-sht.pdf>

Health Canada (2020). Hard-surface disinfectants and hand sanitizers (COVID-19): Information for manufacturers. Available at: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/information-manufacturers.html#hand>

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Provincial Infectious Diseases Advisory Committee (2018). Best Practices for Environmental Cleaning for Prevention and Control of Infections in All Health Care Settings, 3rd Edition. Available at: <https://www.publichealthontario.ca/-/media/documents/B/2018/bp-environmental-cleaning.pdf?la=en>

Health Canada (1998). Hand Washing, Cleaning, Disinfection and Sterilization in Health Care. Available at: http://publications.gc.ca/collections/collection_2016/aspc-phac/HP3-1-24-S8-eng.pdf

Facility Approved Disinfectants: <https://sharedhealthmb.ca/files/facility-approved-disinfectants.pdf>