

 <p><b>TEN TEXPROS CO. LIMITED</b> Africa's Premier Provider of Linen Solutions</p>	Doc No: TTP.R.L.012	Prepared By:  Ssemuyiga Denis
	Version: 01  Revision Date: 17 <sup>th</sup> , Jul 2025	Approved by:  Deo Ssekidde

## **TEN TEXPROS LAUNDRY SERVICES**

### **GUIDELINE ON PPE DONNING AND DOFFING**

#### **INTRODUCTION**

Personal Protective Equipment (PPE) protect staff from blood, body fluid, waste and microbiological contamination to reduce the risk of cross infection and Healthcare Associated Infections (HCAIs) to patients, visitors and other healthcare workers. They also help to protect staff against any other physical harm or hazard like slips and falls that the workplace environment may present.

#### **PURPOSE**

This document shall help to identify the appropriate personal protective equipment (PPE) for staff required for use at the different stages of linen processing. It also guides staff on how to use PPE appropriately for effective control and prevention of infections and other workplace related risks like falls and slips.

#### **SCOPE**

The document shall guide laundry staff, housekeepers, and ward staff on the appropriate and proper use of PPE at the different stages of handling linen. It shall also guide management on the right PPE to procure and provide for linen management staff.

#### **RESPONSIBILITY**

It is the responsibility of management to provide staff with required PPE and train them on the appropriate donning and doffing.

It shall be the responsibility of employees to adhere to the culture of appropriate PPE donning and doffing.

#### **DONNING OF PPE**

##### **DIRTY SECTION**

##### **Required PPE when processing dirty linen**

- ❖ Navy blue overall for males or navy-blue dress for females
- ❖ Gumboots
- ❖ Plastic apron
- ❖ Blue/black push in shoes or crocs

- ❖ Mask or face shield or goggles
- ❖ Head cap
- ❖ Disposable gloves
- ❖ Heavy duty gloves

#### Step by step process for donning PPE in dirty section

STEPS	DONNING/PUTTING ON PPE
Step 1	Gather the required PPEs
Step 2	Remove all personal clothes and accessories
Step 3	Put on overall for males and long dress for females
Step 4	Put on the gumboots
Step 5	Perform hand hygiene
Step 6	Put on surgical gloves
Step 7	Put on protective/surgical gown (only applicable when to handle infectious linen)
Step 8	Put on the mask
Step 9	Put on the head cap
Step 10	Put on the face shield/goggles
Step 11	Put on the apron
Step 12	Put on the heavy-duty gloves
Step 13	Inspect
Step 14	Label for identification including the name
Step 15	Go to collect contaminated linen from wards/units

#### DOFFING OF PPE IN DIRTY SECTION

##### Step by step process for doffing PPE in dirty section

STEPS	DOFFING/REMOVING OF PPEs
Step 1	Perform hand hygiene
Step 2	Remove the outer pair of heavy-duty gloves, by rolling inside out
Step 3	Perform hand hygiene
Step 4	Remove apron
Step 5	Perform hand hygiene
Step 6	Remove the face shield/goggles from behind
Step 7	Perform hand hygiene
Step 8	Remove head cap from behind
Step 9	Perform hand hygiene
Step 10	In case of a protective/surgical gown was used, remove it
Step 11	Perform hand hygiene

Step 12	Remove mask from behind
Step 13	Perform hand hygiene
Step 14	Remove gumboots/push in shoes
Step 15	Perform hand hygiene
Step 16	Remove inner gloves by rolling them inside out
Step 17	Perform hand hygiene
Step 18	Remove overall/long dress
Step 19	Perform hand hygiene

## **CLEAN SECTION**

### **DONNING OF PPE**

#### **Required PPE when processing clean linen**

- ❖ Sky blue scrub for male or dress for females (for processing clean linen)
- ❖ Royal blue scrub for males or dress for females with sky blue stripes (for delivering and managing clean linen on wards)
- ❖ Safety shoes
- ❖ Brown push in shoes
- ❖ Mask
- ❖ Head cap
- ❖ Disposable gloves (for cleaning and disinfecting)

#### **Step by step process for donning PPE in clean section**

<b>STEPS</b>	<b>DONNING/PUTTING ON PPE</b>
Step 1	Gather the PPEs required
Step 2	Remove all personal clothes and accessories
Step 3	Put on outside push in shoes
Step 4	Perform hand hygiene
Step 5	Put on scrub/uniform for clean side
Step 6	Put on the mask
Step 7	Put on the head cap
Step 8	Move to clean section
Step 9	Change from outside push in shoes to inside push in shoes on entering
Step 10	Perform hand hygiene
Step 11	Pack clean linen into white bags and load it onto designated trolleys
Step 12	Re-change from inside push in shoes to outside push in shoes on coming out
Step 13	Perform hand hygiene
Step 14	Change from inside clean section scrub to scrub for delivering clean linen
Step 15	Repeat steps 6 and 7 above
Step 16	Perform hand hygiene
Step 17	Put on safety boots for clean linen delivery
Step 18	Perform hand hygiene

Step 19	Take and distribute clean linen to wards/units
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## DOFFING OF PPE IN CLEAN SECTION

### Step by step process of doffing PPE in clean section

STEPS	DOFFING/REMOVING OF PPEs
Step 1	Perform hand hygiene
Step 2	Remove face shield/goggles
Step 3	Remove head cap from behind
Step 4	Perform hand hygiene
Step 5	Remove face mask from behind
Step 6	Perform hand hygiene
Step 7	Remove safety boots
Step 8	Perform hand hygiene
Step 9	Remove scrub/uniform
Step 10	Perform hand hygiene

## CONCLUSION

Proper and appropriate PPE use reduce risk of cross infections, spread of Healthcare Acquired Infections (HCAs) into the community and other healthcare associated risks like slips and falls. This guarantees safety of the staff, visitors, patients and the community around.

## REFERENCES

- *Linen management manual for Ten Texpers (2023-2026) No.TT.MAN.LIN.001, page 30*
- *Personal protective equipment or PPE use in healthcare, Leicestershire partnership (October,2023)*

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