



Health Care Worker (HCW)

High Threat Pathogen (HTP) PPE Checklist – with N95 & Gown

DONNING

- This document must be completed for **EVERY** HCW entering and exiting a **HOT 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 #
HCW Name (Last, First)	Employee #
HCW DOB (DD/MM/YYYY)	HCW email
HCW Occupation <input type="checkbox"/> RN <input type="checkbox"/> Physician <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"/> Fit Tested N95
<input type="checkbox"/> Two pair of extended gloves	<input type="checkbox"/> Apron	
<input type="checkbox"/> Face shield	<input type="checkbox"/> Shoulder Length Hood	

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➤ **HCW Preparation:**

- Inspect PPE prior to donning. Replace PPE if defects are found.
 - **HCW must have current and valid N95 respirator fit testing.**
- 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**.



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Complete	Steps for DONNING HCW - with N95 in COLD ZONE
<input type="checkbox"/>	1. Perform hand hygiene (HH) using alcohol-based hand rub (ABHR).
<input type="checkbox"/>	2. Put on knee-high fluid impervious leg and foot coverings over own shoes. 3. Perform HH with ABHR
<input type="checkbox"/>	4. Option - Don surgical cap to secure hair. <i>(Note: This is not PPE. It is just to help contain loose hair).</i>
<input type="checkbox"/>	5. Don fluid-impervious, long sleeved disposable gown of sufficient length to reach mid calf.
<input type="checkbox"/>	6. Don N95 respirator .
<input type="checkbox"/>	7. Don fluid impervious hood ensuring it covers all hair and the ears and extends past the neck to the shoulders.
<input type="checkbox"/>	8. Perform N95 seal check.
<input type="checkbox"/>	9. Don full face shield .
<input type="checkbox"/>	10. Perform HH with ABHR.
<input type="checkbox"/>	11. Don extended cuff nitrile inner gloves UNDER the cuff of the gown sleeve.
<input type="checkbox"/>	12. Don extended cuff nitrile outer gloves , pull each glove completely OVER the cuff of the gown sleeve.
<input type="checkbox"/>	13. Don apron . Write name and designation on tape to place on front of apron.
<input type="checkbox"/>	14. Confirm with the trained observer that the PPE is on correctly with no gaps that expose skin or mucous membranes prior to entering Hot Zone.
TIME IN HOT ZONE	



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DOFFING

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

- Engage TO and DA
- DA to pour disinfectant solution on absorbent mat in WARM Zone

Complete	Breach <i>(Follow instructions on last page)</i>	Steps for DOFFING HCW – with N95 in HOT ZONE
<input type="checkbox"/>	<input type="checkbox"/>	Remove apron and 3rd pair of gloves if applicable. Roll apron tightly, dirty side in, avoid dragging apron on the floor.
<input type="checkbox"/>	<input type="checkbox"/>	Inspect PPE/Outer gloves for any damage or visible contamination and, if applicable, wipe any visible contamination off the PPE with a disinfectant wipe.
<input type="checkbox"/>	<input type="checkbox"/>	Wipe outer gloves with a disinfectant wipe, wait one minute.
<input type="checkbox"/>	<input type="checkbox"/>	Wipe door handle with a new disinfectant wipe and exit the patient room stepping onto an absorbent mat in the “Warm Zone”. Be sure not to touch any other surfaces when exiting the Hot Zone.

**TIME OUT
HOT ZONE**

Complete	Breach <i>(Follow instructions on last page)</i>	Steps for DOFFING HCW – with N95 in WARM ZONE
<input type="checkbox"/>	<input type="checkbox"/>	Doff outer gloves using glove-to-glove technique, taking care not to contaminate inner glove during removal process.
<input type="checkbox"/>	<input type="checkbox"/>	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.

<input type="checkbox"/>	<input type="checkbox"/>	Doff face shield: HCW 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; discard in
<input type="checkbox"/>	<input type="checkbox"/>	HCW - Wipe inner gloves with a disinfectant wipe, wait 1 minute.
<input type="checkbox"/>	<input type="checkbox"/>	Doff hood: Grabbing hood from behind, lean forward, chin up and away, pull hood over head and away from body. DO NOT TOUCH HAIR or FACE . Place hood in infectious waste container.
<input type="checkbox"/>	<input type="checkbox"/>	HCW - Wipe inner gloves with a disinfectant wipe, wait 1 minute.
<input type="checkbox"/>	<input type="checkbox"/>	Doff Gown– DA to Assist: Untie side strap of gown, release the Velcro snap and roll gown forward for the HCW. Slowly remove gown by rolling dirty side in and away from the body, dirty side in, being careful to avoid contaminating inner clothing , and dispose.
<input type="checkbox"/>	<input type="checkbox"/>	HCW - Wipe inner gloves with a disinfectant wipe, wait 1 minute. DA - Wipe gloves with a disinfectant wipe, wait 1 minute.
<input type="checkbox"/>	<input type="checkbox"/>	Doff knee-high foot covers – DA to Assist: <ul style="list-style-type: none"> • HCW - Sit on stool or designated seat, raise one leg at a time • DA - Pull down knee-high foot coverings, one at a time, avoid contaminated side to touch HCW scrubs • HCW – Place foot off absorbent pad and on to cleaner area of Warm Zone as each knee-high foot covering is removed.
<input type="checkbox"/>	<input type="checkbox"/>	DA - Wipe gloves with a disinfectant wipe, wait 1 minute.
<input type="checkbox"/>	<input type="checkbox"/>	HCW – Doff inner gloves and perform HH with ABHR
<input type="checkbox"/>	<input type="checkbox"/>	Doff N95: HCW remove N95 Respirator by grabbing from rear straps, one strap at a time. DO NOT touch the front of the N95 . With last strap, tilt the head slightly forward, and allow mask to come away from face without allowing the front of mask to touch scrubs. Discard in infectious waste container.
<input type="checkbox"/>	<input type="checkbox"/>	Perform HH with ABHR
<input type="checkbox"/>	<input type="checkbox"/>	Remove Surgical Cap
<input type="checkbox"/>	<input type="checkbox"/>	Perform HH with ABHR up to elbows
<input type="checkbox"/>	<input type="checkbox"/>	Perform a final inspection for any indication of BBF contamination of the hospital scrubs or otherwise on body. <ul style="list-style-type: none"> • YES Breach – Refer to PPE Breach Protocol • NO Breach - Exit Warm Zone

After leaving Warm Zone:

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



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 mucous membranes, skin or scrubs
- **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	Wipe with disinfectant wipe up to elbows, doff gloves, hand hygiene with ABHR or soap & water (if available) and replace with new gloves. Continue DOFFING Process per checklist
Gown/Coverall is torn	Initiate DOFFING Process per checklist	Continue with doffing as per checklist
Gown/Coverall has visible contamination and 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 	<ul style="list-style-type: none"> • Wipe gloves with disinfectant wipe • Initiate DOFFING Process

	<ul style="list-style-type: none"> • After exiting WARM Zone and changing scrubs, wash area with soap and water <p>Do NOT squeeze or milk finger.</p> <ul style="list-style-type: none"> • Go to nearest ER and follow the provincial BBF Exposure Process per WCB. 	<ul style="list-style-type: none"> • After exiting WARM Zone and changing scrubs, wash area with soap and water <p>Do NOT squeeze or milk finger.</p> <ul style="list-style-type: none"> • 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:

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