

**ANNEX A: Personal Protective Equipment and COVID Testing Supplies
Request Process and Form**

Process and Considerations for obtaining additional Personal Protective Equipment (PPE) and testing supplies for Front Line Health Care Workers and First Responders in BC First Nations Communities November 2020.

NOTE: Medical Grade Procedure masks for clients and non-clinical staff, in healthcare settings per [BC Ministry of Health policy](#) where healthcare is provided, will also be provided through this process.

SUBMIT ORDER TO COVID19needs@fnha.ca

Current PPE and extended use guidance ([Appendix C](#)) must be implemented.

Community Name:	Shipping Address and Shipping Instructions (NOTE: alcohol based hand rub cannot be delivered to a PO Box due to TDG requirements):
Health Facility Name(s):	

Due to ongoing supply shortages, products are allocated based on supplies available. PPE will be provided based on the number of shifts that Clinical Health Care staff and First Responders are scheduled to work and how many non-clinical staff and patient visits there are per week.

Number of staff shifts each week to provide first responder/ health care services:
 Clinical Health Care staff shifts/ week:
 Community Care Essential Services Providers (Home Care workers, etc.) shifts/ week:
 First Responders average calls/ week:
 Number of patient visits/week:
 Number of Non-Clinical Health Care staff/week:

PPE Request: Amount of PPE that can be requested is number of shifts above x 2-4) + number of scheduled patient visits. Orders will be shipped biweekly.
Please Note: # of units means individual pieces of PPE (e.g. 100 Large Gloves = 100 individual large gloves)

Item	# of units requested	Item	# of units requested
Gowns (universal)		For staff performing aerosol generating medical procedures (see Appendix B). Additional information may be required to fulfill N95 ordering	
Gloves – Small			
Gloves – Medium		N95 Respirator Model 1860	
Gloves – Large		N95 Respirator Model 1860S	
Gloves – Extra Large		N95 Respirator Model 8210	
Procedure Masks*		Other N95 model (specify)	
Face Shields/ Goggles**		TESTING SUPPLIES	
Disinfectant wipes		Nasopharyngeal swab (> 6 years of age)	
Alcohol Based Hand Rub		Gargle Kits	
		Biohazard bags***	

* 2-3/ shift, extend use unless soiled, wet or removed for break.
 **1/ staff member- can be wiped and reused
 ***order 1:1 ratio with NP swab/ gargle kits

Current supply on hand:			
Item	# of units on hand	Item	# of units on hand
Gowns (universal)		N95 Respirator Model 1860	
Gloves – Small			
Gloves – Medium		N95 Respirator Model 1860S	
Gloves – Large		N95 Respirator Model 8210	
Gloves – Extra Large		Other N95 model (specify)	
Procedure Masks		TESTING Supplies	
Face Shields/ Goggles		Nasopharyngeal swab (> 6 years of age)	
Disinfectant wipes		Gargle Kits	
Alcohol Based Hand Rub		Biohazard bags***	

Requester(s) information and confirmation:	
Requester(s) had read and agrees to store PPE in accordance to the PPE storage guidelines (attached) . This includes locked and controlled storage to prevent unauthorized use	<input type="checkbox"/>
Requester(s) has reviewed the extended use guidelines (Appendix C) and confirmed that procedures are in place to support staff to use PPE in accordance with these	<input type="checkbox"/>
If requesting N95 masks for nursing stations, requester(s) confirm(s) that staff who will be providing aerosol generating MEDICAL procedures/using N95 masks are fit-tested, per WorkSafeBC regulations (*within last 2 years*)	<input type="checkbox"/>
Requester(s) is including the PPE order for Front Line Health Care Workers and First Responders (e.g. emergency responders and firefighters) in BC First Nations Communities	<input type="checkbox"/>
Please have both the Health Lead and the Nurse/Clinical Lead sign off the order:	
Health Lead Name:	
Email:	
Phone number:	
Signature:	
Date:	
Nurse/ clinical lead Name:	
Email:	
Phone number:	
Signature:	
Date:	

Appendix A: Order Process

1. Community approaches regular supplier. If additional supply can be obtained from suppliers, please order directly from them, and refer to direction from FNHA/ISC on reimbursement of COVID-19 related expenses.
2. If supplies cannot be obtained please complete order form and send to covid19needs@fnha.ca. FNHA staff will connect with requester if needed to clarify supply request, according to parameters below.
3. Supplies should be ordered to meet essential service level needs for approximately 2 WEEK. PPE orders will be allocated according to the percentage of supplies requested received from Provincial PPE processes. There are worldwide shortages in the supply chain, and while best efforts will be made to provide all PPE requested, there will be situations in which all PPE requested cannot be immediately delivered.
4. FNHA Conservation Measures for Personal Protective Equipment: **Page 5 & 6** of the <https://www.fnha.ca/Documents/FNHA-COVID-19-An-Interim-Guide-to-Using-Personal-Protective-Equipment.pdf>

Appendix B:

Please see http://www.bccdc.ca/Health-Professionals-Site/Documents/AGMPs_requiring_N95.pdf for the most up to date list of aerosol generating medical procedures, such as:

Autopsies involving respiratory tissues
CPR with Bag valve mask ventilation
Bronchoscopy and bronchoalveolar lavage
Continuous positive airway pressure (CPAP) or bilevel positive airway pressure (BiPAP)
Intubation and extubation procedures
Nasopharyngeal aspirates, washes, and scoping*
Nebulized therapy
Open airway suctioning
Sputum induction

Appendix C:

For information on using Personal Protective Equipment, please refer to the “COVID-19: Interim Guide to Using Personal Protective Equipment” found on the FNHA COVID-19 webpage for Health Professionals: <https://www.fnha.ca/Documents/FNHA-COVID-19-An-Interim-Guide-to-Using-Personal-Protective-Equipment.pdf>



Storage of Personal Protective Equipment

The storage area must be secured to ensure good stewardship of resources and prevent access by unauthorized persons. The storage area must be protected from damage by the elements. It must be neat, clean and free from fire hazards, dampness, rodents and insects.

Personal protective equipment (PPE) supplies must be stored in ideal storage conditions which include:

- Controlled temperature in the range of 15° to 30° C;
- Relative humidity between 30% and 50%;
- Equipment must be stored at least 15 cm (6 inches) off the floor;
- Equipment must not be piled closer than 3ft. (91 cm or 36 inches) to any heat source;
- Alcohol-based hand sanitizers should be kept away from fire or flame, including electrical outlets.

NOTE

Recommended temperatures could vary if no temperature sensitive material is stored (e.g., gowns, face shields).

Special Requirements for Consideration:

- The building and all service components must be kept in good operating conditions to maintain satisfactory storage conditions;
- The storage area must be inspected periodically for any evidence of leakage, ground seepage, insect or rodent infestation, unauthorized removal of supplies and deterioration of any of the supplies;
- The storage area must be secured by lock and key. Security measures must be taken for windows, if any. The key must be kept in the possession of authorized personnel only;
- Rotate supplies, based on expiry dates, on a routine basis to prevent unnecessary wastage.