

Station Implementation Tips - Respiratory Hygiene and Cough Etiquette

1. Set-Up
 - a. Gather all:
 - a. Supplies-
 - basic: face mask, alcohol-based hand rub/hand sanitizer (at least 60% alcohol content), tissues, trash can, signage/poster
 - Pause for Prevention scenarios with spray bottle: spray bottle, food coloring, drawing paper or plastic, tape, marker, tape measure, gowns, masks, gloves, eye protection
 - b. Teaching materials- PPT presentation(s), handouts, pocket cards, competency checklists, Pause for Prevention instructions and script, quiz copies
2. Provide a short overview of why respiratory hygiene/cough etiquette use is important and when and how it should be used
3. Demonstrate implementation and providing education to individuals about respiratory hygiene/cough etiquette
4. Perform respiratory hygiene/cough etiquette competency validation with each staff member and document results on competency checklist.
 - a. If using Pause for Prevention scenarios with spray bottle, follow instructions in module
 - i. Clean and disinfect eye protection per manufacturer's instructions between each staff member
 - b. If staff member did not successfully complete competency:
 - i. Provide and document remedial education
 - ii. Repeat competency validation and document results
5. Administer Respiratory Hygiene quiz-keep completed quizzes in education file

Respiratory Hygiene/Cough Etiquette Competency Checklist

Name (print) _____

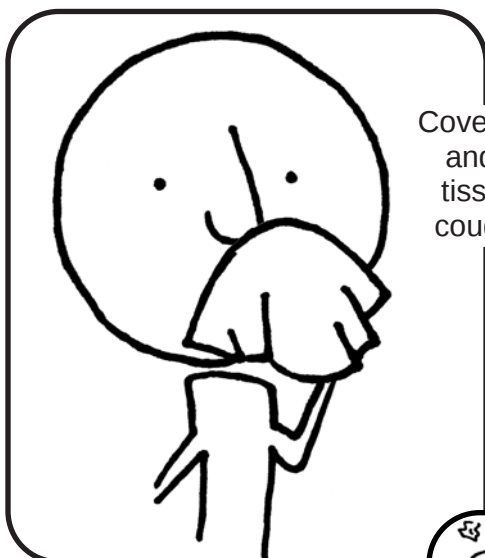
Required Step	Competent - Yes	Competent - No
Correctly states purpose of respiratory hygiene/cough etiquette contain respiratory secretions and prevent transmission		
Correctly selects needed materials: - Tissues - Trash can - Hand sanitizer - Masks - Signage/poster		
Correctly implements steps and provides education: Implementation: - Post visual alerts - Makes supplies readily available - Offers mask to person who is coughing - Provides 3 feet spatial separation for a person that is coughing - Advises healthcare staff to follow Droplet Precautions (e.g., wearing a mask for close contact), in addition to Standard Precautions, when providing care to a resident with symptoms of a respiratory infection, until it is determined that the cause of symptoms is not an infectious agent that requires Droplet Precautions Education - Cover the nose/mouth when coughing or sneezing - Use tissues to contain respiratory secretions and dispose of them in the nearest waste receptacle after use - Perform hand hygiene (e.g., hand washing with non-antimicrobial soap and water, alcohol-based hand rub, or antiseptic handwash) after having contact with respiratory secretions and contaminated objects/materials		
Comments or follow up actions:		

Staff Signature

Validator Signature/Date

Stop the spread of germs that make you and others sick!

Cover your Cough



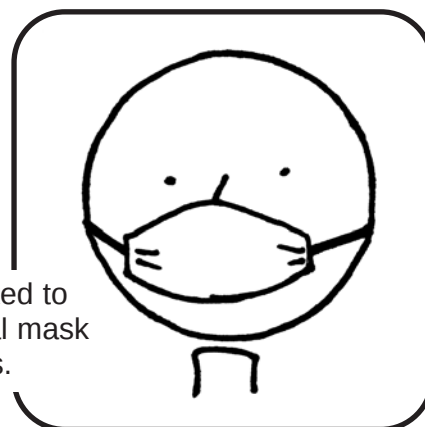
Cover your mouth
and nose with a
tissue when you
cough or sneeze

or

cough or sneeze into
your upper sleeve,
not your hands.



