

Refer to ipac.vch.ca for the most updated protocol.

- This checklist is required for **EVERY staff member** entering and exiting rooms where persons are suspected or confirmed of having a Viral Hemorrhagic Fever.
- The **Trained Observer** is required to **read this procedure aloud** in a step-by-step manner to direct the Healthcare Worker (HCW) to correctly don and doff high level PPE.
- The Trained Observer must receive specific training to fulfill this role. A Doffing Assistant is promoted, however it is understood procedures must be adjusted for local resources.
- HCWs entering patient room must be trained in donning and doffing procedures and have **had a N95 fit test in the last year**. Staff must be clean shaven at the point of seal.

NAME OF TRAINED OBSERVER (PRINT)	
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STAFF (HCW Donning/Doffing) INFORMATION (Print)			
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Site:		Department:	
Staff Name:		Employee ID:	
Date:			

NAME OF DOFFING ASSISTANT (PRINT)	
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PATIENT INFORMATION	
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Affix Label

Comments:

DONNING (Healthcare Worker entering patient room)

C = Correct | N = Not Applicable

Trained Observer to check off the appropriate box for every step below for HCW:

- Confirm that the HCW has completed steps 1-3 prior to starting donning procedure.

C	N	Step
<input type="checkbox"/>	<input type="checkbox"/>	1. Removed personal clothing and all personal items and jewelry. Changed into hospital scrubs. Empty pockets. <i>Tip: Eyeglasses may be worn.</i>
<input type="checkbox"/>	<input type="checkbox"/>	2. VCH approved footwear should be worn.
<input type="checkbox"/>	<input type="checkbox"/>	3. Securely tied hair back, if required.

In PPE Donning Area

- Trained Observer must ensure that the HCW visually inspects all items of PPE for defects prior to donning.
- HCW is to **repeat back each instruction**.

C	N	Step
<input type="checkbox"/>	<input type="checkbox"/>	4. Perform hand hygiene with alcohol based hand rub or soap and water. Allow to dry.
<input type="checkbox"/>	<input type="checkbox"/>	5. Put on fluid-impervious knee-high leg and foot coverings over shoes. <i>Tip: you may sit down in donning zone to put on foot coverings.</i>
<input type="checkbox"/>	<input type="checkbox"/>	6. Perform hand hygiene with alcohol based hand rub. Allow to dry.
<input type="checkbox"/>	<input type="checkbox"/>	7. Put on fluid-impervious long sleeved disposable gown of sufficient length to reach mid-calf, and width to allow sufficient overlap. Do not use inner ties. <i>Tip: Ensure back flap tucked securely across back to the right side, HCW to secure own ties snugly on left side.</i>
<input type="checkbox"/>	<input type="checkbox"/>	8. Perform range of motion – lift arms above head and forward. Check for significant gaps and/or loss of overlap with the booties.
<input type="checkbox"/>	<input type="checkbox"/>	9. Remove eye glasses, if worn.
<input type="checkbox"/>	<input type="checkbox"/>	10. Put on bouffant cap, ensuring all hair and ears are covered.
<input type="checkbox"/>	<input type="checkbox"/>	11. Put on N95 respirator, with upper strap above the ears, and lower strap below the ears. Ensure straps are not crossed.
<input type="checkbox"/>	<input type="checkbox"/>	12. If eye glasses required, put glasses on overtop of bouffant cap. Ensure eye glasses do not interfere with the seal of the N95 on the face. <i>Tip: Tuck arms of eyeglasses under straps of N-95 to secure.</i>
<input type="checkbox"/>	<input type="checkbox"/>	13. Put on fluid-resistant head covering (hood), ensuring it extends past the neck to the shoulders.

