

Checklist for PPE Removal Process with P2 (N95) mask, face shield and surgical hood

Name of HCW: _____

Name of Buddy: _____

Date _____ Time: _____

Step	Action	Check
Step 1	<p>Buddy to ensure all equipment is ready for removal. Buddy ensures the area is quiet and free from other staff and distractions</p> <p>Equipment required for removal</p> <ul style="list-style-type: none"> • Buddy places one impervious mat near the door • Ensure a rigid plastic stool or chair that can be disinfected after is place near the door. • Ensure an impervious mat is placed on top of the stool/chair. • A waste bin within one step of the staff member • Alcohol based hand rub within one step of the staff member • Hospital grade disinfect wipes within one step of the staff member <ul style="list-style-type: none"> ○ Ensuring these items are within one step of the staff member contains the area and ensures unnecessary movement 	
Step 2	<p>Instruct staff member to stand on impervious mat</p> <p>BUDDY CHECK – standing on the impervious mat ensures staff don't move around when the leave the room. This mat will absorb any potential fluid on the sole of the disposable boots</p>	
Step 3	<p>Buddy instructs staff member that this will be a calm smooth process and if they need assistance at any time to tell the buddy so that assistance can be arranged</p>	
Step 4	<p>Ask staff member if they inspected their PPE for visible contamination before leaving the room and removed it with a hospital grade disinfectant wipe</p>	
	<p>BUDDY CHECK - Ensure staff member answer and indicate they removed any visible contamination inside the room</p>	
	<p>Inspect the PPE to assess for visible contamination, cuts, or tears before starting to remove. If any PPE is visibly contaminated, then disinfect using a hospital grade disinfectant wipe and discard wipe into a waste container</p>	
	<p>BUDDY CHECK</p> <p>Ensure staff member inspects PPE for visible contamination and if present cleans with a hospital grade disinfectant wipe. Buddy to also observe from a distance to notice any visible contamination</p>	

Step 5	Disinfect outer pair of gloves with alcohol-based hand rub for 15 seconds and allow to dry	
Step 6	Remove waterproof apron <ul style="list-style-type: none"> • Pull down at the collar and slowly snap the neck of the apron (the apron cannot be safely removed over the head) • Slowly roll the apron down from the inside out • Snap the waist strap at back of apron and continue rolling the apron • Discard into a waste container 	
	BUDDY CHECK - Remind staff member, if the front of the apron is contaminated, that they must pull the apron slowly to snap the ties	
Step 7	Disinfect outer pair of gloves with alcohol-based hand rub for 15 seconds and allow to dry	
Step 8	Instruct staff to sit on stool/chair to begin removal of below-knee boot covers <ul style="list-style-type: none"> • Roll the boot covers down from the inside out to the ankles and pull off over foot • Discard boot covers in a waste container • Discard impervious floor mat and impervious stool mat into waste container 	
Step 9	Disinfect outer pair of gloves with alcohol-based hand rub for 15 seconds and allow to dry	
Step 10	Remove the outer gloves <ul style="list-style-type: none"> • Grasp outside of glove with opposite gloved hand; peel off • Hold removed glove in gloved hand • Slide fingers of inner-gloved hand under remaining glove at wrist • Peel glove off over first glove Discard gloves into a waste container	
Step 11	Inspect inner pair of gloves for tears and holes then disinfect inner pair of gloves with alcohol-based hand rub and allow to dry	
	BUDDY CHECK – ensure staff member inspects inner pair of gloves	
Step 12	Remove protective face shield <ul style="list-style-type: none"> • Assume that the outside of the face shield is contaminated • To remove by head band, slide the band over the head towards the face and remove shield downwards away from the face • Place in a waste container 	
Step 13	Disinfect inner pair of gloves with alcohol-based hand rub for 15 seconds and allow to dry	
Step 14	Remove surgical hood <ul style="list-style-type: none"> • Tilt your head down • Slide hood from back of head, down and towards floor away from the 	

