

# Respiratory Protection Program Toolkit

## For Long-term Care Facilities



Multnomah County Health Department

*This document is to aid in the development of a written program meeting the minimum requirements for required use of “N95s” (N95 filtering facepiece respirators (FFR)), in long-term health care settings. While a written program needs to be developed, there is no regulatory requirement to use this specific template in the development of your facility’s respiratory protection program (RPP).*

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# Planning Your Respiratory Protection Program

## Purpose

The goal of this Respiratory Protection Program Toolkit is to help long-term care facilities create and implement a Respiratory Protection Program (RPP). An RPP is a written plan that ensures health care workers have appropriate respiratory protection and training to limit the spread of respiratory illnesses such as COVID-19.

Federal and Oregon Occupational Safety & Health agencies (OSHA) require facilities to have a written RPP when respirators are required to be used in the workplace. This toolkit provides guidance and customizable resources for long-term care facilities to establish and maintain their RPP for N95s. The term “N95” will be used throughout the document to represent National Institute for Occupational Safety and Health (NIOSH) approved N95 Filtering Facepiece Respirators (FFR).

Use of this plan and its associated templates does not guarantee compliance with Oregon OSHA standards.

Oregon OSHA requirements for Respiratory Protection Programs can be found in [29 CFR 1910.134](#).

Oregon OSHA guidance for Respiratory Protection Programs can be found at: <https://osha.oregon.gov/pages/topics/respiratory-protection.aspx>

Oregon OSHA Confidential and Free Consultative Services that can help with developing a RPP:

<https://osha.oregon.gov/consult/Pages/index.aspx>

<https://osha.oregon.gov/Documents/COVID19-Consultation-flyer.pdf>

## When is a Respiratory Protection Program Needed?

Appropriate respirators are required when caring for residents who may have symptoms or a confirmed diagnosis of COVID-19, an airborne illness. In these situations, and whenever an employee is required to wear a respirator for protection, a written RPP is required by Oregon OSHA.

There are different types of respirators that are acceptable for use such as N95s, powered air purifying respirators (PAPR), and elastomeric (rubber) respirators. This document is for facilities that require employees to use N95s to protect their staff.

If another respirator type is chosen for your facility, please contact Oregon OSHA Consultation Services for assistance with your Respiratory Protection Program.

KN95, cloth, and medical masks are not considered respirators and are not included in the scope of this document.

Please see the following link for pictures and descriptions of respirator options.  
[https://www.cdc.gov/niosh/npptl/pdfs/FY17\\_N95infographicWhatAreAPR-508.pdf](https://www.cdc.gov/niosh/npptl/pdfs/FY17_N95infographicWhatAreAPR-508.pdf)

## **Instructions for Using this Toolkit**

1. Read through the guidance on pages 5 – 20, which outlines each of the 7 elements of the written respiratory protection program.
2. Write your Respiratory Protection Program using the Customizable Template on pages 21 – 34. Include specific details related to your facility. This is your written RPP.
3. Train yourself and your staff using training resources on page 17.
4. Maintain your RPP by reviewing the program annually and updating sections as needed to keep it current.

When using provided templates, tailor each sample document so that it includes your facility name and fits with your organization's practice. All templates are for editing and use by long-term care facilities to ensure effective use of respiratory protection by employees during respiratory illness outbreaks such as COVID-19.

# 7 Elements to Creating Your Written Respiratory Protection Program



A written Respiratory Protection Program (RPP) is a document specific to your facility. The key elements of an RPP to be included in the document are:

1. **Respiratory Program Administrator** - Identify an individual who is qualified by training or experience to oversee your program.
2. **Hazard Assessment** - Perform a hazard assessment to identify the specific respiratory hazards (including viruses or bacteria) that your Respiratory Protection Program provides protection against.
3. **Respirator Selection** - Choose NIOSH-approved N95 respirators for use at your facility to protect against COVID-19 and other airborne hazards.
4. **Medical evaluation** - Select an Occupational Health Provider to perform a medical evaluation for all employees that will wear an N95. This step is required before fit testing.
5. **Fit testing** - Complete a test for each N95 user to ensure that the N95 forms an acceptable seal and will provide adequate protection.
6. **Training** - Educate employees on the use and maintenance of respirators.
7. **Program maintenance** - Assess the hazards and evaluate the effectiveness of the RPP at least every year, maintain all aspects of the respiratory protection program, and update with any needed changes.

