

# SPECIAL DISEASE EVENT

## CHECK LIST Putting On (Donning) PPE



### Step 1 Engage Trained Observer:

The Putting On process is conducted under the guidance and supervision of a trained observer who confirms visually that all PPE is serviceable and has been put on successfully. The trained observer will use a written checklist to confirm each step in Putting On PPE and can assist with ensuring and verifying the integrity of the PPE. No exposed skin or hair of the healthcare worker should be visible at the conclusion of the Putting On process.



### Step 2 Remove Personal Clothing and Items:

Change into surgical scrubs (or disposable garments) and dedicated disposable or washable (plastic or rubber) footwear in a suitable, clean area. No personal items (e.g. jewellery, watches, cell phones, pagers, pens) should be brought into patient room. Ensure hair is tied back and out of eyes.



### Step 3 Inspect PPE Prior to Putting On:

Visually inspect the PPE to be worn to ensure it is in serviceable condition, all required PPE and supplies are available, and that the sizes selected are correct for the healthcare worker. The trained observer reviews the Putting On sequence with the healthcare worker before the healthcare worker begins and reads it to the healthcare worker in a step-by-step fashion.



### Step 4 Perform Hand Hygiene:

Perform hand hygiene with ABHR. When using ABHR, allow hands to dry before moving to next step.



### Step 5 Put on Boot or Shoe Covers (only if reusable shoes or boots are used):

Sitting down in chair marked clean to ensure safety.



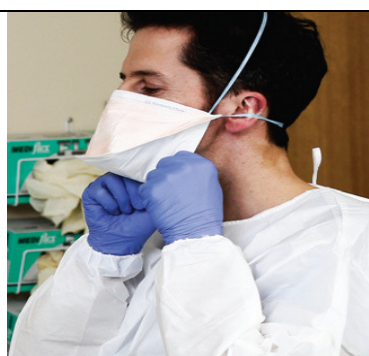
### Step 6 Put on Inner Gloves:

Put on first pair of gloves.



### Step 7 Put on Gown:

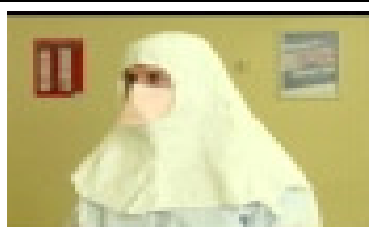
Put on gown. Ensure gown is large enough to allow unrestricted freedom of movement. Ensure cuffs of inner gloves are tucked under the sleeve of the gown.



### Step 8 Put on N95/ P2 Mask: Fit Check




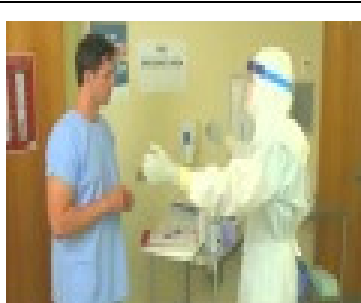
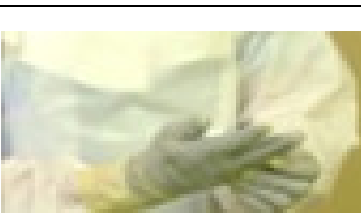
**Gently inhale.** When you breathe in the mask should draw slightly towards the face and collapse.

**Gently exhale.** The mask should fill up with air. It is important at this stage that there is NO air leakage around the edges of the mask.



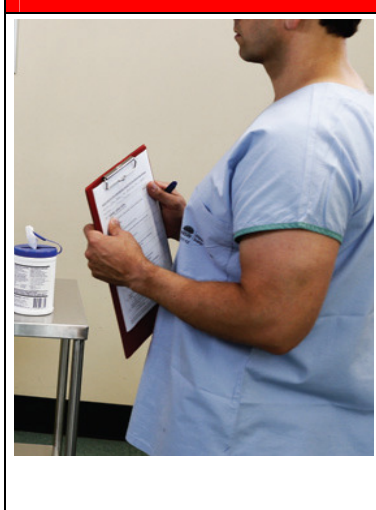
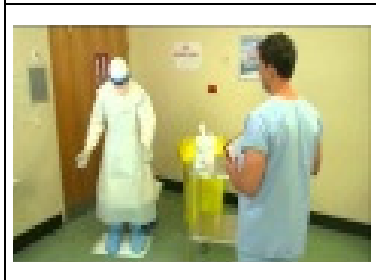


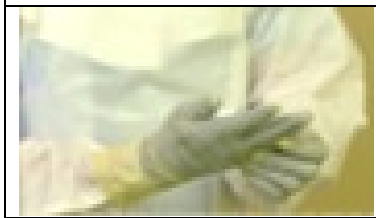

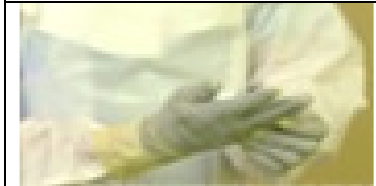
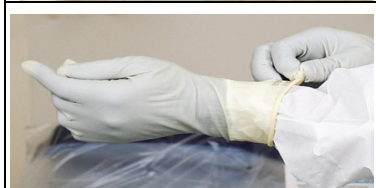
### Step 9 Put on Surgical Hood:

Over the N95/ P2 mask, place a surgical hood that covers all of the hair and the ears, and ensure that it extends past the neck to the shoulders. Be certain that hood completely covers the ears and neck. Disposable hair covers may be used to prevent hair from hanging down.







