



Doffing Assistant (DA)
High Threat Pathogen (HTP) PPE Checklist
DONNING

- This document must be completed for **EVERY** DA entering and exiting a **WARM Zone**.
- The Trained Observer (TO)/Health Care Worker (HCW)/Doffing Assistant (DA) **MUST** be trained to fulfill these roles &/or to enter a **WARM Zone** or **HOT Zone**.

DATE (DD/MM/YYYY):	
Trained Observer Name (Last, First)	Employee #
DA Name (Last, First)	Employee #
DA DOB (DD/MM/YYYY)	DA email
DA Occupation: <input type="checkbox"/> RN <input type="checkbox"/> RT <input type="checkbox"/> Other _____	
Breach? <input type="checkbox"/> No <input type="checkbox"/> Yes Describe:	
Patient Name (Last, First):	PHN
Patient's DOB (DD/MM/YYYY)	Patient location (Room)

➤ **PPE**

<input type="checkbox"/> Fluid Impervious Gown	<input type="checkbox"/> Knee High Leg Coverings	<input type="checkbox"/> Face shield
<input type="checkbox"/> Two pair of extended gloves	<input type="checkbox"/> Procedure Mask	<input type="checkbox"/> Surgical cap (if needed)

RETAIN THIS FORM IN DEPARTMENT FOR 90 DAYS



➤ **DA Preparation:**

- Inspect PPE prior to donning. Replace PPE if defects found.
- Inspect scrubs and make note of pre-existing stains (this will ensure no confusion of future BBF contamination).

- Remove lanyards, watches, jewelry, and other personal items.
 - Personal eyeglasses may be worn into the room.
- Securely tie back hair. Long hair should be in low bun, and not go past shoulders.
- Inspect skin integrity of hands and arms. Cover any broken skin.
- Engage Trained Observer.**

➤ **Practice Reminders for Trained Observer:**

- Read instructions on checklist one step at a time.
- Listen for HCW to repeat back. Prompt closed loop communication if necessary.
- Observe action and correct/assist in the moment as needed.
- Check action on checklist before continuing to next step.
- Refer to back page for **PPE Breach Definition** and **Protocols**.

Complete	Steps for DONNING DA in COLD ZONE
<input type="checkbox"/>	1. Put on knee-high fluid impervious leg and foot coverings over own shoes and perform hand hygiene (HH) with Alcohol Based Hand Rub (ABHR) .
<input type="checkbox"/>	2. Don surgical cap to secure hair. (Note: This is not PPE. It is just to help contain loose hair).
<input type="checkbox"/>	3. Don fluid-impervious, long sleeved disposable gown of sufficient length to reach mid-calf.
<input type="checkbox"/>	4. Don surgical mask.
<input type="checkbox"/>	5. Don full face shield.
<input type="checkbox"/>	6. Perform HH with ABHR .
<input type="checkbox"/>	7. Don extended cuff nitrile inner gloves UNDER the cuff of the gown sleeve.
<input type="checkbox"/>	8. Don extended cuff nitrile outer gloves , pull each glove completely OVER the cuff of the gown sleeve.
<input type="checkbox"/>	9. Confirm with the trained observer that the PPE is on correctly with no gaps that expose skin or mucous membranes prior to entering Warm Zone.
TIME IN WARM ZONE	



Doffing Assistant
High Threat Pathogen (HTP) PPE Checklist

DOFFING

Date (DD/MM/YYYY)	
DA Name (Last, First)	
Trained Observer Name (Last, First)	TO Employee #

Engage TO

NOTE: If the DA (with N95/hood) went into the HOT ZONE for any reason, use the HCW DOFFING Checklist instead of this checklist.

Complete	Breach <i>(Follow instructions on last page)</i>	Steps for DOFFING DA in WARM ZONE
TIME OUT WARM ZONE		
<input type="checkbox"/>	<input type="checkbox"/>	1. Inspect PPE and wipe with a disinfectant wipe any visible contamination from PPE.
<input type="checkbox"/>	<input type="checkbox"/>	2. Inspect OUTER Gloves for cuts or tears (i.e. Breach).
<input type="checkbox"/>	<input type="checkbox"/>	3. Wipe OUTER gloves with disinfectant wipe, wait 1 minute.
<input type="checkbox"/>	<input type="checkbox"/>	4. Doff OUTER gloves using glove-to-glove technique , taking care not to contaminate inner glove during removal process.
<input type="checkbox"/>	<input type="checkbox"/>	5. Inspect INNER gloves for visible contamination, cuts, or tears (ie. Breach). <ul style="list-style-type: none"> YES Breach – refer to PPE Breach Protocol NO Breach - wipe inner gloves with a disinfectant wipe, wait 1 minute.
		6. Wipe INNER gloves with a disinfectant wipe, wait 1 minute.

