# Health Care Worker (HCW)
# High Threat Pathogen (HTP) PPE Checklist – PAPR & 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** | ☐ | **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. Put on **knee-high** fluid impervious **leg and foot coverings** over own shoes. Then perform **HH** with **ABHR** |
| ☐ | 3. **Option** – Don surgical cap to secure hair<br>*(Note: This is not PPE. It is just to help contain loose hair)* |
| ☐ | 4. 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 |
| ☐ | 5. Reaching behind you, grasp the loose end of the breathing tube. Insert fully into the hose connection until you hear a **click** |
| ☐ | 6. Turn on the PAPR and don **PAPR hood** |
| ☐ | 7. Don fluid-impervious, long sleeved **disposable gown** of sufficient length to reach mid-calf |
| ☐ | 8. Perform **HH** with **ABHR** |
| ☐ | 9. Don **extended cuff** nitrile inner **gloves UNDER** the cuff of the gown sleeve |
| ☐ | 10. Don **extended cuff** nitrile outer **gloves,** pull each glove completely **OVER** the cuff of the gown sleeve |
| ☐ | 11. Don apron. Write name and designation on tape to place on front of apron. Then don 3rd pair of task gloves if needed for patient care |
| ☐ | 12. 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 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 PAPR in WARM Zone |
|---|---|---|
| ☐ | ☐ | 1. Doff **outer** gloves using **glove-to-glove technique**, taking care not contaminate inner glove during removal process |
| ☐ | ☐ | 2. 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** |
| ☐ | ☐ | 3. Doff Gown **– DA to Assist:**<br>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 |

| | | |
|---|---|---|
| ☐ | ☐ | 4. **HCW** – Wipe inner gloves with one disinfectant wipe per hand, **wait 1 minute**<br>**DA** – Wipe gloves with one disinfectant wipe per hand, **wait 1 minute** |
| ☐ | ☐ | 5. Doff PAPR **– DA to Assist:**<br>• Turn off PAPR<br>• Disconnect breathing tube from hood (DA may assist), avoid contaminating inner clothing<br>• Unbuckle PAPR belt. The DA will place the entire blower unit in the designated container.<br>Reminder: Reprocessing of the PAPR blower unit and hose is a 2-step process. Step One is completed in Warm Zone by DA and Step Two is completed in Cold Zone. Refer to SOP not included in this checklist |
| ☐ | ☐ | 6. Doff PAPR Hood – **DA to Assist**:<br>• **HCW** lean forward, close eyes<br>• **DA** to grasp back side of hood and hose connector<br>• Pull hood off and away<br>• **HCW do not** touch face or hair<br>• **DA wipe gloves** with one disinfectant wipe per hand, **wait one minute** |
| ☐ | ☐ | 7. Doff knee-high foot covers – DA to Assist:<br>• **HCW** – Sit on stool or designated seat, raise one leg at a time<br>• **DA** – Pull down knee-high foot coverings, one at a time, avoid contaminated side to touch HCW scrubs<br>• **HCW** – Place foot off absorbent pad and on to cleaner area of Warm Zone as each knee-high foot covering is removed |
| ☐ | ☐ | 8. **DA – Wipe gloves** with one disinfectant wipe per hand, **wait 1 minute** |
| ☐ | ☐ | 9. **HCW – Doff inner gloves** and perform **HH** with **ABHR** |
| ☐ | ☐ | 10. **Remove Surgical Cap** if worn |
| ☐ | ☐ | 11. Perform **HH** with **ABHR** up to elbows |
| ☐ | ☐ | 12. Perform a **final inspection** for any indication of BBF contamination of the hospital scrubs or otherwise on body<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**
- **TO - DOCUMENT** (with as much detail on back page), and initiate/continue doffing the HCW
- **REPORT <u>ALL</u> 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 |