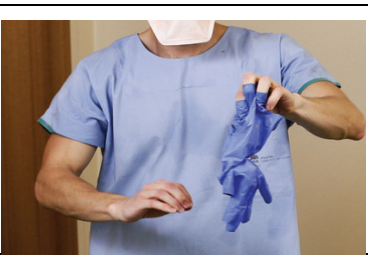
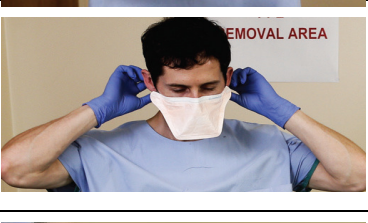


	<p><b>Step 10 Put on Outer Apron (if used):</b></p> <p>Put on full-body apron to provide additional protection to the front of the body against exposure to body fluids or excrement from the patient.</p>
	<p><b>Step 11 Put on Outer Gloves:</b></p> <p>Put on second pair of gloves (with extended cuffs). Ensure the cuffs are pulled over the sleeves of the gown.</p>
	<p><b>Step 12 Put on Face Shield:</b></p> <p>Put on full face shield over the N95 respirator and surgical hood to provide additional protection to the front and sides of the face, including skin and eyes.</p>
	<p><b>Step 13 Verify:</b></p> <p>After completing the Putting On process, the integrity of the equipment is verified by the trained observer. The healthcare worker should be comfortable and able to extend the arms, bend at the waist and go through a range of motions to ensure there is sufficient range of movement while all areas of the body remain covered.</p>
	<p><b>Step 14 Decontaminate Outer Gloves:</b></p> <p>Decontaminate outer-gloved hands with ABHR. That is with gloves on. Allow to dry prior to patient contact.</p>

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## CHECK LIST Removing (Doffing) PPE

	<p><b>Step 1 Engage Trained Observer:</b></p> <p>The Removing process is conducted under the supervision of a trained observer, who reads aloud each step of the procedure and confirms visually that the PPE has been removed properly. Prior to Removing PPE, the trained observer must remind healthcare workers to avoid reflexive actions that may put them at risk, such as touching their face. Post this instruction and repeat it verbally during Removing. Although the trained observer should minimize touching healthcare workers or their PPE during the Removing process, the trained observer may assist with removal of specific components of PPE as outlined below. The trained observer disinfects the outer-gloved hands immediately after handling any healthcare worker PPE.</p>
	<p><b>Step 2 Inspect:</b></p> <p>Inspect the PPE to assess for visible contamination, cuts, or tears before starting to remove. This includes inspecting boots or shoes. If any PPE is visibly contaminated, then disinfect using an *EPA-registered disinfectant wipe (such as Clinell).</p>
	<p><b>Step 3 Decontaminate Outer Gloves:</b></p> <p>Decontaminate outer-gloved hands with ABHR. That is with gloves on. Remain in the patient care area.</p>
	<p><b>Step 4 Remove Outer Apron (if used):</b></p> <p>Remove and discard apron taking care to avoid contaminating gloves by rolling the apron from inside to outside. Remain in the patient care area.</p> <p><b>Inspect:</b> Following apron removal, inspect the PPE equipment to assess for visible contamination or cuts or tears. If visibly contaminated, then disinfect affected PPE using an *EPA-registered disinfectant wipe (such as Clinell).</p>
	<p><b>Step 5 Decontaminate Outer Gloves:</b></p> <p>Decontaminate outer-gloved hands with ABHR. That is with gloves on. Remain in the patient care area.</p>
	<p><b>Step 6 Step out of the patient care area onto disinfectant pad (remain on pad until step 18)</b></p> <p><b>If Boot or Shoe Covers used :</b>Remove covers while sitting down in the chair marked dirty to ensure safety, remove and discard boot or shoe covers into clinical waste. Inspect and if there is any visual contamination of the boot or shoe then disinfect affected PPE using an *EPA-registered disinfectant wipe (such as Clinell). Leave on boots/shoes and remain on the pad until step 18.</p> <p><b>If Boot or Shoe Covers NOT Used:</b> Inspect and if there is any visual contamination of the boot or shoe then disinfect affected PPE using an *EPA-registered disinfectant wipe (such as Clinell). Leave on boots/shoes and remain on pad until step 18.</p>
	<p><b>Step 7 Decontaminate Outer Gloves:</b></p> <p>Decontaminate outer-gloved hands with ABHR. That is with gloves on.</p>
	<p><b>Step 8 Remove Outer Gloves:</b></p> <p>Remove and discard outer gloves taking care not to contaminate inner gloves during removal process. Discard into clinical waste.</p>



