

PPE Spotter Guide

Prepare to enter:	Have a buddy to help with PPE if possible. Do NOT take items into isolation that are not necessary.
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Equipment:	Before entering the area collect all equipment needed, plan where to put on and take off PPE, know what to do with the waste		
		YES	NO
	Hand sanitizer		
	Garbage can and plastic liners		
	Gloves		
	Surgical mask or N95 respirator		
	Gowns		
	Goggles or face shields		
	Plastic bags for equipment (e.g. keys, radios, stethoscopes, thermometers, etc.) (Tape one to table outside area & one inside area)		
	Disinfectant		
	Yellow laundry bags +/- rice bag		
	Specimen bags (2) and testing kit (Tape one to table inside area)		
	Patient care equipment (e.g. Vitals machine, pulse ox, stethoscope, O2, nasal cannula, sharps container, etc.)		
	Clear fanny pack for keys +/-		

Put on PPE:	Put on PPE in order that prevents contamination		
		YES	NO
Step 1.	Perform hand hygiene		
Step 2.	Take off routine surgical mask and discard		
Step 3.	Perform hand hygiene		
Step 4.	Put on isolation gown (tie at neck and waist)		
Step 5.	Put on surgical Mask or N95 Respirator (for isolation)		
Step 6.	Put on Eye Protection (Face shield or goggles)		
Final Step.	Put on gloves OVER the cuff of the gown		

Prepare to exit.	Plan before you exit.
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Remove PPE			
Part 1:	INSIDE ROOM OR UNIT		
Step 1.	Put any collected specimens already in specimen bag #1 in second clean specimen bag taped to table		
Step 2.	Put reusable items in plastic bag for later cleaning (e.g. keys, radios, stethoscope, thermometers)		
Step 3.	Remove gown and gloves first pulling the gown at waist, then shoulders and pulling forward (Do NOT untie or reach behind you). Pull gown forward & roll gown and gloves into a ball. Dispose of in the trash inside the isolation/quarantine area.		
Step 4.	Perform hand hygiene		

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Step 5.	Put on new gloves		
Step 6.	Grab any plastic and/or specimen bags in one hand		
Step 7.	Open door with other hand and leave the isolation/quarantine area		

Remove PPE Part 2:	OUTSIDE ROOM OR UNIT	YES	NO
Step 1.	Remove gloves		
Step 2.	Perform hand hygiene		
Step 3.	Put on new gloves		
Step 4.	Remove goggles or face shield by touching only the ear pieces		
Step 5.	Place goggles or face shield in the plastic bag for later cleaning if planning to reuse or place in trash		
Step 6.	Remove surgical mask or N95 respirator by grasping elastic bands behind ears/head and allow mask fall forward into trash. Do not touch your face after you remove the mask.		
Step 7.	Remove gloves		
Step 8.	Perform hand hygiene		
Step 9.	Put on new gloves		
Step 10.	Put on new routine surgical mask		
Step 11.	Spray down goggles, keys, fanny pack and any other equipment placed in bags and allow to dry for 10 minutes before reusing		
Step 12.	Perform hand hygiene		

[All staff who use PPE must first watch the DOC training video to ensure they are aware of procedures.](#)