# Personal Protective Equipment Guide – Donning, Doffing and Cleaning PPE

**Reviewed June 2021**

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## Donning (Putting on)

<table>
<thead>
<tr>
<th><strong>Disposable Gowns</strong></th>
<th><strong>Face Coverings/Masks</strong></th>
<th><strong>Goggles or Reusable Face Shields</strong></th>
<th><strong>Disposable Gloves</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back</td>
<td>- Wear the clean cloth face covering by securing it with ties, ear loops, or tying behind the head</td>
<td>- Place over face and eyes and adjust to fit</td>
<td>- Check for holes</td>
</tr>
<tr>
<td>- Fasten in back of neck and waist</td>
<td>- Make sure it fits snugly but comfortably against side of the face (make sure hands are clean if any adjustments are needed)</td>
<td>- Face coverings are required to be worn underneath the face shields</td>
<td>- Put on gloves</td>
</tr>
<tr>
<td><strong>Reusable Lab Coats</strong></td>
<td></td>
<td></td>
<td>- Move hands around</td>
</tr>
<tr>
<td>- Insert one arm to a sleeve at a time</td>
<td></td>
<td></td>
<td><strong>Reusable Face Shields</strong></td>
</tr>
<tr>
<td>- Adjust the shoulders and sleeves until comfortable</td>
<td></td>
<td></td>
<td>- <strong>Cleaning goggles and face shields</strong></td>
</tr>
<tr>
<td>- Close the front of the coat by buttoning all the buttons and make sure that the coat is knee length</td>
<td></td>
<td>- Disinfect hands before cleaning</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>- Apply disinfectant to paper towel or use alcohol cleaning wipes</td>
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<tr>
<td></td>
<td></td>
<td>- Wipe the front and back of the face shield and goggles</td>
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<td></td>
<td></td>
<td>- Wipe the straps</td>
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<td></td>
<td></td>
<td>- Wipe the foam</td>
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<tr>
<td></td>
<td></td>
<td>- Place goggles or face shields in an open bag to dry and keep clean until next use</td>
<td></td>
</tr>
</tbody>
</table>

**Face Coverings/Masks**

- Wear the clean cloth face covering by securing it with ties, ear loops, or tying behind the head.
- Make sure it fits snugly but comfortably against side of the face (make sure hands are clean if any adjustments are needed).

**Goggles or Reusable Face Shields**

- Place over face and eyes and adjust to fit.
- Face coverings are required to be worn underneath the face shields.

**Disposable Gloves**

- Check for holes
- Put on gloves
- Move hands around

**Cleaning cloth face coverings**

- Launder face coverings daily
- Dry in high heat

**Cleaning goggles and face shields**

- Disinfect hands before cleaning
- Apply disinfectant to paper towel or use alcohol cleaning wipes
- Wipe the front and back of the face shield and goggles
- Wipe the straps
- Wipe the foam
- Place goggles or face shields in an open bag to dry and keep clean until next use

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**Lab coats are laundered by the university, do not dispose of them. Place used coats into provided bins.**

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**DONNING (Putting on)**

**DOFFING (Taking off)**

**Cleaning (Putting on)**

**Cleaning (Taking off)**