Put your used tissue in
the waste basket.



You may be asked to
put on a surgical mask
to protect others.

Clean your Hands

after coughing or sneezing.



Wash with
soap and water

or

clean with
alcohol-based
hand cleaner.



Minnesota Department of Health
717 SE Delaware Street
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FACT SHEET

Respiratory Hygiene / Cough Etiquette in Healthcare Settings

To prevent the transmission of all respiratory infections in healthcare settings, including influenza, the following infection control measures should be implemented at the first point of contact with a potentially infected person. They should be incorporated into infection control practices as one component of Standard Precautions.

1. Visual Alerts

Post visual alerts (in appropriate languages) at the entrance to outpatient facilities (e.g., emergency departments, physician offices, outpatient clinics) instructing patients and persons who accompany them (e.g., family, friends) to inform healthcare personnel of symptoms of a respiratory infection when they first register for care and to practice Respiratory Hygiene/Cough Etiquette.

- *Notice to Patients to Report Flu Symptoms*
(www.cdc.gov/ncidod/dhqp/pdf/Infdis/RespiratoryPoster.pdf)
Emphasizes covering coughs and sneezes and the cleaning of hands
- *Cover Your Cough*
(www.cdc.gov/flu/protect/covercough.htm)
Tips to prevent the spread of germs from coughing
- *Information about Personal Protective Equipment*
(www.cdc.gov/ncidod/dhqp/ppe.html)
Demonstrates the sequences for donning and removing personal protective equipment

2. Respiratory Hygiene / Cough Etiquette

The following measures to contain respiratory secretions are recommended for all individuals with signs and symptoms of a respiratory infection.

- Cover the nose/mouth when coughing or sneezing;
- Use tissues to contain respiratory secretions and dispose of them in the nearest waste receptacle after use;
- Perform hand hygiene (e.g., hand washing with non-antimicrobial soap and water, alcohol-based hand rub, or antiseptic handwash) after having contact with respiratory secretions and contaminated objects/materials.

Healthcare facilities should ensure the availability of materials for adhering to Respiratory Hygiene/Cough Etiquette in waiting areas for patients and visitors.

- Provide tissues and no-touch receptacles for used tissue disposal.
- Provide conveniently located dispensers of alcohol-based hand rub; where sinks are available, ensure that supplies for hand washing (i.e., soap, disposable towels) are consistently available.

3. Masking and Separation of Persons with Respiratory Symptoms

Respiratory Hygiene / Cough Etiquette in Healthcare Settings

(continued from previous page)

During periods of increased respiratory infection activity in the community (e.g., when there is increased absenteeism in schools and work settings and increased medical office visits by persons complaining of respiratory illness), offer masks to persons who are coughing. Either procedure masks (i.e., with ear loops) or surgical masks (i.e., with ties) may be used to contain respiratory secretions (respirators such as N-95 or above are not necessary for this purpose). When space and chair availability permit, encourage coughing persons to sit at least three feet away from others in common waiting areas. Some facilities may find it logistically easier to institute this recommendation year-round.

4. Droplet Precautions

Advise healthcare personnel to observe Droplet Precautions (i.e., wearing a surgical or procedure mask for close contact), in addition to Standard Precautions, when examining a patient with symptoms of a respiratory infection, particularly if fever is present. These precautions should be maintained until it is determined that the cause of symptoms is not an infectious agent that requires Droplet Precautions www.cdc.gov/ncidod/dhqp/gl_isolation.html.

NOTE: These recommendations are based on the Draft Guideline for Isolation Precautions: Preventing Transmission of Infectious Agents in Healthcare Settings. Recommendations of the Healthcare Infection Control Practices Advisory Committee (HICPAC), CDC

For more information, visit www.cdc.gov/flu, or call the National Immunization Hotline at (800) 232-2522 (English), (800) 232-0233 (español), or 888-232-6358 (TTY).

