

Donning and Doffing of Personal Protective Equipment (PPE): *Gloves, Surgical Mask, N95/KN95, Face Shield, & Coveralls*

Proper Use of Gloves

- Don't touch your face or adjust PPE with contaminated gloves.
- Don't touch environmental surfaces except those that are necessary during the screening process.
- Wash your hands or use alcohol-based hand sanitizer prior to donning new pair of gloves.
- Change gloves immediately:
 - If torn
 - When visibly soiled
 - After accidental contact with an individual during the screening process
- Never wash or reuse disposable gloves (put on a new pair)

Proper Use of N95/KN95 Respirators and Surgical Masks

- They should fully cover your nose and mouth.
- They should be changed if they become saturated with moisture from respiration.
- N95/KN95s cannot be worn over facial hair (because they are meant to be tight-fitting); surgical masks can be worn over facial hair if necessary.
- Inspect N95/KN95 for physical damage before each use. For example, are the straps stretched out so much that they no longer provide enough tension for the N95/KN95 to fit snug over your face, is the nose wire broken, is the N95/KN95 soiled, degraded or have visible tears, etc.

Proper Use of Face Shields and Coveralls

- Write your name of the face shield.
- Face shields should cover your forehead, extend below your chin and wrap around the sides of face.
- Coveralls should be fully zipped and hair should be tucked underneath hoods.

Sequence of Steps for Donning (putting on) PPE

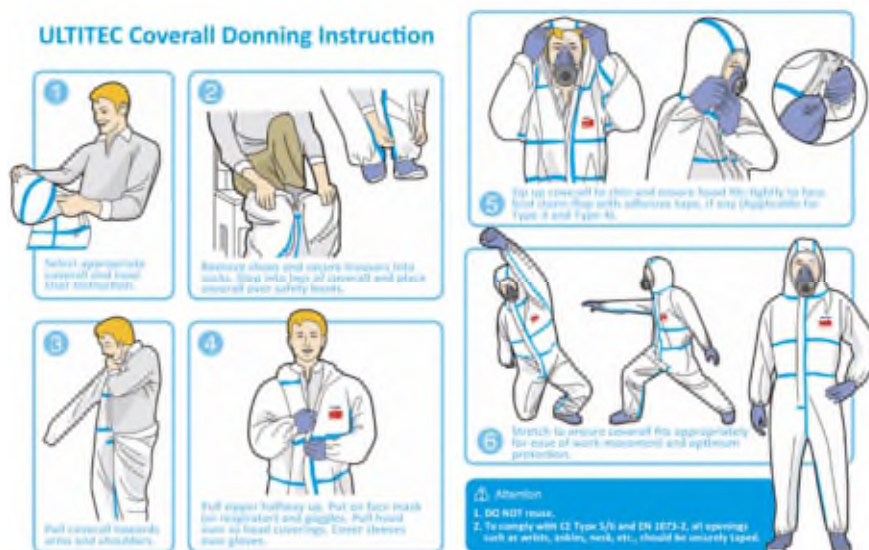
Donning Step 1 - Hand Hygiene

- Wash your hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer.



Donning Step 2 - Put on Coveralls

- You will need to sit down on a bench or sturdy chair (no wheels/rollers) to safely get your feet and legs in the coveralls. **DO NOT** stand and try to balance while inserting your legs.
- While seated, insert your legs and feet with footwear on, one at a time.
- Once your legs are inside, carefully stand up and lift the coveralls so you can get your arms in one at a time and then zip the coveralls all the way up.
- Ensure all your hair is tucked underneath the hood of the coveralls.



Donning Step 3 - Put on an N95/KN95 Respirator

- Position the N95/KN95 in your hand with the nose piece at your fingertips.
- Cup the N95/KN95 in your hand allowing the headbands to hang below your hand.
- Hold the respirator under your chin with the nosepiece up.
- The top strap (on single or double strap N95/KN95) goes over and rests at the top back of your head. The bottom strap is positioned around the neck and below the ears. Do not crisscross straps.
- Place your fingertips from both hands at the top of the metal nose clip (if present). Slide fingertips down both sides of the metal strip to mold the nose area to the shape of your nose.



Donning Step 4 - Checking the N95/KN95 Seal

- Place both hands over the N95/KN95, take a quick breath in to check whether the N95/KN95 seals tightly to the face.
- Place both hands completely over the N95/KN95 and exhale. If you feel leakage, there is not a proper seal.
- If air leaks around the nose, readjust the nosepiece as described. If air leaks at the N95/KN95 edges, re-adjust the straps along the sides of your head until a proper seal is achieved.
- If you cannot achieve a proper seal due to air leakage, ask for help or try a different size model.



