

Standard Operating Procedure (SOP) for Proper Donning and Doffing of PPE

1. Purpose

To outline the proper donning/doffing procedures for use of personal protective equipment (PPE) in Containment level 2 (CL2) laboratories. PPE requirements are dependent on the type of pathogen in use and the procedures performed within each laboratory. As such, this SOP should be used as a general guideline and may need to be adjusted based on a Local Risk Assessment (LRA).

2. Intended Audience

- All University of Ottawa (uOttawa) personnel working in CL2 laboratories.

3. Roles and Responsibilities

3.1. Principal Investigators and all others in Authority:

- Shall incorporate preventive measures in all functions and activities in which there may be incident or accident with health and/or safety related consequences;
- Shall provide information, instruction, and supervision to employees to protect their health and/or their safety;
- Shall provide safety training opportunities for all their personnel;
- Shall ensure that employees under their authority use or wear the equipment, protective devices or clothing required;
- Shall provide equipment, materials and protective devices, and ensure they are maintained in good condition and used as prescribed.

3.2. Workers:

- Shall work in compliance with the provisions of the Ontario Occupational Health and Safety Act and all applicable health and safety procedures and instructions;
- Shall use or wear the equipment, protective devices or clothing that the University requires to
 - o be used or worn, and,
- Shall report to their supervisor the absence of, or defect in any equipment or protective device of which they are aware and which may endanger themselves or other employees.

4. Donning and Doffing

It is essential to don and doff PPE properly in order to protect individuals from regulated materials. PPE should be inspected for damage prior to starting the donning procedure.

4.1. Donning

- Hair tied and jewelry removed if it might interfere with PPE.
- Lab coat or gown.
- Respiratory protection, if required (mask or fit tested N95).
- Goggles or face shield, if required.
- Gloves (over the cuffs of the lab coat/gown).

4.2. Doffing

- Perform doffing steps slowly to minimize spread of contamination.
- Remove gloves (outer one only if double gloved) and dispose in the proper container. Employ the glove-to-glove/skin-to-skin technique.
- Remove lab coat/gown. Pull away from the body.
- Perform Proper hand hygiene.
- Remove Goggles or face shield from the back by lifting head band/earpieces. Outside of the goggles/face shield could be contaminated. Dispose appropriately (waste bin or decontamination).
- Remove mask or N95 Respirator without touching the front. Dispose appropriately.
- Remove inner gloves if applicable and perform proper hand hygiene.

5. References

[NU Personal Protective Equipment SOP Updated August 2022.pdf \(nipissingu.ca\)](#)

[Microsoft Word - PPE - Guideline.docx \(uottawa.ca\)](#)

[Appendix B PPE Don Doff Training1 Checklist-1.pdf \(saswh.ca\)](#)

[donninganddoffingppe.pdf \(utah.edu\)](#)

[PPE Content Review and Checklist.pdf \(ucalgary.ca\)](#)

[PPE-Sequence.pdf \(cdc.gov\)](#)