LET US NOT FORGET, RESPIRATORY HYGIENE & COUGH ETIQUETTE

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<https://spice.unc.edu/>
<https://spice.unc.edu/ask-spice/>

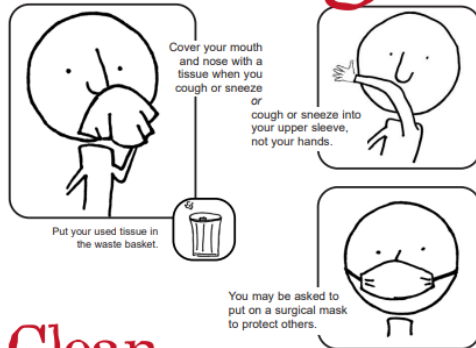
MAY 11TH THE PUBLIC HEALTH EMERGENCY ENDS!!



WHAT SHOULDN'T END???

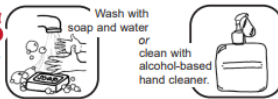
Stop the spread of germs that make you and others sick!

Cover your Cough



Clean your Hands

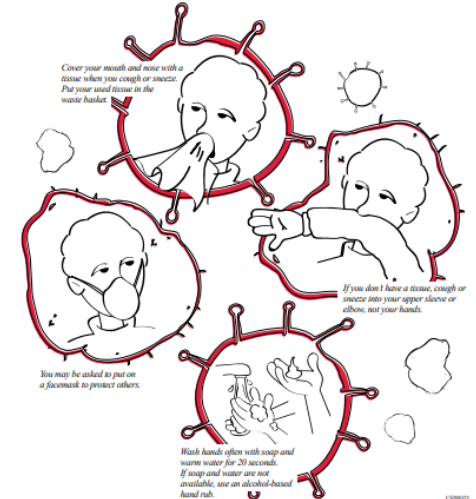
after coughing or sneezing.



- ▶ Standard Precautions/Transmission-based precautions
- ▶ Respiratory hygiene & cough etiquette
- ▶ Staff not coming to work when ill
- ▶ Personal comfort level of protection

Cover your Cough

Stop the spread of germs that can make you and others sick!



SPICE

Cover your cough, clean your hands after coughing or sneezing

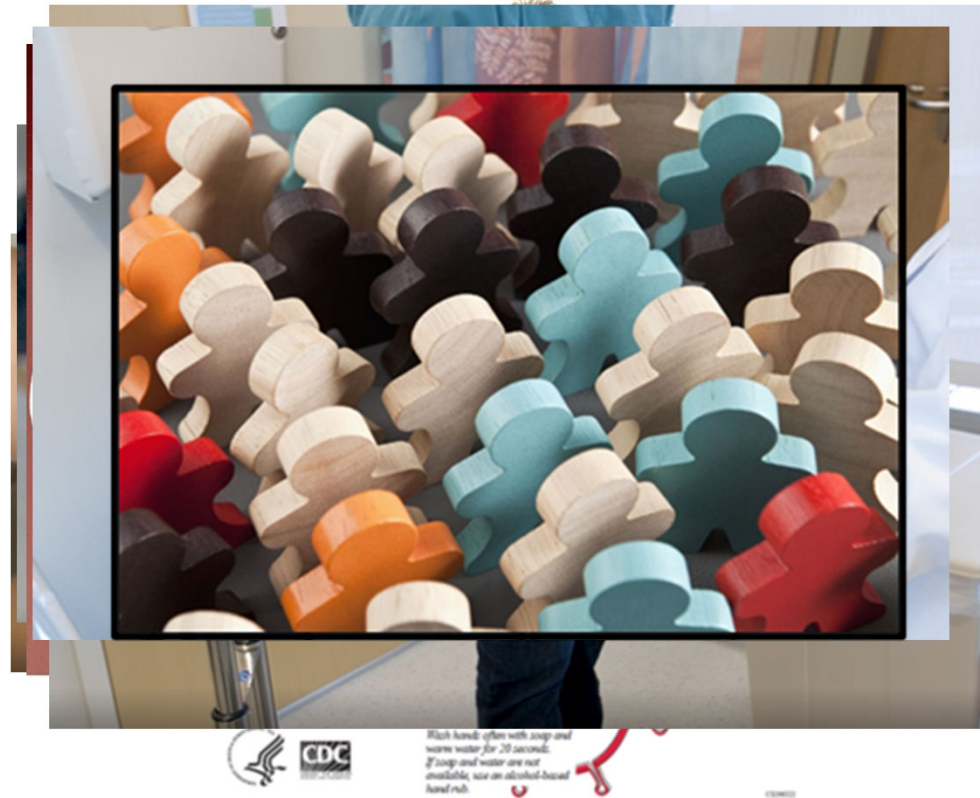
Corporate Author(s) : Centers for Disease Control and Prevention (U.S.);Minnesota. Dept. of Health; Minnesota Antibiotic Resistance Collaborative.; Association for Professionals in Infection Control and Epidemiology.; 9/16/05 URL : <https://stacks.cdc.gov/view/cdc/23304>

