

**PROTECTING THOSE THAT PROTECT US!**

**UNODC Laboratory and Scientific Services (LSS)**

**Safe handling and management of risk of exposure during COVID-19 pandemic:  
Guidance for UN staff and security personnel, forensic, law enforcement, border control and other front-line officers**



- UNODC LSS has developed **Guidelines for the safe handling of substances and management of exposure risk for law enforcement and customs officers** as part of the ‘safe handling’ series of technical guidelines and training materials. It is an evidence-based guidance document to support law enforcement and customs officers in the safe handling and management of dangerous/toxic substances and the associated safety and risk mitigation procedures.
- Based on the nature of law enforcement and customs operations, the potential for officers to be exposed to COVID-19 during the execution of their routine duties has increased significantly. Avoiding secondary exposure and cross-contamination are important measures in infection control. The safety procedures, protocols and measures taken to protect officers from risk of exposure when handling dangerous/toxic substances can also protect from exposure to communicable diseases such as COVID-19.
- The guidelines outline practical information that can help protect front-line officers from risk of exposure and prevent spread of COVID-19 while enabling them to carry out their operational duties with confidence. More specifically, the guidelines outline the following relevant actions:

**Exposure risk and routes**

- Skin exposure
- Facial exposure (mouth, nose, eyes, hair)

**Exposure controls and personal protective equipment**

- Administrative controls
- Personal protective equipment, including recommended equipment by activity type (search gloves, face masks, eye protection, disposable coveralls, etc.)

**Decontamination and safe disposal**

- Following skin exposure
- Of uniform or non-disposable clothing
- Of personal protective equipment
- Of surfaces and equipment
- Of canine officers

**Precautions for routine and high-risk search and other operational activities**

- Precautionary principle
- Levels of protection
- Personal (body) searches
- Bag searches
- Vehicle searches
- Building searches
- Confined space searches
- Mail room examinations and deconstructions
- Searches or operations involving canine units
- Preventing cross-contamination



## Putting on gloves in 4 steps

**Step 1:** Select the appropriate size; gloves should not be too loose or too tight. Inspect the gloves for any defects or damage.



**Step 3:** Repeat step 2 for the second hand.



**Step 2:** Insert one hand into the first glove and pull the cuff of the glove up to the wrist making sure the cuff is fully extended and the wrist is covered.



**Step 4:** Make sure the cuff of the second glove is also fully extended and the wrist covered.





## Removing and discarding gloves in 8 steps

**Step 1:** First pinch and hold the **outside** of one glove at the cuff and pull away from the wrist.



**Step 2:** Curl your fingers **under** the cuff and peel downwards, turning the glove **inside-out** as it is pulled down.



**Step 3:** Pull the glove downward until it is removed from the hand, holding the now **inside-out** glove in the palm of the remaining gloved hand.



**Step 4:** With the ungloved hand, slide a finger(s) **under** the cuff of the remaining glove at the top of the wrist without touching the outside of the glove.



**Step 5:** Holding the first glove bunched securely in the palm, peel the remaining glove downward away from the wrist making sure you **do not touch** the outside of glove.



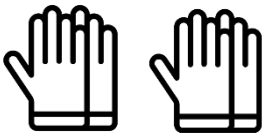
**Step 6:** Pull the glove downward until it is removed from the hand, holding the now **inside-out** glove in the palm of the remaining gloved hand.



**Step 7:** Continue to pull the second glove away from the wrist, turning it inside-out, ensuring that the first glove remains inside the second glove. Hands must only touch the inside of the glove.



**Step 8:** Place the removed gloves immediately into a contaminated waste bag or bin for disposal.



**Putting on double gloves in just 3 steps**

**Step 1:** Using the previous procedure for putting on nitrile gloves, select an appropriately sized second pair of nitrile gloves (using a different colour if possible).

**Step 2:** Pull the cuff of the glove up the wrist, ensuring that the cuffs of both gloves are fully extended and covering the wrist.

