

COVID-19 Worcestershire

Implementing Public Health protective measures guidance for mainstream schools

**Please note guidance is changing rapidly, and it is essential schools check the
Department for Education website regularly for updates**

27/05/20 V1

Version Control

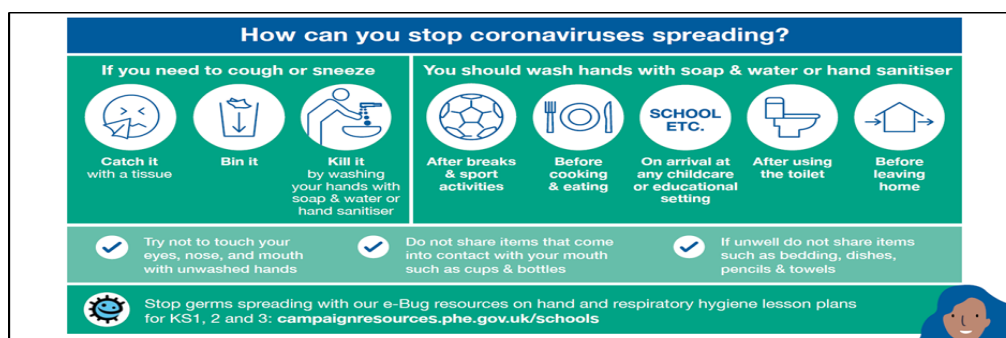
Date	Version Control	Changes
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Introduction

There are important actions that children and young people, their parents and those who work with them can take during the coronavirus outbreak, to help prevent the spread of the virus.

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach
- Cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)



What to do if a child or Staff becomes unwell

Staff and children should stay at home if they are unwell with a **new, continuous cough or a high temperature or a loss of, or change in, normal sense of taste or smell (anosmia)** to avoid spreading infection to others. Tell children, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19)

- When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and children who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.
- Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.
- Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

What happens if someone becomes unwell at an educational or childcare setting?

- If a child becomes unwell and is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

- PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).
- If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people
- If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff or child has symptoms of Covid 19 contact West Midlands West Health Protection Team, Public Health England

using the online reporting system available here:

<https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2I>

or by Telephone: 0344 225 3560 (option 2)

Out of hours advice: 01384 679 031

Full Guidance is available below:

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Testing

Access to testing is already available to all essential workers. This includes anyone involved in education, childcare or social work - including both public and voluntary sector workers, as well as foster carers. Education settings, as employers, can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal.

By the time settings open to wider cohorts of children and young people, all children, young people and other learners eligible to attend their education or childcare setting, and all children in social care settings, as well as their households, will have access to a test if they display symptoms of coronavirus. If they develop symptoms, they should be tested. If they test negative, they can return to their setting and their fellow household members can end their self-isolation. If they test positive, education and childcare settings should follow guidance on [implementing protective measures in education and childcare settings](#).

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group.

Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

For further information read the guidance below:

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Implementing protective measures in an education setting before wider opening

Scientific advice indicates that a phased return that limits the number of children in education settings and how much they mix with each other will help to control the rate of transmission. This is set out in [implementing protective measures in education and childcare settings guidance](#).

Advice is also available to support staff working in schools to deliver approaches in the safest way possible. The below guidance focuses on measures that can be put in place to help limit risk of the virus spreading within an education setting.

The Guidance provides information and advice about:

- Effective infection protection and control
- Personal protective equipment (PPE) including face coverings and face masks
- Shielded and clinically vulnerable children and young people
- Shielded and clinically vulnerable adults
- Living with a shielded or clinically vulnerable person
- Class or group sizes
- How to implement protective measures in an education setting before wider opening on 1 June, including planning and organising, communicating plans and frequently asked questions.

Settings should manage risks by keeping children in small groups and trying, as far as possible, to keep the same children and staff members together from day to day. Settings should consider staggering mealtimes and should discourage parents and carers from gathering at setting entrances. As far as possible, parents and carers should not enter early years premises.

There are a number of immediate issues which educational and childcare settings will need to consider such as. Full details are provided in the [Actions for education and childcare settings to prepare for wider opening from 1 June 2020 Guidance](#).

Hand hygiene

Washing hands properly is one of the most important things individuals can do to help prevent and control the spread of Covid 19.

- All children, young people and staff should wash hands on arrival at their educational setting, and more regularly throughout the day
- Staff, children and families should be reminded to wash their hands soap and water hands for 20 seconds. Ensure help is available for children and have trouble washing their hands.
- Supervise children to ensure they wash their hands for 20 seconds (sing Happy Birthday twice) with soap and water or hand sanitiser.
- Hands should be washed before eating and after sneezing, after using toilets and arriving and leaving school.
- Children should also be encouraged not to touch their faces.
- Staff should pay particular attention to handwashing before and after supporting children who need help with toileting or eating, as well as avoiding touching their own face whilst at work.



