

Buddy System for PPE Placement & Removal

Putting on PPE

The initial PPE Buddy responsibility is to wear their own clean PPE while assisting with PPE placement for the staff caring for the patient. The check-off sequence below must be used to be sure all steps are completed to decrease any chance of contamination.

- Wear scrubs
- Remove your jewelry and any devices (cell phones, watch, pens, etc.)
- Inspect your PPE for any obvious flaws (holes, tears, etc.) and then put it on: Gloves, shoe covers (pull up to knees), fluid resistant long sleeved gown, and then face shield
- Have clip-board with this check list ready to assist the staff member entering and exiting the patient care area
- Help the staff member entering the patient care room to inspect their PPE

Staff member caring for patient: make sure your PPE fits and is comfortable before entering the patient room to provide care. You do not want to be adjusting PPE during patient care as this can increase the chance of contamination.

Put on PPE with the help of your PPE Buddy as needed as outlined below.

- Inspect your PPE for any obvious flaws (holes, tears, etc.) and then put it on in a clean area (not the Empty Area or E/D Lobby) as follows:
 - Wear scrubs
 - Remove all jewelry and any devices (cell phones, watch, pens, etc.)
 - Perform **hand hygiene** and be sure hands are dry
 - Put on your first pair of **gloves**
 - Sit down in a chair located *outside* the E/D Lobby and the Empty Space (Clean Chair) and put on **shoe covers** and pull each up to the knee/mid-calf area
 - Put on your **gown** and be sure neck and waist ties are secure
 - Tuck your gloves under the sleeves of the gown
 - Place the **N-95 mask** on your face covering your nose/mouth: pull the top strap over your head to above your ears, then the bottom strap along the back of the neck area – be sure to mold it to your face.
 - Put on the “**hood**” making sure your ears, shoulders, neck, and hair are covered
 - Put on the **second pair of gloves** pulling the ends over the wrist area of the gown so it covers the wrist/hand of the first gloves you put on
 - Place the face shield so your entire face and eyes are protected from splashes
 - With your PPE Buddy watching you **turn around slowly** so your PPE Buddy can look, and fix, any gaps in the PPE you are wearing. Are you comfortable?

- Next, move your arms, do a few squats, turn your neck up/down/back and forth etc. – any motion or position you think you might find yourself in during patient care. The goal is to be *secure and comfortable* in the PPE so you will not be adjusting it during patient care.
- Before entering the E/D Lobby to care for the patient, clean your gloved hands with alcohol hand gel and rub together until gloves are dry.

Removal of Staff Member PPE that Cared for the Patient

The PPE Buddy responsibility is to wear their own clean PPE while assisting with PPE removal of the staff caring for the patient. The check-off sequence below must be used to be sure all steps are completed to decrease any chance of contamination. Maintain a safe distance during the PPE removal process and assist only when asked. You must:

- Wear scrubs
- Remove your jewelry and any devices (cell phones, watch, pens, etc.)
- Inspect your PPE for any obvious flaws (holes, tears, etc.) and then put it on: Gloves, then shoe covers (pull up to knees), fluid resistant long sleeved gown, and then face shield
- Have clip-board with this check list ready to assist the staff member exiting the patient care area
- PPE removal will be done on the far north side of the Empty Space
- Have the **Bootie Removal Chair** and **Clean Chair/Shoes** labeled and ready at the far north side of the Empty Space
- You must be present before the staff member caring for the patient can leave the room
- Inspect the PPE of the staff member coming out of the patient care area for any obvious tears, holes, cuts, etc.

Staff member caring for patient: make sure your PPE is removed in the exact sequence as told to you by your PPE Buddy to decrease any chance of contamination during PPE removal.

When you have completed patient care, be sure your PPE Buddy is present in the Empty Space to help you *before* you exit the patient care area. Your PPE Buddy will tell you the sequence for PPE removal and help you *as you request*.

PPE Buddy instructions to staff during PPE removal:

- I am going to inspect your PPE for any obvious cuts, tears, or holes. Please turn around slowly so I can inspect your PPE for any problems.
- Now you are going to remove any obvious contamination that may splash or fall/leak off during the PPE removal process: use the PDI Purple Top wipes and then place in the biohazard trash.
- Disinfect your outer gloves with this alcohol hand gel. Rub your hands together until your hands are totally dry.

