



**Kentucky Public Health**  
Prevent. Promote. Protect.

**October 30, 2014**

**Hospital Procedure Checklist  
Donning and Doffing Personal Protective Equipment (PPE) that includes the  
N-95 Respirator Option**

**Donning**

The donning process is conducted under the guidance and supervision of a trained observer, who confirms visually that all PPE is serviceable and has been donned successfully. The trained observer uses a written checklist to confirm each step in donning PPE and can assist with ensuring and verifying the integrity of the ensemble.

Prior to donning PPE the individual should be well hydrated and a set of vital signs should be taken.

**No exposed skin or hair of the healthcare worker should be visible at the conclusion of the donning process.**

Today's Date: \_\_\_\_\_ Healthcare Personnel's Name: \_\_\_\_\_ B/P: \_\_\_\_\_

Step	Action	Description	YES	NO
1	<b>Remove Personal Clothing and personal items (e.g., jewelry, watches, cell phones, pagers and pens)</b>	Change into surgical scrubs (or disposable garments) and dedicated washable (plastic or rubber) footwear in a suitable, clean area. No personal items should be brought into patient room.		
2	<b>Inspect PPE Prior to Donning</b>	Visually inspect the PPE ensemble 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 donning sequence with the healthcare worker before the healthcare worker begins and reads it to the healthcare worker in a step-by-step fashion.		
3	<b>Perform Hand Hygiene</b>	Perform hand hygiene with Alcohol Based Hand Rub (ABHR). When using ABHR, allow hands to dry before moving to next step.		
4	<b>Put on Inner Gloves</b>	Put on first pair of gloves.		
5	<b>Put on Boot or Shoe Covers</b>	Put on boots or shoe covers.		
6	<b>Put on Gown or Coverall</b>	Put on gown or coverall. Ensure gown or coverall is large enough to allow unrestricted freedom of movement. Ensure cuffs of inner gloves are tucked under the sleeve of the gown or coverall.		
7	<b>Put on N95 Respirator</b>	Put on N95 respirator. Complete a user seal check.		
8	<b>Put on Surgical Hood</b>	Over the N95 respirator, place a surgical hood that covers all of the hair and the ears, and ensure that it extends past the neck		

Step	Action	Description	YES	NO
		to the shoulders. Be certain that hood completely covers the ears and neck*.		
9	<b>Put on Outer Apron (if used)</b>	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.		
10	<b>Put on Outer Gloves</b>	Put on second pair of gloves (with extended cuffs). Ensure the cuffs are pulled over the sleeves of the gown <i>or</i> coverall.		
11	<b>Put on Surgical Hood</b>	Put on surgical hood to provide additional protection to the front and sides of the face, including skin and eyes.		
12	<b>Put on Face Shield</b>	Put on full face shield over the N95 respirator if it is not a part of the surgical hood.		
13	<b>Verify</b>	After completing the donning process, the integrity of the ensemble 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. A mirror in the room can be useful for the healthcare worker while donning PPE.		
14	<b>Disinfect Outer Gloves</b>	Disinfect outer-gloved hands with ABHR. Allow to dry prior to patient contact.		

**No exposed skin or hair of the healthcare worker should be visible at the conclusion of the donning process.**

\* Note: A full face shield may not provide full face protection in the setting of significant splashing.

<b>Today's Date:</b>	<b>Healthcare Personnel's Signature:</b>	<b>Trained Observer's Signature:</b>

## Doffing

**Prepare for the removal of PPE:** Before entering the PPE removal area, inspect and disinfect (using an \*EPA-registered disinfectant wipe) any visible contamination on the PPE. As a final step, disinfect outer-gloved hands with either an \*EPA-registered disinfectant wipe or Alcohol Based Hand Rub (ABHR), and allow to dry. Be sure there are two chairs in the vicinity to allow for safe doffing of PPE.

### **Doffing PPE, N95 Respirator Option – PPE doffing is performed in the designated PPE removal area.**

Place all PPE waste in a leak-proof infectious waste container.

<http://www.cdc.gov/vhf/ebola/hcp/environmental-infection-control-in-hospitals.html>

The doffing 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 doffing 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 doffing. Although the trained observer should minimize touching healthcare workers or their PPE during the doffing process, the trained observer may assist with removal of specific components of PPE as outlined below. The trained observer disinfects their outer-gloved hands immediately after handling any PPE used by the healthcare worker.

