

# Respiratory Protection Program Checklist

## For Long Term Care Facilities

The purpose of this checklist is to assist Long Term Care facilities in developing their written Respiratory Protection Program in accordance with WAC [296-842](#). It is focused on the use of N95 respirators for biologic respiratory hazards such as COVID-19.

**Instructions:** Use this checklist to help develop your Respiratory Protection Program. Enter the date you complete each task in the “Date Done” column to track your progress.

**Facility Name:** \_\_\_\_\_

**Start date:** \_\_\_\_\_

**Respiratory Protection Program Administrator Name:** \_\_\_\_\_

Item	Date Done
1. Respiratory hazard(s) (e.g., COVID-19, aerosolized influenza, measles, etc.) and job tasks with potential for exposure have been identified. WAC <a href="#">296-841-20005</a> , WAC <a href="#">296-800-16005</a> & <a href="#">16010</a>	
2. Physical barriers, safe work practices, isolation signs indicating respirators are required, ventilation, and other measures are in place to reduce exposure to respiratory hazards as much as possible. WAC <a href="#">296-842-20010</a> , & <a href="#">296-800-160</a>	
3. A Respiratory Protection Program Administrator (RPA) has been chosen to develop and oversee the facility’s required written program. WAC <a href="#">296-842-10505</a>	
a. The RPA has enough knowledge, training, and experience about respirators, respirator programs, and the Respirator Rule (WAC 296-842) to develop and oversee the program. WAC <a href="#">296-842-10505</a>	
4. The worksite-specific Respiratory Protection Program has been <i>written</i> and outlines processes and procedures for each of the following: WAC <a href="#">296-842-12005</a>	
a. Select NIOSH approved respirators (list the make/model/size of each at your facility).	
b. When N95 respirators are needed	
c. Employee medical evaluations and clearance	
d. Respirator training	
e. Respirator fit testing (for tight fitting respirators such as N95)	
f. How and when to inspect and use respirators	
g. How and when to discard respirators (in routine and non-routine situations)	
h. How and when to evaluate respirator program effectiveness	
i. Written policies addressing key respirator use issues have been developed. These address facial hair, seal checks, proper storage, when and how to replace respirators, and how supervisors will periodically monitor respirator use. WAC <a href="#">296-842-12005</a> (1) & (2)(c)	

Item (Checklist continued)	Date Done
5. Respirators and any related supplies are stocked and available. <ul style="list-style-type: none"> <li>a. Employees know where to find respirators and other PPE.</li> <li>b. A process is set up to monitor and re-order supplies when stocks get low</li> </ul>	
6. Our facility has chosen a medical provider to do medical evaluations for workers identified as potential respirator users. <span style="float: right;">WAC <a href="#">296-842-14005</a></span>	
<ul style="list-style-type: none"> <li>a. We have forwarded the required pre-evaluation information to the provider (e.g., work/environment conditions, job effort, job title/description, etc.), and the medical provider has all the information needed to complete their evaluation and issue a written recommendation.</li> </ul>	
<ul style="list-style-type: none"> <li>b. A medical evaluation process has been set up to protect workers' confidentiality while answering the questionnaire and to ensure assistance with any questions and language or literacy issues.</li> </ul>	
<ul style="list-style-type: none"> <li>c. Workers have completed their part of the medical evaluation.</li> </ul>	
<ul style="list-style-type: none"> <li>d. Our facility's RPA and each employee received a copy of the medical provider's written recommendations for respirator use. The written recommendations do <b>not</b> include confidential medical information. <span style="float: right;">WAC <a href="#">296-842-14005</a></span></li> </ul>	
7. Our facility has identified who will conduct training and how it will be done. Arrangements have been made to set up training (e.g., materials, location, schedules, language and literacy assistance, etc.). <span style="float: right;">WAC <a href="#">296-842-16005</a></span>	
8. Training has been completed. Employees can demonstrate how to properly put on, seal check, wear, remove, discard their respirator. <span style="float: right;">WAC <a href="#">296-842-16005</a></span>	
<ul style="list-style-type: none"> <li>a. A record of the training has been kept. <span style="float: right;">WAC <a href="#">296-842-12010</a> (3)</span></li> </ul>	
9. Our facility has identified who will conduct fit testing (following Washington State rules) and which required test method will be used (quantitative, or qualitative). The necessary arrangements have been made (e.g., contracts, schedules, supplies, etc.) to set up fit testing. <span style="float: right;">WAC <a href="#">296-842-15005</a> (2)-(5)</span>	
10. Fit testing has been completed and a record of each fit test has been kept. <span style="float: right;">WAC <a href="#">296-842-12010</a> (2)</span>	
11. Workers are regularly asked if they are experiencing problems with the type of respirator they are using, it's fit and impacts on their work performance, and the use and care of it. <span style="float: right;">WAC <a href="#">296-842-12005</a></span>	

