

## Recommended Process for Donning/Doffing 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.
- 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			
<b>Patient Name:</b>			
STAFF INFORMATION			
<b>Site:</b>		<b>Department:</b>	
<b>Staff Name:</b>		<b>Employee #:</b>	
<b>Date:</b>		<b>Birth Date (DD/MM/YY):</b>	
NAME OF TRAINED OBSERVER:			

### DONNING

C = Correct | I = Incorrect

Check off the appropriate box for every step below.

C	I	Step
<b>Prepare for donning:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	1. Remove personal clothing and all personal items. Eyeglasses may be worn.
<input type="checkbox"/>	<input type="checkbox"/>	2. Securely tie hair back if required.
<input type="checkbox"/>	<input type="checkbox"/>	3. Change into hospital scrubs.
<input type="checkbox"/>	<input type="checkbox"/>	4. Put on health care appropriate footwear (as specified by OH&S).
<b>In designated donning area:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	5. Engage trained observer. The trained observer may enter the anteroom to observe the health care worker donning process.
<input type="checkbox"/>	<input type="checkbox"/>	6. Inspect PPE prior to donning.
<input type="checkbox"/>	<input type="checkbox"/>	7. Perform hand hygiene with alcohol-based hand rub and allow hands to dry before moving to next step.
<input type="checkbox"/>	<input type="checkbox"/>	8. Put on fluid-resistant knee-high leg and foot coverings.
<input type="checkbox"/>	<input type="checkbox"/>	9. Perform hand hygiene with alcohol-based hand rub and allow hands to dry before moving to next step.
<input type="checkbox"/>	<input type="checkbox"/>	10. Put on fluid-resistant long sleeved disposable gown of sufficient length to reach mid-calf.
<input type="checkbox"/>	<input type="checkbox"/>	11. Put on bouffant cap.
<input type="checkbox"/>	<input type="checkbox"/>	12. Put on surgical/procedure mask or fit-tested N95 if required. Straps of mask should be over the bouffant cap.
<input type="checkbox"/>	<input type="checkbox"/>	13. Put on fluid-resistant hood over bouffant cap and ensure all hair, ears and neck is covered.
<input type="checkbox"/>	<input type="checkbox"/>	14. Perform a seal-check if using an N95 respirator.
<input type="checkbox"/>	<input type="checkbox"/>	15. Put on full-face shield.

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<input type="checkbox"/>	<input type="checkbox"/>	16. Perform hand hygiene with alcohol-based hand rub and allow hands to dry before moving to next step.
<input type="checkbox"/>	<input type="checkbox"/>	17. Put on inner-gloves. Ensure inner gloves are under the cuffs of gown sleeves.
<input type="checkbox"/>	<input type="checkbox"/>	18. Put on outer gloves. Pull the gloves completely over the cuffs of the gown sleeves.
<input type="checkbox"/>	<input type="checkbox"/>	19. You and a trained observer must agree that PPE is on correctly, with no gaps that expose skin or mucous membranes.
<b>Time Entered Room:</b>		

### 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

C = Correct | I = Incorrect

Check off the appropriate box for every step.

<b>NAME OF PPE DOFFING ASSISTANT:</b>		
<b>C</b>	<b>I</b>	<b>Step</b>
<b>Prepare for donning:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	1. Change into scrubs.
<input type="checkbox"/>	<input type="checkbox"/>	2. Remove personal clothing and all personal items. Personal eyeglasses may be worn.
<input type="checkbox"/>	<input type="checkbox"/>	3. Securely tie back hair if required.
<input type="checkbox"/>	<input type="checkbox"/>	4. Put on health care appropriate footwear (as specified by OH&S).
<b>In designated donning area:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	5. The trained observer may observe the health care worker donning process in the anteroom, with the health care worker.
<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 (ABHR) and allow hands to dry before moving to next step.
<input type="checkbox"/>	<input type="checkbox"/>	8. Put on fluid-resistant knee-high leg and foot coverings.
<input type="checkbox"/>	<input type="checkbox"/>	9. Perform hand hygiene with alcohol-based hand rub (ABHR) and allow hands to dry before moving to next step.
<input type="checkbox"/>	<input type="checkbox"/>	10. Put on a fluid-resistant long sleeved disposable gown of sufficient length to reach mid-calf.
<input type="checkbox"/>	<input type="checkbox"/>	11. Put on surgical/procedure mask.
<input type="checkbox"/>	<input type="checkbox"/>	12. Put on bouffant cap
<input type="checkbox"/>	<input type="checkbox"/>	13. Put on full face shield.
<input type="checkbox"/>	<input type="checkbox"/>	14. Perform hand hygiene with alcohol-based hand rub (ABHR) and allow hands to dry before moving to next step.
<input type="checkbox"/>	<input type="checkbox"/>	15. Put on inner gloves. Ensure the inner gloves are under the cuffs of the gown sleeves.
<input type="checkbox"/>	<input type="checkbox"/>	16. Put on outer gloves. Pull the gloves completely over the cuffs of the gown sleeves.