- You are going to remove your PPE now and for each phase:
 - Move slowly
 - Do not rush
 - Place the contaminated PPE into the biohazard trash – to not toss or push PPE down into the biohazard trash.
- Sit in the **Bootie Removal Chair** and slowly remove your foot covers one at a time. Be sure to ‘roll them down’ so the inside of the booties are on the outside during final removal into the biohazard trash.
- Please get out of the Bootie Removal Chair and stand.
- Clean your outer gloves with this alcohol hand gel. Rub your hands together until your hands are totally dry.
- Now carefully remove your outer gloves and place in biohazard trash. Be sure not to pull off your inner gloves or break the inner glove/gown sleeve connection.
 - Any time you remove gloves do not touch the “clean part” with a contaminated hand/fingers ... instead tuck the clean finger under the dirty glove and remove ... only touching the *inside* of the glove with the clean glove or hand.
- We are going to inspect your inner gloves for holes or punctures: please slowly rotate and turn your hands around so we can both see ...
- Now disinfect your inner gloves with this alcohol hand gel. Rub your hands together until your hands are totally dry.
- Remove your face shield:
 - Tilt your head forward slightly and remove the face shield by touching the back strap only – do not touch the front of the face shield – place in biohazard trash.
- Disinfect your gloves with this alcohol hand gel. Rub your hands together until your hands are totally dry.
- Remove your surgical hood:
 - Tilt your head forward slightly and remove carefully from the back. Keep your eyes closed while you pull it off your face – place in biohazard trash.
- Disinfect your gloves with this alcohol hand gel. Rub your hands together until your hands are totally dry.
- Stand up and remove your gown (untie neck/back) by slowly pulling it away from your body while turning it inside-out, so when you are done you are only touching the inside:
 - Be careful when removing the sleeves of the gown from your hands so your gloves so not come off. Do not rush.
- Disinfect your gloves with this alcohol hand gel. Rub your hands together until your hands are totally dry.
- Remove your gloves careful not to touch dirty to clean and place in biohazard trash:
 - Any time you remove gloves do not touch the “clean part” with a contaminated hand/fingers ... instead tuck the clean finger under the dirty glove and remove ... only touching the *inside* of the glove with the clean glove or hand.
- Disinfect your hands with this alcohol hand gel. Rub your hands together until your hands are totally dry.
- Put on these new clean pair of gloves.

- Now remove your N-95 mask by tilting your head forward and while only touching the back straps -- remove the bottom strap over your head first, then the top strap – while not touching the front of the mask. Then place in the biohazard trash.
- Disinfect your gloves with this alcohol hand gel. Rub your hands together until your hands are totally dry.
- Now sit in the Clean Chair and use these disinfectant PDI Purple Top wipes to clean your shoes – even though there is no visible blood – this is just an extra precaution.
- Disinfect your gloves with this alcohol hand gel. Rub your hands together until your hands are totally dry.
- Remove your gloves careful not to touch dirty to clean and place in biohazard trash:
 - Any time you remove gloves do not touch the “clean part” with a contaminated hand/fingers ... instead tuck the clean finger under the dirty glove and remove ... only touching the *inside* of the glove with the clean glove or hand.
- Finally, disinfect your hands with this alcohol hand gel. Rub your hands together until your hands are totally dry.
- Please turn around slowly so I can look for any obvious contamination on your scrubs.
- Please sign-out with the date and time we have completed the PPE removal process.

PPE Buddy

Removes PPE in same sequence but without assistance* beginning with the disinfection of gloves with alcohol hand gel, rubbing hands together until totally dry. Then:

- Sit in the **Clean Chair/Shoes** and slowly remove your foot covers one at a time. Be sure to ‘roll them down’ so the inside of the booties are on the outside during final removal into the biohazard trash.
- Stand up and remove your gown (untie neck/back) by slowly pulling it away from your body while turning it inside-out, so when you are done you are only touching the inside:
 - Be careful when removing the sleeves of the gown from your hands so your gloves so not come off. Do not rush
- Now remove the face shield by only touching the strap at the back of your head and do not touch the front – place in the biohazard trash
- Last remove your gloves, never touching the outside with your bare hand/fingers, and place in the biohazard trash:
 - Any time you remove gloves do not touch the “clean part” with a contaminated hand/fingers ... instead tuck the clean finger under the dirty glove and remove ... only touching the *inside* of the glove with the clean glove or hand.
- Disinfect your hands with this alcohol hand gel. Rub your hands together until your hands are totally dry.
- Sign the date/time you performed PPE Buddy removal duty and who you assisted.

* If there is obvious contamination on the PPE Buddy’s PPE, then they must have a Buddy to help them remove their PPE.