For one-to-one assistance with your respirator program or other safety matters, contact your local safety and health consultant at [www.Lni.wa.gov/DOSHConsultation](http://www.Lni.wa.gov/DOSHConsultation).

## Resources:

### COVID-19

- COVID Safety Topic Page: [www.Lni.wa.gov/CovidSafety](http://www.Lni.wa.gov/CovidSafety)
- DOH COVID-19 Infection Prevention in Health Care Settings: <https://doh.wa.gov/emergencies/covid-19/health-care-providers/infection-prevention#heading81115>

### Isolation Signs

Example Isolation signs for room entry:

- COVID-19: [http://www.wsha.org/wp-content/uploads/Aerosol\\_Contact\\_Precautions\\_2020.10.13.pdf](http://www.wsha.org/wp-content/uploads/Aerosol_Contact_Precautions_2020.10.13.pdf)
- All types: <https://washington-state-hospital-association.myshopify.com/collections/isolation-precutions>

### PPE

- WAC 206-800-160 Personal protective equipment (PPE): <https://apps.leg.wa.gov/wac/default.aspx?cite=296-800-16002>
- DOH - [Donning and Doffing PPE \(PDF\)](https://doh.wa.gov/sites/default/files/2022-02/420-380-DonningAndDoffingPPE.pdf) | [Spanish \(PDF\)](https://doh.wa.gov/sites/default/files/2022-02/420-380-DonningAndDoffingPPE.pdf):  
<https://doh.wa.gov/sites/default/files/2022-02/420-380-DonningAndDoffingPPE.pdf>  
<https://doh.wa.gov/sites/default/files/2022-02/420-380-DonningAndDoffingPPE-ES.pdf>

### Regulations:

- The Respirator rule (WAC 296-842) can be found at: <https://apps.leg.wa.gov/wac/default.aspx?cite=296-842>

### Respirator Program Templates:

Respirator program templates are available for downloading and customizing:

- General Respiratory Protection Program templates: <https://lni.wa.gov/safety-health/preventing-injuries-illnesses/create-a-safety-program/sample-safety-programs-plans>
- Long Term Care: L&I Written Respiratory Protection Program Template for COVID-19 Prevention in Long-Term Care Facilities: [Respirator-Program-Template-Guide-for-N95-Use-in-LTC-During-the-COVID-19-Pandemic.docx \(live.com\)](https://www.lni.wa.gov/long-term-care-facilities/respirator-program-template-guide-for-n95-use-in-ltc-during-the-covid-19-pandemic.docx)

### Respirator Training Videos:

- OSHA Respiratory Training information: <https://www.osha.gov/respiratory-protection/training>
- Donning/Doffing: <https://www.youtube.com/watch?v=pGXiUyAoEd8>
- All types of respirators: <https://www.utmb.edu/ehs/radiation-occupational-safety-program/OccSafety/respirator-fit-testing/n-95-donning-doffing-instructions>
- Fit testing: [https://www.youtube.com/watch?v=Syj\\_zeNtLGI](https://www.youtube.com/watch?v=Syj_zeNtLGI)

### Respiratory Protection Program Information

- DOH Respiratory Protection Program for Long-Term Care Facilities webpage: <https://www.doh.wa.gov/LTCrpp>

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 ([Washington Relay](https://www.wa.gov/washington-relay)) or email [civil.rights@doh.wa.gov](mailto:civil.rights@doh.wa.gov).