ELEMENTS OF STANDARD PRECAUTIONS: A REMINDER

- ▶ Standard precautions are common sense practices and PPE use to protect the healthcare staff from infection and prevent the spread of infection from patient to patient, or resident to resident.
- ▶ The minimum infection prevention practices that apply to ALL patient/resident care regardless of the suspected or confirmed infection status of the patient/resident in any setting where healthcare is delivered.

ELEMENTS OF STANDARD PRECAUTIONS

- ▶ Hand hygiene
- ▶ Use of personal protective equipment such as gowns, gloves and masks
- ▶ **Respiratory hygiene/cough etiquette**
- ▶ Safe injection practices & Safe handling of sharps
- ▶ Infection Control Practices for Special Lumbar Puncture Procedures (use of a mask)
- ▶ Cleaning and disinfection of the environment, patient care equipment, and instruments/devices
- ▶ Safe handling of potentially contaminated equipment and patient care items
- ▶ And to remember this is for all patients, all the time.

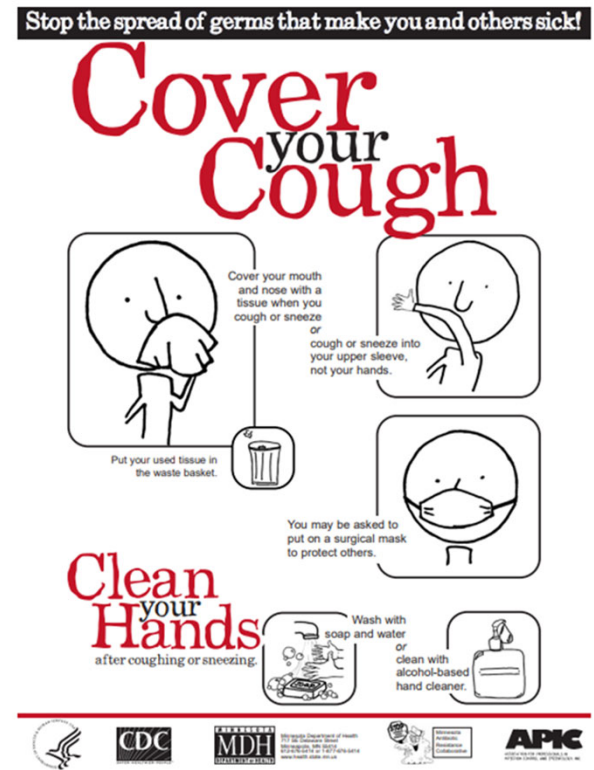


Wash hands often with soap and water for 20 seconds.
If soap and water are not available, use an alcohol-based hand rub.

