

COVID-19 PPE Donning Procedure Checklist

Slow is safe. DO NOT RUSH

1. Identify a safety buddy
2. Remove all personal items. Nothing that goes in comes back out
3. Get enhanced PPE and airway boxes ready
4. Get second pair of scrubs (1 size larger) as over layer
5. Get a bouffant and yellow gown
6. Enter antechamber or final staging area with all items
7. Arrange needed PPE (checklist below)
 - a. Ortho helmet with foam inserts, cable, battery pack, and hood
*If helmet not available use second mask with face shield
 - b. Surgical gown (OR style)
 - c. Ortho foot cover booties
 - d. Bouffant Cap
 - e. 2 sets of sterile gloves
 - f. Yellow gown
 - g. Extra set of gloves
 - h. NIOSH goggles or best available eye protection
 - i. N-95 mask
8. Hand hygiene with sanitizing foam/gel
9. Put on second set of scrubs
10. Hand hygiene foam/gel again
11. Apply NIOSH goggles or best available eye protection
12. Apply N-95 mask to face then 1 band over head at a time
13. **Fit check N-95 mask**
14. Apply Bouffant covering as much hair/skin as possible
15. Sit down and apply ortho foot cover booties
16. Hand hygiene foam/gel again
17. Apply sterile gloves (first set)

18. Apply yellow gown. *DO NOT TIE YET*
19. Connect ortho helmet cord into battery pack or slide battery into holster (should automatically turn on)
 - **If not using helmet apply second mask with face shield and skip step 20-22
20. Apply ortho helmet with cord over shoulder. Battery pack placed in back pocket or clipped to waistband
21. Adjust ortho helmet dial to secure fit
22. Check helmet fit by leaning forward then head rotation/extension
23. Tie yellow gown in rear
24. Apply ortho hood to clip, then side magnets, then over head
25. Apply surgical gown, secure neck, back, and sides as in OR
26. Apply second set of sterile gloves over gown sleeves
27. Final check of 360 degree, head to toe coverage
 - **If safety buddy is joining you inside, the covered member will now assist them in the steps above
28. Bring airway box, glidescope, and drugs into Hot Zone. Bring ventilator into room if not already inside

COVID-19 Stage 1 IN ROOM Doffing Procedure Checklist

1. Identify a Safety Buddy and a Doffie
2. Remove outer Gloves- Grab cuff of glove, pulling away from your body, turning glove inside out in the process
3. Apply hand hygiene gel on the inner sterile gloves
4. Put on NEW outer gloves on top of the sterile inner gloves
5. Doffie stands with arms straight at sides & lifts arms from sides to 15 degrees – NO MOVING
6. Safety Buddy steps behind Doffie & unfastens neck velcro, & unties ties
7. Safety Buddy steps in front of Doffie & rolls down the gown to the wrists.
8. Safety Buddy pulls off & trashes gown.
9. Safety Buddy pulls off the Doffie's outer gloves if they were not removed with the gown & trashes gloves.
10. Safety Buddy removes & trashes their own outer gloves.
11. Safety Buddy applies hand hygiene gel to their own inner gloves.
12. Safety Buddy puts on NEW outer gloves on top of the sterile inner gloves
13. If hood is used- Safety Buddy tells Doffie to "bow at waist & do not move" Safety Buddy pulls the back of the hood over the top of the Doffie's head, grasps sides then lifts hood and pulls away from the Doffie. Trash hood.
If mask w shield is used- remove now
14. Safety Buddy remove outer gloves
15. Both apply hand hygiene gel on the inner sterile gloves
16. Put on NEW outer gloves on top of the sterile inner gloves for Safety Buddy & Doffie
17. Reverse rolls - Repeat steps 6-16.

18. When both parties have doffed the ortho hood, gown, and surgical gloves you are safe to leave.
 - a. Both parties still wearing: N95 mask, goggles, yellow gown, inner gloves, bouffant cap, & helmet
19. Stage ONE of Doffing COMPLETE – exit room.

COVID-19 Stage 2 Doffing Area Procedure Checklist

1. Apply hand hygiene gel on gloves
2. Have 1 Chux on Right side of table for the dirty helmet – DO NOT REMOVE helmet at this time
3. Have 1 chux on chair, SIT and remove booties – discard into regular trash.

If Hood is not used skip to step 12.

4. Remove yellow gown by pulling it away from your waist, and rolling it inside out. Discard into regular trash.
5. Remove gloves. Hand Hygiene. New gloves.
6. Open plastic bag, roll the sides of the bag down. Place onto the left side of the table near the chux.
7. Loosen helmet knob with one hand, while holding/supporting the front of the helmet with the opposite hand. Lift off of head.
8. Place helmet on the chux on the table.
9. Remove battery clip from the waistband/pocket & put battery pack and cable on the chux with the helmet.
10. Disconnect battery from the clip – ortho hood will turn off.
11. Remove gloves. Hand Hygiene. New gloves.
12. Remove bouffant cap. Discard in regular trash.
13. Remove gloves. Hand Hygiene. New gloves.
14. Remove goggles & place on chux on table.
15. Remove gloves. Hand Hygiene. New gloves.
16. AVOID touching the front of the N95 mask. Grab BOTTOM elastic ties of N95 mask. Pull forward & over your face. Grab TOP elastic ties of N95 mask. Pull forward & over your face. Discard in regular trash.
17. Remove gloves. Hand Hygiene. New gloves.
18. Remove fabric tabs from inside the ortho helmet & discard in regular trash.

If Hood is not used skip to step 22.

19. Open PDI AF3 (gray top wipes) – take wipe, lift ortho helmet, wipe down helmet in the following order: Inside, outside, cord, battery.
20. Place clean ortho helmet/battery inside the plastic bag to dry.
21. Discard used PDI AF3 wipe
22. Get another PDI AF3 wipe and clean goggles. Place goggles in plastic bag with helmet to air dry.
23. Discard used wipe and dirty chux into regular trash.
24. Remove gloves. Hand Hygiene. New gloves.
25. Place new clean chux on chair and on floor in front of chair. DO NOT STAND on new clean chux.
26. Remove scrub top and place in linen.
27. Remove shoes PRIOR to stepping onto clean chux.
28. Remove scrub bottoms – sitting on chair with chux if needed. Place scrubs in linen.
29. Step back into shoes.
30. Discard chux on chair and on floor in front of chair.
31. Remove gloves. Hand Hygiene. New gloves.
32. Grab bag with ortho helmet & goggles.
33. You have completed stage TWO of doffing. Exit Doffing area.

