

Donning and Doffing PPE Checklist for VGH Laboratory Technologists – VHF Specimen Processing

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**Donning and Doffing PPE Checklist for
Viral Hemorrhagic Fever (VHF) Specimen Processing - for VGH Laboratory Technologists.**

This is not the procedure to use for Richmond Hospital phlebotomy.

See Richmond Hospital Guidelines document.

- Checklist is based on the BC Provincial Health Recommended Guidelines for the Doffing Assistant. (June 6, 2016)
- All personnel must be trained in PPE donning and doffing protocol and have been fit tested for N95 **within the last year.**
- **The designated donning area is outside of Room 1105A**
- **The designated doffing area is in the AFB Room 1103**
- The donning and doffing of PPE will be done by two technologists. Both technologists are to be engaged and assist one another in the processes. Taking turns, one donning or doffing at a time while the other instructs, observes, assists and records on the checklist the process ensuring each step is followed.
- Both technologists will sign the [Specimen Handling Contact List](#).

Name of Technologist Donning/Doffing (PRINT):	
Name of Technologist Assisting (PRINT):	
Site:	Employee ID:
Date Entered AFB Room :	Time :
PATIENT INFORMATION:	
Affix Patient Label	

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DONNING:

C - Correct; N – Not applicable

- Assisting technologist is to **read checklist aloud** in a step by step manner to direct technologist who is donning, and to check off appropriate box for each step.
- Technologist who is donning is to **repeat back PPE instruction** following oral instruction from assisting technologist.

Name of Technologist Donning:		
Donning checklist :		
C	N	Step
<input type="checkbox"/>	<input type="checkbox"/>	1. Remove all personal clothing, jewelry and items. Change into hospital or disposable scrubs. Empty pockets. Personal eyeglasses may be worn.
<input type="checkbox"/>	<input type="checkbox"/>	2. Securely tie back hair, if required.
<input type="checkbox"/>	<input type="checkbox"/>	3. Put on health care appropriate footwear (<u>VCH Footwear Standard</u>)
In Donning Area:		
<input type="checkbox"/>	<input type="checkbox"/>	4. Carefully inspect PPE prior to donning. Replace PPE if defects found.
<input type="checkbox"/>	<input type="checkbox"/>	5. Perform hand hygiene with alcohol-based hand rub (ABHR) or soap and water and allow hands to dry before moving to next step.
<input type="checkbox"/>	<input type="checkbox"/>	6. Put on fluid-impervious knee high leg and foot coverings over shoes.
<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 in back. Tip: Assistant to ensure back flap tucked securely across back to the right side; MLT wearing gown to secure his/her own ties as snugly as possible on left side.
<input type="checkbox"/>	<input type="checkbox"/>	8. Remove any personal eyeglasses.
<input type="checkbox"/>	<input type="checkbox"/>	9. Put on bouffant cap to cover ears and all hair.
<input type="checkbox"/>	<input type="checkbox"/>	10. Put on N95 respirator with upper strap above the ears and lower strap below the ears. Do not cross straps. *Staff must be clean shaven at the point of seal and have been fit tested within the last year to the make and model being donned.
<input type="checkbox"/>	<input type="checkbox"/>	11. If eyeglasses are required, put on otop of bouffant cap and ensure eye glasses do not interfere with the seal of the N95 on the face. Tip: Tuck arms of eyeglasses under straps of N-95 to secure.

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<input type="checkbox"/>	<input type="checkbox"/>	12. Put on fluid-impervious head covering (hood), ensuring it extends past the neck to the shoulders. Tip: Ensure hood is pulled down from back so it does not interfere with vision, and the lower elastic opening at face should rest $\frac{3}{4}$ of the way down the respirator (ie. does not sit under the bottom edge of respirator)
<input type="checkbox"/>	<input type="checkbox"/>	13. Perform N-95 respirator seal check. (*Refer to Appendix 1 for N95 seal check instructions)
<input type="checkbox"/>	<input type="checkbox"/>	14. Put on full face shield.
<input type="checkbox"/>	<input type="checkbox"/>	15. Perform hand hygiene with alcohol based hand rub. Allow to dry.
<input type="checkbox"/>	<input type="checkbox"/>	16. Put on long inner gloves. Ensure the inner gloves are under the cuffs of the gown sleeves and fully extended. Donning assistant may assist.
<input type="checkbox"/>	<input type="checkbox"/>	17. Put on long outer gloves. Pull the gloves completely <u>over</u> the cuffs of the gown sleeves. Tip: Assistant to ensure sleeves well tucked in and gloves fully extended.
<input type="checkbox"/>	<input type="checkbox"/>	18. Perform range of motion – lift arms above head, forward and low. Assistant to look for gaps and/or loss of overlap with the leg/foot coverings.
<input type="checkbox"/>	<input type="checkbox"/>	19. You and the assisting technologist who is instructing and observing must agree the PPE is on correctly and comfortably, with no gaps that expose skin or mucous membranes and no defects in PPE.

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DOFFING:

C= Correct N – Not applicable B – Breach

- Assisting technologist is to read checklist aloud in a step by step manner to direct technologist who is donning, and to check off the appropriate box for each step
- Technologists may adjust, based on a visual risk assessment, the ordering of doffing from most to least contaminated.
- Technologist doffing is to **repeat back** PPE instruction.
- Prior to doffing, technologist moves to area within AFB room designated as ‘doffing area’.
- ‘Blue biohazardous waste container’ = abbreviated in check list as ‘waste container’.
- A **ONE MINUTE WET CONTACT TIME** is required for Accel INTERvention disinfectant and disinfectant wipes.

