**Note for Trainers**

Thank you for taking the initiative to learn how use personal protective equipment and train others in its use. Your effort and willingness to lead is appreciated by us at Staff Wellness and will be appreciated by your colleagues who will be using PPE as part of their regular job duties.

Please make sure you review this script, the contents of the slides, and the competency training checklist before your training session to ensure that you can address any questions you may have with Staff Wellness. If you have any questions regarding the training or training materials, please contact us at [staffwellness@ucalgary.ca](mailto:staffwellness@ucalgary.ca) or 403.220.2918.

Slide 1#

Welcome to PPE: a Comprehensive Guide for those working at the University of Calgary. This presentation was made by Staff Wellness to help facilitate PPE training for different groups working at the university. If you have any questions regarding the training please email [staffwellness@ucalgary.ca](mailto:staffwellness@ucalgary.ca) and Eleasa or Brendan will review and respond to your question.

Slide #2

During this presentation we’ll go through some key components for PPE use. This includes how diseases are spread, ways to prevent spread, hand washing, the “whens” and “whys” of wearing PPE, and what type of PPE to use. We’ll also go through donning and doffing PPE with a partner. At the end of this presentation you’ll be able to complete a core competency checklist with a partner so that you can ensure that you’re using the PPE properly.

Slide #3

We’ll be using some terms you have all probably heard before in this presentation. To eliminate confusion we’ve defined some terms so you understand what we’re referring to in this context.

Donning is the act of putting personal protection equipment on. Doffing is the act of taking personal protective equipment off.

Droplets are small drops of spit or fluid that exit the mouth and nose when a person talks, breathes, coughs, or sneezes. These drops can harbor viruses and bacteria.

Medical masks are masks with a special lining that protect the mucus membranes. The mucus membranes are the permeable tissues that line your mouth and nose. Medical masks protect against splashes and reduce the number of droplets that can enter your nose and mouth.

Nonmedical masks or face covers are masks that can stop droplets from your own mouth and nose from spreading. These may not protect against splashes or droplets from others. Some nonmedical masks are made of cloth, some are made of a thin plastic material.

N95 Masks are made of a material that filters out 95% of particulates in the air. These masks fit tightly to the face and a fit test must be performed to ensure that the mask is creating a seal around the user’s nose and mouth area. These masks are only indicated when a user is performing certain aerosol generating activities.

PPE is an acronym for personal protective equipment.

Slide #4

Disease can be spread in different ways. This includes direct contact, like droplets of spit go into your mouth and nose, or indirect contactor like placing a hand on a high touch surface and then touching your nose and mouth. Droplet spread includes large short range droplets that spray up to 2 meters before falling to the ground. Droplets can spread through sneezing, coughing, and even talking. COVID-19 and influenza are examples of disease that spread through contact and droplets.

Airborne spread is when an infectious agent like bacteria or a virus is carried by small droplets that can suspend in the air for a period of time and can travel longer distances. Examples of this include TB and measles.

Slide 5#

To prevent the spread of disease it’s important to follow some standard guidelines. Many of these points, like washing hands often or covering your mouth when you sneeze, should be used in conjunction with PPE. All of the options we list on the slide should be used before PPE is put in place. If physical distancing is not possible, then PPE is indicated.

Some ways to reduce spread include practicing physical distance, which means staying at least 2 meters away from others if possible. This is about the length of a hockey stick.

Wash hands with soap and water for at least 20 seconds or rub hands with 60% alcohol for at least 20 seconds. If hands are visibly soiled, you need to wash your hands.

Cover coughs and sneezes with a tissue or your elbow. Avoid touching your face with unwashed hands.

Watch for COVID-19 symptoms: cough, fever, shortness of breath, runny nose, or sore throat.

If you’re feeling unwell, stay home if you’re sick. It’s important to protect others that you work with.

Use PPE when it is appropriate.

Slide #6

Play hand washing video

Slide #7

Play hand sanitizer video

Slide #8

Certain situations call for PPE while other situations do not. Selection criteria is important to remember when going to choose PPE.

If your hands will be exposed to contaminated items, wear gloves. Not all items will be contaminated with COVID-19. Gloves are used as a barrier for the skin when touching splashes or surfaces that are known or suspected to be contaminated with COVID19. Gloves do not replace hand washing.

If your clothing or skin will become soiled from splashes/sprays or come into contact with contaminated items, be sure to wear a gown. This is typically seen in patient care when a person is working with a patient who may be positive or is positive for COVID or influenza.

If your eyes, face, or mucus membranes may be splashed or sprayed by bodily fluids, then goggles or a face shield should be worn.

If you’re going to be within 2 meters of another person who is sick or isolating, wear goggles, gown, gloves, and a mask.

If you’re going to be within 2 meters of another person who is healthy, a non-medical mask or face covering is indicated. Those who are at work should not be ill. Do NOT come to work if you are experiencing symptoms as a non-medical mask or face covering will not guarantee protection against droplet spread for your colleagues.

If you’re going to be participating in an aerosolizing procedure (CPR), an N95 mask is indicated. These masks must be fit tested to ensure adequate seal.

Slide #9

Before donning PPE it’s important to gather all of your materials together to reduce the chance of accidently contaminating yourself and your equipment while fetching missing PPE.

PPE is not perfect. It is important to check the PPE you will be using before you put it on to ensure that there is no dirt or damage present. Sometimes manufacturing errors occur and there can be rumpled masks with missing straps or holes in gloves. Always inspect equipment before use.