## Respiratory Program Administrator



Each facility where employees must use an N95 respirator needs to have someone acting as a Respiratory Program Administrator. The Respiratory Program Administrator is an assigned individual (by either name or job title) who has the knowledge relating to the operation and administration of this program. They will be knowledgeable about the contents of this document and the requirements of the OSHA Respiratory Protection standard and are qualified by appropriate training or experience regarding the RPA responsibilities.

The respiratory program administrator's duties may include:

1. Conduct a hazard assessment and select the appropriate respiratory PPE for the facility.
2. Coordinate the purchase, maintenance, repair and replacement of respirators.
3. Develop N95 respiratory standard operating procedures and monitoring employee compliance.
4. Monitor and conduct exposure assessments of the respiratory hazard(s) and modify respiratory protection options as needed.
5. Maintain all records associated with the program.
6. Provide or arrange for initial and annual medical evaluations, fit testing, and employee training on selected respirators
7. Update and maintain a current copy of the organization's written Respiratory Protection Program for employees' access.
8. Provide employees who use N95 respirators voluntarily the information provided in [OSHA 1910.134 appendix D](#) .

## **Roles and responsibilities of staff**

### **Supervisors**

Supervisors of employees included in the Respiratory Protection Program can be helpful by performing the following:

1. Participate in the hazard assessment to ensure that all potential exposures to respiratory hazards are evaluated and considered in the Respiratory Protection Program.

2. Identify individuals and tasks for which respirators may be required.
3. Ensure that individuals under their supervision follow the procedures outlined in the Respiratory Protection Program.
4. Assist in ensuring that staff are scheduled for and complete medical evaluations, fit testing, education, and training during work hours.

## Employees

Employees assigned to jobs/tasks where N95 respirator use is required are expected to do the following:

1. Complete all required documentation for medical clearance, fit testing and training in respirator use
2. Ensure facial hair does not break the seal of the respirator on the face. Follow facility policy on [facial hair](#) and respirator seal protection
3. Attend annual training and fit testing
4. Use, inspect, maintain, and dispose of respiratory protection equipment according to training and policies

## Hazard Assessment



Respirators should be chosen based on the hazards employees are exposed to during their activities while at work. A written hazard assessment is a document that describes activities performed at the facility that could expose an employee to a hazard.

The hazard assessment template included in this document is intended for facilities that identify COVID-19, an airborne respiratory illness, as the respiratory hazard.

If identified hazards include exposure to non-infectious contaminants such as heavy metals, asbestos, fumes, vapors, solvents, and pesticides, please consult

with Oregon OSHA for additional guidance in selection of appropriate respirators.

## Respirator Selection



When choosing respirators that your organization will provide for your workers, consider the make and model of the N95 respirator selected. Healthcare worker preference is important to ensure effectiveness and ease of use.



### Consider the following when selecting respirators:

1. Select respirators that are certified by the National Institute of Occupational Safety and Health (NIOSH). NIOSH-approved N95 respirators contain the NIOSH logo and TC approval number stamped on the exterior surface. A list of approved N95 respirators can be found through [NIOSH](#). This listing also

provides each device's manufacturer instructions for putting on (donning) and taking off (doffing) N95 respirators.

2. If you are already using a specific N95 respirator, you can verify NIOSH approval through [CDC and NIOSH](#).
3. Respirators need to be available in a range of sizes. If possible, select at least two different mask styles as this will improve acceptance and fit of the masks for staff. For example, consider choosing one cup or cone style mask and one flat fold mask.
4. Once you have found respirators that successfully fit your staff, you must ensure that you maintain adequate supply.

N95 respirators are not adequate for individuals with facial hair or for those unable to wear an N95 due to medical conditions or the inability to pass fit testing. If this is the case, there are [alternative respirators](#) available. Contact Oregon OSHA Consultative Services for further guidance

### **Maintain Supply of N95 Respirators**

It is important to maintain an adequate supply of N95 respirators at all times. You need to document your supply plan in the written RPP including your process for monitoring current stock and re-ordering supplies.

