



## Kentucky Public Health

Prevent. Promote. Protect.

October 30, 2014

### Hospital Procedure Checklist

### Donning and Doffing Personal Protective Equipment (PPE) that includes Powered Air-Purifying Respirator (PAPR) 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, pens and pagers)</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 that it is in serviceable condition, that 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 the donning process 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 the 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.		

Step	Action	Description	YES	NO
6	<b>Put on Gown or Coverall</b>	Put on gown <i>or</i> 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 <i>or</i> coverall		
		<p>a. If a PAPR with a self-contained filter and blower unit that is integrated inside the helmet is used, then the belt and battery unit must be put on prior to donning the impermeable gown <i>or</i> coverall so that the belt and battery unit are contained under the gown <i>or</i> coverall.</p> <p>b. If a PAPR with external belt-mounted blower is used, then the blower and tubing must be on the outside of gown <i>or</i> coverall to ensure proper airflow.</p>		
7	<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		
8	<b>Put on Respirator</b>	Put on PAPR with a full face-shield, helmet, or headpiece		
		<p>a. If a PAPR with a self-contained filter and blower unit integrated inside the helmet is used, then a single-use (disposable) *hood that extends to the shoulders and fully covers the neck must also be used. Be sure that the hood covers all of the hair and the ears, and that it extends past the neck to the shoulders.</p> <p>b. If a PAPR with external belt-mounted blower unit and attached reusable headpiece is used, then a single-use (disposable) hood that extends to the shoulders and fully covers the neck must also be used. Be sure that the hood covers all of the hair and the ears, and that it extends past the neck to the shoulders.</p>		
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>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.		
11	<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>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 Anti-Bacterial Hand Rinse (ABHR), and allow to dry. Be sure there are two chairs in the vicinity to allow for safe doffing of PPE.

**Doffing PPE, PAPR Option – PPE doffing should be performed in the designated PPE removal area.**

Place all PPE waste in a leak proof 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 is removed properly. **Prior to doffing PPE, the trained observer must remind the healthcare worker 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 the healthcare worker or the healthcare worker's PPE during the doffing 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.

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 potentially 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), and allow to dry.		
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>Inspect and Disinfect Outer Gloves</b>	Inspect and 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>Inspect, Disinfect and Remove Outer Gloves</b>	Inspect and disinfect outer-gloved hands with either an *EPA-registered disinfectant wipe or ABHR. Remove and discard outer gloves, taking care not to contaminate inner glove 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		

Step	Action	Description	YES	NO
		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 disinfectant wipe or ABHR.		
9	<b>Remove Respirator (PAPR)**</b>	<p>a. If a PAPR with a self-contained filter and blower unit integrated inside the helmet is used, then wait until Step 14 for removal and go to Step 10.</p> <p>b. If a PAPR with an external belt-mounted blower unit is used, then all components must be removed at this step.</p> <ul style="list-style-type: none"> <li>i. Remove and discard disposable hood.</li> <li>ii. Disinfect inner gloves with either an *EPA-registered disinfectant wipe or ABHR.</li> <li>iii. Remove headpiece, blower, tubing, and the belt and battery unit. This step might require assistance from the trained observer.</li> <li>iv. Disinfect inner gloves with either an *EPA-registered disinfectant wipe or ABHR.</li> <li>v. Place all reusable PAPR components in an area or container designated for the collection of PAPR components for disinfection.</li> </ul>		
10	<b>Remove Gown or Coverall</b>	<p>Remove and discard.</p> <p>a. Depending on gown design and location of fasteners, the healthcare worker can either untie fasteners, receive assistance by the trained observer to unfasten the 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. To remove coverall, tilt head back and reach under the PAPR hood to reach zipper or fasteners. Use a mirror to help avoid touching the skin. 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.</p>		
11	<b>Inspect and Disinfect Inner Gloves</b>	Inspect and disinfect inner gloves with either an *EPA-registered disinfectant wipe or ABHR.		
12	<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.		
13	<b>Disinfect Inner Gloves</b>	Disinfect inner gloves with either an *EPA-registered disinfectant wipe or ABHR.		
14	<b>Remove Respirator (if not already removed)</b>	<p>If a PAPR with a self-contained filter and blower unit that is integrated inside helmet is used, then remove all components.</p> <ul style="list-style-type: none"> <li>a. Remove and discard disposable hood</li> <li>b. Disinfect inner gloves with either an *EPA-registered disinfectant wipe or ABHR</li> </ul>		

Step	Action	Description	YES	NO
		<ul style="list-style-type: none"> <li>c. <b>Remove and discard inner gloves</b> taking care not to contaminate bare hands during removal process</li> <li>d. Perform hand hygiene with ABHR</li> <li>e. Don a <b>new pair of inner gloves</b></li> <li>f. Remove the helmet and the belt and battery unit. This step might require assistance from the trained observer.</li> </ul>		
15	<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.		
16	<b>Perform Hand Hygiene</b>	Perform hand hygiene with ABHR.		
17	<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 PPE removal area.		
18	<b>Scrubs</b>	Healthcare worker can leave PPE removal area wearing dedicated washable footwear and surgical scrubs or disposable garments.		
19	<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.		
20	<b>Protocol Evaluation/Medical Assessment</b>	Either the infection preventionist or occupational 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		
21	<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, poliovirus).

\*\*All facilities should have a protocol for removing their particular PAPR and preparing equipment for reprocessing (e.g., bagging for temporary storage before reprocessing, immediate reprocessing in the doffing area)

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

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