		<p><i>Tip: Ensure hood is pulled down from back so it does not interfere with vision, and the lower elastic opening at face should rest ¾ of the way down the respirator (ie. does not sit under the bottom edge of respirator)</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>14. Perform N95 respirator seal check. (<i>*Refer to Appendix 1 for N95 seal check instructions</i>)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>15. Put on full-face shield. <i>Tip: Ensure no exposed skin between face shield and cap.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>16. Perform hand hygiene with alcohol based hand rub. Allow to dry.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>17. Put on a pair of long inner-gloves. Ensure that inner gloves are <u>under</u> cuff of the gown and fully extended.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>18. Put on a pair of long outer-gloves; one size larger than regular size. Pull the glove completely <u>over</u> the cuff of the gown. <i>Tip: Ensure sleeves well tucked in and gloves fully extended.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>19. Perform range of motion – lift arms above head and forward. Bend forward. Check for significant gaps and/or loss of overlap with the booties. <i>Caution: Ensure no exposed skin or mucous membranes.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>20. Trained Observer and HCW must do a final visual check and agree that <u>the PPE is on correctly and no further adjustments are needed.</u></p>
Time Entered Patient Room:		

DOFFING (Healthcare Worker *exiting* patient room)

C = Correct | B = Breach

- Trained Observer and HCW may adjust, based on a visual risk assessment, the ordering of doffing from **most to least** contaminated.
- HCW is to **repeat back each instruction**.
- A **ONE MINUTE WET CONTACT TIME** is required for Accel INTERvention disinfectant wipes.
- Blue Biohazardous waste container – referred to as ‘waste container’ in checklist

Trained Observer to check off the appropriate box for every step below for HCW:

In Patient Room

C	B	Step
<input type="checkbox"/>	<input type="checkbox"/>	1. Engage Trained Observer. Trained Observer to notify PPE Doffing Assistant when HCW ready to exit patient room. <i>Trained Observer to ensure:</i> <ul style="list-style-type: none"> • <i>Doffing Assistant is donned in PPE and has doffing supplies prepared in Doffing Area.</i> • <i>Trained Observer is observing from outside the doffing area, or behind an appropriate partition, maintaining a minimum of 2 meters from the HCW doffing PPE</i>
<input type="checkbox"/>	<input type="checkbox"/>	2. Before leaving patient room , inspect PPE for damage or gross contamination. Remove gross contamination with disinfectant wipes (Accel INTERvention) and discard in waste container.
<input type="checkbox"/>	<input type="checkbox"/>	3. Inspect outer gloves for contamination, cuts or tears. Disinfect outer gloves with disinfectant wipes and allow to dry. Notify Trained Observer if gloves or other PPE is ripped or torn.
<input type="checkbox"/>	<input type="checkbox"/>	4. Wipe door handle/mechanism with a new disinfectant wipe and discard into waste container.
<input type="checkbox"/>	<input type="checkbox"/>	5. Exit patient room into PPE doffing zone, stepping directly onto disinfectant saturated absorbent mat. Remain on this mat during doffing procedure.

In PPE Doffing Area

C	B	Step
<input type="checkbox"/>	<input type="checkbox"/>	6. To further inspect PPE for visible contamination, turn around, while staying on the disinfectant saturated mat. Further disinfect with disinfectant wipes as needed. Doffing Assistant to assist as needed.
<input type="checkbox"/>	<input type="checkbox"/>	7. Inspect the <u>outer</u> gloves for visible contamination, cuts or tears. Notify Trained Observer if outer gloves are cut or torn.
<input type="checkbox"/>	<input type="checkbox"/>	8. Disinfect outer gloves with alcohol based hand rub or disinfectant wipe and allow to dry.
<input type="checkbox"/>	<input type="checkbox"/>	9. Using glove-to-glove technique, remove and discard outer gloves in waste container, taking care not to contaminate inner gloves or gown.
<input type="checkbox"/>	<input type="checkbox"/>	10. Inspect the <u>inner</u> gloves for visible contamination, cuts or tears: <ul style="list-style-type: none"> ➤ If an inner glove is visibly soiled, cut or torn, remove the inner gloves using glove to glove technique, discard in waste container, wash hands well with soap and water, and don a clean pair of gloves. This is a breach. Follow breach procedure below. ➤ If no visible contamination, cuts or tears are identified on the inner gloves, disinfect the inner gloves with alcohol based hand rub or disinfectant wipe. Allow to dry.
<input type="checkbox"/>	<input type="checkbox"/>	11. Grasping by the rear strap , remove the face shield by tilting your head slightly forward, keep your chin up and eyes closed , and pull face shield over your head. Allow the face shield to fall forward and discard in waste container.
<input type="checkbox"/>	<input type="checkbox"/>	12. Disinfect gloves with alcohol based hand rub or disinfectant wipe. Allow to dry.
<input type="checkbox"/>	<input type="checkbox"/>	13. Carefully grasp outer surface of hood at crown of head, tilt your head forward, close your eyes and remove hood by pulling forward. Discard in waste container. <i>*Caution: If wearing eye glasses, be careful not to pull glasses off with hood.</i>
<input type="checkbox"/>	<input type="checkbox"/>	14. Disinfect inner gloves with alcohol based hand rub or disinfectant wipe. Allow to dry.
<input type="checkbox"/>	<input type="checkbox"/>	15. Fully untie side strap of gown. Two options to release Velcro: Option 1 – Doffing Assistant to undo Velcro fastener at back and fold corners of gown to front of HCW's shoulders. Option 2: If a Doffing Assistant is not available, loosen Velcro fastener by gently pulling on front of gown near shoulders. Remove gown by slowly pulling away from the body, leaning forward, holding hands well out in front and rolling gown inside out into a ball. Discard in waste container. <i>Tip: Hold gown up off floor and far away from body to avoid contaminating scrubs.</i>