Recommendations regarding how many N95s to have on hand can vary, but you will be better prepared with a larger supply of N95s. Consider maintaining at least a 4 week supply. Here are some general considerations when calculating how many N95 respirators to order:

**Readiness:** Be prepared for one or many residents to have symptoms of COVID-19 at any time.

**N95 disposal:** N95s are designed to be thrown away after a single use. Order accordingly.

**Availability of N95s:** Ensure that there is a supply of the exact size, make, and model N95 that staff were fit tested for.

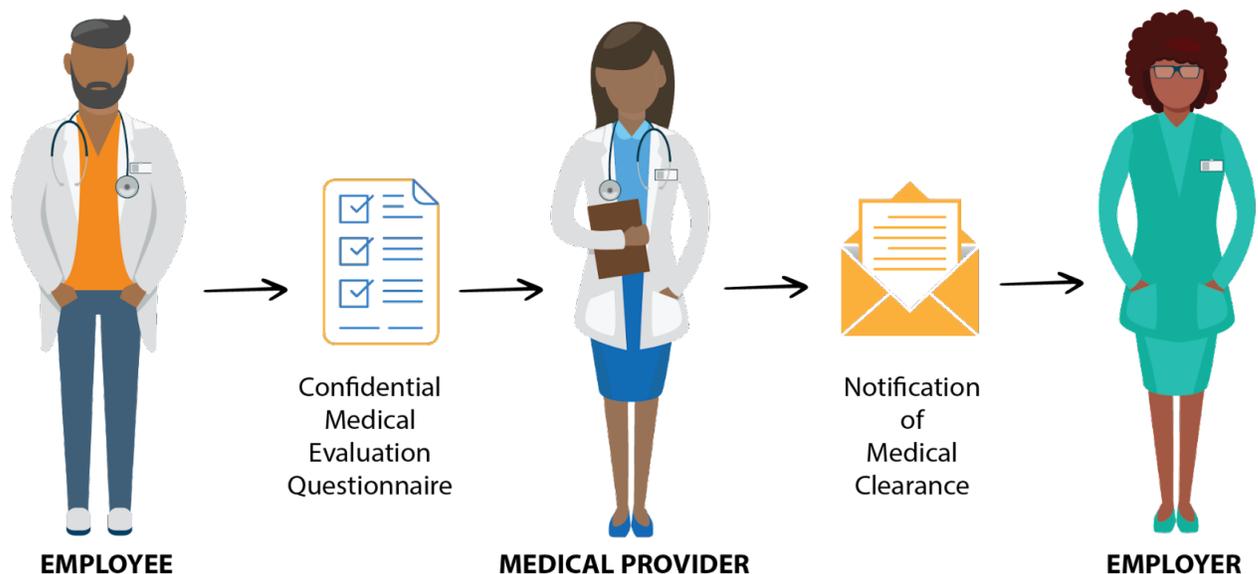
**Shipping delays:** If there will be delays in shipping, consider ordering a larger amount and placing orders before running low on supply.

**Storage:** Provide a dedicated, clean, dry space for storing N95s. When storage space is an issue, prioritize creative solutions over limiting N95 respirator supplies.

## Medical Evaluation



All employees required to wear an N95 must be medically cleared before they are allowed to use the respirator and prior to fit testing. Medical evaluations are to be conducted at no cost to the employee. This evaluation process can provide the required ‘Medical Clearance’.



### Medical Evaluation Process

1. Employee completes a confidential [Respirator Medical Evaluation Questionnaire](#)

2. Employee sends the questionnaire to a licensed healthcare provider such as an occupational health or respiratory protection program expert who has a medical background and can complete the evaluation.
3. A licensed healthcare provider reviews the questionnaire and may grant medical clearance, or approval for the employee to wear a respirator.
4. Employees who have been medically cleared, or approved to wear a respirator, may get fit tested.

The medical evaluation is often included as part of fit testing services provided by vendors. Prior to selecting a fit testing provider, consider asking if medical clearance is included in the fit testing process.