	<p>face and discard</p> <ul style="list-style-type: none"> Place in a waste container 	
Step 15	Disinfect inner pair of gloves with alcohol-based hand rub for 15 seconds and allow to dry	
Step 16	<p>Remove Impervious Long Sleeve Gown</p> <ul style="list-style-type: none"> Assume that the gown front and sleeves are contaminated Unfasten ties Avoid contact of scrubs underneath Pull away from neck and shoulders, touching outside of gown only Turn gown inside out Fold or roll into a bundle and discard into a waste container 	
Step 17	Disinfect inner pair of gloves with alcohol-based hand rub for 15 seconds and allow to dry	
Step 18	<p>Remove the inner gloves</p> <ul style="list-style-type: none"> Grasp outside of glove with opposite gloved hand; peel off Hold removed glove in gloved hand Slide fingers of un-gloved hand under remaining glove at wrist Peel glove off over first glove. <p>Discard gloves into a waste container</p>	
Step 19	Perform Hand Hygiene with alcohol-based hand rub for 15 seconds and allow to dry	
Step 20	Don a new pair of gloves	
Step 21	<p>Remove face mask</p> <ul style="list-style-type: none"> Assume that the front of mask is contaminated Tilt your head down Grasp bottom, then top ties or elastics and remove downwards and away from the face. <p>Discard mask into waste container</p>	
Step 22	Disinfect gloves with alcohol-based hand rub for 15 seconds and allow to dry	
Step 23	Disinfect washable shoes using a hospital grade disinfectant wipe and discard wipe into a waste container	
Step 24	Disinfect gloves with alcohol-based hand rub for 15 seconds and allow to dry	
Step 25	<p>Remove gloves</p> <ul style="list-style-type: none"> Grasp outside of glove with opposite gloved hand; peel off Hold removed glove in gloved hand Slide fingers of un-gloved hand under remaining glove at wrist Peel glove off over first glove <p>Discard gloves into a waste container</p>	

Step 26	Perform Hand Hygiene with alcohol-based hand rub for 15 seconds or with soap and water including forearms to elbows	
Step 27	If you have performed prolonged contact or high risk patient care then shower using a neutral soap and change into fresh scrubs At the end of the shift all HCWs must shower with a neutral soap	
Step 28	Discard scrubs into routine linen for processing if not contaminated. Contaminated scrubs should be disposed of as clinical waste	

Checked and Completed.

Buddy Signature: _____

Checklist for PPE Removal Process with PAPER

Name of HCW: _____

Name of Buddy: _____

Date _____ Time: _____

Steps	Action	Checked
Step 1	<p>Buddy to ensure all equipment is ready for removal. Buddy ensures the area is quiet and free from other staff and distractions</p> <p>Equipment required for removal</p> <ul style="list-style-type: none"> • Buddy places one impervious mat near the door • Ensure a rigid plastic stool or chair that can be disinfected after after is place near the door. • Ensure an impervious mat is placed on top of the stool/chair. • A waste bin within one step of the staff member • Alcohol based hand rub within one step of the staff member • Hospital grade disinfect wipes within one step of the staff member <ul style="list-style-type: none"> ○ Ensuring these items are within one step of the staff member contains the area and ensures unnecessary movement 	
Step 2	<p>Instruct staff member to stand on impervious mat</p> <p>BUDDY CHECK – standing on the impervious mat ensures staff don't move around when the leave the room. This mat will absorb any potential fluid on the sole of the disposable boots</p>	
Step 3	<p>Buddy instructs staff member that this will be a calm smooth process and if they need assistance at any time to tell the buddy so that assistance can be arrange</p>	
Step 4	<p>Ask staff member if they inspected their PPE for visible contamination before leaving the room and removed it with a hospital grade disinfectant wipe</p> <p>BUDDY CHECK - Ensure staff member answer and indicate they removed any visible contamination inside the room</p> <p>Inspect the PPE to assess for visible contamination, cuts, or tears before starting to remove. If any PPE is visibly contaminated, then disinfect using a hospital grade disinfectant wipe and discard wipe into a waste container</p> <p>BUDDY CHECK Ensure staff member inspects PPE for visible contamination and removes them with a hospital grade disinfectant wipe. Buddy to also observe from a distance to notice any visible contamination</p>	
Step 5	<p>Disinfect outer pair of gloves with alcohol-based hand rub for 15 seconds and allow to dry</p>	

