**CHECKLIST FOR COVID-19 PPE TEST**

Date: Trainee Name: Department:

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| **EQUIPMENT** | | **OTHER ITEMS** |
| * Disposable hat * N95 respirator * Face shield * Boot cover * Split work clothes | * Protective coverall * Goggles * Gloves * Work shoes | * Hand hygiene * Medical waste discarding * Proficiency level * Mutual check & help |

Trainee starts to wear the equipment according to the regional protection standard.

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| **Item** | **Procedure** | **Full**  **score** | **Score** |
| 1.1 | Perform hand hygiene for enough time and allow hands to dry immediately. (In actual work, after entering the clean area, wash hands with flowing water for 15-20 seconds). | 2 |  |
| 1.2 | Change inner clothing and slippers in the changing room. Enter the first buffer room. Wear split work clothes with the appropriate size. | 2 |  |
| 2.1 | Wear disposable hat and make sure that it covers the ears and all the hair. | 2 |  |
| 2.2 | Wear N95 respirator, cover the nose, mouth and chin. First pull the lower strap behind the neck and then place the higher strap behind the head. Shape the nose clips to fit the face. Complete a user seal check. | 10 |  |
| 2.3 | Wear inner gloves. Choose two-color double gloves of appropriate size, put on the green gloves (inner), put the cuffs inside the gloves. | 2 |  |
| 2.4 | Change the work shoes and enter the potentially contaminated area. | 2 |  |
| 3.1 | Enter the second buffer room from the potentially contaminated area. Perform hand hygiene for enough time and allow hands to dry immediately. | 2 |  |
| 3.2 | Wear protective coverall. Check the size, take off work shoes, put on the lower body first, then the upper body, then the hat and finally pull the zipper. The process is gentle, contamination-free. After wearing, make sure the zipper is fastened, the appearance is flat and there is no skin exposed. | 5 |  |
| 3.3 | Wear outer gloves. Put on the white gloves (outer) of appropriate size, put the cuffs inside the gloves. | 2 |  |
| 3.4 | Wear goggles (or face shield). | 2 |  |
| A  (goggles) | Check the appearance and the straps. Requirements: the upper end of the goggles presses the lower edge of the hat, and the lower end of the goggles presses the upper edge of the respirator. |  |  |
| B  (face shield) | Check the appearance and the straps of face shield. Requirements: the face shield completely covers the face, and has no skin exposed. |  |  |
| 3.5 | Wear the boot cover. Requirements: no contamination during wearing; the upper edge is pulled above the knee joint. Check the tightness and comfort of all equipment by yourself and mutually. | 2 |  |

Trainee enters the third buffer room from the contaminated area through the outer corridor, starts to remove the PPE according to the regional protection standard.

| **Item** | **Procedure** | **Full**  **score** | **Score** |
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| 4.1 | Perform hand hygiene for enough time and allow hands to dry immediately. | 2 |  |
| 4.2 | Remove the outer gloves. Gently to avoid contamination, pinch the inside of the gloves and discard them into the medical waste container with one hand. | 4 |  |
| 4.3 | Perform hand hygiene for enough time and allow hands to dry immediately. | 2 |  |
| 4.4 | Remove goggles (or face shield). | 3 |  |
| A  (goggles) | Lower the head, lean the body slightly forward, and hold the hands with the strap close to the ears and take off the goggles. Do not touch the front of the goggles, no contamination during the process. Gently soak and disinfect the goggles in a specified container after removal. |  |  |
| B  (face shield) | Lower the head, lean the body slightly forward, and hold the hands at the same time with the strap near the ears to remove it gently and discard. Avoid touching the front surface of the face shield. |  |  |
| 4.5 | Perform hand hygiene for enough time and allow hands to dry immediately. | 2 |  |
| 4.6 | Remove the boot cover. Roll the boot cover from top to bottom and from inside to outside, gentle movements to avoid contamination. | 2 |  |
| 4.7 | Perform hand hygiene for enough time and allow hands to dry immediately. | 2 |  |
| 4.8 | Remove protective coverall. Take off the hat first, then the upper body, then the lower body. Take off the coverall from top to bottom and from inside to outside gently. Keep the contamination facing in, without contamination to inner clothes. | 5 |  |
| 4.9 | Perform hand hygiene for enough time and allow hands to dry immediately. | 2 |  |
| 4.10 | Remove the inner gloves. Gently to avoid contamination, pinch the inside of the gloves, discard them into the medical waste container with one hand. | 4 |  |
| 4.11 | Perform hand hygiene for enough time and allow hands to dry immediately. | 2 |  |
| 5.1 | Enter the potentially contaminated area from the third buffer room. Wear new gloves of appropriate size for working, put the cuffs inside the gloves. | 2 |  |
| 6.1 | Enter the fourth buffer room from the potentially contaminated area. Perform hand hygiene for enough time and allow hands to dry immediately. | 2 |  |
| 6.2 | Remove gloves. Gently to avoid contamination, pinch the inside of the gloves, discard them into the medical waste container with one hand. | 4 |  |
| 6.3 | Perform hand hygiene for enough time and allow hands to dry immediately. | 2 |  |
| 6.4 | Remove the split work clothes. Curl them from top to bottom, with the contamination facing in and discard them into the medical waste container after taking off. | 2 |  |
| 6.5 | Perform hand hygiene for enough time and allow hands to dry immediately. | 2 |  |
| 6.6 | Remove N95 respirator. Tilt the head slightly forward, firstly grasp the bottom tie (or elastic strap) and take it off over the head, then grasp the top tie (or elastic strap) and remove it without touching the front. Discard it into the medical waste container. | 5 |  |
| 6.7 | Perform hand hygiene for enough time and allow hands to dry immediately. | 2 |  |
| 6.8 | Remove disposable hat. Pull the hat up with two fingers in one hand to lift it off the head and discard it into the medical waste container. | 2 |  |
| 6.9 | Perform hand hygiene for enough time and allow hands to dry immediately. | 2 |  |
| 6.10 | Change slippers and enter the clean area. | 1 |  |
| 7.1 | Proficiency level: be able to remember the whole workflow and complete it skillfully and accurately. | 5 |  |
| 7.2 | Medical waste discarding: act gently and keep contamination-free, with your back to the medical waste container. | 3 |  |
| 7.3 | Mutual check & help: check each other and cooperate with each other. | 3 |  |

Assessor Name: