

## Fit Test Conductor Training Checklist

Use this checklist to help you complete the necessary tasks before attending the Virtual Fit Test Training.

**Prior to Virtual Fit Test Training:**

Facility has in place:	
<input type="checkbox"/>	Site-specific, written Respiratory Protection Program**
<input type="checkbox"/>	A process for medical evaluations**
<input type="checkbox"/>	A site-specific employee respirator training program**
<input type="checkbox"/>	Employees completed the site-specific training
<input type="checkbox"/>	Have at least two models or types of N95s available*
<input type="checkbox"/>	Purchased fit test kit(s)*
<input type="checkbox"/>	Obtained other supplies* necessary for fit testing: <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> Hand sanitizer  <input type="checkbox"/> Mirror  <input type="checkbox"/> Timing device (clock, phone, stopwatch)  <input type="checkbox"/> Gloves  <input type="checkbox"/> Blank Fit Test Records                 </div> <div style="width: 48%;"> <input type="checkbox"/> Napkins/paper towels  <input type="checkbox"/> Water  <input type="checkbox"/> Cups  <input type="checkbox"/> Unscented disinfectant wipes  <input type="checkbox"/> If applicable, old Fit Test Records                 </div> </div>
<input type="checkbox"/>	Designate fit test conductor trainees
<input type="checkbox"/>	Notify the fit test conductor trainees to sign up for a virtual class
<input type="checkbox"/>	Provide time for the fit test conductors to complete the pre-training work
<input type="checkbox"/>	Provide an area, free of distraction, where the fit test conductor trainee can attend the Virtual Fit Test Training
<input type="checkbox"/>	Identify a room where the Hands-on Fit Test Training can be held Room requirements: <input type="checkbox"/> Large enough to hold the trainees, fit test vendor(s), and staff <input type="checkbox"/> Away from distractions <input type="checkbox"/> Access to tables and chairs <input type="checkbox"/> Trash cans <input type="checkbox"/> A sink in the room is preferable, but close by is acceptable <input type="checkbox"/> A restroom nearby if available
<input type="checkbox"/>	Optional: Schedule the Hands-on Fit Test Training ahead of time.
<input type="checkbox"/>	Gather supplies* needed for Hands-on Fit Test Training
<input type="checkbox"/>	Provide access or print out the medical evaluation letter of recommendation for all staff being fit tested during the Hands-on Fit Test Training.

\*\*Documents or templates available on the DOH website: [www.doh.wa.gov/Itcrpp](http://www.doh.wa.gov/Itcrpp)

## Fit Test Conductor Training Checklist

<b>Pre-training work for the Fit test conductor trainee:</b>	
<input type="checkbox"/>	View the videos on fit testing <input type="checkbox"/> Introduction to Fit Testing: <a href="https://vimeo.com/699609469">https://vimeo.com/699609469</a> <input type="checkbox"/> Fit Testing Equipment: <a href="https://vimeo.com/698414355">https://vimeo.com/698414355</a> <input type="checkbox"/> Fit Testing: <a href="https://vimeo.com/698416789">https://vimeo.com/698416789</a>
<input type="checkbox"/>	Review your facility's written Respiratory Protection Program
<input type="checkbox"/>	Review your facility's Respirator Training
<input type="checkbox"/>	Be familiar with the Safety Standard for Respirators WAC <a href="#">296-842</a> , with a focus on: <input type="checkbox"/> Conduct fit testing – WAC 296-842-15005 <input type="checkbox"/> Prevent sealing problems with tight-fitting respirators – WAC 296-842-18005 <input type="checkbox"/> Make sure employees leave the use area before removing respirators – WAC 296-842-18010 <input type="checkbox"/> Use this medical questionnaire for medical evaluations – WAC 296-842-2205 <input type="checkbox"/> Follow these fit-testing procedures for tight-fitting respirators – WAC 296-842-22010 <input type="checkbox"/> Follow procedures established for seal checking respirators – WAC 296-842-2202
<input type="checkbox"/>	If the trainee has not been fit tested and wants/needs to get fit tested, all requirements for fit testing must be met: <input type="checkbox"/> Medical evaluation <input type="checkbox"/> Facility's employee Respirator Training <input type="checkbox"/> Understand and can properly don and doff the N95.
<input type="checkbox"/>	Become familiar with all N95 models available at the facility.
<input type="checkbox"/>	Review the <a href="#">Evaluating the fit tester (PDF)</a> checklist
<input type="checkbox"/>	Sign into the DOH Fit Test Conductor Training webinar on time

<b>Resources</b>	
<input type="checkbox"/>	DOH <a href="#">Reminder's sheet</a>
<input type="checkbox"/>	DOH <a href="#">Tips for Conducting N95 Fit Tests</a>
<input type="checkbox"/>	CDC <a href="#">Facial hair guide</a>
<input type="checkbox"/>	DOH <a href="#">A close shave and save</a>
<input type="checkbox"/>	<a href="#">Rainbow Passage</a>