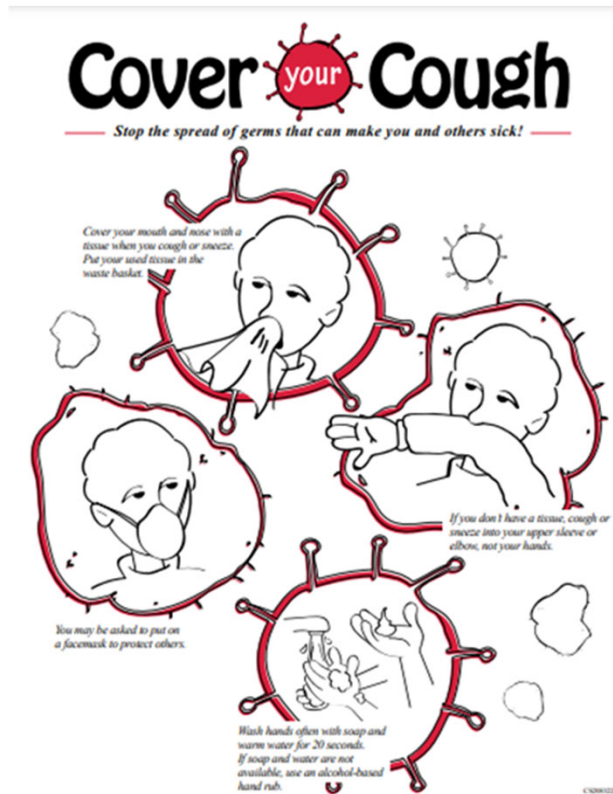
RESPIRATORY HYGIENE/COUGH ETIQUETTE IN HEALTHCARE SETTINGS

- ▶ Visual alerts
 - ▶ Patients, residents & visitors
 - ▶ In appropriate languages
 - ▶ Entrance of all facilities
 - ▶ Instructions to inform staff & adhere to respiratory hygiene & cough etiquette

<https://www.cdc.gov/flu/professionals/infectioncontrol/resphygiene.htm>



RESPIRATORY HYGIENE/COUGH ETIQUETTE



- ▶ **Cover your nose and mouth with a tissue when coughing/sneezing**
 - ▶ If tissue is unavailable
sneeze/cough into elbow
- ▶ **Dispose of tissue in nearest waste receptacle after use**
- ▶ **Perform hand hygiene immediately after disposing of tissue**
 - ▶ Soap and water
 - ▶ Alcohol-based hand rub
- ▶ **Wear a mask if having respiratory symptoms/fever**

MASKING AND SEPARATION

► Respiratory Hygiene Stations

- Signage, tissues, open access trash receptacle, masks & alcohol-based hand rub
- Main entrance
- All facility types
- Year round

► Instruct patient/residents & visitors to sit away from others

- When space/chairs permit
- 3-6 ft away



TRANSMISSION-BASE PRECAUTIONS

- Always used in combination w/standard precautions never instead of
- Implement **immediately** for **suspected** or confirmed respiratory illnesses (you do not need an order from a provider)

We must NOT become complacent!

 **DROPLET PRECAUTIONS** 
PRECAUCIONES DE TRANSMISIÓN
POR GOTAS

Family/Visitors should not visit if having signs or symptoms of an infection or a communicable disease. Visitation also based on facility's policy.
Los familiares y visitantes no deben visitar si tienen señales o síntomas de infección o de una enfermedad contagiosa. Las visitas también dependen de la política de la instalación.

Follow instructions below before entering room.
Antes de entrar a la habitación, siga las instrucciones a continuación.

 **Everyone must:**
Clean hands before entering and when leaving room.
Todos deben:
Lavarse las manos antes de entrar y al salir de la habitación.

 **Wear surgical/procedure mask when entering the room and remove after exiting the room.**
Usar una mascarilla quirúrgica o para procedimientos al entrar a la habitación y quitársela después de salir de la habitación.

Additional PPE may be required per Standard Precautions.
Es posible que se exija equipo de protección personal adicional según las precauciones estándar.

TRANSMISSION-BASED PRECAUTIONS CONT'D

STOP

DROPLET CONTACT PRECAUTIONS

ALTO

PRECAUCIONES DE TRANSMISIÓN POR GOTAS Y POR CONTACTO

Family/Visitors should not visit if having signs or symptoms of an infection or a communicable disease. Visitation also based on facility's policy.
Los familiares y visitantes no deben visitar si tienen señales o síntomas de infección o de una enfermedad contagiosa. Las visitas también dependen de la política de la instalación.

