

First Responder: \_\_\_\_\_

Trained Observer: \_\_\_\_\_ Date: \_\_\_\_\_

**PURPOSE:** This checklist has been developed to assist First Responders in the proper donning and doffing of Personal Protective Equipment (PPE), and securing on-scene used PPE.


**HOW TO USE:** This document should be used by Trained Observers and First Responders in conjunction with:


- The instructional *First Responder Ebola Briefing + PPE PowerPoint* published **November 13, 2014**.
- **CDC training** videos for donning and doffing PPE ([www.cdc.gov/vhf/ebola/hcp/ppe-training/](http://www.cdc.gov/vhf/ebola/hcp/ppe-training/)).
- **CDC Interim Guidance for Emergency Medical Services (EMS) Systems and 9-1-1 Public Safety Answering Points (PSAPs) for Management of Patients with Known or Suspected Ebola Virus Disease in the United States – October 28, 2014.** ([www.cdc.gov/vhf/ebola/hcp/interim-guidance-emergency-medical-services-systems-911-public-safety-answering-points-management-patients-known-suspected-united-states.html](http://www.cdc.gov/vhf/ebola/hcp/interim-guidance-emergency-medical-services-systems-911-public-safety-answering-points-management-patients-known-suspected-united-states.html)).
- **CDC Guidance on Personal Protective Equipment To Be Used by Healthcare Workers During Management of Patients with Ebola Virus Disease in U.S. Hospitals, Including Procedures for Putting On (Donning) and Removing (Doffing) – October 20, 2014.** ([www.cdc.gov/vhf/ebola/hcp/procedures-for-ppe.html](http://www.cdc.gov/vhf/ebola/hcp/procedures-for-ppe.html)).


**IMPORTANT NOTES:**

- Donning and doffing procedures are **different**, depending on the **type** of PPE selected.
- A **Trained Observer** to verify and **document successful compliance** with the protocol is **required** for proper PPE donning and doffing.

**CDC-recommended PPE**

**1.**  **TWO PAIRS OF SINGLE-USE (DISPOSABLE) NITRILE EXAM GLOVES** (At a minimum, outer gloves should have extended cuffs.)

**2.**  **COVERALLS (WITH OR WITHOUT INTEGRATED SOCKS) AND APRON AND BOOT OR SHOE COVERS** (SHOE COVERS ACCEPTABLE ONLY IF COVERALLS HAVE INTEGRATED SOCKS) (All should be single-use (disposable) fluid-resistant or impermeable.)

**3.**  **PAPR (WITH FULL FACE SHIELD, HELMET OR HEADPIECE) AND SINGLE-USE (DISPOSABLE) HOOD** (IF PAPR IS REUSABLE) OR **N95 RESPIRATOR AND SINGLE-USE (DISPOSABLE) HOOD AND SINGLE-USE FACE SHIELD** (Fully cover front and sides of face.)

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Place and double bag used PPE in large (33 gallon or larger) leak-proof plastic bags. Secure at the scene until picked up by a State-provided contractor.