<input type="checkbox"/>	<input type="checkbox"/>	16. Disinfect inner gloves with alcohol based hand rub or disinfectant wipe. Allow to dry.
<input type="checkbox"/>	<input type="checkbox"/>	17. Ensuring you are well supported (i.e. sit on stool, lean against wall or use grab bar), remove knee-high leg and foot coverings by gently pulling on covering's exterior by the heel and toe sections. After removing each foot covering, step onto a clean section of disinfectant soaked mat. Discard coverings in waste container. Caution: Do not cross legs as this could contaminate scrubs.
<input type="checkbox"/>	<input type="checkbox"/>	18. Disinfect gloves with alcohol based hand rub or disinfectant wipe. Allow to dry.
<input type="checkbox"/>	<input type="checkbox"/>	19. Using glove-to-glove technique, remove inner gloves and discard in waste container.
<input type="checkbox"/>	<input type="checkbox"/>	20. Carefully perform hand hygiene with alcohol based hand rub or disinfectant wipe. Allow to dry.
<input type="checkbox"/>	<input type="checkbox"/>	21. Put on a pair of new gloves.
<input type="checkbox"/>	<input type="checkbox"/>	22. If eye glasses worn, remove and place in disposable tray or on disinfectant wipe.
<input type="checkbox"/>	<input type="checkbox"/>	23. Tilt head slightly forward and close eyes . Do not touch the front of the N95 respirator . Remove N95 respirator by rear straps (lower strap first then upper strap) allowing respirator to fall away from face. Discard in the waste container.
<input type="checkbox"/>	<input type="checkbox"/>	24. Disinfect gloves with alcohol based hand rub or disinfectant wipe. Allow to dry.
<input type="checkbox"/>	<input type="checkbox"/>	25. Remove bouffant cap by pinching middle of cap, pulling backwards and away from face. Discard into waste container.
<input type="checkbox"/>	<input type="checkbox"/>	26. Disinfect designated stool, wall or grab bar with disinfectant wipes.
<input type="checkbox"/>	<input type="checkbox"/>	27. Disinfect shoes with disinfectant wipes and step off the mat.
<input type="checkbox"/>	<input type="checkbox"/>	28. Roll up absorbent mat and discard in waste container.
<input type="checkbox"/>	<input type="checkbox"/>	29. Disinfect gloves with alcohol based hand rub or disinfectant wipe. Allow to dry.
<input type="checkbox"/>	<input type="checkbox"/>	30. Remove gloves using glove-to-glove technique and discard in waste container.
<input type="checkbox"/>	<input type="checkbox"/>	31. Carefully perform hand hygiene with soap and water if a sink is available, or alcohol based hand rub. Allow to dry.

If eye glasses were worn into room, complete steps 32 – 36.

C	B	Step
<input type="checkbox"/>	<input type="checkbox"/>	32. If personal eyeglasses were worn into the room, don a new pair of gloves.
<input type="checkbox"/>	<input type="checkbox"/>	33. Disinfect eye glasses with a disinfectant wipe.
<input type="checkbox"/>	<input type="checkbox"/>	34. Disinfect gloves with alcohol based hand rub or disinfectant wipe. Allow to dry.
<input type="checkbox"/>	<input type="checkbox"/>	35. Remove gloves using glove-to-glove technique.
<input type="checkbox"/>	<input type="checkbox"/>	36. Perform hand hygiene using soap and water; rinse eye glasses while washing hands. Allow hands to dry.

