

Checklist for Doffing High Risk¹ Level PPE

Done ✓	
	1. Trained observer (TO) is available to supervise proper PPE removal by reading aloud each step of the procedure
	2. TO has on a surgical gown, shoe covers, face shield and gloves
	3. TO will prepare a doffing pad that is marked section 1 and section 2 and ensure a chair is available
	4. Prior to removal of PPE, TO will remind the healthcare worker (HCW) to avoid reflexive actions that may put them at risk, such as touching their face, and to perform each step done slowly and carefully
	5. HCW uses a hospital grade disinfectant wipe to clean outer gloves prior to opening the door to patient room
	6. Using a new disinfectant wipe, the healthcare worker will clean the door handle before opening the door
	7. HCW steps out of room onto section 1 of the doffing pad
	8. TO visually inspects HCW's PPE for visible signs of contamination, cuts or tears before doffing process is started. If any PPE is potentially contaminated, HCW to clean and disinfect area using a hospital grade disinfectant wipe
	9. If apron was used – do not remove over the head <ul style="list-style-type: none"> a) Depending on the type of apron used, neck and/or waist straps will be either untied or cut with scissors by TO b) HCW will carefully fold the apron inward on to itself, rolling it away and into a small bundle and place in waste receptacle c) Both HCW and TO will perform inner glove disinfection with hospital grade disinfectant wipe
	10. HCW removes outer glove carefully to minimize contact with inner gloves: <ul style="list-style-type: none"> a. Grasp outside edge of glove near the wrist and peel away, rolling the glove inside-out b. Slide 1 or 2 fingers under the wrist of remaining glove and peel away c. Gloves are discarded into waste receptacle
	11. HCW performs inner glove disinfection with hospital grade disinfectant wipe
	12. Gently remove gown in manner that avoids contamination: <ul style="list-style-type: none"> a. Trained observer will carefully put gloved hands under the back of the hood to unfasten top tie, then undo the outside waist tie, followed by the inside waist tie b. HCW will slide 2 fingers under cuff of gown and pull hand into gown. Using the hand that is covered, grab the opposite sleeve of gown and pull away from body over hand. Continue folding the gown inward on to itself and rolling it away from you until it becomes small enough to discard c. Place into waste receptacle
	13. If chair is available, <ul style="list-style-type: none"> a. Remove boot covers one at a time by rolling down and outward, lifting your heel first and then your toes b. Step out of the boot covers one at a time onto section 2 of the doffing pad c. Trained observer will discard boot covers into waste receptacle

¹High risk symptoms: Bleeding or uncontrolled diarrhea or uncontrolled vomiting
 High risk procedures: Aerosol generating medical procedures (AGMPs), CPR, central line insertion, procedures that result in copious amounts of body fluid contamination.

	<p><u>If chair is not available,</u></p> <p>a. HCW will roll the top of the boot covers out and down, and the trained observer can help pull the boot covers down and hold while the HCW steps on to section 2 of the doffing pad</p>
	<p>14. HCW removes inner gloves and TO removes gloves in a manner that avoids contamination of hands:</p> <p>a. Grasp outside edge of glove near the wrist and peel away, rolling the glove inside-out</p> <p>b. Slide 1 or 2 fingers under the wrist of remaining glove and peel away</p> <p>c. Gloves are discarded into waste receptacle</p>
	<p>15. HCW and TO perform hand hygiene with hand sanitizer</p>
	<p>16. When hands are dry, both HCW and TO put on a new pair of gloves</p>
	<p>17. HCW removes the face shield:</p> <p>a. The front of face shield is considered contaminated</p> <p>b. Handle only by the rear strap and pull it up and over the head gently, allowing the face shield to fall forward.</p> <p>c. Place in waste receptacle</p>
	<p>18. HCW removes gloves in a manner that avoids contamination:</p> <p>a. Grasp outside edge of glove near the wrist and peel away, rolling the glove inside-out</p> <p>b. Slide 1 or 2 fingers under the wrist of remaining glove and peel away</p> <p>c. Gloves are discarded into waste receptacle</p>
	<p>19. HCW performs hand hygiene with hand sanitizer</p>
	<p>20. When hands are dry, HCW to put on new pair of gloves</p>
	<p>21. Option 1: HCW removes surgical hood:</p> <p>a. Using their dominant hand, HCW will grasp the top point of the hood</p> <p>b. Using their non-dominant hand, HCW will hold the bottom middle of the hood to stabilize motion and keep it from binding on the N95 respirator (and glasses if wearing) during upward motion.</p> <p>c. Bending head slightly forward, HCW will close eyes and pull hood forward and up, off their head in a slow controlled motion.</p> <p>d. Open eyes and place hood in waste receptacle</p> <p>Option 2: If hood fit is tight or there is a concern about contamination</p> <p>a. TO will use scissor to make a later cut to the hood up to facial opening, being very careful not to harm HCW's face</p> <p>b. HCW will grasp the top of the hood, opposite to the side where the hood was cut and pulls the hood up and off the head</p> <p>c. Place hood carefully in waste receptacle</p> <p>d. TO to follow steps 22 & 23 if Option 2 hood removal was used</p>
	<p>22. HCW removes gloves in a manner that avoids contamination:</p> <p>a. Grasp outside edge of glove near the wrist and peel away, rolling the glove inside-out</p> <p>b. Slide 1 or 2 fingers under the wrist of remaining glove and peel away</p> <p>c. Gloves are discarded into waste receptacle</p>
	<p>23. HCW performs hand hygiene with hand sanitizer</p>

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	<p>24. HCW removes the N95 respirator:</p> <ol style="list-style-type: none"> The front of the respirator is considered contaminated Lift the bottom elastic up and over your head first, then the top elastic up and over your head Pull forward off the head, bending forward slightly to allow respirator to fall away from face Place respirator carefully into waste receptacle
	25. HCW performs hand hygiene with hand sanitizer
	26. When hands are dry, HCW to put on a new pair of gloves
	<p>27. If a second clean chair is available,</p> <ol style="list-style-type: none"> HCW sits on chair and uses a hospital grade disinfectant wipe to clean the top, sides and bottom of each shoe (one wipe for each shoe) As each shoe is cleaned, the HCW steps off the doffing pad on to the floor <p>If second chair is not available,</p> <ol style="list-style-type: none"> TO will use a hospital grade disinfectant wipe to clean the top, sides, and bottom of each shoe As each shoe is cleaned, the HCW steps off the doffing pad on to the floor
	<p>28. HCW removes gloves in a manner that avoids contamination:</p> <ol style="list-style-type: none"> Grasp outside edge of glove near the wrist and peel away, rolling the glove inside-out Slide 1 or 2 fingers under the wrist of remaining glove and peel away Gloves are discarded into waste receptacle
	29. HCW performs hand hygiene with hand sanitizer
	30. TO rolls up doffing pad and places in waste receptacle
	<p>31. TO removes gloves in a manner that avoids contamination:</p> <ol style="list-style-type: none"> Grasp outside edge of glove near the wrist and peel away, rolling the glove inside-out Slide 1 or 2 fingers under the wrist of remaining glove and peel away Gloves are discarded into waste receptacle
	32. TO performs hand hygiene with hand sanitizer
	33. If shift is over, proceed to change area to remove scrubs and have a shower if that is the facility protocol
	34. Trained Observer to follow Trained Observer Doffing document for PPE removal

Date/Time _____ Healthcare Worker _____

Trained Observer _____

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