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)	
Trained Observer Employee #	
DA Name (Last, First)	
DA Employee #	
DA DOB (DD/MM/YYYY)	
DA Email	
DA Occupation	□ RN □ RT Other _____
Breach?	□ No □ Yes Describe:
Patient Name (Last, First)	
Patient PHN	
Patient's DOB (DD/MM/YYY)	
Patient Location (Room)	

PPE

☐	**Fluid Impervious Gown**	☐	**Knee High Leg Coverings**	☐	**Face Shield**
☐	**Two pair of extended gloves**	☐	**Procedure Mask**	☐	**Surgical Cap (Optional)**

RETAIN THIS FORM IN DEPARTMENT FOR 90 DAYS

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

DA Preparation:

- ☐ Inspect PPE prior to donning. Replace PPE if defects are 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 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
☐	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)**
☐	2. Don surgical cap to secure hair (Note: This is not PPE. It is just to help contain loose hair)
☐	3. Don fluid-impervious, long sleeved **disposable gown** of sufficient length to reach mid-calf
☐	4. Don surgical mask
☐	5. Don full face shield
☐	6. Perform **HH** with **ABHR**
☐	7. Don **extended cuff** nitrile inner **gloves UNDER** the cuff of the gown sleeve
☐	8. Don **extended cuff** nitrile outer **gloves**, pull each glove completely **OVER** the cuff of the gown sleeve
☐	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

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

Engage TO

Complete	Breach (Follow instructions on last page)	Steps for DOFFING DA in WARM ZONE
Time Out Warm Zone		
☐	☐	1. Inspect **PPE** and wipe with a disinfectant wipe any visible contamination from PPE
☐	☐	2. Inspect **OUTER Gloves** for cuts or tears (i.e. Breach)
☐	☐	3. Wipe **OUTER** gloves with disinfectant wipe, using one wipe per hand, cleaning from cuff down to each finger, **wait 1 minute**
☐	☐	4. Doff **OUTER** gloves using **glove-to-glove technique**, taking care not to contaminate inner glove during removal process
☐	☐	5. Inspect **INNER** gloves for visible contamination, cuts, or tears (i.e. Breach) • **YES** Breach – refer to **PPE Breach Protocol** • **NO** Breach - wipe inner gloves with a disinfectant wipe, **wait 1 minute**
☐	☐	6. 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, then discard in infectious waste container
☐	☐	7. Wipe **inner** gloves with a disinfectant wipe, using one wipe per hand, cleaning from cuff down to each finger, **wait 1 minute**
☐	☐	8. Doff **gown**: • 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 • Place in infectious waste container

☐	☐	9. Wipe **inner** gloves with a disinfectant wipe, using one wipe per hand, cleaning from cuff down to each finger, **wait 1 minute**
☐	☐	10. Doff knee-high **foot covers**: • 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 removed.
☐	☐	11. Wipe **gloves** and **seat** (if used) with a disinfectant wipe, wait **1 minute**
☐	☐	12. Doff inner gloves using the **glove-to-glove technique** and perform **HH** with **ABHR**
☐	☐	13. Doff **PROCEDURE MASK** From side straps remove procedure mask and discard in infectious waste container
☐	☐	14. Perform **HH** with **ABHR**
☐	☐	15. Remove **Surgical Cap** if wearing
☐	☐	16. Perform **HH** with **soap and water** or **ABHR** up to **elbows**
☐	☐	17. Perform a **final inspection** for any indication of BBF contamination of the hospital scrubs or otherwise on body (i.e. Breach) • **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
- **For BBF/Needlestick** - Follow Health Authority Process and report incident to Provincial Work Health Contact Center
- **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 as per **checklist**	• Continue with **doffing** as per **checklist**
Inner glove is torn	NA	• Wipe with disinfectant wipe up to elbows • Doff gloves, perform 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 as per **checklist**	• Continue with **doffing** as per **checklist**
Gown / Coverall has **visible contamination** that is unable to wipe off	Initiate **doffing** process as per **checklist**	• Continue with **doffing** as per **checklist**
Glove is separated and **skin is exposed**	Initiate **doffing** process as per **checklist**	• Continue with **doffing** as per **checklist**
Needlestick or puncture of skin – Possible BBF Exposure	• Wipe gloves with disinfectant wipe • Initiate **doffing** process as per checklist • **Do not squeeze or milk finger**	• Wipe gloves with disinfectant wipe • Initiate **doffing** process as per **checklist** • Prior to exiting **warm zone**, wash with soap and water up to elbows • After exiting **warm zone**, change scrubs and shower • **Do NOT squeeze or milk finger** • Follow regular BBF Exposure process per your health authority
After doffing, there is **visible contamination** of BBF on **scrubs**.	NA	After doffing, but before exiting **warm zone**: • Remove contaminated scrubs (use scissors to cut off a top if that is contaminated) • Wash with soap and water or if not available use ABHR to wipe affected area • Don clean gown • Exit **warm** zone • Shower • Put on new scrubs • Follow regular BBF Exposure process per your health authority