

### **HCP Checklist**

Status: v 2.0

Revised: November 30, 2023

Owner: IP&C

### **Donning Assistant PPE**

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#### **Preamble**

- Equipment required
  - Scrubs (to be destroyed) dedicated to the HCP area/care of patients under investigation for, or confirmed cases of HCP
  - o Impermeable gown
  - Long gloves (differing colours) with secure cuff x2
  - Fluid-resistant shoe/leg coverings
  - Procedure/Surgical mask
  - o Full face shield
  - Vocera (confirm battery is fully charged and device is working)
  - Overshoes (ONLY if required due to gross soiling in anteroom)
  - Dedicated closed toe and heel shoes that tolerate disinfection within the isolation room and anteroom (i.e., not canvas/fabric)
  - Scissors, to trim gown as required
- Anteroom door is the door between the hallway and anteroom
- Patient room door is the door between the anteroom and patient room
- Pre-Donning Considerations:
  - Are the anteroom and patient room set up for safe staff entry/exit?
  - Will Assistant need to change roles after helping with doffing process, requiring additional PPE as Primary?
    - If Assistant  $1\Omega$  must provide break relief and therefore become the Primary+, Primary+ PPE may be worn to assist with current Primary+ doffing. This allows the Assistant  $1\Omega$  to directly enter the patient room after assisting the current Primary+ with doffing their PPE. Evaluate PPE for soiling prior to entry to patient room. If soiling is evident, wipe PPE surface(s) with IP&C approved disinfectant wipe(s)
  - Introduce self/assigned staff and clarify roles
  - Wearing makeup is not recommended as it impairs user comfort due to facial sweat
  - Consider using the toilet before putting on the PPE
  - Fasting is not recommended before working with PPE
  - Has HCP PPE training/N95 fit testing been completed? Have any exclusion criteria been met (pregnant, open skin/lesions to forearms, medical conditions as determined by Occupational and Environmental Safety and Health)?
  - Establish closed loop communication: e.g., establish eye contact and verbal prompt prior to activity; hand signals; code or red flag words
  - Ensure self-awareness of habitual behaviours and the importance of minimizing them. Habitual behaviours include daily actions people do without conscious thought, such as nose rubbing or beard stroking. People also carry out automatic actions in response to a stimulus, such as wiping sweat away from the forehead
- Glove hygiene process:
  - Immerse gloved hands into basin and rub together in IP&C approved disinfectant without splashing
  - Pat gloves dry with IP&C approved disinfectant wipe(s)



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Legend

Monitor**♠** 

Assistant  $1\Omega$ 

#### **Process:**

1. Assistant 1Ω			
Outside Anteroom	Considerations		
Confirm wearing scrubs and dedicated shoes	On arrival to unit, in change room		
Remove lanyards, watches, rings, pocket contents, other unnecessary items or items that can dangle	Staff to place their clothing in designated area		
Pull back hair from face and neck and securely tie/pin back as required. For longer hair, pull hair back and up into a bun	Hair to be away from face and neck and securely tied back as required Longer hair may touch outside of coveralls during doffing if not pulled back		
Don and log-in to Vocera, ensuring top of the badge is no more than 6 inches from chin. Confirm battery is working and fully charged			
Perform hand hygiene (HH)	ABHR unless visibly soiled, wash if soiled		
Visually inspect PPE. Ensure     Is in serviceable condition. Look for damage and irregularities like holes and cracks     All required PPE/supplies are available     Sizes selected are correct			
Perform HH	ABHR unless visibly soiled, wash if soiled		
Don inner set of BLUE longer-extended cuff, closer-fitting gloves and pull up completely	Good fit, no tears		
Don gown; secure ties  Ensure gown edges overlap to completely cover the front and back of clothing  If not covered completely, first don a gown as a housecoat (untied); then don second gown as usual (tie all ties with assistance)  Ensure cuffs of BLUE gloves are under gown	Where the gown is too long, use scissors to cut to knee length. If cutting gown, do not do while wearing		
Don shoe/leg covers  • Pull to knees			
Position cover securely over feet to avoid risk of tripping  If necessary, don overshoes, ensuring secure fit to avoid risk of tripping  Tripping	Overshoes required for gross soiling situations and anticipated situations		
Don procedure/surgical mask  • Shape metal piece to nose bridge			



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Ensure mask is secured	
Don full face shield	
Remove protective plastic coating if present	
Ensure full coverage of face	
Don outer set of GREEN extended cuff gloves and pull up	Good fit, no tears
completely over cuff of gown	Good III, IIO tears
Check PPE placement/integrity and log room entry on HCP Room	To ensure PPE stays in place,
Entrance Log	before entering the room,
<ul> <li>Adjust facial protection before entering room</li> </ul>	Assistant 1Ω should lean forward
<ul> <li>Monitor ♠ to advise PPE user not to touch their face once in</li> </ul>	and gently shake head; perform a
room	squat; and fully extend arms

	2. Monitor ♠		
Οι	utside Anteroom	Considerations	
	Final check prior to entry Assistant 1Ω		
	<ul> <li>Ensure appropriate and full coverage</li> <li>Reinforce do not touch face or adjust PPE after entry</li> <li>Reinforce closed loop communication</li> </ul>	Do not permit PPE wearers with heat strain to enter anteroom	
	<ul><li>Does the PPE wearer have heat strain?</li></ul>		