	<p><b>Step 9 Inspect and Decontaminate Inner Gloves:</b></p> <p>Inspect the inner gloves' outer surfaces for visible contamination, cuts, or tears. If an inner glove is visibly soiled, cut, or torn, then decontaminate the glove with ABHR. Then remove the inner gloves, perform hand hygiene with ABHR on bare hands, and put on a clean pair of gloves.</p> <p>If no visible contamination, cuts, or tears are identified on the inner gloves, then decontaminate the inner-gloved hands with ABHR.</p>
	<p><b>Step 10 Remove Face Shield:</b></p> <p>Remove the full face shield by tilting the head slightly forward, grabbing the rear strap and pulling it over the head, gently allowing the face shield to fall forward and discard. Avoid touching the front surface of the face shield. Discard into clinical waste.</p>
	<p><b>Step 11 Decontaminate Inner Gloves:</b></p> <p>Disinfect inner gloves with ABHR.</p>
	<p><b>Step 12 Remove Surgical Hood:</b></p> <p>Unfasten (if applicable) surgical hood, gently remove, and discard into clinical waste. The trained observer may assist with unfastening hood if required.</p>
	<p><b>Step 13 Decontaminate Inner Gloves:</b></p> <p>Decontaminate inner gloves with ABHR.</p>
	<p><b>Step 14 Remove Gown:</b></p> <p>Remove and discard gown into clinical waste. Depending on gown design and location of fasteners, the healthcare worker can either untie fasteners, receive assistance by the trained observer to unfasten to gown, or gently break fasteners. Avoid contact of scrubs or disposable garments with outer surface of gown during removal. Pull gown away from body, rolling inside out and touching only the inside of the gown.</p>
	<p><b>Step 15 Decontaminate and Change Inner Gloves:</b></p> <p>Decontaminate inner gloves with ABHR. Remove and discard gloves taking care not to contaminate bare hands during removal process. Discard into clinical waste.</p> <p>Perform hand hygiene with ABHR. Put on a new pair of inner gloves.</p>
	<p><b>Step 16 Remove N95/ P2 Mask:</b></p> <p>Remove the N95/ P2 respirator by tilting the head slightly forward, grasping first the bottom tie or elastic strap, then the top tie or elastic strap, and remove without touching the front of the N95/ P2 respirator. Discard into clinical waste.</p>
	<p><b>Step 17 Decontaminate Inner Gloves:</b></p> <p>Decontaminate inner gloves with ABHR.</p>
	<p><b>Step 18 Disinfect Boots or Shoes and Remove:</b></p> <p>Sitting on a new clean surface, second chair marked clean, use an *EPA-registered disinfectant wipe to wipe down every external surface of the boots or shoes.</p> <p><b>Reusable boots or shoes:</b> Clean one boot or shoe and step this foot off pad onto the clean area, clean second boot or shoe and step this foot off pad onto the clean area.</p> <p><b>Non-reusable boots or shoes:</b> Step out of boots or shoes, step off the pad onto the clean area, and discard boots or shoes into clinical waste.</p>



### Step 19 Decontaminate Inner Gloves:

Decontaminate inner-gloves with ABHR.



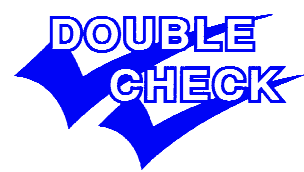
### Step 20 Remove and Discard Inner Gloves:

Remove inner gloves taking care not to contaminate inner gloves during removal process. Discard into clinical waste.



## Step 21 Perform Hand Hygiene:

Perform hand hygiene on bare hands with ABHR.



### Step 22 Inspect Body for Contamination:

Perform a final inspection of healthcare worker for any indication of contamination of the surgical scrubs or disposable garments. If contamination is identified, immediately inform infection control consultant or occupational safety and health coordinator or their designee before exiting PPE removal area.



### Step 23 Exit and Shower:

The healthcare worker may leave the area wearing the scrubs. If disposable boots or shoes have been used provide the healthcare worker with footwear for leaving the area.

Showers are recommended at each shift's end for healthcare workers performing high risk patient care (e.g., exposed to large quantities of blood, body fluids, or excreta). Showers are also suggested for healthcare workers spending extended periods of time in the room.

**Step 24 The observer to hand the completed checklist to the designated person for the completion of step 25 (Staff debrief):**

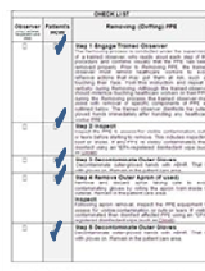
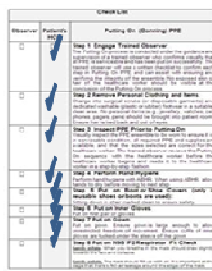
Name:

Contact Number:

### Important Message:

Keeping the completed checklist is essential to support the health service with documentation of the following:

- The tracking of staff and observers who have entered the patient care area.
- Issues encountered requiring action.
- Ongoing monitoring for breaches in the process for putting on and removing PPE.
- Monitoring staff health and safety.
- The number of PPE items used.



**Step 25 Staff Debrief:** Contact person listed above.