

Ebola Virus Disease PPE Checklist/Sign In-Out Sheet

Lower Transmission Risk

- This document must be completed by the trained observer for EVERY staff member entering and exiting into a suspected or confirmed Ebola patient room.
- The trained observer must receive specific training to fulfill this role. In a low transmission risk scenario, a doffing assistant may be required.
- The same or different individuals may fulfill the role of PPE donning and doffing assistant (if required). Only individuals who have received donning and doffing training may fulfill this role.

| PATIENT INFORMATION | | | |
|---------------------------|--|------------------------|--|
| Patient Name: | | | |
| STAFF INFORMATION | | | |
| Site: | | Department: | |
| Staff Name: | | Employee #: | |
| Date: | | Birth Date (DD/MM/YY): | |
| NAME OF TRAINED OBSERVER: | | | |

| | |
|---|--|
| NAME OF PPE DONNING/DOFFING ASSISTANT IF REQUIRED | |
|---|--|

DONNING (health care worker entering patient room)

C = Correct | I = Incorrect

Check off the appropriate box for every step below.

| C | I | Step |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Engage trained observer. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Remove personal clothing and all personal items. Eyeglasses may be worn. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Perform hand hygiene with alcohol-based hand rub. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Securely tie hair back if required. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Change into hospital scrubs. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Put on fluid-impervious footwear. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Perform hand hygiene with alcohol-based hand rub and allow hands to dry. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Inspect PPE prior to donning. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Put on knee-high leg and foot coverings. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Put on fluid-impervious long sleeved disposable gown of sufficient length to reach mid-calf. |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Put on procedure mask or fit-tested N95 if required. |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Put on fluid-impervious head covering and ensure all hair, ears and neck is covered. If fluid impervious head covering not available put on a fluid-resistant surgical hood over top of a bouffant surgical cap. |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Perform a seal-check if using an N95 respirator for an AGMP. |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Put on full-face shield. |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Put on inner-gloves. Ensure that inner gloves are under cuff of gown sleeve. |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Put on outer gloves. Pull the glove completely over the cuff of the gown sleeve. |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Confirm that the PPE is on correctly, with no gaps that expose skin or mucous membranes. |
| Time Entered Room: | | |

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DOFFING

This section is divided into four parts:

- Part 1: Donning of PPE for PPE doffing assistant
- Part 2: Doffing of PPE for health care worker exiting ebola patient room
- Part 3: Doffing of PPE for PPE doffing assistant
- Part 4: Steps to follow if a breach in PPE occurs

Part 1: Donning of PPE for PPE doffing assistant (if assistant is used)

C = Correct | I = Incorrect

Check off the appropriate box for every step.

| NAME OF PPE DOFFING ASSISTANT: | | | |
|--------------------------------|--------------------------|---|--|
| C | I | Step | |
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Engage trained observer. | |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Remove personal clothing and all personal items. Eyeglasses may be worn. | |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Perform hand hygiene with alcohol-based hand rub and allow hands to dry. | |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Securely tie back hair if required. | |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Change into hospital scrubs. | |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Inspect PPE prior to donning. Replace PPE if defects found. | |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Perform hand hygiene with alcohol-based hand rub and allow hands to dry. | |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Put on knee-high leg and foot coverings. | |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Put on a fluid-impervious long sleeved disposable gown of sufficient length to reach mid-calf. | |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Put on procedure mask. | |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Put on full face shield. | |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Perform hand hygiene with alcohol-based hand rub. | |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Put on a pair of long inner gloves. Ensure that the inner gloves are under the cuff of the gown sleeve. | |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Put on a pair of long outer gloves. Pull the glove completely over the cuff of the gown sleeve. | |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. You and the trained observer must agree that the PPE is on correctly. | |

Part 2: Doffing of PPE for health care worker exiting Ebola patient room

C = Correct | I = Incorrect | B=Breach

Check off the appropriate box for every step.

| In Patient Room | | | |
|---------------------------|--------------------------|--------------------------|--|
| C | I | B | Step |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Engage trained observer. Trained observer to notify PPE doffing assistant if required. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Before entering the PPE removal area, inspect PPE. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Disinfect outer-gloves hands with disinfectant wipe or alcohol-based hand rub and allow to dry. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Disinfect door handle with a new disinfectant wipe and exit the patient room. |
| Time Exited Patient Room: | | | |