**Step 3:** Insert the remaining gloved hand into the second nitrile glove, in the same manner, ensuring that the cuffs of both gloves are fully extended and covering the wrists.







## Putting on respiratory protection in 8 steps

**Step 1:** To put on a N95 particulate mask, holding the mask in one hand with elastic straps over the hand, place it in position over the nose and mouth.



**Step 2:** Lift the lower elastic strap over the head and position below the ears.



**Step 3:** Lift the top elastic strap over the head and position at the upper rear of the head as shown. Adjust for comfort.



**Step 4:** Pinch or press the metal nose clip around your nose to achieve a secure seal.



**Step 5:** Using both hands check that the respirator mask is securely fitted around the shape of your face with no gaps. Cover the mask fully with hands and inhale sharply to check seal.



**Step 6:** To remove the respirator mask, place one **gloved** hand over the front of the mask as shown. Using your second hand, pinch and hold the elastic straps at the back of the head.



**Step 7:** While still holding the respirator mask in your gloved hand, lift the elastic straps over your head as shown. **Do not** allow the outside of the mask to come into contact with clothing, surfaces or other equipment.



**Step 8:** Using the same **gloved** hand holding the respirator mask, place it directly into a contaminated waste bag or bin for disposal. Treat gloves as contaminated - remove and dispose as per glove removal procedure.





## Putting on eye protection in 5 steps

The following procedure shows how to put on eye protection when wearing an N95 or similar respirator mask.

**Step 1:** When wearing safety glasses with an N95 respirator mask, put glasses on after securing the mask. Ensure the glasses are resting on the bridge of the nose above the top of the respirator mask.



**Step 2:** Ensure the glasses are not obstructing or breaking the seal of the respirator mask. Note, safety glasses should still fit snugly against the face and should provide side protection, as shown.



**Step 3:** When wearing goggles with an N95 respirator mask, place the goggles against the face in a comfortable position above the top of the respirator mask.



**Step 4:** Using your free hand, lift the strap of the goggles over the top of your head and position at the rear of your head (adjust as required). Use the reverse procedure to remove.



**Step 5:** Ensure the goggles are positioned above the respirator, and not obstructing or breaking the seal of the respirator mask. The goggles must be sealed against the face.







## Decontamination following skin exposure to a chemical in 7 steps

**Step 1:** If dermal exposure occurs, safely remove any excess substance being careful not to contaminate other areas, e.g. a vehicle or clothing.

**Step 2:** If wearing gloves, remove using the procedure provided above under *Removing and discarding gloves in 8 steps*, and place into a contaminated waste bag or bin.



**Step 3: DO NOT** use any alcohol-based hand sanitizers or bleach (hypochlorite) solutions either before or after washing.

**Step 4:** Rinse off any excess solid/powder or liquid material under copious amounts of running water.



**Step 5: DO** use normal soap under running water.

**Step 6:** Wash hands and any exposed skin, such as wrists or arms, thoroughly with soap and water.





**Step 7:** Once washed, rinse well to remove all remaining soap and lather, then dry.



**Laboratory and Scientific Service**

United Nations Office on Drugs and Crime  
Vienna International Centre, P.O. Box 500  
1400 Vienna, Austria

**Website:** [www.unodc.org/lab](http://www.unodc.org/lab)

**E-mail:** [unodc-lab@un.org](mailto:unodc-lab@un.org)

**Twitter:** [unodc\\_lab](https://twitter.com/unodc_lab)

**Further information:**

**Illustrated Disposal guide for the disposal of chemicals**

<https://bit.ly/2RF1y47>

**Guidelines for the Safe Disposal of Chemicals:**

<https://bit.ly/3anPs6d>

**UNODC Opioid Strategy:** [www.unodc.org/opioidstrategy](http://www.unodc.org/opioidstrategy)

**Drug Testing:** <https://bit.ly/34I3hLv>

**SMART Reports:** <https://bit.ly/2KfqWJy>

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