Slide #10

Play video

Slide #11

Order is just as important as technique

Note that he put on PPE in this order:

* + He checks his PPE
  + He dons a gown (if applicable)
  + He dons a mask
  + He dons goggles
  + He dons gloves

Slide #12:

Play video

Slide #13:

Order is just as important as technique, ESPECIALLY while taking PPE off as there is a higher risk of self contamination at this step

Note that he takes off PPE in this order

* + He removes his gloves
  + He removes his gown
  + He removes his face shield or goggles
  + He removes his mask

Slide #14:

On this slide we’ve listed things to keep in mind when using PPE and common mistakes people make while wearing PPE.

DO:

Make sure you have everything you need before you enter your task area

Consider any PPE you are wearing to be contaminated

Doff PPE as soon as you are done using it

Have a buddy watch you don and doff your PPE to ensure you’re using it properly

Make sure your buddy is 2m away while watching

Practice donning and doffing today so you develop good habits for the future

DON’T:

Wear jewelry that can rip or contaminate PPE – jewelry can harbor pathogens and get in the way of hand washing

Wear used PPE outside of your task area – always remove PPE as soon as you’re finished with the tasks that required PPE use

Put on dirty or used PPE

Touch clean PPE with unclean hands

Forget to wash or clean your hands with alcohol between steps

As soon as you’re done using your PPE take it off and dispose of it in the appropriate fashion: garbage for gloves, garbage for disposable gowns, garbage for medical masks, designated bag for dirty non-medical reusable masks.

When removing PPE there is a risk of self contamination. At the end of this presentation you’ll have the opportunity to practice putting on and taking off PPE. This practice is essential so you can develop good habits for the future. Having a PPE buddy is like having an extra set of eyes – your partner will be able to tell you if you’ve accidently contaminated yourself or if you miss a step.

Slide #15

Sometimes PPE can fail, which is why other precautions like those listed on slide 5, should always be in place. Its important to remember to leave the area of exposure and get new PPE if indicated.

Torn glove?

Leave the area of exposure, clean hands. Don new glove

Mask wet?

Leave the area of exposure, remove gloves. Clean hands. Remove dirty mask. Clean hands. Don new mask and gloves.

Slide #16

As of August 1st mask use will be mandatory in public spaces in Calgary, so it’s important to know how to use a cloth mask appropriately. The general principles around cloth masks and non-medical masks are similar, the biggest difference is that instead of throwing the cloth mask away, you’ll put it into a sealable bag. This ensures that your cloth mask doesn’t contaminate other objects. Cloth masks, like non-medical masks, need to be changed when the mask gets dirty or damaged so it is beneficial to have multiple masks on hand if you’ll be out in public. When you arrive back home, make sure you put the masks directly from the sealed bag to your washing machine. Cloth masks should be laundered using the hot cycle on your washer and dried in the drier.

For more information on cloth masks and use, please see our FAQ (listed at the end), Health Canada, or Alberta Government’s website.

Slide #17

Play cloth mask video

Slide #18

Now you’ll have the ability to practice with a buddy donning and doffing equipment. In your package you will have checklist that goes over step by step how to don and doff equipment. After a few rounds of practice, you will evaluate your buddy to ensure that they can complete all of the steps on the checklist unprompted. You will then switch, and your buddy will evaluate you. After passing the practical part of the course there is a 5 question quiz you need to complete to ensure that you have the knowledge you need to work safely.

[Now trainer will walk through donning and doffing steps with employees. Trainer will ensure they watch as people don and doff. Ensure people are following hand hygiene and proper technique. Trainer to point out any PPE breaches.]

**Things to look out for**

Review this table and make sure that those who are practicing donning and doffing PPE are not performing any of the common errors listed below. Timing errors, such as donning and doffing order, are also very common and should be corrected as soon as possible.

|  |  |
| --- | --- |
| **Equipment** | **Common Errors** |
| Gloves | Not checking for holes  Touching clean objects dirty gloves (brushing hair out of eyes with dirty gloves, touching clean PPE with dirty gloves, etc.)  Touching skin with dirty glove upon removal  Leaving gloves on until the last step of the donning process  Washing gloves or using hand sanitizer on gloves  Putting gloves underneath gown sleeves (if applicable) |
| Gown (If applicable) | Putting on gowns backwards  Not tying both the bottom and top strings  Leaving gown on while leaving room  Putting sleeves overtop of gloves  Rolling up the sleeves to the forearms  Taking off gown quickly instead of slowly and controlled |
| Medical or non-medical masks | Not pulling the mask below the chin  Leaving the nose exposed  Not molding the nosepiece  Touching the front of the mask (this area is considered contaminated after use)  Allowing the mask to touch clothing or other objects while doffing  Not changing the mask if it gets dirty or damaged |
| N95 | Not getting fit tested for an N95 mask when an N95 mask is indicated for work  Not performing pressure check after donning  Not adjusting the straps properly  Touching the front of the mask (this area is considered contaminated after use)  Allowing the mask to touch clothing or other objects while doffing  Not changing the mask if it gets dirty or damaged |
| Face Shield/Goggles | Not throwing face shield away when appropriate  Using prescription glasses instead of goggles or a face shield |

Give 5 minutes for each person to practice donning and doffing. Get partners to switch after 5 minutes. Allow another 5 minutes for the second person to try donning and doffing. Provide 10 minutes for the quiz.

Slide #19:

There is also an online quiz component to this course. If you and your colleagues have access to a smartphone, complete the quiz online. If using the online quiz isn’t viable or you were unable to set up the quiz before hand using Microsoft forms, use the printout version attached to the website.

If you need help setting up the quiz with Microsoft forms, contact Eleasa at [ekkerr@ucalgary.ca](mailto:ekkerr@ucalgary.ca) and she can help you.

Slide #20:

Source slide

Slide #21:

Staff Wellness contact information slide