

Doffing Assistant - Checklist for Donning/Doffing Personal Protective Equipment (PPE) for Viral Hemorrhagic Fever (VHF)

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

***This donning/doffing procedure is also the procedure to be followed by phlebotomy MLAs when they are disinfecting, labelling and packaging specimens - NOT WORKING IN PATIENT ROOM.**

- The Trained Observer must complete this document for EVERY instance of a staff member participating in the role of Doffing Assistant and must receive specific training in donning and doffing PPE for Viral Hemorrhagic Fever (VHF) to fulfill this role.
- The **Trained Observer** is required to **read this procedure aloud** in a step-by-step manner to direct the Doffing Assistant to correctly don and doff high level PPE.
- Doffing Assistants must be previously trained in donning and doffing procedures for VHF and have had a N95 fit test in the last year. Staff must be clean shaven at the point of seal.
- *When doffing their own PPE, the Doffing Assistant is not provided with their own Doffing Assistant, and is expected to doff independently.* If a breach is suspected or confirmed, the Trained Observer will assess the need for the Doffing Assistant to have their own Doffing Assistant to work with them to doff.

NAME OF TRAINED OBSERVER (Print):	
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DOFFING ASSISTANT INFORMATION (Print):			
Site:		Department:	
Staff Name:		Employee ID:	
Date:			

PATIENT INFORMATION
Affix Label

Comments:

DONNING (For Doffing Assistant)

C = Correct | N = Not Applicable

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

- Confirm that the Doffing Assistant 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. Emptied 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 Donning Area

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

Start time – Donning:

C	N	Step
<input type="checkbox"/>	<input type="checkbox"/>	4. Perform hand hygiene with alcohol based hand rub or soap and water and allow to dry. Remove eyeglasses, if worn.
<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.</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 inner flap tucked securely across back to the right side, and ensure ties snugly tied on left side.</i>
<input type="checkbox"/>	<input type="checkbox"/>	8. Put on bouffant cap ensuring all hair and ears are covered.
<input type="checkbox"/>	<input type="checkbox"/>	9. Put on surgical/procedure mask with ear loops on outside of cap.

C	N	Step
<input type="checkbox"/>	<input type="checkbox"/>	10. If required, put on eye glasses overtop of bouffant cap. <i>Tip: Tuck arms of eyeglasses under straps of surgical mask to help secure.</i>
<input type="checkbox"/>	<input type="checkbox"/>	11. Put on full face shield. <i>Tip: top of face shield should sit on top of bouffant cap against forehead</i>
<input type="checkbox"/>	<input type="checkbox"/>	12. Perform hand hygiene with alcohol based hand rub. Allow to dry.
<input type="checkbox"/>	<input type="checkbox"/>	13. Put on a pair of long inner gloves. Ensure that the inner gloves are <u>under</u> the cuff of the gown and <u>fully extended</u> .
<input type="checkbox"/>	<input type="checkbox"/>	14. Put on a pair of long outer gloves; one size larger than regular size . Pull the gloves completely <u>over</u> the cuff of the gown and ensure fully extended. <i>Tip: Ensure sleeves are well tucked in and no elastic cuff is exposed.</i>
<input type="checkbox"/>	<input type="checkbox"/>	15. Perform range of motion – lift arms above head and forward. Bend forward. Check for significant gaps and/or loss of overlap with the booties. Trained Observer also does final PPE inspection.
<input type="checkbox"/>	<input type="checkbox"/>	16. Doffing Assistant and Trained Observer must do final visual check <u>and agree that PPE is on correctly and no further adjustments are needed.</u>
Time Fully Donned and Entering Exit/Doffing:		

DOFFING (For Doffing Assistant)

C = Correct | B = Breach

- Trained Observer may adjust, based on a visual risk assessment, the ordering of doffing from **most to least** contaminated. If contamination of PPE occurs at any time, a risk assessment must be performed by Trained Observer.
- Doffing Assistant is to **repeat back each instruction**.
- Disinfectant and Disinfectant Wipes: Accel INTERvention. A ONE MINUTE WET CONTACT TIME is required.
- Blue Biohazardous Waste Container – referred to as ‘waste container’ in checklist.