Name of Technologist Doffing:			Date :
C	N	B	Step
Doffing check list :			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Engage technologist assistant. Inspect PPE for visual contamination, cuts or tears. Turn around and allow assistant to inspect back. Disinfect PPE as needed using disinfecting wipes (Accel INTERvention) .
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Disinfect outer-gloved hands with disinfectant wipes and allow to dry. Discard in waste container.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Inspect outer gloves for visible contamination, cut or tears.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Using the glove-to-glove technique, remove and discard outer gloves in waste container.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Inspect inner gloves for visible contamination, cuts or tears. If inner gloves are visibly contaminated, cut or torn, report to laboratory supervisor – this is a breach . <u>Follow breach procedure on page 7.</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. If no contamination, cuts or tears, disinfect gloves with disinfectant wipes or alcohol based hand rub (ABHR) and allow to dry.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Grasping the rear strap , remove face shield by closing eyes and tilting your head slightly forward, keeping your chin up and pulling slowly over your head. Allow the face shield to fall forward and discard in waste container.

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Disinfect gloves with disinfectant wipe or ABHR and allow to dry.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Carefully grasp outer surface of fluid impervious head covering (hood) at crown of head, tilt head forward, close eyes and remove by pulling hood forwards. Discard in waste container. Caution: <i>If wearing eye glasses, be careful not to pull glasses off with hood.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Disinfect gloves with disinfectant wipe or ABHR and allow to dry.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Fully untie side strap of gown. Do not reach behind neck to release the Velcro neck snap. Instead, use one of these two options: Option 1 – undo Velcro by gently tugging front of gown away from the body Option 2 - ask assisting technologist to undo Velcro at back and fold flaps of gown to front of shoulders. Technologist who is doffing: lean forward and grasp gown near shoulder area and slowly pull gown forward away from body. Begin to roll gown inside out being careful not to contaminate inner clothing; hold arms straight out in front while rolling gown into ball and place in waste container. Tip: <i>fully extend arms out in front and hold the gown up off floor as you roll it up.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Disinfect gloves with disinfectant wipe or ABHR and allow to dry.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. <u>Ensure you are well supported:</u> holding onto grab bar, leaning on wall or sitting down on designated stool, remove foot coverings by gently pulling on exterior by the heel and toe sections. Place foot coverings in waste container. Caution: <i>Do not cross legs as this could contaminate scrubs.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Disinfect gloves with disinfectant wipe or ABHR and allow to dry.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Using glove-to-glove technique, remove inner gloves and dispose in waste container.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Carefully perform hand hygiene with ABHR and allow to dry.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Put on a pair of new gloves.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. If eyeglasses worn, remove and place on a disinfecting wipe to disinfect later.

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Carefully perform hand hygiene with ABHR and allow to dry.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Tilt head slightly forward and close eyes . Do not touch the front of the N95 respirator . Slowly remove N95 respirator <u>by rear straps</u> (lower strap first then upper strap) allowing respirator to fall away from face. Discard in the biohazardous waste container.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Carefully perform hand hygiene with ABHR and allow to dry.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Remove bouffant cap by leaning backward, pinching top of cap and pulling backward away from face. Discard in waste container.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. Disinfect designated grab bar, wall or stool with disinfectant wipes.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24. Disinfect around entire outside of shoes, including sole, with disinfectant wipes. Discard wipes in waste container. Assistant can help if needed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25. Disinfect gloves with disinfectant wipe or ABHR and allow to dry.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26. Remove gloves using glove-to-glove technique and discard in waste container. Carefully perform hand hygiene with ABHR or soap and water if sink is available.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27. If eyeglasses were worn, don a new pair of gloves. Disinfect with ABHR or disinfectant wipes and allow to dry. Rinse glasses with soap and water and dry.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28. Perform final inspection of scrubs and body for any indication of contamination. <ul style="list-style-type: none"> a. If any evidence of contamination in doffing area, this is a breach – remove scrubs and dispose in waste container. Put on clean scrubs and walk directly to shower room, Room 1121. After shower, put on a new pair of scrubs and discard the clean replacement scrubs in regular garbage. b. If there is no evidence of contamination, exit doffing room (AFB Room) and walk to changing area (Shower room, Room 1121). Remove scrubs and place in regular garbage. Don a new set of scrubs.

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Steps to Follow if a Breach Occurs

1. If a breach in PPE is suspected, move to doffing area within room and commence doffing immediately along with assistant. **Remain calm and work slowly through each step outlined in this document.**
2. Work with assistant technologist 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 are 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.

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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.

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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.

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REVISION LOG

The regional medical discipline lead approves all new documents and any major changes. Draft versions of the microbiology documents are circulated regionally for input from other resources as required.

Version Number	Description of Change	Date of Revision	Reviewed By
1.0	New document	June 5, 2015	Sidney Scharf; Pat Bleackley
1.1	Replace "Infection Prevention List" with "Specimen Handling Contact List"	July 17, 2015	Linda Wishart
1.2	Added fluid impervious head covering (hood) to PPE. Added Appendix 1 – N95 Seal Check. Several other small edits included.	April 2, 2019	Tracey Woznow; Charlene Porter