Posters and lesson plans on general hand hygiene can be found on the [e-bug](#) website

How to wash your hands:

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886216/Best_practice_hand_rub.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886217/Best_practice_hand_wash.pdf

Ensuring good respiratory hygiene

'catch it, bin it, kill it'

Good respiratory hygiene is important as Covid 19 can be spread through:

- Respiratory droplets released when someone sneezes, or coughs and sometimes exhales
- Touching surfaces contaminated with respiratory droplets that can then be transferred by touching your eyes, nose or mouth.
- Remember catch it, bin it, kill it.

CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as possible.



Cleaning an area after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people

Cleaning an area after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.

- Follow the [decontamination in a non-health care setting](#).
- Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.
- Wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.
- Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.
- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron.
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.



Waste

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

- Should be put in a plastic rubbish bag and tied when full.
- The plastic bag should then be placed in a second bin bag and tied.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until waste has been stored for at least 72 hours.

General cleaning advice

Regular hand cleaning, hygiene and cleaning measures can reduce the risk of transmission.

- Increase cleaning of surfaces adhering to guidance on [cleaning of non-healthcare settings](#)
- Equipment, toys and surfaces should be cleaned and disinfected more frequently. Toys that are not washable should not be shared.
- Consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.
- Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)
- Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal
- Ensure that bins for tissues are emptied throughout the day
- All frequently touched surfaces, equipment, door handles and toilets used during the day will need to be cleaned thoroughly each day
- Ensure proportionate supplies of soap, anti-bacterial gel and cleaning products if needed



Please follow the full Guidance below:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

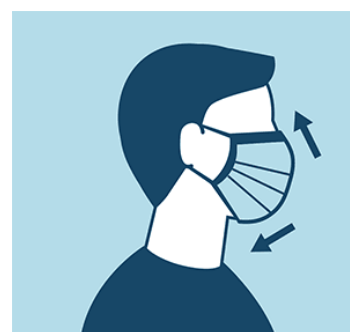
<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

When is Personal Protective Equipment Required.

PPE:

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:

- Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn
- If required to undertake cleaning after a person with suspected Covid 19 has left the building (see [decontamination in a non-health care setting](#) guidance.



When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination

Staff who require PPE must be trained on the correct methods of putting in on and taking it off (Donning and Doffing).

PPE can be requested through the below link:

<https://capublic.worcestershire.gov.uk/PPESanitiserRequestForm/PPERRequestForm.aspx>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Instructions for putting on and taking off PPE:

[Putting on PPE](#)

[Taking off PPE](#)

[Putting on and taking off PPE](#)

[Training Video](#)

Face covering:

The current guidance suggests that wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

Full Guidance which includes information regarding PPE is below:

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Clinically extremely vulnerable and Clinically Vulnerable Staff and Children.

Clinically extremely vulnerable individuals are advised not to work outside the home. It is strongly advising people, including education staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work.

Read the guidance on [shielding and protecting people defined on medical grounds as extremely vulnerable for more advice and Planning Guidance for Primary schools Section 2: https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june](https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june)

Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the [staying at home and away from others \(social distancing\) guidance](#)) have been advised to take extra care in observing social distancing and should work from home where possible. This includes pregnant women. Education and childcare settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home.

If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk. We would recommend that you keep a written record of this assessment and share it with the staff member.

If a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), which includes those who are pregnant, they can attend work.

If a staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the guidance on shielding and protecting people defined on medical grounds as extremely vulnerable, it is advised they only attend work if stringent social distancing can be adhered to. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to work at home.

Class or group sizes

It is still important to reduce contact between people as much as possible, and can be achieved and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.

Where settings can keep children and young people in those small groups 2 metres away from each other, they should do so. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.

For primary schools, classes should normally be split in half, with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant). If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.

Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15. Desks should be spaced as far apart as possible.

For secondary schools and colleges, the same principle of halving classes will normally apply. It is also sensible to rearrange classrooms and workshops with sitting positions 2 metres apart. Where very small classes might result from halving, it would be acceptable to have more than half in a class, provided the space has been rearranged. Again, support staff may be drawn on in the event there are teacher shortages, working under the direction of other teachers in the setting.

Guidance is available below:

- [Implementing protective measures in education and childcare setting](#)
- [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)
- <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

Mental health and behaviour in schools

Guidance is available for school staff and applies to all schools.

It gives advice on:

- How to create a whole school culture, including promoting positive mental health
- Understanding the link between mental health and behaviour
- How to identify children with possible mental health problems
- Where and how to put in place support, including working with external agencies where required

It also provides links to sources of further support and guidance.

The intervention and support guidance may also be useful for colleges and other post-16 institutions.

