



PROCEDURE CHECKLIST
Putting on and Removing Personal Protective Equipment (PPE)
 Print Employee Name: _____

Training Date: _____

Print Observer's Name: _____

Equipment Needed: Garment, Mask, Goggles or Face shield, Shoe Covers, Gloves			
Steps for Putting on PPE	P	F	Comments
1. SELECT A BUDDY TO GUIDE AND ASSIST. Tie back hair, if applicable, and pre-hydrate depending on anticipated time in the garment. Don bouffant cap if garment has no hood. Remove Jewelry.			
2. Select proper size inner glove and don first, with gloves inside fluid impervious garment sleeve. Place fluid impervious garment on, except for hood. Close garment. If garment too big, cinch at waist with tape.			
3. If shoe covers or boots available, don now. Consider double booting if copious fluids present.			
4. Place N95 mask over nose, mouth and chin, fit flexible nose piece over nose bridge and cinch. Secure mask with 2 ties, overhead and under occiput, adjust to fit. Pull hood overhead, if attached to garment. If mask connected to face shield, skip #5.			
5. Position goggles over eyes and secure to the head using the ear pieces or headband. If using full face shield, put in place and secure.			
6. Don outer gloves. Select correct type and size. Insert hands into outer gloves and extend as far up arm over garment sleeve as possible to provide a continuous barrier protection.			
7. Cross check with buddy that no space is unprotected. Use PPE safely; keep gloved hands away from face. Avoid touching or adjusting other PPE. Remove outer gloves if they become torn or soiled, properly dispose of, and re-glove. Perform hand hygiene before donning new gloves, limit surfaces and items touched.			
Steps for Removal of PPE			
1. Remove PPE in designated area as directed.			
2. Remove outer gloves first, grasp outside edge near wrist peeling away from hand, turning glove inside-out. If soiled, rinse first. Hold in opposite gloved hand, slide finger with inner-glove under the wrist of the remaining glove. Peel off from inside and place in designated receptacle.			
3. Remove goggles, grasp ear or head pieces with inner-gloved hands and lift away from face while leaning forward. If using face shield remove away from you while leaning forward. Place in designated medical waste receptacle for disposal.			
4. Remove shoe covers. Then remove coverall by untying the waist band tape if applied, and opening the garment. Grab gown at shoulder pulling forward, wrap gown to the middle of body and roll down slowly while wearer slowly pulls arms out of gown sleeves, turning inside out. Discard in medical waste receptacle.			
5. Remove bouffant cap, if applicable			
6. Remove mask, untie the bottom, then top ties, and remove from face in downward / away motion. Discard in appropriate receptacle.			
7. Remove inner gloves. Perform hand hygiene immediately after removing PPE. Wash hands with soap and water or use an alcohol-based hand rub.			
If hands become visibly contaminated during PPE removal wash hands before continuing to remove PPE. If at any time, PPE is breached, leave area immediately and request assistance in doffing from a co-worker with full PPE.			

Observer's Signature: _____

Note: If a participant obtains (f) in 3 or more boxes, the procedure will start over. If the same score is repeated, participant will finish course, but will not be called to don PPE during an event.