

TEMPLATE
Standard Operational Guideline
Mintie Tech, Inc. Environmental Containment Unit (ECU)

PURPOSE:

To provide information on the operation, cleaning, maintenance and storage of the ECU Anteroom (Environmental Containment Unit)

The ECU Anteroom is used in conjunction with the OMNI-AIRE 600V Air Filtration System to establish a short-term airborne infectious isolation room.

EQUIPMENT LOCATION: (REMAIN BLANK FOR EACH HOSPITAL TO FILL IN)

OPERATIONAL INSTRUCTION GUIDELINES:

OPERATION OF EQUIPMENT: (TWO-PERSON OPERATION)

1. Remove frame from bag. Stand on one of the long sides, grasp two of the white plastic sliders (Note: pinch hazard if hands are placed below chrome push buttons) and pull the frame open until the outer legs on the long side are approx. 2' apart.
2. Push down on the bottom bars with your foot to square up unit.
3. Push up on plastic sliders until push buttons lock in place.
4. Attach all the smaller Velcro loops to the outer legs of the frame.
5. Attach Velcro cuffs on bottom of envelope to bottom bars of frame.

PREPARATION OF THE UPPER FRAME:

1. Remove upper frame from white box. Do not discard box, put back in storage bag.
2. Grasp pistons at a short end of the upper frame and pull open. Note; pinch hazard at center hinge points. Do not engage latches at this time.
3. Place upper frame on top of ECU frame, position pistons in the round holes at the top of the corner leg caps.
4. Loosen latch thumbscrew then slide until latch enters receiver bracket. Lock the latch by tightening the thumbscrews.
5. Start in a corner and attach Velcro at top edge envelope to Velcro on inside of upper frame.

RAISE AND LOWER ECU (TWO-PERSON OPERATION)

1. Position ECU directly in front of door to be accessed.
2. Each person should stand at a short side of the ECU and place a foot on the foot pedal of the bottom bars.
3. Each person should grasp the frame and lift together upward until the ratchet pins engage in the first set of bottom holes.
4. Continue to lift until the foam strips on top of the upper frame make contact with the ceiling and slightly compresses the spring-loaded upper frame. Do not push the ceiling tiles out of place.
5. Check that the ratchet pins are in their respective holes, the same number of holes should be exposed below each ratchet pin.
6. Check to insure there are no gaps between the ceiling and the foam on the upper frame.

7. If the envelope is sagging and fabric is bunched at the bottom of the frame, move the large Velcro cuffs to a lower loop. Check that the bottom of the wide doors are flush against the floor / bottom bars to prevent trip hazards.
8. From inside the ECU, unzip the wide door on the flange (room) side. Roll up and store the door inside or outside the ECU using the Velcro straps provided.
9. Begin to tape the flange to the doorframe and floor. Ensure the entire flange is taped securely to the doorframe and floor. The tape provides a seal to prevent escape of potentially infectious particles.
10. Enter patient room and securely cover the return air vent (s).
11. From inside the ECU open the 11" inch negative air port by rolling down the Velcro flap.
12. Insert flex duct through port. See OMNI-AIRE 600V Air Filtration System SOG.
13. Tighten the drawstrings to seal port around the flex duct. Ensure there are no gaps in seal.
14. After all clinical preparations for patient isolation have been made, zipper close all doors, turn on the OMNI-AIRE 600V, as air pressure lowers, the sides of the unit will be drawn in.
15. Open pressure relief vents as needed, vents are located inside ECU, under window in short doors and side door.
 - Follow infection control procedures for entry and exit of patient isolation areas.

CLEANING OF EQUIPMENT:

- Prior to removing ECU, wipe down the frame and envelope inside and out with hospital approved disinfectant or 1:10 bleach solution. Test a small area of the envelope first to ensure cleaner doesn't damage fabric.
- Check the envelope and frame for any damage; repair before storing the unit.

REMOVING ECU: (TWO-PERSON OPERATION)

1. First detach flange from doorframe and floor. Remove all tape from flange, doorframe and floor.
2. Each person should stand at a short side of the ECU, grasp both height adjustment release knobs pull outward and lower unit until it reached the floor.
3. Detach all small Velcro loops along the edges of the ECU. Do not detach the large Velcro straps on the frame above the sliders.
4. Detach the Velcro on the upper frame and disengage the sliding latches.
5. Grasp the pistons and lift the upper frame.
6. Bring the pistons on the short ends together, folding the frame at the center hinge. Note hinge is a pinch hazard.
7. Place the folded upper frame in the white box. Place the box in the front pocket of the cover bag.
8. Disengage the sliders one at a time by pushing in the snap button, and then push the slider down past the snap button.
9. Disengage all four bottom bars by lifting up with your foot. The weight of the envelope may cause the bottom bars to reengage, which will prevent closing of the frame.
10. Face the long side of the ECU, grasp two of the plastic sliders and slowly draw the frame inward. (Note: pinch hazard if hands are placed below chrome push buttons.)

11. Do not force the frame together, if there is resistance check that the envelope is not binding in the frame, all four sliders have been disengaged and that the bottom bars are disengaged.
12. Avoid bunching the envelope by pulling it upwards as the frame closes.
13. Check that the envelope material is not caught in the folding bars of the frame. Continue to lift and tuck the envelope until it is neat and not bunched at the floor.
14. When the frame is completely closed, wrap the blue Velcro strap around the frame at about mid point and draw it tight. Do not attach the strap to the frame as it may impede the movement of the sliders.
15. Slide the cover bag over the closed ECU so the front pocket is opposite the wheeled side of the ECU.

MAINTENANCE

STORAGE OF EQUIPMENT

- This unit should be stored in a clean, dry area.

PREVENTATIVE MAINTENANCE FOR EQUIPMENT

- This unit does not require maintenance. Set up ECU semi annually for inspection.