Donning Step 5 - Putting on a surgical mask

Mask with elastic straps:



With the colored or printed side nose out, and the nose wire at the top, put your fingers through the ear loops, position the mask over your nose and mouth. Place the ear loops securely around the ears.



Pull the mask from the top and bottom to fully open the folds of the mask, and adjust the mask over your nose and under your chin.



Gently form (do not pinch) the nose wire over the bridge of the nose, make final adjustments.

Mask with tie straps:

- Secure ties or elastic bands at the middle of your head and top of neck.
- Fit flexible band to the bridge of your nose.
- Ensure a snug fit over your nose and below your chin.



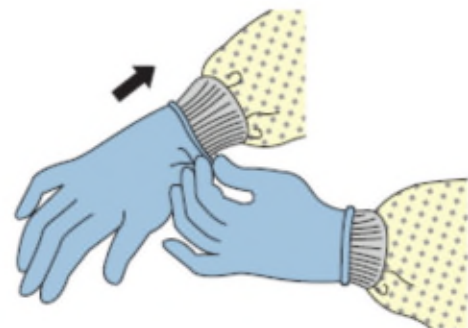
Donning Step 6 - Put on Face Shield

- Place face shield over face and eyes and adjust to fit. It should be snug, but not too tight.



Donning Step 7 - Put on Gloves

- Put gloves on and pull gloves until they reach cuffs of the coveralls or go over the cuffs of the coveralls if possible.



Sequence of Steps for Doffing (taking off) your PPE

Doffing Step 1 - Remove Gloves

Consider the outside of your gloves to be contaminated!

- Grab the outside edge of your glove near the wrist and peel away from your hand, turning the glove inside out.
- Hold the glove in the opposite gloved hand. Slide your un-gloved finger or thumb under the wrist of the remaining glove.
- Peel the glove off and over the first glove, making a bag for both gloves. Put the gloves in the garbage.



Doffing Step 2 - Hand Hygiene

- Use an alcohol-based hand sanitizer. Applying hand hygiene after removing soiled gloves reduces the risk of contaminating other parts of your body while doffing PPE.

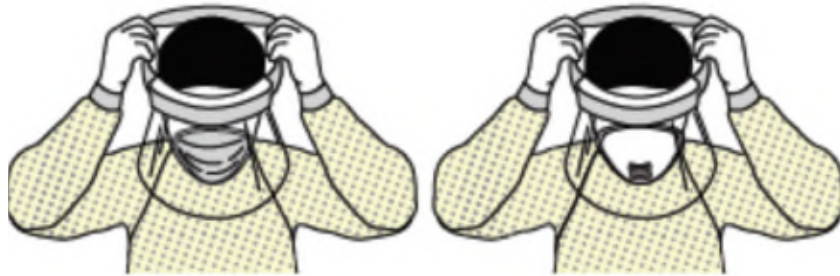
Doffing Step 3 - Put on Clean Gloves

- Put on a new pair of gloves.

Doffing Step 4 - Remove Face Shield

Consider the outside of your face shield contaminated!

- Remove your face shield from the back by lifting the head band/ring.
- Place in designated area for cleaning after doffing process complete.



Doffing Step 5 - Remove Coveralls

Consider the front of your coveralls to be contaminated!

- Unzip coveralls.
- Pinch corner of collar and pull down on coveralls while pulling your arm out of the sleeve. Repeat with other side/arm.
- Pull coveralls down to your knees and then sit down and pull each leg out of the coveralls by grabbing the inside of the coveralls and pull them down while pulling each leg up and out.
- Place coveralls in sealed garbage receptacle (with a lid).

ULTITEC Coverall Doffing Instruction



Doffing Step 6 - Remove Gloves (same as step 1 above)

Consider the outside of your gloves to be contaminated!

- Grab the outside edge of your glove near the wrist and peel away from your hand, turning the glove inside out.
- Hold the glove in the opposite gloved hand. Slide your un-gloved finger or thumb under the wrist of the remaining glove.
- Peel the glove off and over the first glove, making a bag for both gloves. Put the gloves in the garbage.

Doffing Step 7 - Hand Hygiene

- Use an alcohol-based hand sanitizer. Applying hand hygiene after removing soiled gloves reduces the risk of contaminating other parts of your body while doffing PPE.

Doffing Step 8A - Removing an N95/KN95 Respirator

Consider the front of the N95/KN95 to be contaminated!

- Do not touch the front of the N95/KN95.
- Bend forward slightly, and touch only the elastic bands.
- Remove by pulling the bottom strap over back of head followed by the top strap, without touching the N95/KN95.
- Discard in the garbage.



Doffing Step 8B - Removing a Surgical Mask

- Bend forward slightly, and touch only the ties or elastic bands. Start with the bottom tie/band, and then remove the top tie/band.
- Do not touch the front of your mask.
- Place mask in the garbage.

