

# MODIFIED FIT TESTING PROTOCOL

## Purpose

The City of Edmonton (COE) has operated under the modified fit testing protocol from the beginning of the COVID-19 pandemic to reduce the risk for the transmission of COVID-19 during all Respiratory Protective Equipment (RPE) fit testing activities. Initial modifications to the City's fit testing protocol were previously communicated to all COE fit testers in a [memorandum](#) distributed by the Branch Manager of Workforce Safety and Employee Health (WSEH) on March 30, 2020.

Effective February 2021, additional direction has been provided by the WSEH Branch to assist all business areas with following a risk based approach to prioritizing internal requirements for delivering new and refresher quantitative fit tests. Employee fit testing prioritization criteria are described in further detail in the COE COVID-19 RPE Guideline. Additional details regarding the February 2021 updates and communication to COE fit testers may also be found in this updated [memorandum](#) distributed on March 19, 2021.

## Overview

The initial intent of the modified fit testing protocol was to eliminate where practical, and where not, to reduce the overall volume of fit testing across the organization to mitigate COVID-19 transmission risk. Exemptions to the original modified fit testing protocol (March 2020) were previously permitted only for employees performing activities in essential services that had not been fit tested previously on half facepiece and/ or full facepiece air purifying respiratory protection.

Under the February 2021 updates, the revised modified fit testing protocol recognizes the need to have fit testing prioritization criteria which will help balance the need for business areas to begin administering backlogged refresher fit testing requirements alongside new fit testing requirements and hazard controls in place to mitigate the risk for COVID-19 transmission arising from fit testing activities.

## Applicability

The modified fit testing protocol applies to all internal business areas which administer their own fit testing services to City employees, in addition to fit testing services which are delivered to City employees by City contractors (Lifemark and Levitt-Safety). External contractors must meet or

exceed the level of hazard control achieved by the City's modified fit testing protocol through the use of their own COVID-19 related fit testing procedure or protocol. All internal City fit testers must strictly follow the City's modified fit testing protocol and the procedures listed below, when coordinating and delivering fit testing employees.

## **Personal Protective Equipment (PPE) and Infection Control Measures**

This procedure has been developed to include advanced PPE requirements and infection control measures, due to the inherent risk fit testing activities create by generating and exposing persons to respiratory droplets and/or respiratory aerosols, through which COVID-19 and other respiratory viruses may be transmitted.

Infection control measures are reflected in the step-by-step process to be followed, the mandatory cleaning and disinfection requirements pre and post fit testing, and the physical distancing measures which must be followed by both fit tester (employee performing the fit test on another employee) and fit testee (employee being fit tested) when conducting the fit testing activities.

## **Pre-Shift COVID Screening Form**

Prior to arriving at any City worksite and commencing any fit testing all employees (fit tester and fit testee) must complete the [COE Pre-Shift COVID-19 Screening Form](#) (electronic or paper version). This form must be completed BEFORE the employee leaves their residence, prior to starting their shift, and by completely and truthfully answering all of the mandatory questions listed on the form. Refer to OneCity for the most current link to the COE Pre-Shift COVID-19 Screening Form and the corresponding toolbox talk on how to use the form.

Employees who have been diagnosed by the appropriate health/ medical professional with existing an health condition(s) which present the symptoms of COVID-19, but are not COVID-19 - are asked to advise their fit tester of the existence of the health condition(s) but not the details of the condition itself, that is not COVID-19 but may produce a COVID-19 symptom during the fit test. Employees with an existing health condition(s) are advised to work with their Supervisor and Disability Management Consultant to ensure the appropriate communication and documentation of these pre-existing health/medical conditions is done prior to the fit test.

## **Pre Fit Test Health Screening**

Prior to commencing the fit test session, the fit tester must once again screen the fit testee and themselves for signs or indications of current respiratory illness, which may be related or not related to COVID-19. The fit tester must ask the fit testee the following question. An updated list of COVID-19 symptoms can be found [here](#), on the AHS COVID-19 website and should be referenced against the questions listed below. Should there be additional symptoms not identified on the list below, the fit tester is required to ensure the question asked includes the updated symptoms from the symptom list on the AHS COVID-19 website.

***“Do you have any of the following symptoms:”***

- ***Fever***
- ***New onset of cough or worsening chronic cough***

- ***New or worsening shortness of breath or difficulty breathing***
- ***Sore throat***
- ***Runny nose***

If the fit testee answers “YES,” to one or more of the listed symptoms, immediately discontinue with the fit test session, and direct the fit testee to their Supervisor, the [AHS COVID-19 Self-Assessment](#) for further follow-up and also advise them they are legally required to self-isolate at home and according to public health guidelines. Prior to performing fit testing, the fit tester must also perform a self assessment, asking the same questions, and once again discontinue the fit testing session if the outcome is the same as above.

Once the fit tester has completed the pre-screen questions, the fit tester will make a note on the employees fit test record that the fit testee answered NO to COVID-19 symptoms, and the fit testee will sign and date this acknowledgement. The fit tester will retain the employees fit test record for a minimum of three (3) weeks from the date of the fit test, in the event the fit testee or fit tester becomes subject to a possible COVID-19 exposure from the fit testing session or from presence at the worksite where this testing is being held. These records will assist with any required follow-up in this circumstance, including contact tracing and directing employees to self-isolation if required.

## **Minimum PPE Requirements**

Depending on the business areas PPE availability, the following minimum levels of PPE must be worn by the business area fit tester and fit testee. Direct any follow-up questions related to PPE requirements and suitable alternatives to the COE Occupational Hygienist.

<b>Fit Tester PPE Requirements</b>	
<ul style="list-style-type: none"> <li>● N95* disposable filtering facepiece respirator</li> <li>● Tyvek Suit*</li> <li>● Nitrile Gloves*</li> <li>● Face Shield OR Splash Goggles (indirect vent)</li> </ul>	
<b>Fit Testee PPE Requirements</b>	
PPE required when using half facepiece respirator	Half facepiece respirator Nitrile Gloves*
PPE required when using full facepiece respirator	Full facepiece respirator Nitrile Gloves*
*At this time, this PPE is considered single use disposable, and must be discarded in a sanitary manner to prevent cross-contamination after each fit test session.	

# MODIFIED FIT TESTING PROCEDURE

## 1. Submit Request to Occupational Hygiene

- 1.1. Contact [Erin Pierce](#) or [Lisa Marinic](#) - Occupational Hygiene Consultants (Workforce Safety and Employee Health), and provide the following information to initiate the request. Please allow for 24 hours response time to modified fit testing requests.
  - 1.1.1. The Business Area Requesting the fit testing services;
  - 1.1.2. The reason for the services (ie. nature of service(s) performed);
  - 1.1.3. The number of employees requiring a fit test\*; and,
  - 1.1.4. The type of respiratory protection to be fit tested.
- NOTE:** Book a minimum of 30 minutes to complete each session, to allow enough time for cleaning and decontamination and set-up activities between each fit test session.
- 1.2. Confirmation from COE Occupational Hygiene that your request has been received and approved or not approved will be provided, and one of the following will occur:
  - 1.2.1. If the request is approved you will be provided with a Portacount ID number, and will be permitted to book this Portacount in the Portacount calendar. If your business area owns a Portacount, you are permitted to fit test using this.
  - 1.2.2. If your request is not approved, you are not considered an essential service provider and you will not be provided with a Portacount at this time. Contact the COVID-19 task force (Chair - David Aitken) to reevaluate your service status if necessary.
- 1.3. If you are using a City (Occupational Hygiene) issued Portacount proceed to Step 2 - Booking a Portacount using Google Calendar. If you are using a Portacount owned by your business area, proceed to Step 3 - Procuring and Preparing RPE for Fit Testing.

## 2. Booking a Portacount using Google Calendar

**NOTE:** Skip this section if you are using a Portacount owned by your business area. If you are using a portacount from your business area, please send the serial number to [erin.pierce@edmonton.ca](mailto:erin.pierce@edmonton.ca).

- 2.1. Open Google Calendar and subscribe to the Portcount ID number you were provided. In order to ensure you are subscribed to the correct Portacount count, complete the following:
  - 2.1.1. On the left side of the screen where the calendar list says *"Other Calendars"*, then click *"Subscribe to Calendars."*
  - 2.1.2. On the left side of the screen, click on *"Browse Resources."*

- 2.1.3. Scroll down the list to *"CP 11 Portacount."*
- 2.1.4. Click the down arrow to see the list of Portacounts.
- 2.1.5. Click on the box to the right of the Portacount ID number given to you in step 1.2.1; when the box is blue it is selected and once selected it is automatically saved.
- 2.1.6. Return to your Google Calendar.
- 2.2. Change Calendar to a Monthly View.
- 2.3. Click the cursor on the first date you want to book the Portacount.
- 2.4. Hold and drag the cursor to the last day you want to book the Portacount.
- 2.5. Releasing the cursor on the last day you want to book the portacount will create the "Booking Event," which will pop up on your screen to enter details.
- 2.6. Enter the following details into the "Booking Event":
  - 2.6.1. Fit tester name, business area (by branch and section titles), and a phone number you may be reached in this exact order in the title;
  - 2.6.2. Fit test adaptors required for fit testing in the event details section; and,
  - 2.6.3. Save the event, which will populate the event *"Your Calendar."*
- 2.7. Click on the event and once again click on the pencil icon to edit the event.
- 2.8. On the right side of the screen, click on "Rooms."
- 2.9. In the Search box directly under "Rooms" type in "Portacount."
- 2.10. Select the Portacount ID number provided to you back in step 1.2.1 and click Save.

### 3. Procuring and Preparing RPE for Fit Testing Sessions

**NOTE:** At this time, the procurement and distribution of COVID-19 critical supplies, including PPE and RPE have been centralized through CPSS. Each City department has been assigned a CPSS representative through which all PPE and RPE requests must be submitted. The CPSS representative will allocate to your business area based on the volume of PPE/RPE requested, product availability and competing demand for the same equipment among other essential services in the organization. See the [CPSS COVID-19 Supplies Memorandum](#) for more information.

- 3.1. Contact your business area's CPSS COVID-19 procurement representative and request the minimum number of respirators required for the fit testing sessions. If your business area utilizes a central store, follow the established internal process for requesting PPE / RPE. When requesting RPE for fit testing, keep the following in mind:
  - 3.1.1. Order 10% extra supply to account for potentially defective products as well as having extra to accommodate for proper cleaning and sanitation between fit tests if needed.

- 3.1.2. If fit testing to half or full facepiece air purifying respirators, you will need to order the cartridge or filter types appropriate to the biological, chemical or physical respiratory hazards encountered during the work tasks. Consult your business area hazard assessment and control and RPE Code of Practice for guidance on respiratory hazards present in your operations.
- 3.1.3. The minimum level of RPE deemed acceptable for protecting against the SARS-CoV-2 virus, which causes the COVID-19 disease is medical (surgical or procedure) masks, or N95 or higher efficiency filtering facepiece respirators. During the COVID-19 pandemic, fit testing will not be performed for medical masks or N95 filtering facepiece respirators and will only be performed on half face and full face respiratory protection for essential service employees.
- 3.1.4. Portion out respirators, cartridges and filters into individual and name labeled ziploc bags for each fit testee to prevent possible (cross) contamination from respiratory droplet or aerosol during the fit testing session.
- 3.1.5. Cartridges and filters must only be used by one person and must not be shared, even if cleaned and disinfected. Respirators may be reused if thoroughly cleaned and disinfected as per *Step 7 - RPE Cleaning and Disinfection*, and this includes circumstances where the respirator was tried but not successfully fit to a wearer.
- 3.1.6. Half facepiece or full facepiece respirators previously used in the field may not be shared between employees even if cleaned and disinfected between use. Only respirators used in fit testing sessions which have been properly cleaned and disinfected between employees may be re-used for fit testing and issued for field use to an employee if required.
- 3.2. Return excess supply to your business areas CPSS representative to help preserve critical stock for other essential services and employees in the organization.

#### **4. Receiving the Portacount, Adaptors and Particulate Generator**

- 4.1. Portacounts, adapters and the particulate generators will be disinfected by the CIE Occupational Hygienist, prior to you receiving them for use.
- 4.2. All Portacount (and associated equipment) pick-ups and drop-offs must be done in person and at a designated City facility. Option list:
  - 4.2.1. Within 24 hours from fit testing approval and booking event:
    - 4.2.1.1. Century Place Office Building: 9803 102A Ave, 11th floor
    - 4.2.1.2. Edmonton Tower Office Building: 10111 104 Ave, Main Lobby
  - 4.2.2. Within 48 hours from fit testing approval and booking event:
    - 4.2.2.1. Any other open and operating COE facility that is agreed to by the COE Occupational Hygiene Consultant.

- 4.3. To arrange a Portacount (and associated equipment) pick-up or drop-off, contact [Erin Pierce](#) - CoE Occupational Hygiene Consultant (Workforce Safety and Employee Health) to arrange a date, time and location.

## 5. Health Screening Form Completion

- 5.1. Instruct all employees that are to be fit tested to complete the mandatory [Respirator Health Screening Form](#) prior to the fit test. If the form directs the employee to follow-up with the Occupational Health Nurses, instruct them to do so as per the additional instructions listed below.
- 5.2. Collect all forms from the employees to be fit tested.
- 5.3. Open FitPro+ on the laptop you will be using for fit testing.
- 5.4. Click on the first tile with the image of the folder and the employee called "Edit People Table."
- 5.5. Enter all New employees that have completed the form by:
  - 5.5.1. Click on New;
  - 5.5.2. Enter the employees: Last name, First name, and ID Number (7 digit Payroll Number) from the employees completed health screening form; and,
  - 5.5.3. Continue adding all employee data for all employees you intend to fit test.
  - 5.5.4. When all employees have been added, click "Exit."
- 5.6. Click on the second tile with the image of the folder and the respirator called "Edit Respirator Table."
- 5.7. Search for the respirator drop down list for the respirator you are planning on fit testing on:
  - 5.7.1. If the respirator is listed on the drop down menu, proceed to step 5.8;
  - 5.7.2. If the respirator is not listed, click "New" and enter the respirator(s) information (Manufacturer, Model, Style, Fit Factor Pass Level);
  - 5.7.3. Click "Save;" and,
  - 5.7.4. Repeat the above steps until all respirators types you will be fit testing to, have been entered and are visible on the drop down.
  - 5.7.5. Click "Exit."
- 5.8. If the employee responds "Yes" to Part 4 of the [Respirator Health Screening Form](#), have them complete the following:
  - 5.8.1. Send the completed form to the City's Occupational Health Nurses at [ehsnurses@edmonton.ca](mailto:ehsnurses@edmonton.ca); a nurse will then contact the employee and review the employees' health conditions and make a determination of clear or not clear to

wear respiratory protective equipment. ***Do not proceed with fit testing the employee unless they are cleared for respirator use.***

- 5.8.2. If the City's Occupational Health Nurses do not clear the employee to wear respiratory protection, accommodations will have to be made with the employee in consultation with their immediate Supervisor. Do not fit test this employee.
- 5.9. If the employee responds "No" to Part 4 of the [Respirator Health Screening Form](#), or after they have been cleared for respirator use by the City's Occupational Health Nurse, proceed with fit testing this employee.
  - 5.9.1. Scan the completed respirator health screening form and keep a digital copy in the employees personal records file.
  - 5.9.2. Dispose of the paper copy of the completed health screening form by shredding (using City provided secure shredding bins).

## 6. Fit Testing Session

- 6.1. Choose and book an appropriate room for fit testing, which meets the following criteria:
  - 6.1.1. Open concept with hard surfaces that can be easily cleaned and disinfected;
  - 6.1.2. As little horizontal and touch surfaces as possible;
  - 6.1.3. A suitably sized table in the centre to set the portacount and laptop on;
  - 6.1.4. No people traffic from other areas in the facility;
  - 6.1.5. Wide enough from wall-to-wall to be able to accommodate the fit tester and the fit testee standing a minimum of 6 feet apart where crossing paths is eliminated if the fit tester or fit testee must leave and re-enter the room at any time; and,
  - 6.1.6. Power supply for the portacount, a laptop, and the particulate generator.

**NOTE:** Prior to the fit testing session, ensure the room has been cleaned and decontaminated using City approved products and procedures and temporarily remove all cloth chairs from the immediate area of the fit test (within 6 feet) or the room entirely if possible. Remember to return removed items back to the room after the fit testing sessions.

- 6.2. Prepare the room for fit testing by completing the following, before the fit testee arrives:
  - 6.2.1. Place a box of gloves or hand sanitizer and garbage can at the entrance of the room. The gloves are for the fit testee to put on upon entering the room; and,
  - 6.2.2. Clean and disinfect the table that will be used for fit testing as well as any other hard surfaces that may be touched during the fit test (excluding floor, ceiling and walls).
- 6.3. Set up the Particulate Generator in a central location of the room (if it is required due to low ambient particulate count) by completing the following:
  - 6.3.1. Crush one salt tablet on a hard flat surface;



- 6.3.2. Add the crushed salt tablet to the plastic particulate reservoir;
- 6.3.3. Add water to the fill line indicated by the line on the reservoir;
- 6.3.4. Screw the plastic reservoir onto the particulate generator; and,
- 6.3.5. Plug the particulate generator into the power supply and “turn on.”

**NOTE:** If you are encountering a low particulate count, even with the use of a particulate generator please contact Occupational Hygiene for additional support or advise on room set-up.

- 6.4. Set up the Portacount and laptop on the table in the center of the room:
  - 6.4.1. Remove the Portacount from its case and then wipe it with a disinfectant wipe.
  - 6.4.2. Ensure ambient and sample connections are screwed in tightly then attach the hose to the portacount, wipe with disinfectant.
  - 6.4.3. Remove the alcohol fill capsule from the case, and then wipe with disinfectant.
  - 6.4.4. Ensure there is alcohol in the alcohol fill capsule.
    - 6.4.4.1. If there is sufficient alcohol in the alcohol fill capsule, proceed to step 6.4.5.
    - 6.4.4.2. If there is not sufficient alcohol in the alcohol fill capsule, pour one bottle of the reagent grade alcohol in the portacount case in the alcohol fill capsule and wait 30 minutes for the alcohol wick to absorb the reagent grade alcohol, after which you may proceed to step 6.4.5.
  - 6.4.5. Remove the storage cap from the Portacount.
  - 6.4.6. Insert the alcohol wick into the Portacount, secure the storage cap on the alcohol fill capsule, and return the alcohol fill capsule to the Portacount case.
  - 6.4.7. Remove the USB Cable from the Portacount case and wipe it with disinfectant.
  - 6.4.8. Connect the USB Cable from the Portacount USB bus to the Laptop USB bus.
  - 6.4.9. Remove the Power Cable from the Portacount case and wipe it with disinfectant.
  - 6.4.10. Connect the Power cable to the Portacount and plug into the power supply.
  - 6.4.11. Space the portacount and laptop as far apart as the cables will allow with the laptop being placed close to fit tester and the Portacount being closer to the fit testee (approximately 2-3 feet). This will ensure there is sufficient physical space between the fit tester and the fit testee.
  - 6.4.12. “Turn on” the Portacount.
  - 6.4.13. Open FitPro+ fit testing program software.
- 6.5. From the laptop, perform a “Daily Check” using the following steps:
  - 6.5.1. In FitPro+, click on the sixth tile called “Daily Check” and follow the prompts;

- 6.5.2. Once a successful daily check has been completed, disinfect the HEPA filter attachment and return to the Portacount case; and,
- 6.5.3. Move the Portacount case away from the fit testing set-up area.
- 6.6. Put on (don) your personal protective equipment following the donning process outlined in the AHS guidance document - [Donning Personal Protective Equipment](#), in the order listed in the document. Skip over the donning process for any PPE listed in the guidance document that will not be used during fit testing activities. To eliminate any cross contamination, don equipment exactly in the order listed in the guidance document.
- 6.7. Put on (don) nitrile gloves using the following donning process as outlined in the AHS guidance document - [Donning and Doffing Non-Sterile Gloves](#).
- 6.8. Set up fit test respirator train using the following steps:
  - 6.8.1. Remove respirator from the pre-sealed bag;
  - 6.8.2. Open adaptor kit you will be using for the fit test and remove adaptor from kit and disinfect with a fresh disinfectant wipe;
  - 6.8.3. In the adapter kit, there will be individually packaged tubing, black suction cup and metal tubing prong. Use one package per person;
  - 6.8.4. Attach the tubing inside of the fit test adaptor;
  - 6.8.5. Attach the fit test adaptor to the respirator you will be using to fit test;
  - 6.8.6. Attach the filters to the fit test adaptor and the respirator you be fit testing the individual with;
  - 6.8.7. Attach the portacount hose to the fit test adaptor;
  - 6.8.8. Place respirator with the adaptor, attached to the portacount, on the opposite side of the portacount as far as the hose will reach (approximately 3-4 feet); and,
  - 6.8.9. Remove your respiratory protection at this stage, if you wish.
- 6.9. Ask the employee to be fit tested to enter the room at this time. Only the employee being fit tested must be in the room. Have other employees who are waiting outside the room adhere to physical distancing requirements.
- 6.10. Ask the employee to sanitize their hands with the hand sanitizer you have stationed at the entrance to the room and then to put on (don) nitrile gloves.
- 6.11. Ask the employee to move and stand to the side of the Portacount immediately next to the respirator you have prepared for them, which is sitting on the table.
  - 6.11.1. Explain the cleaning and sanitization procedure used in the room and the respiratory protective equipment they are about to use
- 6.12. Instruct the employee on the following in this order:

- 6.12.1. Care, Cleaning and Sanitation, inspection, storage of the respirator and respirator components;
  - 6.12.2. Don your respirator and have the fit testee don the fit testing respirator at the same time, following your actions;
  - 6.12.3. Perform both Positive and Negative fit checks; and,
  - 6.12.4. End-of-service recognition or filter change out schedule requirements.
- 6.13. In FitPro+, select the employee's name and the respirator you are fit testing them on.
- 6.14. Perform the fit test as follows:
- 6.14.1. Talk the employee through the fit test activities:
    - 6.14.1.1. Normal Breathing
    - 6.14.1.2. Deep Breathing
    - 6.14.1.3. Head side to side
    - 6.14.1.4. Head up and down
    - 6.14.1.5. Talking out loud (Have the fit testee recite the Rainbow Passage)
    - 6.14.1.6. Bending over at the waist
    - 6.14.1.7. Normal Breathing
  - 6.14.2. If the fit testee passes all 7 activities, the fit test is complete; proceed to step 7.
  - 6.14.3. If the fit testee does not pass all 7 activities:
    - 6.14.3.1. Request fit testee remove (doff) the respirator being worn and wipe the inside with a disinfectant wipe;
    - 6.14.3.2. With gloved hands, remove the respirator from the portacount hose and remove the adapter;
    - 6.14.3.3. Fix the adapter to a new different sized respirator; and
    - 6.14.3.4. Repeat step 6.14 until the fit testee passes, or all respirator options have been tested and failed.
- 6.15. Provide the fit testee with the respirator they achieve acceptable fit on to keep, and a storage bag to place the respirator in, after it has been disinfected.
- 6.16. The respirators that do not fit the fit testee need to be cleaned and sanitized prior to being used in another fit test. Follow instruction in *Step 7 - RPE Cleaning and Disinfecting* on how to properly clean and disinfect respirators.
- 6.17. Remove (doff) your personal protective equipment following the donning process outlined in the AHS guidance document - [Doffing Personal Protective Equipment](#), in the order listed

in the document. Skip over the donning process for any PPE listed in the guidance document that will not be used during fit testing activities. To eliminate any cross contamination, doff equipment exactly in the order listed in the guidance document.

- 6.18. Remove (doff) nitrile gloves using the following donning process as outlined in the AHS guidance document - [Donning and Doffing Non-Sterile Gloves](#).

## 7. RPE Cleaning and Disinfecting

**NOTE: Alberta Occupational Health and Safety Code** indicates that employers must adhere to CSA Standard Z94.4-18, *Selection, Use and Care of Respirators*, for all respiratory protective equipment requirements. The following information comes from CSA Standard Z94.4-18. At the City of Edmonton, "Program Administrators" as mentioned in this section, are members of the Corporate Safety and Employee Health Services, Occupational Hygiene team.

- 7.1. Respirators must be cleaned and disinfected in accordance with the respirator manufacturer's instructions or in accordance with procedures authorized by the program administration in consultation with the respirator manufacturer.
- 7.2. Respirator cleaning and sanitizing shall be performed before the next use.
- 7.3. Follow the procedure listed below for cleaning and disinfecting a respirator:
  - 7.3.1. Remove filters, cartridges, or canisters. Disassemble facepieces by removing speaking diaphragms, pressure-demand valve assemblies, hoses, and any other components as recommended by the manufacturer. Discard or repair any defective parts.
  - 7.3.2. Wash components in warm water with a mild detergent or with a cleaner recommended by the manufacturer. A stiff bristle (not wire) brush may be used to facilitate the removal of dirt. If the respirator cannot be immediately washed while in the field, place in a sealed bag (ie. ziploc) when not in use and clean upon return to home facility.
  - 7.3.3. Rinse components thoroughly in clean, warm, preferably running water and drain.
  - 7.3.4. When the cleaner does not contain a disinfecting agent, respirator components should be immersed for 2 minutes in one of the following:
    - 7.3.4.1. Hypochlorite solution (50 ppm of chlorine), made by adding approximately 1 mL of laundry bleach to 1 L of warm water; or
    - 7.3.4.2. Aqueous solution of iodine (50 ppm of iodine), made by adding approximately 0.8 mL of tincture of iodine (6 to 8 g ammonium or potassium iodide/100cc of 45% alcohol) to 1 L of warm water; or
    - 7.3.4.3. Other commercially available cleansers of equivalent disinfectant quality when used as directed, if their use is recommended or approved by the respirator manufacturer.
  - 7.3.5. Rinse components thoroughly in clean, warm, preferably running water and drain.

- 7.3.6. Hand-dry components with a clean, lint-free cloth or air dry components.
- 7.3.7. Reassess the facepiece, replacing filters, cartridges, and canisters where necessary for effectiveness of cleaning and disinfection.
- 7.3.8. Ensure that all components work properly in accordance with the manufacturer's instructions.
- 7.4. Respirator storage requirements:
  - 7.4.1. Respirators shall be stored in a manner that will protect them against dust, ozone, sunlight, heat, extreme cold, excessive moisture, vermin, damaging chemicals, oils, greases, or any other potential hazard that can have a detrimental effect on the respirator.
  - 7.4.2. A common method of respirator storage is in an airtight container such as a ziplock bag. If this method is used, please ensure the filters, cartridges, or canisters, are removed from the respirator and stored in a separate airtight container such as a ziplock bag. This will prevent potential cross contamination of the hazardous agent from the filter, cartridge or canister to inside of the respirator.
  - 7.4.3. Respirators shall be stored in a manner that will prevent deformation of the facepiece or the straps.

## **8. Returning the Portacount, Adaptors, and Particulate Generator**

- 8.1. All Portacount (and associated equipment) pick-ups and drop-offs must be done in person and at a designated City facility. Option list:
  - 8.1.1. Within 24 hours from finishing fit testing event:
    - 8.1.1.1. Century Place Office Building: 9803 102A Ave, 11th floor
    - 8.1.1.2. Edmonton Tower Office Building: 10111 104 Ave, Main Lobby
  - 8.1.2. Within 48 hours from finishing fit testing event:
    - 8.1.2.1. Any other open and operating COE facility that is agreed to by the COE Occupational Hygiene Consultant.
- 8.2. To arrange a Portacount (and associated equipment) drop-off, contact [Erin Pierce](#) - COE Occupational Hygiene Consultant (Workforce Safety and Employee Health) to arrange a date, time and location.

## **9. Complete Fit Test Records**

- 9.1. Please follow the instructions provided in ["Fit Test Record Management - How to Save Fit Test Records"](#).

## 10. Review, Approval & Revision

- 10.1. This procedure and any subsequent revisions must be approved by the Supervisor of Corporate Safety and Health Services or an approved alternate / designate (Occupational Hygiene Consultant, Director of Corporate Safety and Health Services).
- 10.2. Revisions to this procedure may be requested by contacting one of the COE Occupational Hygiene team members listed below, and providing the requested change in email.

Review/Approval	Name	Date	Job Position
Review	Erin Pierce	April 9, 2020 (original) March 2, 2021 (update)	Occupational Hygiene Consultant
Approval	Chase Kuziw	April 9, 2020 (original) March 2, 2021 (update)	Supervisor, Corporate Safety & Health Services

## Questions and Follow-up

RPE selection and fit testing, please contact:

COE Occupational Hygiene

Lisa Marinic at  
[lisa.marinic@edmonton.ca](mailto:lisa.marinic@edmonton.ca) OR  
Erin Pierce at  
[erin.pierce@edmonton.ca](mailto:erin.pierce@edmonton.ca)

Health screening and clearance, please contact:

COE Occupational Health

Melissa Frame or JoAnne Seglie at  
[ehsnurses@edmonton.ca](mailto:ehsnurses@edmonton.ca)

## Additional Resources & References

- COE OHS Guideline for Respiratory Protective Equipment during COVID-19
- 2020 03 30 Memorandum - Modified Fit Testing Protocol
- 2021 03 15 Memorandum - Modified Fit Testing Protocol (February Updates)
- CoE COVID-19 Employee Resources on OneCity