Step	Action	Description	YES	NO
1	<b>Inspect</b>	Inspect the PPE to assess for visible contamination, cuts, or tears before starting to remove. If any PPE is visibly contaminated, then disinfect using an *EPA-registered disinfectant wipe. If the facility conditions permit and appropriate regulations are followed, an *EPA-registered disinfectant spray can be used, particularly on contaminated areas.		
2	<b>Disinfect Outer Gloves</b>	Disinfect outer-gloved hands with either an *EPA-registered disinfectant wipe or Alcohol Based Hand Rub (ABHR).		
3	<b>Remove Apron (if used)</b>	Remove and discard apron taking care to avoid contaminating gloves by rolling the apron from inside to outside.		
4	<b>Inspect</b>	Following apron removal, inspect the PPE ensemble to assess for visible contamination or cuts or tears. If visibly contaminated, then disinfect affected PPE using an *EPA-registered disinfectant wipe.		
5	<b>Disinfect Outer Gloves</b>	Disinfect outer-gloved hands with either an *EPA-registered disinfectant wipe or ABHR.		
6	<b>Remove Boot or Shoe Covers:</b>	While sitting down, remove and discard boot or shoe covers.		
7	<b>Disinfect and Remove Outer Gloves</b>	Disinfect outer-gloved hands with either an *EPA-registered disinfectant wipe or ABHR. Remove and discard outer gloves taking care not to contaminate inner gloves during removal process.		
8	<b>Inspect and Disinfect Inner Gloves</b>	Inspect the inner gloves' outer surfaces for visible contamination, cuts, or tears. If an inner glove is visibly soiled, cut, or torn, then disinfect the glove with either an *EPA-registered disinfectant wipe or ABHR. Then remove the inner gloves, perform hand hygiene with ABHR on bare hands, and don a clean pair of gloves. If no visible contamination, cuts, or tears are identified on the inner gloves, then disinfect the inner-gloved hands with either an *EPA-registered		

Step	Action	Description	YES	NO
		disinfectant wipe or ABHR.		
9	<b>Remove Face Shield</b>	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.		
10	<b>Inspect and Disinfect Inner Gloves</b>	Inspect and disinfect inner gloves with either an *EPA-registered disinfectant wipe or ABHR.		
11	<b>Remove Surgical Hood</b>	Unfasten (if applicable) surgical hood, gently remove, and discard. The trained observer may assist with unfastening hood.		
12	<b>Inspect and Disinfect Inner Gloves</b>	Inspect and disinfect inner gloves with either an *EPA-registered disinfectant wipe or ABHR.		
13	<b>Remove Gown or Coverall</b>	Remove and discard. <ul style="list-style-type: none"> <li>a. 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</li> </ul>		
		<ul style="list-style-type: none"> <li>b. To remove coverall, tilt head back to reach zipper or fasteners. Unzip or unfasten coverall completely before rolling down and turning inside out. Avoid contact of scrubs with outer surface of coverall during removal, touching only the inside of the coverall.</li> </ul>		
14	<b>Inspect and Disinfect and Change Inner Gloves</b>	Inspect and disinfect inner gloves with either an *EPA-registered disinfectant wipe or ABHR. <b>Remove and discard gloves</b> taking care not to contaminate bare hands during removal process. Perform hand hygiene with ABHR. <b>Don a new pair of inner gloves.</b>		
15	<b>Remove N95 Respirator</b>	Remove the N95 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 respirator. Discard N95 respirator		
16	<b>Inspect and Disinfect Inner Gloves</b>	Inspect and disinfect inner gloves with either an *EPA-registered disinfectant wipe or ABHR.		
17	<b>Disinfect Washable Shoes</b>	Sitting on a new clean surface (e.g., second clean chair, clean side of a bench) use an *EPA-registered disinfectant wipe to wipe down every external surface of the washable shoes.		
18	<b>Disinfect and Remove Inner Gloves</b>	Disinfect inner-gloved hands with either an *EPA-registered disinfectant wipe or ABHR. Remove and discard gloves, taking care not to contaminate bare hands during removal process.		
19	<b>Perform Hand Hygiene</b>	Perform hand hygiene with ABHR.		
20	<b>Inspect</b>	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 preventionist or occupational safety and health coordinator or their designee before exiting		

Step	Action	Description	YES	NO
		PPE removal area.		
21	<b>Scrubs</b>	Healthcare worker can leave PPE removal area wearing dedicated washable footwear and surgical scrubs or disposable garments.		
22	<b>Shower</b>	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 Ebola patient room		
23	<b>Protocol Evaluation/Medical Assessment</b>	Either the infection preventionist or occupational health safety and health coordinator or their designee on the unit at the time should meet with the healthcare worker to review the patient care activities performed to identify any concerns about care protocols and to record healthcare worker's level of fatigue.		
24	<b>Perform Set of Vital Signs</b>	Take vital signs of the individual once out of the PPE. Offer hydration solution (water).		

\*EPA-registered disinfectant wipe: Use a disposable wipe impregnated with a U.S. Environmental Protection Agency (EPA)-registered hospital disinfectant with a label claim of potency at least equivalent to that for a non-enveloped virus (e.g., norovirus, rotavirus, adenovirus and poliovirus).

Healthcare Personnel's B/P: \_\_\_\_\_

<b>Today's Date:</b>	<b>Healthcare Personnel's Signature:</b>	<b>Trained Observer's Signature:</b>
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