Follow instructions below before entering room.
Antes de entrar a la habitación, siga las instrucciones a continuación.

Everyone must:
Todos deben:

Clean hands before entering and when leaving room.
Lavarse las manos antes de entrar y antes de salir de la habitación.

Wear a gown when entering room and remove before leaving.
Usar una bata al entrar a la habitación y quitársela antes de salir.

Wear surgical/procedure mask when entering the room. Remove immediately before leaving room.
Usar una mascarilla quirúrgica o para procedimientos al entrar a la habitación. Quitársela justo antes de salir de la habitación.

Wear gloves when entering room. Perform hand hygiene after removing gloves.
Usar guantes al entrar a la habitación. Llevar a cabo la higiene de manos después de quitarse los guantes.

Additional PPE may be required per Standard Precautions.
Es posible que se exija utilizar equipo de protección personal adicional según las precauciones estándar.

REVISED DATE: 4/20/2022

STOP

SPECIAL DROPLET CONTACT PRECAUTIONS

ALTO

PRECAUCIONES ESPECIALES PARA LA TRANSMISIÓN POR CONTACTO Y POR GOTAS

Family/Visitors should not visit if having signs or symptoms of an infection or a communicable disease. Visitation also based on facility's policy.
Los familiares y visitantes no deben visitar si tienen señales o síntomas de infección o de una enfermedad contagiosa. Las visitas también dependen de la política de la instalación.

Follow instructions below before entering room.
Antes de entrar a la habitación, siga las instrucciones a continuación.

All Healthcare Personnel must:
Todo el personal de atención médica debe:

Clean hands before entering and when leaving room.
Lavarse las manos antes de entrar y antes de salir de la habitación.

Wear a gown when entering room and remove before leaving.
Usar una bata al entrar y quitársela antes de salir.

Wear N95 or higher level respirator before entering the room and remove after exiting.
Usar un respirador N95 o un respirador de nivel superior antes de entrar a la habitación y quitárselo después de salir.

Protective eyewear (face shield or goggles)
Protección para los ojos (careta o gafas protectoras)

Wear gloves when entering room and remove before leaving.
Usar guantes al entrar a la habitación y quitárselos antes de salir.

Place in private room. Keep door closed (if safe to do so).
Colocar en habitación privada. Mantenga la puerta cerrada (si es seguro hacerlo).

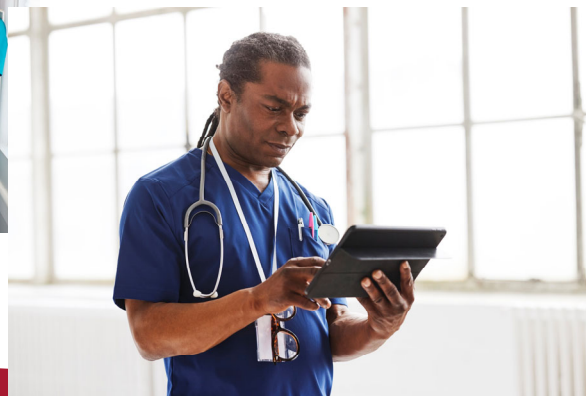
Additional PPE may be required per Standard Precautions.
Es posible que se exija utilizar equipo de protección personal adicional según las precauciones estándar.