□	□	37. Perform a final inspection along with Trained Observer and Doffing Assistant for any indication of contamination of the hospital scrubs or otherwise on the body. <u>If there was any indication that scrubs could have been contaminated in process, remove scrubs in doffing area and discard into waste container; put on fresh scrubs.</u>
□	□	38. Trained Observer and HCW to agree that process was followed correctly. Exit doffing area and proceed directly to shower room.

Post –Doffing

□	□	39. HCW to proceed to shower area, have a full shower and discard scrubs in regular garbage. Put on new scrubs.
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Steps to Follow if a Breach Occurs

1. If a breach in PPE is suspected go to designated doffing area immediately. Remain calm and work slowly through each step outlined in this document.
2. Work with Trained Observer to remove PPE as per the step-by-step instructions for doffing.
3. If exposed area is intact skin, wash the affected area well with soap and water.
4. If exposed area is damaged skin, mucous membrane or eye, flush the area with generous amounts of water.
5. If a percutaneous injury occurs, do not promote bleeding by squeezing the wound and do not soak the wound in bleach or disinfectant. Wash the area with soap and water.
6. Immediately follow health authority protocol for reporting a breach.
 - Notify the Medical Health Officer (604-675-3900) after-hours reporting is via pager at (604-527-4893).
 - Notify the Workplace Health Call Centre (1-866-922-9464). Note: If the HCW is medically unable or in quarantine, the immediate supervisor will make the call.

Appendix 1

Steps to Follow for Performing N95 Seal Check

The following was taken from Appendix E, VCH Respiratory Protection Standard, June 2016:

Step 1: Inspection

- a. Perform hand hygiene.
- b. Prior to use, visually inspect the face piece for deformities, tears, dirt, and any modifications.
- c. Inspect straps. Make sure both straps are present and pliable.
- d. No modifications are allowed.

Step 2: Donning N95

- a. Remove eyewear, where applicable.
- b. Place the respirator over your nose and mouth.
- c. Pull the top strap over your head, placing it at the crown.
- d. Pull the bottom strap over your head, placing it at the nape of the neck flush against the skin.
- e. Using fingers of both hands press/tighten the metal band to your nose and across your cheeks. Avoid pinching the nose piece.
- f. Replace eyewear and/or put on protective eyewear, where applicable.
- g. Perform a user seal check.

Step 3: User Seal Check

a. Positive Pressure Seal Check

This method of user seal checking creates a slight positive pressure within the respirator in order to test for leaks.

- i. Cover as much of the external surface of the respirator with your hands as possible. This requires making physical contact with the respirator.
- ii. **Exhale** sharply.
- iii. If you have a good seal, the face piece should bulge slightly and no air leaks will be detected between your face and the face piece. Note: You will feel air exit the respirator. "Leaks" typically occur as a concentrated jet of air from an area where the respirator comes in contact with skin.
- iv. If the air does leak out around the respirator edges, readjust the respirator and repeat the user seal check. Obtain a new respirator if necessary.
- v. If it is not possible to get a good fit, do not use the respirator and do not perform the task for which the respirator is required. Inform your supervisor/manager and contact Workplace Health if needed.

b. Negative Pressure Seal Check

This method of user seal checking creates a slight negative pressure within the respirator in order to test for leaks.

- i. Cover as much of the external surface of the respirator with your hands as possible. This requires making physical contact with the respirator.
- ii. **Inhale** sharply.
- iii. If you have a good seal, the face piece should collapse slightly and no air leaks will be detected between your face and the face piece. Note: You will feel air enter the respirator. "Leaks" typically occur as a concentrated jet of air from an area where the respirator comes in contact with skin.
- iv. If the air does leak around the respirator edges, readjust the respirator and repeat the user seal check. Obtain a new respirator if necessary.
- v. If it is not possible to get a good fit, do not use the respirator and do not perform the task for which the respirator is required. Inform your supervisor/manager and contact Workplace Health if needed.

REVISION LOG

Version Number	Description of Change	Date of Revision	Reviewed By
1.0	New Document	June 5, 2015	
1.1	Updated – Appendix 1 added along with other small updates	April 2, 2019	Tracey Woznow; Gail Busto