1. **Assemble Equipment: (These items are included in Ebola Kit)**

|  |  |  |
| --- | --- | --- |
| **Item**  **Ready** | **Check when supplies assembled** | |
|  | Long Cuffed gloves | http://ts1.mm.bing.net/th?&id=HN.608026443060936755&w=300&h=300&c=0&pid=1.9&rs=0&p=0 |
|  | Boot Covers | http://ts1.mm.bing.net/th?&id=HN.608023513889046802&w=300&h=300&c=0&pid=1.9&rs=0&p=0 |
|  | Face Mask | http://ts1.mm.bing.net/th?&id=HN.608005908823346435&w=300&h=300&c=0&pid=1.9&rs=0&p=0 |
|  | Apron | http://ts1.mm.bing.net/th?&id=HN.607993449123679040&w=300&h=300&c=0&pid=1.9&rs=0&p=0 |
|  | Class A shipping container/supplies | S:\Safety\BBP Exposure Packet Documents\IMG_1748.JPG |
|  | Class A shippers declaration sheets |  |

1. **The following supplies are to be stocked on site:**

|  |  |  |
| --- | --- | --- |
|  | Disposable Lab Coats | http://ts1.mm.bing.net/th?&id=HN.608028435932841486&w=300&h=300&c=0&pid=1.9&rs=0&p=0 |
|  | Face Shield | http://ts1.mm.bing.net/th?&id=HN.608022951241974199&w=300&h=300&c=0&pid=1.9&rs=0&p=0 |
|  | Standard Gloves  At least 12 pair | http://ts1.mm.bing.net/th?&id=HN.608026443060936755&w=300&h=300&c=0&pid=1.9&rs=0&p=0 |
|  | Biological Hazard Trash can liners |  |
|  | Tape |  |
|  | Disinfectant/hand sanitizer |  |
|  | 10% bleach or virocidal |  |

1. **Prepare Doffing Area ( removal of PPE) Check off when supplies assembled**

|  |  |
| --- | --- |
| **Item Ready** | **Check when supplies assembled** |
|  | Double Red Bagged Trash Can (Biological Hazard Liners) |
|  | Tape for sealing trash can liners |
|  | Extra Gloves |
|  | Disinfectant/hand Sanitizer – 2 bottles labeled one clean, one dirty |
|  | Additional Disposable lab coat |
|  | 10% bleach solution or acceptable virocidal |

1. **Obtain Shipping supplies and prepare**

|  |  |  |
| --- | --- | --- |
| **Task Completed** | **Check when task completed** | |
|  | S:\Safety\BBP Exposure Packet Documents\IMG_1748.JPG | Obtain Category A shipping box |
|  | S:\Safety\BBP Exposure Packet Documents\IMG_1749.JPG | Obtain refrigerated gel packs from refrigerator. |
|  | S:\Safety\BBP Exposure Packet Documents\IMG_1750.JPG | 1.Take out the plastic jar from box  2. Open Jar  3. Remove one of the dividers |
|  | S:\Safety\BBP Exposure Packet Documents\IMG_1757.JPG | 1. Obtain Dangerous Goods Shippers Declaration sheet. 2. Complete the following portions    1. Shipper Area    2. Emergency Contact information    3. Name/Title of person completing form – must be a designated/trained Category A shipping associate. 3. Make two copies of the completed Shippers Declaration Document |
|  | 1. Have original ready to be place in shipping box. 2. Have 1 st copy ready to give to Courier 3. Give 2nd copy to the supervisor for filing.   NOTE: This document is subject to be inspected by DOT (or IATA). Supervisor/mangers need to keep document on site for 3 years. | |
|  | Call Logistics and request Courier to pick up shipping container and deliver to State Board of Health. Indicate this is a Cat A shipment. |  |

1. Designate a partner to read, observe and record donning of PPE. Record name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Donning of PPE – Put on equipment in the following order.

|  |  |
| --- | --- |
| **Task Completed** | **Check when task completed** |
|  | Remove any jewelry, at have hair fastened away from face. |
|  | Perform Hand Hygiene – clean container |
|  | Put on Boot Covers |
|  | Put on disposable lab coat – snap all snaps (May put on backwards and have the reader snap the snaps for easier removal) |
|  | Put on plastic apron |
|  | Put on face mask |
|  | Put on long gloves – cuffs should go over lab coat |
|  | Move arms to ensure that gloves remain over lab coat. |
|  | Put on standard gloves  Note: Due to sizing, etc., it is acceptable to put on the short cuff gloves first then the long cuff gloves |
|  | Put on Face Shield |

1. Receipt of Specimen: Record initials/date/time after checklist items:
   * Specimen received intact and in a closed rigid container\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * Specimen packaged appropriately:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * Patient information