Another option for obtaining medical clearance is via online providers. While these providers typically only offer evaluation of the medical questionnaire, it may be convenient for many facilities.

Based on responses to the Respirator Medical Evaluation Questionnaire, additional, follow-up medical evaluation may be indicated. Additional medical assessment may be required if:

- Recommended by medical screener
- The respiratory program administrator determines that it is necessary
- An employee shows signs of breathing difficulty related to using the respirator
- Changes in the work environment that increase the burden on employees (such as high temperatures or increased physical exertion)

## Fit Testing



All employees required to wear an N95 respirator must pass an initial fit-test before using their respirators. A fit test ensures that the respirator forms a seal and will provide the wearer with protection from respiratory hazards, such as

airborne particles. Employees must be fit tested with the same make, size, style, and model respirator that they will wear.

Fit testing can be performed either by quantitative or qualitative methods, but qualitative testing may be a more accessible option for smaller-resource limited facilities.

<b>Qualitative Fit Test</b>	<b>Quantitative Fit Test</b>
	
Relies on the wearer to taste or smell	Uses a machine to measure effectiveness

Facilities may perform their own fit testing. Individuals conducting fit tests should be adequately trained, but certification is not required.

A fit test procedure must be performed [each year](#), or when a new model, make or size of respirator is used, or if the shape or size of the worker’s face has changed significantly (such as with surgery or significant weight gain or loss). The results of the fit test need to be recorded on an [N95 Respirator Fit Test Record](#).

Once completed, the employee’s N95 Respirator Fit Test Record should be kept at a designated location for recordkeeping purposes.

After completing and passing fit-testing, the employee needs to be trained on proper use of the respirator and provided ongoing supply as needed.

## Training

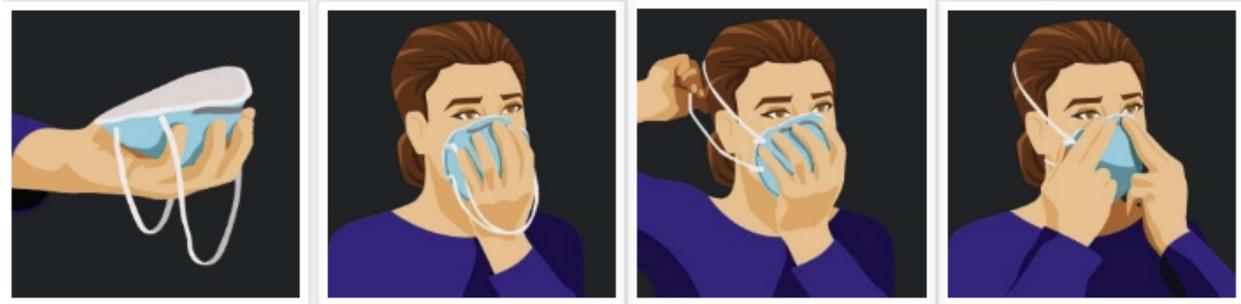


Staff successfully completing fit testing will be trained in the appropriate use of their fit-tested N95 respirator. Staff training can be provided through training videos, online courses, or virtual and in-person training events.

Staff training needs to be completed before respirator use and must be repeated at least yearly. Provide additional training when there are changes to your RPP such as when there are observed lapses in practice, at the beginning of a new outbreak of a respiratory illness requiring the use of N95 respirators, or for changes in practice. It is best practice to maintain a [record of training](#).

Employees must demonstrate knowledge of at least the following:

1. Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator;
2. What the limitations and capabilities of the respirator are;
3. How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions;
4. How to inspect, put on and remove, use, and check the seals of the respirator;
5. What the procedures are for maintenance and storage of the respirator;
6. How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators; and
7. The general requirements of the respiratory protection standard.



## Performing a Seal Check

It is important that anyone who puts on an N95 performs a seal check to ensure a proper fit and protection.

Instruct staff to inspect the respirator prior to putting it on (donning) to ensure that the straps and face covering are intact. Your N95 must form a seal to your face to work properly. Your breath needs to pass through the N95 and not around its edges. A seal check must be performed every time a new N95 is put on.

