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

PPE

☐	**Fluid Impervious Gown**	☐	**Knee High Leg Coverings**	☐	**Fit Tested N95**
☐	**Two pair of extended gloves**	☐	**Apron**	☐	**Optional surgical cap**
☐	**Face Shield**	☐	**Shoulder Length Hood**	☐	**Exam gloves if needed**

RETAIN THIS FORM IN DEPARTMENT FOR 90 DAYS

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

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 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 HCW in COLD ZONE
☐	1. Perform **hand hygiene** (HH) using **alcohol-based hand rub** (ABHR)
☐	2. Put on **knee-high** fluid impervious **leg and foot coverings** over own shoes
☐	3. Perform HH with ABHR
☐	4. **Option** – Don surgical cap to secure hair *(Note: This is not PPE. It is just to help contain loose hair)*
☐	5. Don fluid-impervious, long sleeved **disposable gown** of sufficient length to reach mid-calf. Do not tie up the inside of gown.
☐	6. Don **N95 respirator**
☐	7. Don **fluid impervious hood** ensuring it covers all hair and the ears and extends past the neck to the shoulders
☐	8. Perform N95 seal check
☐	9. Don **full face shield**
☐	10. Perform **HH** with **ABHR**
☐	11. Don **extended cuff** nitrile inner **gloves UNDER** the cuff of the gown sleeve
☐	12. Don **extended cuff** nitrile outer **gloves**, pull each glove completely **OVER** the cuff of the gown sleeve
☐	13. Don **apron.** Write name and description on tape to place in front of apron. Then don 3rd pair of task gloves if needed for patient care
☐	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	

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 (Follow instructions on last page)	Steps for DOFFING HCW – with N95 in HOT Zone
☐	☐	1. **Remove apron and 3rd pair of gloves** if applicable. Roll apron tightly, dirty side in, avoid dragging apron on the floor
☐	☐	2. **Inspect PPE/Outer gloves** for any damage or visible contamination and, if applicable, wipe any visible contamination off the PPE with a disinfectant wipe
☐	☐	3. **Wipe outer gloves** with one disinfectant wipe per hand, **wait 1 minute**
☐	☐	4. **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 (Follow instructions on last page)	Steps for DOFFING HCW – with N95 in WARM Zone
☐	☐	1. **Doff outer gloves** using glove-to-glove technique, taking care not to contaminate inner glove during removal process
☐	☐	2. **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 one disinfectant wipe per hand, **wait 1 minute**
☐	☐	3. **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 infectious waste container

☐	☐	4. **HCW – Wipe inner gloves** with one disinfectant wipe per hand, **wait 1 minute**
☐	☐	**5. 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.
☐	☐	6. **HCW – Wipe inner gloves** with one disinfectant wipe per hand, **wait 1 minute**
☐	☐	**7. 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
☐	☐	8. **HCW – Wipe inner gloves** with one disinfectant wipe per hand, **wait 1 minute** **DA – Wipe gloves** with one disinfectant wipe per hand, **wait 1 minute**
☐	☐	**9. Doff knee-high foot covers – DA to Assist:** • **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 touching the contaminated side to HCW scrubs • **HCW** – Place foot off absorbent pad and on to cleaner area of Warm Zone as each knee-high foot covering is remove
☐	☐	10. **DA – Wipe gloves** with one disinfectant wipe per hand, **wait 1 minute**
☐	☐	11. **HCW – Doff inner gloves** and perform **HH** with **ABHR**
☐	☐	**12. 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 the mask to touch scrubs. Discard in infectious waste container.
☐	☐	**13.** Perform **HH** with **ABHR**
☐	☐	14. Remove **Surgical Cap** if used. **Do not touch hair or face**
☐	☐	15. Perform **HH** with **ABHR** or **soap and water up to elbows**
☐	☐	16. Perform a **final inspection** for any indication of BBF contamination of the hospital scrubs or otherwise on body • **YES Breach** – Refer to **PPE Breach Protocol** • **NO Breach** – Exit Warm Zone

After leaving Warm Zone:

- HCW may change scrubs
- Perform HH 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 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	• Initiate **doffing** process as per checklist	• Wipe gloves with disinfectant wipe • Initiate **doffing** process as per **checklist** • After exiting **warm zone** and changing scrubs, wash area with soap and water • **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