<input type="checkbox"/>	<input type="checkbox"/>	7. Doff face shield: Remove the face shield by tilting your head slightly forward, and Pulling it over the head using the rear strap, forward and away from self;
<input type="checkbox"/>	<input type="checkbox"/>	8. Wipe inner gloves with a disinfectant wipe, wait 1 minute.
<input type="checkbox"/>	<input type="checkbox"/>	9. Remove gown by: <ul style="list-style-type: none"> • Untie side strap • Grasp outside of gown at the back of the shoulders & pull it down over the shoulders • Continue removal by pulling gown away from the body, rolling inside out to avoiding contact with scrubs and floor.
<input type="checkbox"/>	<input type="checkbox"/>	10. Wipe inner gloves with a disinfectant wipe, wait 1 minute.
<input type="checkbox"/>	<input type="checkbox"/>	11. Doff knee-high foot covers: <ul style="list-style-type: none"> • Sit on stool or designated seat, raise one leg at a time • Pull down knee-high foot coverings, one at a time, avoid contaminated side to touch scrubs • Place foot off absorbent pad and on to cleaner area of Warm Zone as each knee-high foot covering is
<input type="checkbox"/>	<input type="checkbox"/>	12. Wipe gloves and seat (if used) with a disinfectant wipe, wait 1 minute.
<input type="checkbox"/>	<input type="checkbox"/>	13. Doff inner gloves using the glove to glove technique and perform HH with ABHR.
<input type="checkbox"/>	<input type="checkbox"/>	14. Doff PROCEDURE MASK From side straps remove procedure mask and discard in infectious waste container.
<input type="checkbox"/>	<input type="checkbox"/>	15. Perform HH with ABHR.
<input type="checkbox"/>	<input type="checkbox"/>	16. Remove Surgical Cap.
<input type="checkbox"/>	<input type="checkbox"/>	17. Perform HH with ABHR up to elbows.
<input type="checkbox"/>	<input type="checkbox"/>	18. Perform a final inspection for any indication of BBF contamination of the hospital scrubs or otherwise on body (i.e Breach). <ul style="list-style-type: none"> • Yes Breach – Refer to PPE Breach Protocol • NO Breach – Exit warm zone.

After leaving Warm Zone:

- The DA may change scrubs.
- Perform HH up to elbows with Soap and Water.



PPE BREACH Protocol

Definition of a PPE BREACH:

A breach involves any situation in which PPE has been **totally or partially** compromised resulting in potential exposure to the HCW. Examples of a breach include:

- Incorrect PPE
- Gloves separate from gown or coveralls leaving exposed skin
- Inner glove is cut or torn, even if outer glove appears intact
- Outer glove is cut or torn, even if inner glove appears intact
- Both inner and out gloves are cut or torn
- Visible cut/tear in gown or coveralls
- Needlestick injury or skin puncture
- Visible blood or bodily fluid (BBF) contamination on scrubs or skin
- **NOTE** - *Visible contamination of, or tears in, aprons and third pair procedure gloves are **NOT** considered a breach if there are no other parts of the PPE compromised, however they should be wiped with a disinfectant wipe and removed/replaced.*

PPE Breach Protocol:

- Recognize** a BREACH incident has occurred and **ENGAGE** with **TO/DA**.
- Remain calm.**
- TO - DOCUMENT** (with as much detail on back page), and initiate/continue doffing the HCW.
- REPORT ALL PPE breaches to the Medical Health Officer** on call for investigation to determine level of exposure/risk.

Breach	HOT Zone	WARM Zone
Outer glove is torn	Wipe with disinfectant wipe, initiate DOFFING Process per checklist	Continue with doffing as per checklist
Inner glove is torn	NA	<ul style="list-style-type: none"> • Wipe gloves with disinfectant wipe • Initiate DOFFING Process • After exiting WARM Zone and changing scrubs, wash area with soap and water <p>Do NOT squeeze or milk finger.</p> <p>Go to ER and follow regular BBF Exposure Process per WCB.</p>

Gown/ Coverall is torn	Initiate DOFFING Process per checklist	Continue with doffing as per checklist
Gown / Coverall has visible contamination that is unable to wipe off	Initiate DOFFING Process per checklist	Continue with doffing as per checklist
Glove is separated and skin is exposed	Initiate DOFFING Process per checklist	Continue with doffing as per checklist
Needlestick or puncture of skin – Possible BBF Exposure	<ul style="list-style-type: none"> Wipe gloves with disinfectant wipe Initiate DOFFING Process After exiting WARM Zone and changing scrubs, wash area with soap and water Do NOT squeeze or milk finger. Go to nearest ER and follow the provincial BBF Exposure Process per WCB. 	<ul style="list-style-type: none"> Wipe gloves with disinfectant wipe Initiate DOFFING Process After exiting WARM Zone and changing scrubs, wash area with soap and water Do NOT squeeze or milk finger. Go to ER and follow regular BBF Exposure Process per WCB.
After doffing, there is visible contamination of BBF on scrubs .	NA	<p>After doffing, but before exiting WARM Zone:</p> <ul style="list-style-type: none"> Don a clean gown over contaminated scrubs. Exit WARM Zone. Change scrubs (use scissors to cut off a top if that is where the area of contamination is). Wipe skin with Chlorhexidine disposable wipes or Isopropyl Alcohol wipes. Place wipes and scrubs in red waste bag or bucket. Put on new scrubs.

DOCUMENT any breaches of PPE or possible BBF exposure in detail here:

RETAIN A COPY IN THE DEPARTMENT FOR 90 DAYS