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| In PPE Removal Area (anteroom or enclosure) | | | |
|---|--------------------------|--------------------------|---|
| C | I | B | Step |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Step onto absorbent disposable mat. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Inspect the outer gloves' outer surfaces for visible contamination, cuts or tears. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Disinfect outer gloved hands with disinfectant wipe or alcohol-based hand rub and wait for one minute. Remove and discard outer gloves, taking care not to contaminate inner glove during removal process. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Inspect the inner gloves' outer surfaces 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 and wash hands well with soap and water on bare hands, and don a clean pair of gloves. This is a breach. ▶ If no visible contamination, cuts or tears are identified on the inner gloves, disinfect the inner-gloved hands with a disinfectant wipe and wait for one minute. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Remove knee-high leg and foot coverings while sitting down on designated stool. Place leg and foot coverings in infectious waste container. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Disinfect inner gloved hands with disinfectant wipe or alcohol-based hand rub (ABHR) and allow to dry. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Remove the face shield by tilting your head slightly forward, and pulling it over the head using the rear strap. Allow the face shield to fall forward and discard in infectious waste container. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Disinfect inner gloved hands with disinfectant wipe or ABHR and allow to dry. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. Remove head covering. Carefully grasp outer surface of hood behind head and gently roll-up hood. Tilt head forward, close eyes and remove hood by pulling towards front of face. Place in infectious waste container. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. Disinfect inner gloved hands with disinfectant wipe or ABHR and allow to dry. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. Untie side strap of gown. Do not reach behind neck to release the Velcro neck snap. Remove gown by pulling away from the body, rolling inside out being careful to avoid contaminating inner clothing. Place in infectious waste bin. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16. Remove inner gloves and dispose in infectious waste container. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17. Carefully perform hand hygiene with ABHR. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18. Put on a pair of new gloves. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19. Remove procedure mask or N95 respirator by straps. Do not touch the front of the procedure mask/N95 respirator. Discard in the infectious waste container. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20. Disinfect shoes (with disinfectant wipes) while sitting on designated stool. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21. Disinfect gloves with disinfectant wipe or ABHR and allow to dry. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 22. Disinfect designated stool with disinfectant wipes. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 23. Roll absorbent mat and discard in infectious waste container. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 24. Remove gloves and discard in infectious waste container. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 25. Carefully perform hand hygiene with ABHR or clean sink. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 26. If personal eyeglasses were worn into the room, they should be disinfected with a disinfectant wipe. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 27. Perform a final inspection for any indication of contamination of the hospital scrubs or otherwise on the body. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 28. Exit doffing area. |

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Trained observer to vacate anteroom.
 Staff member to remove and discard scrubs, and don a new pair of scrubs.
 Shower facilities should be available for health care workers performing high-risk patient care

Part 3: Doffing of PPE for PPE doffing assistant (if assistant is used)

C = Correct | I = Incorrect | B=Breach

Check off the appropriate box for every step.

| C | I | B | Step |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Ensure trained observer is engaged and guiding the doffing procedure. The trained observer must not be involved in the hands-on removal of PPE. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Inspect PPE. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Disinfect outer gloved hands with disinfectant wipe or alcohol-based hand rub (ABHR) and allow to dry. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Inspect outer gloves for breaches. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Remove outer set of gloves using the glove-to-glove technique. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Disinfect inner gloved hands with disinfectant wipe or ABHR and allow to dry. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Untie side strap of gown. Do not reach behind neck to release the Velcro neck snap. Remove gown by pulling away from the body, rolling inside out being not contaminate inner clothing. Place in infectious waste container. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Disinfect inner gloved hands with disinfectant wipe or ABHR and allow to dry. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Remove knee-high leg and foot coverings while sitting down on designated stool. Place foot coverings in infectious waste container. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Disinfect inner gloved hands with disinfectant wipe or ABHR and allow to dry. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Remove the face shield by tilting your head slightly forward, and pulling it over the head using the rear strap. Allow the face shield to fall forward and discard in infectious waste container. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Disinfect inner gloved hands with disinfectant wipe or ABHR and allow to dry. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. Remove inner gloves and dispose in infectious waste container. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. Carefully perform hand hygiene with ABHR. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. Put on a pair of new gloves. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16. Remove procedure mask by straps keeping your eyes closed during the procedure. Do not touch the front of the procedure mask. Discard in the infectious waste container. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17. Disinfect gloves with disinfectant wipe or ABHR and allow to dry. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18. Disinfect designated stool with disinfectant wipes. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19. Remove gloves and discard in infectious waste container. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20. Carefully perform hand hygiene with ABHR or clean sink. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21. Exit doffing area. |

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Part 4: Steps to follow if a breach in PPE occurs

C = Correct | I = Incorrect

Check off the appropriate box for every step.

| C | I | Step |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. If a breach in PPE is suspected and there has been exposure to a patient's body fluids, go to designated doffing area immediately. Remain calm and work slowly through each step outlined in this document. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Work with trained observer to remove PPE as per the step-by-step instructions for doffing PPE, taking care to avoid any further self-contamination. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. If exposed area is intact skin, wash the affected area well with soap and water. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. If exposed area is a mucous membrane or eye flush the area with generous amounts of water. |
| <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Immediately follow health authority protocol for reporting a breach. Note: In most regions, report the exposure immediately by calling workplace health. If it is after hours, call the medical health officer on call to report the breach and receive further instructions. |