Detailed instruction for donning, doffing and performing a seal check can be found at:

- Putting on, performing a seal check and Taking off a Mask Correctly [Video](#) and [Infographic](#)
- Easy to read document on performing a [seal check](#)

## Program Maintenance



## Record Keeping

The employer must ensure the following documents are maintained and made available as needed. The respiratory program administrator may be ideal for maintaining these records.

- A written copy of the RPP
- Medical clearance documentation from a physician or other licensed health care professional stating the employee's ability to wear a respirator.
- [Fit testing records](#) including:
  - Name or identification of employee tested
  - Type of testing performed
  - Specific make, model, style, and size of respirator tested
  - Date of test
  - Test results (pass/fail) documented by the fit tester.

It is best practice to maintain the following records:

- Links to the most current [Oregon OSHA respiratory protection standard](#)
- Training materials used in the RPP
- [Respirator Training Record](#) for each employee
- Copies of all other records (except medical questionnaire) relevant to the RPP

### **Program Evaluation**

Conduct an evaluation of the program and facility at least once a year and as needed to ensure that the RPP is functioning as expected. The review must include at least the following:

- Asking staff about respirator fit, ease of use, and comfort
- Reviewing the appropriateness of respirators for hazards identified in the facility
- Proper N95 respirator use, maintenance, and disposal

It is also a best practice to ensure staff have easy access to respirators

Correct any problems identified during the annual RPP review. Additional staff training may be useful.

# Definitions

**Fit Testing** - A protocol used to evaluate the fit of a respirator on an individual. The protocol can qualitatively or quantitatively evaluate the fit. It helps verify that a respirator seals to the face so that it provides the wearer with the expected protection.

**N95 FFR** - NIOSH-approved filtering facepiece respirators (FFR), that are half-face masks, filter 95% of small airborne particles that pass through them. N95 masks are capable of filtering both bacteria and viruses.

**NIOSH** - National Institute of Occupational Safety and Health (NIOSH) is part of the Centers for Disease Control and Prevention that conducts research and makes recommendations to reduce workplace injury and illness and promote safe and healthy workplaces.

**Powered Air-Purifying Respirator (PAPR)** uses a battery powered blower to supply filtered air into a hood worn by the HCP.

**Qualitative Test** - Qualitative fit testing is a non-numeric pass/fail test that relies on the respirator wearer's response to a substance ("test agent") used in the test to determine respirator fit.

**Quantitative Test** is a method of measuring the amount of leakage into a respirator. It is a numeric assessment of how well a respirator fits a particular individual.

**Source Control** - Refers to the use of N95 respirators or well-fitting facemasks to cover an individual's nose and mouth to prevent the spread of respiratory secretions when they are breathing, talking, sneezing, or coughing.

**Surgical N95 Mask** - Designed to provide protection from both airborne and fluid hazards.

**Respiratory Protection Program (RPP)** is a written program containing the specific procedures and elements required for respirator use.

**Seal Check** is a procedure performed by the individual respirator user to ensure that the respirator forms an effective seal around the mouth and nose.

# Training and Resources

The following infographics and videos can be used to educate staff or a new respiratory program administrator.

## Respirator Use

How to use your N95 Respirator - Donning, doffing, and performing a seal check

[https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/COVID-19\\_NIOSH\\_Freemasks\\_PRINT\\_F.pdf](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/COVID-19_NIOSH_Freemasks_PRINT_F.pdf)

Facial Hairstyles for N95 use

<https://www.cdc.gov/niosh/npptl/pdfs/facialhairwmask11282017-508.pdf>

## Respirator Selection

How to tell if your N95 is NIOSH Approved

<https://www.cdc.gov/niosh/docs/2021-124/pdfs/2021-124.pdf>

Understanding the difference between a mask and a respirator

<https://www.cdc.gov/niosh/npptl/pdfs/UnderstandDifferenceInfographic-508.pdf>

CDC NIOSH Different types of Respirators

[https://www.cdc.gov/niosh/npptl/pdfs/FY17\\_N95infographicWhatAreAPR-508.pdf](https://www.cdc.gov/niosh/npptl/pdfs/FY17_N95infographicWhatAreAPR-508.pdf)