<input type="checkbox"/>	Established Work Zone	<input type="checkbox"/> PPE doffing should be performed in a designated PPE removal area set up <i>prior</i> to donning. <input type="checkbox"/> Remember, doffing area should be located as <b>close</b> to the <b>Hot Zone</b> as safely feasible and set up <i>prior</i> to beginning the donning process.
<input type="checkbox"/>	Prepare to Doff PPE	<input type="checkbox"/> Before entering PPE removal area, inspect and disinfect any visible contamination on PPE including gloved hands using an EPA-registered disinfectant. <input type="checkbox"/> Step into the pool set up <i>prior</i> to donning and remove any visible contamination using 10% household bleach solution (one [1] part household bleach and nine [9] parts water). <input type="checkbox"/> As used PPE is doffed, drop into leak-proof plastic bags prepared earlier for that purpose. <input type="checkbox"/> Remember: Doffing is your <b>GREATEST RISK</b> of exposure.
<input type="checkbox"/>	Step 1. Engage Trained Observer	<input type="checkbox"/> Using a written step-by-step checklist, the doffing process is also conducted under the guidance and supervision of a Trained Observer, who reads aloud each step of the procedure and visually confirms and documents that PPE is removed properly. <input type="checkbox"/> <b>Trained Observer:</b> <ul style="list-style-type: none"> <li>– Prior to doffing PPE, reminds First Responder to avoid reflexive actions that increase risk of exposure, such as touching the face.</li> <li>– Should minimize touching First Responder or his/her PPE during the doffing process.</li> <li>– May assist with removal of specific components of PPE, as outlined below.</li> <li>– Disinfects outer-gloved hands immediately after handling any First Responder PPE.</li> </ul>
<input type="checkbox"/>	Step 2. Inspect	<input type="checkbox"/> Inspect PPE for visible contamination, cuts or tears. <input type="checkbox"/> Disinfect potentially contaminated PPE using an EPA-registered disinfectant wipe or spray (if facility conditions permit and appropriate regulations are followed).
<input type="checkbox"/>	Step 3. Disinfect Outer Gloves	<input type="checkbox"/> Disinfect outer-gloved hands with either an EPA-registered disinfectant wipe OR ABHR. Allow to dry.
<input type="checkbox"/>	Step 4. Remove Apron (if used)	<input type="checkbox"/> To avoid contaminating gloves, roll apron from <u>inside</u> (clean side) to outside.
<input type="checkbox"/>	Step 5. Inspect	<input type="checkbox"/> Inspect PPE ensemble <u>again</u> . Look for visible contamination, cuts or tears. <input type="checkbox"/> IF visibly contaminated, disinfect using EPA-registered disinfectant wipe.
<input type="checkbox"/>	Step 6. Disinfect Outer Gloves	<input type="checkbox"/> Use EPA-registered disinfectant wipe or ABHR. Allow to dry.
<input type="checkbox"/>	Step 7. Remove Boot or Shoe Covers	<input type="checkbox"/> Sit down to prevent falling. Avoid legs touching each other. <input type="checkbox"/> While seated, remove and discard boot or shoe covers. <ul style="list-style-type: none"> <li>– Manufacturer may have additional instructions for the removal of boot covers.</li> </ul>
<input type="checkbox"/>	Step 8. Disinfect and Remove Outer Gloves	<input type="checkbox"/> Disinfect outer-gloved hands with either an EPA-registered disinfectant wipe OR ABHR. <input type="checkbox"/> Remove and discard outer gloves, taking care NOT to contaminate inner glove. <input type="checkbox"/> Do not snap gloves, causing spray. Peel glove <u>inside</u> out, containing first glove from one hand <u>inside</u> second glove from other hand.