Step 6	<p>Remove waterproof apron</p> <ul style="list-style-type: none"> • Pull down at the collar and slowly snap the neck of the apron (the apron cannot be safely removed over the head) • Slowly roll the apron down from the inside out • Snap the waist strap at back of apron and continue rolling the apron • Discard into a waste container 	
	<p>BUDDY CHECK - Remind staff member, if the front of the apron is contaminated, that they must pull the apron slowly to snap the ties</p>	
Step 7	<p>Disinfect outer pair of gloves with alcohol-based hand rub for 15 seconds and allow to dry</p>	
Step 8	<p>While sitting down on impervious cover begin removal of below-knee boot covers</p> <ul style="list-style-type: none"> • Untie the cord and roll the boot covers down from the inside out, down to the ankles and pull off over foot • Discard booties in a waste container • Discard impervious floor mat and impervious stool mat into waste container 	
Step 9	<p>Disinfect outer pair of gloves with alcohol-based hand rub for 15 seconds and allow to dry</p>	
Step 10	<p>Remove the outer gloves</p> <ul style="list-style-type: none"> • Grasp outside of glove with opposite gloved hand; peel off • Hold removed glove in gloved hand • Slide fingers of under-gloved hand under remaining outer glove at wrist • Peel glove off over first outer glove • Discard gloves into a waste container 	
Step 11	<p>Inspect inner pair of gloves for tears and holes, then disinfect inner pair of gloves with alcohol-based hand rub for 15 seconds and allow to dry</p>	
	<p>BUDDY CHECK – ensure staff member inspects inner pair of gloves</p>	
Step 12	<p>Remove disposable PAPR hood</p> <p>BUDDY CHECK - ask if assistance is needed before removing PAPR hood. If yes, another staff member wearing appropriate PPE should assist</p> <ul style="list-style-type: none"> • Remove headpiece, hold the tubing piece where it connects to the hood with one hand and grasp the hood with the other and remove. Ensure the tubing piece at the back does not contact your hair or skin when removing the hood. This step might require assistance from a second person who is wearing PPE if assistance is required. 	

	<ul style="list-style-type: none"> • Holding the hood unclip the belt and battery unit. Place entire unit into a rigid plastic container. Switch off the unit. • Detach hood piece from tubing and discard hood into waste. • Leave all reusable PAPR components in the closed lid rigid container for reprocessing. 	
Step 13	Disinfect inner pair of gloves with alcohol-based hand rub for 15 seconds and allow to dry	
Step 14	<p>Remove Impervious Long Sleeve Gown</p> <ul style="list-style-type: none"> • Assume that the gown front and sleeves are contaminated • Unfasten ties • Avoid contact of scrubs underneath • Pull away from neck and shoulders, touching outside of gown only • Turn gown inside out • Fold or roll into a bundle and discard 	
Step 15	Disinfect inner pair of gloves with alcohol-based hand rub for 15 seconds and allow to dry	
Step 16	Disinfect washable shoes using a hospital grade disinfectant wipe and discard wipe into a waste container	
Step 17	Disinfect inner pair of gloves with alcohol-based hand rub for 15 seconds and allow to dry	
Step 18	<p>Remove the inner gloves</p> <ul style="list-style-type: none"> • Grasp outside of glove with opposite gloved hand; peel off • Hold removed glove in gloved hand • Slide fingers of ungloved hand under remaining glove at wrist • Peel glove off over first glove <p>Discard gloves into a waste container</p>	
Step 19	Perform Hand Hygiene with alcohol-based hand rub or with soap and water including forearms and elbows	
Step 20	<p>If you have performed prolonged contact or high risk patient care then shower using a neutral soap and change into fresh scrubs</p> <p>At the end of the shift all HCWs must shower with a neutral soap</p>	
Step 21	Discard scrubs into routine linen for processing if not contaminated	

Checked and Completed.

Buddy Signature: _____