## Fit Testing

CDC Filtering out confusion

<https://www.cdc.gov/niosh/docs/2018-129/pdfs/2018-129.pdf>

CDC NIOSH Why are annual fit tests required

[https://www.cdc.gov/niosh/npptl/pdfs/Fit-test-10.508\\_FNL-508.pdf](https://www.cdc.gov/niosh/npptl/pdfs/Fit-test-10.508_FNL-508.pdf)

NIOSH Understanding Filtration Efficiency Testing and Fit Testing in Filtering Facepiece Respirators (FFRs)

<https://www.cdc.gov/niosh/docs/2021-123/pdfs/2021-123revised112021.pdf>

### **Training Videos**

OSHA Putting on and taking off a mask 2:02

<https://www.youtube.com/watch?v=oU4stQgCtV8>

US Dept of Labor - How to put on, take off, and perform a seal check. 9:16

<https://www.youtube.com/watch?v=Tzpz5fko-fg>

OSHA Respiratory Protection Videos Series, English and Spanish

<https://www.osha.gov/respiratory-protection/training>

### **Oregon/Federal OSHA**

Oregon OSHA Consultative Services - Free and Confidential

<https://osha.oregon.gov/consult/pages/index.aspx#:~:text=Oregon%20OSHA%20consultation%20services%20are,to%20manage%20safety%20and%20health.>

Flyer: <https://osha.oregon.gov/Documents/COVID19-Consultation-flyer.pdf>

Oregon OSHA guidance for Respiratory Protection Programs can be found at:

<https://osha.oregon.gov/pages/topics/respiratory-protection.aspx>

Oregon OSHA Fact Sheet on Respiratory Protection

<https://osha.oregon.gov/OSHAPubs/factsheets/fs06.pdf>

**Template:  
Written Respiratory Protection  
Program**

# Written Respiratory Protection Program

[Enter Your Company Name Here]

[Enter Date Here]

Template provided by:

Multnomah County Health Department

NOTICE: This document is designed to aid in meeting the minimum requirements for a written respiratory protection program. Employers are not required to use this exact format when establishing a respiratory protection program. To ensure compliance with 1019.134 and Oregon OSHA, an employer may use this or an alternative format that will satisfy requirements of the standard. An organization's Respiratory Protection Program needs to be adapted to the facility's needs. All templates can be modified or duplicated. The use of this document is not a substitute for reading the full standard.

## Purpose

It is the policy of [**enter your company name here**] to provide employees with a safe and healthy work environment. The guidance in our Respiratory Protection Plan is designed to reduce employee exposure to infectious air contaminants encountered in the healthcare setting during care and contact with individuals with known or suspected COVID-19 and is expected to provide protection from other airborne respiratory hazards.

We work to:

1. Eliminate hazardous exposures where possible
2. Minimize hazardous exposures where the cannot be eliminated
3. Use appropriate respiratory protection and other personal protective equipment (PPE) when the frequency and duration of exposures cannot be substantially reduced or eliminated.

Employees who voluntarily wear an N95 filtering facepiece respirator (FFR) when not required for routine duties will not be subject to medical clearance and fit testing. Those employees will be provided with the information provided in OSHA 1910.134 [Appendix D](#).

Instructions provided by the manufacturers of respirators our employees use will be incorporated as part of our written program. Employee training will include reference to these instructions where appropriate.

## Respiratory Program Administrator

Our facility's Respiratory Program Administrator is: [**Enter Name Here**]

Duties and responsibilities of the Respiratory Protection Program Administrator include:

- The development and implementation of facility's Respiratory Protection Program
- Conducting a workplace evaluation for respiratory hazards
- Selection of respirators and monitoring and maintaining respiratory protection inventory
- Overseeing training on respiratory protection for healthcare workers
- Overseeing employee medical clearance to wear respirators
- Overseeing respirator fit testing
- Ensuring that correct use, storage, and replacement of respirators is monitored
- Evaluating the Respiratory Protection Program regularly (at least yearly and when changes occur) to ensure that procedures and staff protection are maintained
- Maintaining Respiratory Protection Program records including documentation, medical clearance, and fit testing

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Note: Review and revise annually or when changes to the Respiratory Protection Program or Respiratory Program Administrator assignment have changed. Respiratory Program Administrator Responsibilities may be designated to others, but responsibility for all aspects of the Respiratory Protection Program should be clearly assigned.

