

**BILH 2021-22 Reusable Respirator Program Facility Checklist**  
*Prepared as day of or day prior to launch reminders for each of the BILH institutions  
as of November 1, 2021*

- Confirm Local Core Team (Infection Control, Employee Health, Safety Officer, Facilities, Local Supply Chain) is aware of and has approved plans for fit testing logistics

**1) Appropriate Staff for Fit testing**

- Understands fit testing algorithm illustrating appropriate staff members who should be fit tested or receive a respirator check in through this initiative

**2) Medical Clearance**

- Ensure that all staff included in BILH Reusable Respirator Program have passed medical clearance
- For all staff being fit tested, ensure completion of additional questions for reusable respirators
- Ensure appropriate processes are in place to direct employees with questions/concerns or those who fail medical clearance to institutional Employee Health (or appropriate department)

**3) Supplies**

- Local supply chain lead has confirmed below supplies are ready at the fit testing location

BILH supply chain will work with the local supply chain leads to obtain the below either locally or centrally:

- Nebulizers
- Hoods
- Testing Solutions:
  - Saccharin Sensitivity Solution
  - Saccharin Test Solution
  - Bitrix Sensitivity Solution
  - Bitrix Test Solution
- MSA Advantage Reusable respirators
- 3M Elastomeric Reusable Respirators (as backup option)
- Clear BILH reusable respirator bags
- Template(s) for reusable respirator brand stickers
- 3M elastomeric filter cartridges (for annual filter exchange)
- envo<sup>®</sup>mask filters for distribution at respirator check-in (5 per person, package together if possible)

Each institution will be asked to obtain the following:

- Black magic markers for labelling respirators and respirator bags
- Pens
- Date stamp
- Cleaning supplies
- Hospital-approved germicidal wipes
- Collection bins for reusable respirators
- Gloves

After fit testing sessions are complete:

- Ensure extra MSA respirators return to central BILH supply
- Failed reusable respirators are collected and sent to BIDMC for reprocessing

**4) Set-up**

- Space has been walked with local Infection Control and Facilities leads

**5) Logistics**

- Room layout and logistics for fit testing abide by physical distancing guidelines to the extent possible
- Consider the addition of HEPA filters to the space for fit testing
- Determination has been made around scheduling (i.e. walk-up or designated department slots)
- Assign individual for check-in (i.e. review documentation form, ensure employee has medical clearance)
- Assign individual for post-fit testing (i.e. review documentation form, have employee take photo of form, document information, hand out cards)
- Ensure collection bins are in place for failed respirators
- Have contact information readily available for point of contact for escalation if staff are not showing up for fit testing or respirator check ins

**6) Communication Materials**

- Local fit testing email sent out
- Post materials for fit testing (i.e. floor decals, signs, QR code posters)

**7) Trainer the Trainer**

- Ensure at least 3 fit testers for the facility are present to be trained during fit testing session with Triumvirate/Local trained fit testers. (Those identified should have cleared sufficient time on their calendars to practice fit testing hospital staff with supervision and feedback.)
- Process in place for all identified train the trainers to be fit tested to a respirator prior to training
- Strongly recommend “training champions” come during the morning/early afternoon of the first day to serve as back-up to Triumvirate trainers, as needed
- Ensure trainers block off at least 2-hours for fit test, observation, training and practice
- Connect trainers with Operational Leads and Triumvirate to coordinate returning during Triumvirate staff lunch and breaks

**8) Documentation**

- Print out fit testing documentation paper for employees and Triumvirate staff to fill out on-site
- Confirm an administrative assistant or equivalent will be present for checkout and data entry
- Set up station for labelling respirators **after** a successful fit test
- Communicate process for fit testing documentation to staff on-site day of fit testing
- Have appropriate materials for staff documentation of successful fit testing brand and size
- Be prepared to send data on # of employees fit tested to BILH Core Team (Sharon Wright, Aleah King, Chip McIntosh, Marcia Emerson, Lisa Foster) after each fit testing session

**9) Education**

- Update Powerpoint trainings on your local learning management system or other method and decide how to assign to staff (if planned)
  
- Remind staff to take education while waiting in line
- Ensure handouts for each type of respirator on don/doff, seal check and disinfection are available and handed out to staff at fit test for each respirator type they are successfully fit tested to
- Designate RN/MD leaders for post-fit test rounding to educate staff and encourage use of reusable respirators when respiratory protection is indicated