Full Guidance is below:

<https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2>

Check list:

You may find the following checklist useful when considering what actions to take:

COVID PROTECTION CONTROL MEASURES CHECKLIST

School Name:		Yes	No
General Management	Can you confirm you have signposted all staff to government guidance on COVID-19 symptoms and protection measures in schools and obtained confirmation that has been read.		
	Can you confirm that government COVID-19 key messages, information, guidance and resources have been shared with parents and pupils.		
	Can you confirm that you have shared your schools local COVID-19 policy or procedures with staff and parents		
	Can you confirm that you have identified any Extremely Clinically Vulnerable staff (shielded category) and that they are remaining at home and being supported to work at home?		
	Can you confirm that any staff who live with someone who is Extremely Clinically Vulnerable (shielded), who is attending on site, is able to adhere to stringent social distancing in your school?		
	Can you confirm that any clinically vulnerable staff with pre-existing health conditions are either: <ul style="list-style-type: none"> • working from home where possible, or if this is not possible you have discussed with them: • working in the safest on-site role, staying 2 metres away from others wherever possible, or • the risks have been assessed and agreed with the member of staff if they will need to work within 2 metres of others. 		
	Can you confirm that any pupils who are Extremely Clinically Vulnerable (shielded category) shall not be attending school and will continue to be supported at home as much as possible		
Minimise contact with individuals who have COVID-19 symptoms	Can you confirm you have advised staff/parents/pupils/suppliers to not attend school if they or any member of their household has COVID-19 symptoms or has been identified as a positive case.		
	Can you confirm that staff /parents/pupils have been made aware of the principles of the self-isolation requirements (7 days for the case and 14 days for their household)		
	Can you confirm you have procedures in place to ensure staff and pupils do not return to school within the recommended isolation period		
	Can you confirm you are aware of local testing arrangements for staff		
	Can you confirm you are aware of local reporting arrangements for new suspected cases (staff and pupils)		

	Can you confirm you have a procedure in place for when a pupil or staff member develops COVID-19 symptoms whilst in school that adheres to guidance (go home/await collection by a member of their family or household).		
Frequent hand cleaning	Can you confirm your pupils and staff can clean their hands and have this timetabled in where necessary, on arrival at the setting, before and after eating, toileting, after play, after sneezing or coughing, and before leaving.		
	Can you confirm that supervision of handwashing is available and help for those who have trouble handwashing independently		
	Can you confirm that sufficient handwashing facilities and consumables such as hand sanitisers are available.		
Good respiratory hygiene	Can you confirm sufficient access to tissues for coughs or sneezes and availability of bins for tissue waste ('catch it, bin it, kill it')		
Regular cleaning of settings	Can you confirm you have assessed and implemented an increased and thorough regular cleaning of rooms and facilities as well as in between cohorts of children		
	Can you confirm you have risk assessed frequently touched surfaces and touch points and identified how often they will be cleaned		
Appropriate use and supply of PPE	Can you confirm you are aware how to order PPE and have ordered a small stock for supervising children who develop symptoms at school before they go home.		
	Can you confirm you have identified those pupils whose care routinely already involves the use of PPE due to their intimate care needs and risk assessed the PPE required for those pupils.		
	Can you confirm you have trained relevant staff how to use appropriate PPE.		
	Can you confirm you have a procedure for dealing with waste from PPE		
Minimising contact & mixing	Can you confirm you have risk assessed and communicated your process for drop off and collection minimising adult contact		
	Can you confirm you have risk assessed and determined your organisation of small class groups, rooms and other environments, maintaining space between seats and desks where possible.		
	Can you confirm you have risk assessed and refreshed your timetables to reduce movement around the school/building, considered what can be delivered outdoors, staggering assembly groups and break times so that children are not moving around at the same time		
	Can you confirm you have identified how children will arrive, and reduce any unnecessary travel on coaches, buses or public transport where possible.		
	Can you confirm you have risk assessed and have plans to keep cohorts of small groups of children together where possible every day, ensuring the same teacher and other staff, using the same desks and the same rooms.		
	Can you confirm you have risk assessed and have developed plans to reduce mixing within the school by for example applying one way circulation, staggered lunch breaks, use of toilets and other facilities.		

National Guidance:

Coronavirus (COVID-19): guidance for schools and other educational settings

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings#coronavirus-infection-prevention-and-control>

Actions for educational and childcare settings to prepare for wider opening from 1 June 2020

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Preparing for the wider opening of schools:

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june>

Actions for schools during the coronavirus outbreak

<https://www.gov.uk/government/publications/covid-19-school-closures>

Coronavirus (COVID-19): guidance for schools and other educational settings:

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings#coronavirus-infection-prevention-and-control>

Coronavirus (COVID-19): guidance for children's social care services:

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-for-childrens-social-care-services>

Coronavirus (COVID-19): implementing protective measures in education and childcare settings:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>

Coronavirus (COVID-19): guidance for educational settings:

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

Actions for educational and childcare settings to prepare for wider opening from 1 June 2020:

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak:

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

Stay at home guidance:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Cleaning in a non – health care setting:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Personal Protective Equipment Guidance:

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe>