

Summary: Facility Fit Testing Checklist

Before fit test training can start, there are things that will need to be decided on and pieces of work to complete.

Facility Leadership & Respiratory Protection Program Administrator		Completed
Written Respiratory Protection Program	<p>The written program is a how-to-guide for staff to follow</p> <ul style="list-style-type: none"> • Small Entity Compliance Guide for the Respiratory Protection Standard • TB Respiratory Protection Program in Health Care Facilities- Administrator’s Guide NIOSH 	
Appoint Respiratory Program Administrator	<p>The appointed person will need to understand the rules and regulation on fit testing and the facility’s written program.</p> <ul style="list-style-type: none"> • Evaluate respiratory hazards in the workplace • Maintain the Program • Develop training material and conduct annual employee training • Coordinate the medical eval and fit testing • Maintain training, fit testing and medical opinion • Review the Program for effectiveness 	
Recommendation- number of fit testing staff	<ul style="list-style-type: none"> • 1-2 fit testing staff: 1-15 employees • 2-3 fit testing staff: 16-30 employees • 3-4 fit testing staff: 31-50 employees • 4+ fit testing staff: >50 employees 	
Ensure fit testing staff have attended training	Have attended local/ regional training. If not, contact Healthcare Preparedness Coalition.	
There is no certification for the fit test training.	*It is the facility’s responsibility to ensure that the fit test staff conducting the fit tests for their employees are competent in the knowledge of the respiratory program parts and requirements.	

Fit test Staff		Completed
Written Respiratory Protection Plan & Program Evaluation	<ul style="list-style-type: none"> • You must understand your facility written policy and procedures. • Evaluate respiratory hazards in the workplace. • Annual review and program evaluation to include workplace evaluation to ensure that the program is effective. <p>-----</p> <ul style="list-style-type: none"> • Understanding Compliance with OSHA’s Respiratory Protection Standard during the Coronavirus Disease 2019 Pandemic • OSHA’s Covid19 Safety and Health Topics 	

Fit testing	<p>Your regular job duties may not require you to wear an N95. Because you are training to be a fit test staff, and if you want to experience the fit test process and the use of the N95, you must complete the requirements for getting fit tested.</p> <p>-----</p> <ul style="list-style-type: none"> • Prior to an employee’s initial use of a respirator • Employee annual fit test • When there are changes in the employee’s physical condition that could affect the respiratory fit, such as changes in body weight, facial scarring or dental work 	
Fit testing supplies	<ul style="list-style-type: none"> • Fit test solutions • Selection of respirators • Number of fit testing kits may depend on number of staff and ability to test multiple at same time <p>-----</p> <p>Mirror, gloves, clock with second hand, disinfectant wipes, hand sanitizer, more than one model of N95, napkins/ paper towels, water</p>	
Record Keeping & Forms	<ul style="list-style-type: none"> • Current employee medical opinion forms • Fit testing certification form <p>-----</p> <ul style="list-style-type: none"> • Medical evaluation form • Annual update/ review 	
Respiratory training program for employees	<p>Must have a <i>facility specific</i> training.</p> <ul style="list-style-type: none"> • Identify work areas, processes or tasks that require employee to wear a respirator • Respiratory protection options • Inspection prior to use • Seal check • Storage/ maintenance 	