## Hazard Assessment

An evaluation of our job tasks and activities revealed that participation in the following could present a 'high' or 'extremely high' risk for COVID-19 transmission based on CDC guidance. Individuals performing these tasks will be included in our Respiratory Protection Program.

- Entering the rooms or care environment of a person with suspected or confirmed COVID-19, an airborne transmissible illness.
- Environmental decontamination services that are required to wear an N95.
- Resident/client/patient care involving suctioning, providing nebulized medications, putting on or removing CPAP or BiPAP machines, or other procedures that may generate aerosols.
- Personal care service (bathing, changing, transporting, turning, feeding) of residents suspected or confirmed to have COVID-19.
- Transporting or escorting individuals with airborne transmissible illness such as COVID-19.
- [**Other – enter activity description**]

## Respirators Used in Our Facility

We have selected the following NIOSH certified N95 respirators for use at our facility.

- Flat fold Mask

Manufacturer \_\_\_\_\_ Model \_\_\_\_\_

- Cone Mask

Manufacturer \_\_\_\_\_ Model \_\_\_\_\_

- Duckbill

Manufacturer \_\_\_\_\_ Model \_\_\_\_\_

***\*Note:** If identified hazards include any of the following, additional respiratory protection could be indicated. For exposure to non-infectious contaminants such as heavy metals, asbestos, fumes, vapors, solvents, pesticides, please consult with OR OSHA for additional guidance.*

### SUPPLY OF PPE

We will adhere to [CDC's Optimizing Personal Protective Equipment \(PPE\) Supplies](#)

Our process for monitoring current N95 respirator stock:

Our process for re-ordering supplies:

Additional procedures for ensuring an adequate supply of N95 respirators:

## Medical Evaluations

Employees are not permitted to wear respirators (except for voluntary use of N95 FFRs) until a physician or other licensed healthcare professional has determined that they are medically able to do so.

The medical questionnaire and examinations will be administered confidentially during the employee's normal working hours or at a time and place convenient to the employee.

### **Option 1: Local Medical Evaluations**

Our facility uses a local provider for medical evaluations. The Oregon OSHA Respiratory Medical Evaluation Questionnaire for medical screening is utilized.

A printable copy of the Oregon OSHA Respiratory Medical Evaluation form can be found at:

**English:**

<https://osha.oregon.gov/OSHAPubs/pubform/medical-eval-english.pdf>

**Spanish:**

<https://osha.oregon.gov/OSHAPubs/pubform/div2-med-eval-spanish.pdf>

Medical evaluations will be conducted using the questionnaire provided. The Respiratory Program Administrator will provide a copy of this medical questionnaire to all employees requiring medical evaluations. A Spanish language version is provided and wherever possible, we assist employees who are unable to read the questionnaire. When not feasible, the employee will be sent directly to the provider for medical evaluation. To support medical confidentiality, employees will be provided a stamped and addressed envelope to send directly to the medical evaluator.

Medical evaluations will be completed by:

**Name of Provider:** \_\_\_\_\_

**Address of Provider:** \_\_\_\_\_

**Phone Contact Information:** \_\_\_\_\_

Employees will be:

- Permitted to complete the questionnaire during normal work hours
- Granted follow-up medical exams as required by the Respiratory Protection standard or as indicated by the Medical Evaluations Provider.
- Provided an opportunity to speak with the Medical Evaluations Provider about their medical evaluation if requested.

**Option 2: Online Vendor Medical Evaluations**

Our organization uses an online vendor for medical clearance to use a respirator. The respiratory program administrator will ensure employees are provided opportunity and resources for completing the confidential medical evaluation.

Medical evaluations will be completed by:

**Name of Online Vendor:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Phone Contact Information:** \_\_\_\_\_

Employees will be:

- Permitted to complete the questionnaire during normal work hours
- Granted follow-up medical exams as required by the Respiratory Protection standard or as indicated by the Medical Evaluations Provider.
- Provided an opportunity to speak with the Medical Evaluations Provider about their medical evaluation if requested.