Translated by UNCC Health Interpreter Services
 REVISED DATE: 2/9/2022

STAFF DOING THEIR PART



YOU DO YOU



QUESTIONS



RESOURCES

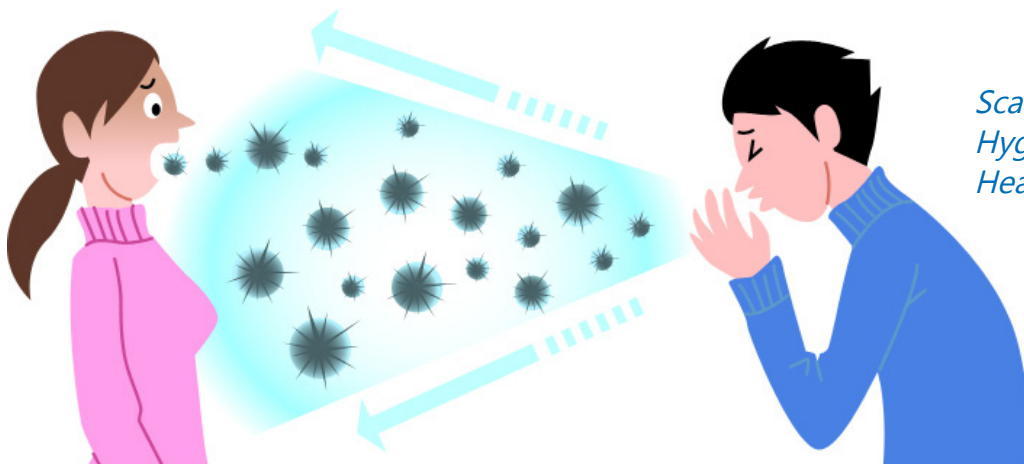
- ▶ <https://www.cdc.gov/flu/professionals/infectioncontrol/resphgiene.htm>
- ▶ <https://www.hhs.gov/about/news/2023/02/09/fact-sheet-covid-19-public-health-emergency-transition-roadmap.htm>
- ▶ <https://spice.unc.edu/>
- ▶ <https://spice.unc.edu/ask-spice/>
- ▶ <https://spice.unc.edu/resources/signage/>
- ▶ <https://stacks.cdc.gov/view/cdc/23304>

Pause for Prevention - Cough Etiquette

Covering your cough or sneeze protects everyone from germs that may cause infection.

- Cover your mouth and nose with a tissue when you cough or sneeze.
- Immediately throw used tissues in the trash.
- If you don't have a tissue, cough or sneeze into your elbow, not your hands.
- Immediately perform hand hygiene (e.g., hand washing with non-antimicrobial soap and water, alcohol-based hand rub, or antiseptic handwash) after having contact with respiratory secretions and contaminated objects/material.
- Remind residents in your care when and how to perform cough etiquette too!

**Imagine if we could see the spray
from a cough or sneeze!**



Scan to visit Respiratory Hygiene/Cough Etiquette in Healthcare Settings (CDC)



Scan to visit Healthy Habits: Coughing and Sneezing (CDC)



Cough Etiquette

Pause for Prevention - Module 2

Supplies

- Spray bottle (simple spray bottle of the type that may be found at a dollar store)
- Food coloring (blue or green)
- Large pieces of drawing paper or plastic
- Tape
- Marker
- Tape measure for marking off increments of 6 inches, 3 feet and 6 feet
- Impervious (liquid-resistant) gowns
- Masks
- Gloves
- Eye protection

Preparation

- Lay or tape paper or plastic to the floor. Indicate with a marker the distance required for each scenario; 6 inches, 3 feet, and 6 feet.
- Prepare spray bottle with water and food coloring (add just a few drops of food coloring to water in bottle). Note: food coloring can stain skin and clothing; approach this step carefully.

Lesson Ready! Use the flyer (page 1) to share the overall message about cough etiquette.

Gather staff in an area where the lesson can be carried out without disruption.

Have 3 volunteers put on (don) PPE (personal protective equipment) and place themselves at the marks on the paper or plastic. As you work through the scenarios, spray the water with food coloring in the direction of the gown of the volunteer (previously placed at the distances above) to demonstrate the force behind the spray of a cough or sneeze! ***Note:** Avoid spraying in the direction of the face or any exposed skin or clothing.

Discuss the following scenarios using the spray bottle with food coloring to illustrate the impact of an uncovered cough.

- 1. 6 INCHES:** As a nurse, you are performing an assessment on Mr. Smith, who is in droplet isolation. You have performed hand hygiene and put on (donned) the appropriate personal protective equipment (PPE) including a gown, gloves, mask and eye protection. You are assessing the breath sounds of Mr. Smith. This requires you to be very close (within inches) of his face. As you carefully listen to breath sounds with your stethoscope, Mr. Smith begins to cough. He has a tissue and quickly brings it to his face, but not before some spray escapes. Imagine the impact if you were not wearing a mask and other PPE!