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<input type="checkbox"/>	<input type="checkbox"/>	17. You and the trained observer must agree the PPE is on correctly, with no gaps that expose skin or mucous membranes.
		Doffing assistant may enter the doffing area as needed to assist the healthcare worker with doffing their PPE. The doffing assistant may not leave the doffing area until they have removed their PPE as described later in this checklist.

### 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. While observing the health care worker doffing procedure, the trained observer should remain separated from the health care worker by a distance of two metres, and preferably behind an appropriate partition. They <b>may not</b> enter the doffing area.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Before entering the PPE doffing area, inspect PPE.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Disinfect outer-gloves hands with disinfectant wipe or ABHR 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.
<b>Time Exited Patient Room:</b>			

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. 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"/>	7. Inspect outer gloves for cuts or tears. If cuts or tears present, notify trained observer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Remove outer set of gloves using glove-to-glove technique.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Inspect the inner gloves for cuts or tears. <ul style="list-style-type: none"> <li>▶ If cut or torn, disinfect the glove with disinfectant wipe or ABHR. Remove the inner glove, perform hand hygiene with ABHR on bare hands and don a clean pair of gloves. <b>This is a breach.</b></li> <li>▶ If no cuts or tears, disinfect the inner-gloved hands with a disinfectant wipe or ABHR and allow to dry.</li> </ul>
<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 biohazardous 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. Place in biohazardous 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. Instead, remove gown by pulling away from the body, rolling inside out being careful to avoid contaminating inner clothing. (The doffing assistant may assist). Place in biohazardous waste container.

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Disinfect inner-gloved hands with disinfectant wipe or alcohol-based hand rub and allow to
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Remove knee-high leg and foot coverings while sitting down on designated stool. Place leg and foot coverings in biohazardous waste container.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Disinfect inner-gloved hands with disinfectant wipe or alcohol-based hand rub and allow to
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Remove inner gloves and dispose in biohazardous waste container.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Perform hand hygiene with alcohol-based hand rub and allow hands to dry
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Put on a pair of new gloves.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Remove surgical/procedure mask or N95 respirator by straps. Do not touch the front of the surgical/procedure mask/N95 respirator. Discard in the biohazardous waste container.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. Remove bouffant cap.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24. Disinfect shoes (with disinfectant wipes) while sitting on designated stool.
<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. Disinfect designated stool with disinfectant wipes.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27. Roll absorbent mat and discard in biohazardous waste container.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28. Disinfect gloved hands with disinfectant wipe or alcohol-based hand rub and allow to dry.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29. Remove gloves and discard in biohazardous waste container.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30. Carefully perform hand hygiene with ABHR or clean sink.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31. If personal eyeglasses were worn into the room, put on a pair of clean gloves and disinfect with a disinfectant wipe.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	32. Perform a final inspection for any indication of contamination of the scrubs or the body <ul style="list-style-type: none"> <li>▶ If there <b>is</b> evidence of contamination in doffing area, remove scrubs and dispose in biohazardous waste. Put on a clean set of scrubs and walk to shower area. Discard these clean replacement scrubs in regular garbage. <b>This is a breach.</b></li> <li>▶ If there <b>is not</b> any evidence of contamination, walk to changing area to remove scrubs, and place these in regular garbage. Don a new set of scrubs.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33. Shower facilities should be available for health care workers performing high-risk

### 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. While observing the health care worker doffing procedure, the trained observer may not enter the doffing area and should remain separated from the health care worker by a distance of two metres, and preferably behind an appropriate partition.
<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. 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 biohazardous 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.

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Untie side strap of gown. Do not reach behind neck to release the Velcro neck snap. Instead, remove gown by pulling away from the body, rolling inside out being <b>sure to</b> not contaminate inner clothing. Place in biohazardous 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. Sitting down on designated stool, remove foot coverings. Place foot coverings in biohazardous 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 biohazardous 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 (long type not needed).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Remove surgical/procedure mask by straps, keeping your eyes closed during the procedure. Do not touch the front of the surgical/procedure mask. Discard in the biohazardous waste container.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. <b>Remove bouffant cap.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Disinfect gloves with disinfectant wipe or ABHR and allow to dry.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Disinfect designated stool with disinfectant wipes.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Remove gloves and discard in biohazardous waste container.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Carefully perform hand hygiene with ABHR or clean sink.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Exit doffing area.

### 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, stay calm. Go to designated doffing area immediately.
<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. Report the exposure immediately to Workplace Health and Public Health for further instructions. <b>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.</b>