# Health Care Worker (HCW)
# High Threat Pathogen (HTP) PPE Checklist – PAPR & Coveralls

## 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

| | | | | | |
|---|---|---|---|---|---|
| ☐ | **Coveralls** | ☐ | **Rubber Boots** | ☐ | **PAPR and Hood** |
| ☐ | **Two pair of extended gloves** | ☐ | **Apron** | ☐ | **Optional surgical cap** |

**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
- ☐ 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

## PAPR Assembly for 3M Versaflo TR-307N:

(PAPR users must complete initial and annual PAPR education, and fill out PAPR Education Record)

- ☐ Battery test (push button of battery pack to ensure all bars light up green)
- ☐ Filter in place (HEPA)
- ☐ Plastic hose cover is placed over PAPR hose
- ☐ Connect hose to PAPR
- ☐ Air Flow checks
  - Rotameter 6 $ft^3$
  - Obstruction
- ☐ Belt is sized appropriately for blower unit to fit comfortably on lower back
- ☐ Harness is fitted and secured inside hood ensuring side clips are secure inside visor
- ☐ **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 – with PAPR in COLD ZONE |
|---|---|
| ☐ | 1. Perform **hand hygiene** (HH) using **alcohol-based hand rub** (ABHR) |
| ☐ | 2. Remove own shoes and put coverall **up to** waist |
| ☐ | 3. Put on boots with coveralls **overtop** of boots |
| ☐ | 4. Put on **top portion** of coveralls and zip up, may don optional surgical cap to contain loose hair |
| ☐ | 5. From the bottom portion of the coverall, **remove the adhesive strip** backing in sections, **sealing zipper flap** as you move **upwards** |
| ☐ | 6. **Seal zipper flap** with **chemical tape** from top to bottom creating a tab at the top |
| ☐ | 7. Place **PAPR** around waist ensuring blower unit is secure against the small of your back. Ensure belt is snug and use the clips to **secure the loose end** of the belt |
| ☐ | 8. Reaching behind you, grasp the loose end of the breathing tube. Insert fully into the hose connection until you hear a **click** |
| ☐ | 9. **Turn on** the PAPR and **don** PAPR hood |
| ☐ | 10. With assistance, secure PAPR hood ties on both **left and right side** by tying them into a bow |
| ☐ | 11. Perform **HH** with **ABHR** |
| ☐ | 12. Don extended cuff nitrile inner gloves **UNDER the cuff** of the coverall sleeves |
| ☐ | 13. Don extended cuff nitrile outer gloves, pull each glove completely **OVER the cuff** of the coverall sleeves |
| ☐ | 14. With **assistance**, wrap chemical tape **1.5 times** around each cuff of outer glove, sealing to the coverall sleeve and form a tab on the end |
| ☐ | 15. Don **3rd pair** of regular exam gloves for patient care |
| ☐ | 16. Don **apron**. Write name and designation on tape to place on **front** of apron and **back** of PAPR hood |
| ☐ | 17. **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 PAPR 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 into **shuffle pit 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 PAPR in WARM Zone |
|---|---|---|
| ☐ | ☐ | 1. **Step out** of the shuffle pit onto the absorbent mat |
| ☐ | ☐ | 2. **Remove** tape slowly from the cuff of outer gloves, folding small sections at a time. Dispose in the infectious waste container |
| ☐ | ☐ | 3. Doff **outer** gloves using **glove-to-glove technique**, taking care not to contaminate inner glove during removal process. Dispose in infectious waste container |

| | | |
|---|---|---|
| ☐ | ☐ | 4. Inspect **inner** gloves for visible contamination, cuts, or tears (i.e. Breach)<br>• **YES** Breach – refer to **PPE Breach Protocol**<br>• **NO** Breach – wipe inner gloves with one disinfectant wipe per hand, **wait 1 minute** |
| ☐ | ☐ | 5. **DA to assist** – Untie both left and right side PAPR hood ties if present |
| ☐ | ☐ | 6. **HCW –** Turn off PAPR blower unit:<br>• **Turn off** PAPR<br>• **Disconnect** breathing tube from hood (Doffing Assistant may assist) |
| ☐ | ☐ | 7. **Doff PAPR Hood –** Doffing Assistant to assist:<br>• HCW lean forward, close eyes<br>• Doffing Assistant to grasp back side of hood and hose connector<br>• Pull hood off and away<br>• HCW **do not touch face or hair** |
| ☐ | ☐ | 8. **Doff** PAPR blower unit:<br>• HCW **unclip** belt unit will Doffing Assistant holds blower unit<br>• Doffing Assistant place blower unit and into dirty bin for reprocessing |
| ☐ | ☐ | 9. HCW and Doffing Assistant:<br>• **Wipe** gloves with one disinfectant wipe per hand<br>• **Wait 1 minute** |
| ☐ | ☐ | 10. **Inspect** coveralls for any visible contamination, cuts or tears<br>• **NO** Breach – continue to next step<br>• **YES** Breach – refer to **PPE Breach Protocol** |
| ☐ | ☐ | 11. Removing coveralls:<br>• **Fold** chemical tape in small sections from top to bottom. Discard in infectious waste container<br>• **Remove** zipper flap cover in small sections from top to bottom |
| ☐ | ☐ | 12. Removing coveralls:<br>• **Wipe** gloves with disinfectant wipe. One wipe for each hand. **Wait 1 minute** |
| ☐ | ☐ | 13. Removing coveralls:<br>• HCW **– unzip coveralls** and pull coverall off shoulder touching only the **outside**<br>• Doffing Assistant may only touch the **inside** of the coveralls<br>• Roll the coverall downward and inside out, being careful to avoid the outside of coveralls contacting the scrubs, continue rolling dirty side in until the coveralls are **below the top of the boot** |
| ☐ | ☐ | 14. HCW – **step out** of the coveralls and boots onto the floor towards the doffing area exit. Doffing Assistant may assist by holding back of boot<br>• Doffing Assistant to dispose of coveralls in hazardous waste container and boots into reprocessing bin |

| | | |
|---|---|---|
| ☐ | ☐ | 15. Doffing Assistant and HCW:<br>• **Wipe** gloves with disinfectant wipe. One wipe for each hand.<br>• **Wait 1 minute** |
| ☐ | ☐ | 16. HCW:<br>• **Doff inner gloves** using glove to glove technique<br>• Perform **hand hygiene** with ABHR or soap and water up to elbows |
| ☐ | ☐ | 17. Perform a **final inspection** for any indication of blood, bodily fluids, contaminations, cuts, or tears on the hospital scrubs or body (i.e. Breach)<br>• **YES** Breach – Refer to **PPE Breach Protocol**<br>• **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**
- **Trained Observer - 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<br>• Doff gloves, perform hand hygiene with ABHR or soap & water (if available) and replace with new gloves<br>• 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 a disinfectant wipe<br>• Initiate doffing process<br>• **Do NOT squeeze or milk finger** | • Wipe gloves with disinfectant wipe<br>• Initiate **doffing** process as per **checklist**<br>• After exiting **warm zone** and changing scrubs, wash area with soap and water<br>• **Do NOT squeeze or milk finger**<br>• 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**:<br>• Remove contaminated scrubs (use scissors to cut off a top if that is contaminated)<br>• Wash with soap and water or if not available use ABHR to wipe affected area<br>• Don clean gown<br>• Exit **warm** zone<br>• Shower<br>• Put on new scrubs |