## Fit Testing

Our employees that are required to wear N95 respirators must pass an initial fit-test before using their respirators. Employees are fit tested for the same make, size, and model mask that they will wear.

Fit testing will be repeated each year. In addition, a new fit test procedure is performed when a new model, make or size of respirator is used, or if the shape or size of the worker's face has changed significantly (such as with surgery or significant weight gain or loss).

The presence of facial hair (beard, mustache, or stubble) that could interfere with the fit of the mask on the face is not allowed during fit testing or N95 use. Employees undergoing fit testing are provided a copy of the [Respirator \(N95\) Fit Test Record](#) for completion during the fit-testing process.

Once completed, the employee's Respirator (N95) Fit Test Record will be kept at [**enter designated document storage location**] for recordkeeping purposes.

After completing and passing fit-testing, the employee will be trained on proper use of the respirator and provided ongoing supply as needed.

## Respirator Use

Employees using N95 respirators will follow procedures for use included in the Respiratory Protection Program. This includes:

- Completing necessary steps for medical evaluation and fit-testing
- Using N95 respirators when caring for those individuals known or suspected of having COVID-19.
- Identifying respirator defects and notifying the Respiratory Program Administrator so that appropriate follow-up can be made

- Changing respirators if they become wet, heavily contaminated, misshapen or otherwise damaged
- Using and maintaining respirators according to manufacturer recommendations
- Performing a seal check each time the mask is donned
- Maintaining facial hair or any other item (other PPE, jewelry, prescription eyewear) so that it is not between the user's face and the sealing surface of the mask
- Removing respirators when they are outside of the contaminated room or environment
- Practicing proper doffing and disposal of used respirator

## **Training**

The program administrator will ensure training is provided to respirator users and supervisors. Employees must be trained before using a respirator and retrained annually or whenever they change jobs or use a different respirator. Supervisors must be trained before using a respirator or supervising employees who wear respirators.

Training will cover the following topics:

- This respiratory protection program
- The Oregon OSHA respiratory protection standard, 1910.134
- Respiratory hazards and their health effects
- Selection and use of respirators
- Limitations of respirators
- How to put on respirators and perform user seal checks
- Fit testing
- Emergency procedures

- Maintenance and storage
- Medical signs and symptoms that limit the use of respirators

## **Program Maintenance and Evaluation**

The Respiratory Program Administrator will conduct periodic evaluations of the care environment to ensure that all aspects of the Respiratory Protection Program are implemented. The review will include discussions with respirator users, supervisors, and HVAC systems managers. Records will be reviewed including medical evaluation and fit testing forms.

Respiratory Protection Program review will include at least the following:

- Asking staff about respirator fit, ease of use, and comfort
- Reviewing the appropriateness of respirators for hazards identified in the facility
- Proper N95 respirator use, maintenance, and disposal

# Customizable Forms



# Respirator Training Record

[Enter Your Company Name Here]

Employee Name: (Please Print) \_\_\_\_\_

I certify that I have been trained in the use of N95 filtering facepiece respirators and that training included:

- Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator;
- What the limitations and capabilities of the respirator are;
- How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions;
- How to inspect, put on and remove, use, and check the seals of the respirator;
- What the procedures are for maintenance and storage of the respirator;
- How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators; and
- The general requirements of the respiratory protection standard.
- Identifying my organization's Respiratory Program Administrator (RPA)
- Where to find our company's written Respiratory Protection Plan

I am confident to use my N95 respirator. If I have difficulties with my N95 or have other issues around its use, or if I believe I need additional training, I will contact my supervisor or Respiratory Program Administrator for assistance.

Employee Signature: \_\_\_\_\_

Trainer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## OSHA Appendix D

### **Appendix D to § 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard**

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

[63 FR 1270, Jan. 8, 1998; 63 FR 20098, 20099, Apr. 23, 1998]

Stat. Auth.: ORS 654.025(2) and 656.726(3).

Stats. Implemented: ORS 654.001 through 654.295.

Hist: OR-OSHA Admin. Order 3-1998, f. 7/7/98, ef. 7/7/98.