**Respirator Training Outline and   
Active Learning Worksheet Template**

For health care settings (including but not limited to long-term care facilities, outpatient clinics, etc.) in Iowa that need to provide respirator training for employees required to wear tight-fitting respirators for infectious disease protection

# Instructions

This template is intended to be customized. Please review and delete, edit, or add content to fit your facility’s practices and needs. The first two pages of this template should be removed before giving the training outline to the employee to complete during initial or ongoing training.

This template covers:

* Helpful considerations for implementing and facilitating required employee training that is involved with a Respiratory Protection Program
* Key messages associated with the customizable slide deck, Respirator Training, available at [Iowa Department of Health and Human Services: Respirators and Fit Testing in Iowa](https://hhs.iowa.gov/hai-prevention/respiratory)

This template does NOT cover:

* All Respiratory Protection Program requirements and considerations that Program Administrators need to understand
* All federal, state, or local regulations that may be required for your specific facility

# Acknowledgments

This template was developed by the Center for Food Security and Public Health at Iowa State University College of Veterinary Medicine, in collaboration with the Iowa Department of Health and Human Services (Iowa HHS). Funding was provided by Iowa HHS through the 2021 Cooperative Agreement with the Centers for Disease Control and Prevention (CDC) Project Firstline. CDC is an agency within the Federal Department of Health and Human Services (HHS). The contents of this template do not necessarily represent the policies of CDC or HHS and should not be considered an endorsement by the Federal Government.

**DISCLAIMER**: The Iowa HHS is not a regulatory agency. This template is intended as an educational resource and guidance document only. If the end user adapts this template for their employee training protocol it is their responsibility to ensure all content and referenced sources are current and relevant for their specific setting. Any specific questions on meeting safety and regulatory mandates should be directed to the appropriate regulatory authority for that specific workplace setting and not the Iowa HHS. To contact Iowa Occupational Safety and Health Administration (OSHA), visit: [Iowa OSHA](https://www.iowaosha.gov/iowa-osha).

# **Respirator Training Outline and Active Learning Worksheet:**

# **Answer Key for Program Administrators (answers are bolded below)**

## Fill in the blanks to learn the key takeaways

1. Respirators are devices that can protect you from breathing in harmful substances like **germs**, dusts, and chemicals.
2. Respirators are a type of **personal protective equipment (or PPE)** and may be required for some health care jobs as a part of their infection control practices.
3. All respirators used in health care should be approved by **NIOSH** and authorized by the **FDA** for use in health care.
4. To use a respirator correctly, the user should do the following every time it is worn: inspect, don, **seal check**, and doff.
5. **Hand** hygiene must be performed before and after donning and doffing.
6. **Fit testing** can be performed as a qualitative or quantitative test.
7. Some facial **hairstyles** can be worn with FFRs but others can’t because the respirator must seal tightly to the face to protect properly.
8. Fit testing is needed before a respirator is used and **yearly**, or more often if:

* Changes in working **conditions**
* Changes in respirator make, **model,** or size
* An **obvious** change in body weight(e.g., weight loss or gain over 20 pounds)
* Extensive **dental** work, scarring, or surgery

1. Before a fit test, respirator training and a **medical** evaluation are needed.
2. Each respirator should be used, seal checked, and cared for according to the**manufacturer’s** instructions.
3. Misusing a respirator can result in difficulty **breathing**, sickness, and death.
4. Some medical conditions can affect a person’s ability to **tolerate** a respirator.

**Remove the first two pages when you are done customizing the worksheet below**

# **Respirator Training Outline and Active Learning Worksheet**

This handout will help you learn about respirators in the workplace. You may use this page to take notes and write down any questions you have. During the training session, fill in the blanks on the next page, then check your answers with your trainer before the session ends.

## Training outline

* Why the respirator is needed
* What the respirator does and does not do
* When and how to use a respirator
* What fit testing is
* How to store and maintain the respirator
* How improper use can reduce the respirator’s abilities
* How to use a respirator in unexpected situations
* How to recognize signs and symptoms that may limit or prevent effective use of respirators

## Questions

## For more information

* [Iowa HHS: Respirators and Fit Testing in Iowa](https://hhs.iowa.gov/hai-prevention/respiratory)
* [CDC: Project Firstline Videos](https://www.cdc.gov/infectioncontrol/projectfirstline/resources/videos.html)
* [NIOSH: Approved N95 Respirators](https://www.cdc.gov/niosh/npptl/topics/respirators/disp_part/n95list1.html)
* [NIOSH: Healthcare Respiratory Protection Resources, Fit Testing](https://www.cdc.gov/niosh/npptl/hospresptoolkit/fittesting.html)
* [INSERT HOW TO ACCESS YOUR RESPIRATORY PROTECTION PROGRAM]
* [INSERT HOW TO CONTACT YOUR PROGRAM ADMINISTRATOR]

## Fill in the blanks to learn the key takeaways

1. Respirators are devices that can protect you from breathing in harmful substances like **\_\_\_\_\_**, dusts, and chemicals.
2. Respirators are a type of **\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_** and may be required for some health care jobs as a part of their infection control practices.
3. All respirators used in health care should be approved by **\_\_\_\_\_** and authorized by the **\_\_\_** for use in health care.
4. To use a respirator correctly, the user should do the following every time it is worn: inspect, don, **\_\_\_\_ \_\_\_\_\_**, and doff.
5. **\_\_\_\_** hygiene must be performed before and after donning and doffing.
6. **\_\_\_\_ \_\_\_\_\_\_\_\_** can be performed as a qualitative or quantitative test.
7. Some facial **\_\_\_\_\_\_\_\_\_\_\_** can be worn with FFRs but others can’t because the respirator must seal tightly to the face to protect properly.
8. Fit testing is needed before a respirator is used and **\_\_\_\_\_**, or more often if:

* Changes in working **\_\_\_\_\_\_\_\_\_\_**
* Changes in respirator make, **\_\_\_\_\_,** or size
* An **\_\_\_\_\_\_\_** change in body weight(e.g., weight loss or gain over 20 pounds)
* Extensive **\_\_\_\_\_\_** work, scarring, or surgery

1. Before a fit test, respirator training and a **\_\_\_\_\_\_\_** evaluation are needed.
2. Each respirator should be used, seal checked, and cared for according to the**\_\_\_\_\_\_\_\_\_\_\_\_\_\_** instructions.
3. Misusing a respirator can result in difficulty **\_\_\_\_\_\_\_\_\_**, sickness, and death.
4. Some medical conditions can affect a person’s ability to **\_\_\_\_\_\_\_\_** a respirator.