Trained Observer to check off the appropriate box for every step below for Doffing Assistant after HCW has cleared the exit room:

In Doffing Area (Doffing/Exit Room)

Start Time - Doffing:		
C	B	Step
<input type="checkbox"/>	<input type="checkbox"/>	1. Examine outer gloves for contamination, cuts or tears. Disinfect outer gloves using disinfectant wipes. Allow to dry. Notify Trained Observer if gloves or other PPE is ripped or torn.
<input type="checkbox"/>	<input type="checkbox"/>	2. Using glove-to-glove technique, remove and discard outer gloves in waste container.
<input type="checkbox"/>	<input type="checkbox"/>	3. Inspect inner gloves for visible contamination, cuts or tears. If an inner glove is visibly soiled, cut or torn, <u>this is a breach</u> . Remove inner gloves using glove to glove technique, discard in waste container and wash hands well with soap and water. Don a clean pair of gloves. Follow breach procedure at end of document.
<input type="checkbox"/>	<input type="checkbox"/>	4. If no visible contamination, cuts or tears , disinfect inner gloves using alcohol based hand rub or disinfectant wipe. Allow to dry.
<input type="checkbox"/>	<input type="checkbox"/>	5. Grasping by rear strap , remove the face shield by tilting your head slightly forward, keeping your chin up and eyes closed , and pulling the face shield over the head. Allow the face shield to fall forward and discard in the waste container.
<input type="checkbox"/>	<input type="checkbox"/>	6. Disinfect gloves using alcohol based hand rub or disinfectant wipe. Allow to dry.

C	B	Step
<input type="checkbox"/>	<input type="checkbox"/>	<p>7. Fully untie side strap of gown. Loosen Velcro fastener by gently pulling on front of gown near shoulders. Remove gown by pulling away from the body, leaning forward, holding hands well out in front and rolling slowly inside out into a ball. Discard in waste container.</p> <p><i>Tip: Hold gown up off the floor and far away from body to avoid contaminating scrubs.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>8. Disinfect gloves using alcohol based hand rub or disinfectant wipe. Allow to dry.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>9. Ensuring you are well supported (i.e. sit on stool, lean on wall or hold onto grab bar), remove knee-high leg and foot coverings by alternating gently pulling on covering's exterior by the heel and toe sections. Discard leg and foot coverings in waste container.</p> <p>Caution: Do not cross legs as this could contaminate scrubs.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>10. Disinfect gloves using alcohol based hand rub or disinfectant wipes. Allow to dry.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>11. Using glove-to-glove technique, remove and discard gloves in waste container.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>12. Carefully perform hand hygiene with alcohol based hand rub. Allow to dry.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>13. Put on a new pair of gloves. Remove eye glasses if worn and place on a disinfectant wipe to disinfect later.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>14. Grasp the ear loops and close eyes to remove procedure mask. Do not touch the front of the mask. Discard in waste container.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>15. Disinfect gloves using alcohol based hand rub or disinfectant wipes. Allow to dry.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>16. Remove bouffant cap by leaning backward, pinching top of cap, pulling backwards and away from face. Discard in waste container.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>17. Disinfect designated stool, wall or grab bar with disinfectant wipes.</p>

C	B	Step
<input type="checkbox"/>	<input type="checkbox"/>	18. Disinfect shoes with disinfectant wipes.
<input type="checkbox"/>	<input type="checkbox"/>	19. Disinfect gloves using alcohol based hand rub or disinfectant wipes. Allow to dry.
<input type="checkbox"/>	<input type="checkbox"/>	20. Using glove-to-glove technique, remove and discard gloves in waste container.
<input type="checkbox"/>	<input type="checkbox"/>	21. Carefully perform hand hygiene with soap and water if sink is available, or with alcohol based hand rub. Allow to dry.

If eye glasses were worn, complete steps 23 - 27.

C	B	Step
<input type="checkbox"/>	<input type="checkbox"/>	23. If personal eyeglasses were worn, don a new pair of gloves.
<input type="checkbox"/>	<input type="checkbox"/>	24. Disinfect eye glasses with a disinfectant wipe.
<input type="checkbox"/>	<input type="checkbox"/>	25. Disinfect gloves with alcohol based hand rub or disinfectant wipe. Allow to dry.
<input type="checkbox"/>	<input type="checkbox"/>	26. Remove gloves using glove-to-glove technique. Discard in waste container.
<input type="checkbox"/>	<input type="checkbox"/>	27. Perform hand hygiene using soap and water; rinse eye glasses while washing hands. Allow hands to dry.
<input type="checkbox"/>	<input type="checkbox"/>	<p>28. Trained Observer and Doffing Assistant to agree if procedure followed correctly.</p> <ul style="list-style-type: none"> • If agreed that procedure followed correctly and there are no breaches, exit 'Exit Room/Doffing Area'. • <u>If there is any indication that scrubs could have been contaminated, remove scrubs in doffing area and discard in waste container. Don a fresh set of scrubs. Shower facilities are available if required based on Trained Observer's risk assessment.</u> • If there is any indication of breach, <u>follow breach protocol.</u>

Steps to Follow if a Breach Occurs

1. If a breach in PPE is suspected, remain calm and work slowly through each step outlined in this document while in doffing area.
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 a 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 not capable due to incapacitation or quarantine, the immediate supervisor should make the call.

REVISION LOG

Version Number	Description of Change	Date of Revision	Reviewed By
1.0	New document	April 14, 2015	
1.1	Updated – various updates including adding disinfectant saturated absorbent mat for doffing	April 10, 2019	Tracey Woznow; Gail Busto