Patient Name; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Patient MR#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/time collected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Prepare specimen for shipping

|  |  |  |
| --- | --- | --- |
| **Task Completed** | **Check when Task Completed** | |
|  | S:\Safety\BBP Exposure Packet Documents\IMG_1752.JPG | 1. Roll specimen bag with specimen in side. 2. Place in Plastic Jar 3. Place lid on Jar 4. Perform Hand hygiene. Dirty Container 5. Take off out layer of gloves. 6. Perform Hand hygiene and don new pair of outer gloves. |
|  | S:\Safety\BBP Exposure Packet Documents\IMG_1753.JPG | 1. Wrap the original copy of the declaration form around secondary container. 2. Place patient information and orders (supplied by the hospital) in the box as well. 3. Place in shipping box, being careful to not touch the outside of the box. |
|  | S:\Safety\BBP Exposure Packet Documents\IMG_1754.JPG | 1. Place Styrofoam layer over contents 2. Close inner flaps of box. |
|  | READER will perform the following:   * With dispossable lab coat and gloves on * Close the outer flaps of the box. | 1. Have Reader don clean gloves and close outer flaps of box. |

1. If there will be a delay in the sending of the box, place in a designated holding area for your site:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Testing performed on site (if applicable)
   * Tests Ordered:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * Testing performed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Other specimen handling performed on site
   * Tests Ordered:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * Specimen handled by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Wiped down processing area with Virocidal or 10% bleach solution
5. Post Testing disposal:
   * Specimen supplies disposed of in appropriately treated biohazard container

By: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Designate a partner to read, observe and record doffing of PPE

Record name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Doffing process

|  |  |  |
| --- | --- | --- |
| **Task Completed** | **Check when Task Completed** | |
|  | Disinfect outer gloves with disinfectant | Use disinfectant labeled dirty |
|  | Remove outer set of gloves using glove-in-glove process.  If the inner part is accidentally removed during the process, additional clean gloves should be available |  |
|  | Dispose of gloves in Double Bagged Biohazard container. |  |
|  | Disinfect inner gloves with disinfectant | Use disinfectant labeled dirty |
|  | Remove the apron keeping the dirty surfaces to the inside, rolling it up gently.  Discard in in Double Bagged Biohazard trash. |  |
|  | Remove the disposable lab coat, keeping the dirty side in.  Discard in in Double Bagged Biohazard trash. |  |
|  | Remove the leg/boot covers one at a time, roll the dirty side in as you remove them if possible, being very mindful of where the dirty side may come in contact with things around you.  Discard in in Double Bagged Biohazard trash |  |
|  | Remove the inner pair of gloves using the glove in glove technique.  Discard in in Double Bagged Biohazard trash |  |
|  | Disinfect hands | Use disinfectant labeled dirty |
|  | Apply a new set of clean gloves |  |
|  | Remove the face shield. Grab the rear strap and pull it over the head forward, gently allowing the face shield to fall forward. Dispose of the face shield in the trash. |  |
|  | Remove face mask,  Discard in in Double Bagged Biohazard trash |  |
|  | Remove gloves and perform hand hygiene  Discard in in Double Bagged Biohazard trash | Use disinfectant labeled dirty. |
|  | Don a new disposable lab coat |  |
|  | Place a new set of gloves on hands |  |
|  | Pour 10% bleach or virocidal over trash. |  |
|  | Tape inner biohazard trash shut |  |
|  | Pour 10% bleach or virocidal over inner trash bag. |  |
|  | Tape out trash bag shut. |  |
|  | Remove trash liners from trashcan and place in designated bio hazard site **OR** leave in trash receptacle till pick up by designated hospital personnel. | Refer to Sites enviromental policy for trash removal. |
|  | Remove gloves and perform hand hygiene | Use clean bottle of disinfectant  Place gloves in standard biohazard trash |
|  | Place on clean pair of gloves. |  |
|  | Remove lab coat and place in biohazard trash. Spray with bleach solution or virocidal. | Bleach solution is the perferred solution. |
|  | Remove gloves and place in standard biohazard trash. |  |
|  | Perform hand hygiene | Use clean bottle of disinfectant. |
|  | Wash hands with soap and water. |  |

1. Removal of Waste
   * HBL’s – contact designated hospital department/associate for the removal of waste
   * Regional – Contact Facilities for waste removal and to obtain a Stericycle 55 gallon drum receptacle
     1. Micro – located in anteroom outside of negative air flow room
2. Disposition of Specimen/Waste Material
   * Hospital contact: (name printed)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * Date/Time removed from lab\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * Signature/initials of person removing waste\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_