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	Document Title:	STEPS IN DONNING AND DOFFING PPE IN MANAGEMENT OF PATIENT WITH COVID-19

PURPOSE:

This document provides detailed guidance on the steps of personal protective equipment (PPE) to be used and processes for donning (putting on) and doffing (removing) PPE for all personnel entering the room of a patient hospitalized with COVID-19 infection.

SCOPE:


All Healthcare Workers of Dr. Pablo O. Torre Memorial Hospital

PERSON RESPONSIBLE:


All Healthcare Workers managing patients with suspected, probable, and confirmed COVID-19 infection.

GENERAL GUIDELINES:

1. Ensure that areas for donning and doffing are designated as separate from the patient care area (e.g., patient's room) and that there is a predominantly one-way flow from the donning area to the patient care area to the doffing area.
2. Confirm that the doffing area is large enough to allow freedom of movement for safe doffing as well as space for waste receptacles, a new mask supply, and alcohol-based hand rub (ABHR) used during the doffing process.
3. Healthcare workers must follow the basic principles to ensure that no infectious material reaches unprotected skin or mucous membranes while providing patient care.
4. Personal protective equipment (PPE) must be donned correctly in proper order before entry into the patient care area; PPE should not be later modified while inside the patient care area. The donning activities must be directly observed by a trained observer.


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5. PPE must remain in place and be worn correctly for the duration of work in potentially contaminated areas. PPE should not be adjusted during patient care. In the event of a significant splash, the healthcare worker should immediately move to the doffing area to remove PPE. The one exception is that visibly contaminated outer gloves can be changed while in the patient room and patient care can continue. Contaminated outer gloves can be disposed in the patient room in the infectious waste receptacle
6. Healthcare workers should perform frequent disinfection of gloved hands using an ABHR, particularly after contact with body fluids.
7. Removing used PPE is a high-risk process that requires a structured procedure, a trained observer, a doffing assistant in some situations, and a designated area for removal to ensure protection.
8. PPE must be removed slowly and deliberately in the correct sequence to reduce the possibility of self-contamination.

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PROCEDURE:

I. Prepare the following items/ PPE for donning by the healthcare worker:

- Gown
- Mask / Respirator
- Goggles / Face shield
- Gloves
- Hazmat Coverall
- Booties
- Alcohol based hand rub


II. Pre- Donning Instructions:

1. Ensure Healthcare worker is hydrated.
2. Ensure hair is pulled back in a bun / pony tail
3. Remove jewelry (no stoned rings, watch, bracelets etc.)
4. Facial hair should be shaved before donning an N95 respirator.
5. Check PPE if the correct size is available.

III. Sequence in Donning PPE:

1. Perform Hand Hygiene.
2. Shoe Cover/Booties
3. Wear Gloves – first Layer
4. Don Hazmat Coverall
5. Don Impermeable gown/ re-usable gown / apron
6. Put on the N95 / Respirator

Top Strap: on the crown of your head

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Bottom Strap: At the nape of the neck, below your ears. Do not crisscross the straps. Mold the nose piece. Then perform a seal check.

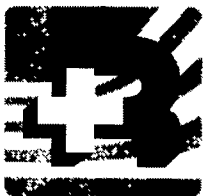
7. Put on surgical Cap and Hood
8. Put on eye Protection (goggles/face shield)
9. Don Gloves – Second Layer
10. **Ensure that there is NO SKIN EXPOSED between gloves and gown cuffs.**

IV. Instructions Prior to Doffing:

1. CDC recommends doffing be done at least 6 feet from the patient and in a way that will not contaminate your PPE.
2. Outer gloves and impermeable gown may be doffed by the door inside the patient care area, with the EXCEPTION of N95 Respirator.
3. Check for signs of gross contamination and remove, if possible, before continuing the doffing process.

V. Sequence of Doffing PPE when doffing PPE inside patient's room:

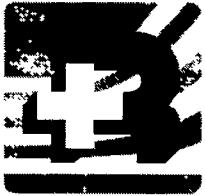
1. Perform Hand Hygiene for atleast 20 seconds or until the ABHR is dry with the gloves on.
2. Doff outer gloves
3. Doff the Isolation Gown
4. Breaking the gown ties:
 - 4.1 Step 1- untie the waist ties
 - 4.2 Step 2- untie the neck ties
 - 4.3 Cross the arms, grasp the front of the gown below the shoulders and pull the gown firmly away from the body.
 - 4.4 Roll up the gown: keep the hands in the sleeves while rolling the gown away from your body.

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5. Dispose the gown and the gloves into the hamper.
6. DO NOT compress waste in the trash container.
7. Perform Hand Hygiene, EXIT the ROOM.

VI. Sequence of Doffing PPE when exiting the COVID floor:

1. Proceed to the designated area for doffing.
2. Perform hand hygiene.
3. Doff outer gloves
4. Perform Hand hygiene
5. Remove eye face shield/goggles
 - 5.1 Tilt head forward gently lift the face shield or goggles from back
 - 5.2 Pull out and away, avoid touching the front surface
 - 5.3 Place in the corresponding receptacle.
6. Perform Hand hygiene
7. Remove hood and surgical cap
8. Perform Hand hygiene
9. Doff Hazmat/Coverall
10. Perform hand hygiene.
11. Remove booties / shoe cover
12. Perform hand hygiene.
13. Doff gloves
14. Perform Hand hygiene.
15. Remove the N95/ Respirator
 - 15.1 If N95 Remove one strap at a time
 - 15.2 First the bottom strap then remove the top strap.
16. Perform Hand hygiene.
17. Put on a new surgical face mask when exiting the Covid floor

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