This material was prepared by Health Quality Innovators (HQI), a Quality Innovation Network-Quality Improvement Organization (QIN-QIO) under contract with the Centers for Medicare & Medicaid Services (CMS), an agency of the U.S. Department of Health and Human Services (HHS). Views expressed in this material do not necessarily reflect the official views or policy of CMS or HHS, and any reference to a specific product or entity herein does not constitute endorsement of that product or entity by CMS or HHS. 12SOW/HQI/QIN-QIO-0795-05/28/24

Cough Etiquette

Pause for Prevention - Module 2

2. **3 FEET:** As a nursing assistant, you have assisted Mrs. Jones to a chair while you change the linen on her bed. Mrs. Jones begins coughing and you can see she does not make an effort to cover her cough. Her cough quickly ends, but you recognize an opportunity to remind Mrs. Jones about cough etiquette. You wash your hands and leave the room. You return to the room of Mrs. Jones with a box of tissues and gently review instruction on covering a cough (See handout, page 1).
3. **6 FEET:** As a physical therapist, you have just completed balance training for Ms. Taylor in her room. Ms. Taylor asks to sit up in the chair next to the window, and once you have assisted in making her comfortable, you perform hand hygiene. As you are just in the doorway of her room, she begins coughing (related to reported seasonal allergies) and as you turn to see if Ms. Taylor requires assistance, you see that she has a tissue and is covering her cough! You smile and ask if she needs anything and when she responds that she is fine for the moment, you proceed to your next assignment thinking about the power of a cough and wondering just how far the spray from an uncovered cough can travel.

Suggestions for scenarios that can be used to include additional roles within the facility or for more conversation about opportunities to provide assistance and education related to cough etiquette:

6 INCHES - What is the appropriate response to each scenario?

- Aide assisting resident with a meal. Resident begins coughing (unrelated to eating).
- Therapist or restorative staff doing upper extremity range of motion with resident who coughs.
- Activity instructor assisting resident place a marker on a bingo card when the resident coughs.

3 FEET - What is the appropriate response to each scenario?

- Social worker reading the mail to resident who begins to cough.
- Receptionist signing a resident out for leave when the resident suddenly coughs.
- Admissions coordinator conducting initial interview with resident who can't control a cough.

Answer to above scenarios: Encourage the resident to cover the cough with an elbow if a tissue is not readily available. Encourage hand hygiene. Provide a tissue and explain the importance of covering the cough.

Remind team members that education related to cough etiquette should be provided with respect and in consideration of the resident's ability to understand what is being taught. For residents who have cognitive disability, assist them with hand hygiene after an observed cough. Provide a tissue and frequently remind residents to cover their cough or sneeze.

Quiz: Respiratory Hygiene

Name_____

1. How far should a resident or visitor sit away from others if they are coughing?
 - A. 2 feet
 - B. 3 feet
 - C. 4 feet
 - D. 5 feet
2. When sneezing or coughing, what should a person not do?
 - A. Cough or sneeze away from others
 - B. Cover nose and mouth with elbow
 - C. Cover nose and mouth with hands
 - D. Cough or sneeze into a tissue
3. True or False: After covering your nose and mouth with a tissue and discarding it, use alcohol-based hand sanitizer only to perform hand hygiene
4. True or False: Respiratory Hygiene/Cough Etiquette is a component of Standard Precautions
5. A nurse's aide informs the nurse that her resident, Mrs. Jones, is frequently coughing. After the nurse completes her evaluation of the resident, she should instruct the nurse aide to:
 - A. Not to worry, since the resident has no fever
 - B. Ask any visitors that come in not to visit the resident
 - C. Follow droplet precautions until an infection is ruled out
 - D. Tell the resident to drink water to stop coughing

Quiz Answer Key: Respiratory Hygiene

Answer Key:

1. B
2. C
3. False
4. True
5. C

Videos for Respiratory Hygiene

NC SPICE Respiratory Hygiene video: <https://spice.unc.edu/resources/respiratory-hygiene-webinar/>