<input type="checkbox"/>	<b>Step 9. Inspect and Disinfect Inner Gloves</b>	<input type="checkbox"/> Inspect the <b>inner gloves' outer</b> surfaces for <b>visible contamination, cuts or tears</b> . <input type="checkbox"/> <b>IF inner glove is visibly soiled, cut or torn.</b> . . . <ul style="list-style-type: none"> <li>- Disinfect with either an <b>EPA-registered disinfectant wipe OR ABHR.</b></li> <li>- Remove <b>inner gloves.</b></li> </ul> <input type="checkbox"/> <b>IF no visible contamination, cuts or tears</b> are identified on <b>inner gloves, disinfect inner-gloved hands</b> with either <b>EPA-registered disinfectant wipe OR ABHR.</b>
<input type="checkbox"/>	<b>Step 10. Remove Face Shield</b>	<input type="checkbox"/> Remove <b>full face shield</b> . <ul style="list-style-type: none"> <li>- Tilt head slightly forward.</li> <li>- Grab the <b>rear strap</b> and pull it <b>over</b> your head.</li> </ul> <input type="checkbox"/> <b>Avoid touching the front</b> of the face shield. <ul style="list-style-type: none"> <li>- Face shield will gently <b>fall</b> forward.</li> <li>- <b>Discard.</b></li> </ul>
<input type="checkbox"/>	<b>Step 11. Disinfect Inner Gloves</b>	<input type="checkbox"/> Disinfect <b>inner gloves again</b> with either an <b>EPA-registered disinfectant wipe OR ABHR.</b>
<input type="checkbox"/>	<b>Step 12. Remove Hood</b>	<input type="checkbox"/> Unfasten <b>hood</b> . Gently <b>remove</b> and <b>discard</b> . <input type="checkbox"/> <b>Trained Observer may assist</b> with <b>unfastening</b> hood.
<input type="checkbox"/>	<b>Step 13. Disinfect Inner Gloves</b>	<input type="checkbox"/> Disinfect <b>inner gloves again</b> with either an <b>EPA-registered disinfectant wipe OR ABHR.</b>
<input type="checkbox"/>	<b>Step 14. Remove Coverall</b>	<input type="checkbox"/> <b>Tilt head back. CAREFULLY</b> locate <b>zipper or fasteners</b> . <input type="checkbox"/> Using <b>two (2) fingers of one (1) hand only, unzip or unfasten coverall completely</b> . <input type="checkbox"/> <b>Roll coverall downward, turning inside (clean side) out.</b> <input type="checkbox"/> Avoid contact of <b>scrubs or disposable garments</b> with <b>outer</b> surface of coverall. <input type="checkbox"/> Touch <b>ONLY</b> the <b>inside (clean side)</b> of the coverall.
<input type="checkbox"/>	<b>Step 15. Disinfect and Change Inner Gloves</b>	<input type="checkbox"/> Disinfect <b>inner-gloved hands</b> with either an <b>EPA-registered disinfectant wipe OR ABHR.</b> <ul style="list-style-type: none"> <li>- <b>CAREFULLY</b> remove and discard <b>inner gloves.</b></li> <li>- <b>Do NOT</b> contaminate bare hands.</li> </ul> <input type="checkbox"/> Perform <b>hand hygiene</b> with ABHR. <input type="checkbox"/> <b>Don NEW pair of gloves.</b>
<input type="checkbox"/>	<b>Step 16. Remove N95 Respirator</b>	<input type="checkbox"/> <b>Tilt head forward.</b> Grasp the <b>bottom tie</b> or elastic strap, then the <b>top tie</b> or elastic strap. <input type="checkbox"/> <b>Remove – without touching the front</b> of the N95 respirator. <input type="checkbox"/> <b>Discard</b> N95 respirator.
<input type="checkbox"/>	<b>Step 17. Disinfect Inner Gloves</b>	<input type="checkbox"/> Disinfect <b>inner gloves again</b> with either an <b>EPA-registered disinfectant wipe OR ABHR.</b>
<input type="checkbox"/>	<b>Step 18. Disinfect Washable Shoes</b>	<input type="checkbox"/> Sit on a <b>new, clean surface</b> (e.g., second clean chair, clean side of a bench). <input type="checkbox"/> Using an <b>EPA-registered disinfectant wipe</b> , wipe down <b>every external surface, including soles, of washable shoes. Avoid touching ankles.</b>
<input type="checkbox"/>	<b>Step 19. Disinfect and Remove Inner Gloves</b>	<input type="checkbox"/> Use <b>EPA-registered disinfectant wipe OR ABHR.</b> <input type="checkbox"/> <b>CAREFULLY</b> remove and <b>discard inner gloves</b> . Do not <b>snap gloves</b> , causing spray. Peel glove <b>inside</b> out, containing first glove from one hand <b>inside</b> second glove from other hand. <input type="checkbox"/> <b>Do NOT contaminate bare hands. Do not touch face or bare skin.</b>
<input type="checkbox"/>	<b>Step 20. Perform Hand Hygiene</b>	<input type="checkbox"/> Perform <b>hand hygiene</b> with ABHR.
<input type="checkbox"/>	<b>Step 21. Inspect</b>	<input type="checkbox"/> Perform a <b>final inspection</b> for any indication of <b>contamination</b> of <b>scrubs or disposable garments</b> . <input type="checkbox"/> <b>IF</b> contamination is identified, <b>immediately</b> notify supervisor <b>before exiting</b> PPE removal area.
<input type="checkbox"/>	<b>Step 22. Scrubs</b>	<input type="checkbox"/> First Responder can leave PPE removal area wearing <b>dedicated washable footwear and surgical scrubs or disposable garments.</b>
<input type="checkbox"/>	<b>Step 23. Shower</b>	<input type="checkbox"/> <b>Showers</b> are recommended for those . . . <ul style="list-style-type: none"> <li>- Performing <b>high-risk patient care</b> (e.g., exposed to large quantities of blood, body fluids or excreta).</li> <li>- Spending <b>extended periods of time</b> with an <b>Ebola patient</b>.</li> </ul>
<input type="checkbox"/>	<b>Step 24. Protocol Evaluation/ Medical Assessment</b>	<input type="checkbox"/> Either the infection preventionist or occupational safety and health coordinator or their designee should meet with the First Responder to <b>review patient care activities</b> performed to <b>identify</b> any concerns about <b>care protocols</b> and to <b>record First Responder's level of fatigue.</b>

