

## **Appendix C: How to Access N95 Fit Testing**

The below continuum of actions can be taken to secure fit test support:

1. Train an in-house fit tester to support ongoing fit test needs
2. Engage an external fit test service
3. Request fit test support through the Critical PPE Escalation Portal

### **1. Train an in-house fit tester who can support ongoing fit test needs**

As the provincial stock will continue to vary subject to global supply constraints, local demand, and disease prevalence, it is highly encouraged that long-term care homes identify individuals to become designated fit-testers and participate in train the trainer education, which is delivered by Public Services Health & Safety Association (PSHSA) - <https://www.pshsa.ca/courses/training-the-fit-tester-for-respiratory-protection-distance-learning-training-program>. Trainees must have access to a fit testing kit to conduct the training and to deliver fit testing to staff. This option allows ongoing fit testing to be conducted in-house in case availability of respirators shifts to new models.

Masks for the purposes of fit testing can be requested through the [Critical PPE Escalation Portal](#). Please use the correct link for the West Region vs. the common link for the Toronto, Central, North and East regions. The province will send respirators for fit testing that are in sustainable volumes of supply, so that, if required, homes can request product from the province for regular use. Note: expired masks may be sent to support fit testing.

### **2. Engage an External Fit Tester**

A list of organizations in Ontario that provide fit test services is at the end of this document. Employers who require fit testing for their staff are encouraged to contact one of these vendors to schedule an appointment. N95 respirator supply to support fit testing can be requested through the [Critical PPE Escalation Portal](#).

**Please note employers are responsible for the cost of fit testing. Request fit test support via the Critical PPE Escalation Portal.**

### **3. Request fit test support through the Critical PPE Escalation portal**

Long-term care homes can request fit test support through the Critical Personal Protective Equipment (PPE) and Swab Kit: Intake Form that is typically used for requests for critical PPE. The Critical Personal Protective Equipment (PPE) and Swab Kit: Intake Form for Homes in the Central, North, Toronto, or East Region and the HMMS portal for Homes in the West Region.

The Critical Personal Protective Equipment (PPE) and Swab Kit: Intake Process for all regions is outlined below:

- i. Complete the Critical Personal Protective Equipment (PPE) and Swab Kit: Intake Form on behalf of your long-term care home ([eHealth Ontario | It's Working For You](#)). Requests should be issued for single sites only (i.e., requests will be accepted individually for each long-term care home, not groups of homes). Complete the intake form to the best of your ability. Note that certain mandatory fields may not be applicable to this program. For example, this checkbox below must be selected in Remedy to

proceed, as it is an attestation to your consent however it is not relevant to this program.

By selecting this box, your organization confirms it still has a supply shortage of under 14 days of stock despite following Steps 1-3\* and requires PPE from the pandemic stockpile to continue providing services. Additionally, I have verified or will verify and confirm that any Personal Protective Equipment (PPE) I receive from Ontario Health will remain in Ontario, and will be used for direct patient care. Further, the PPE received will not be resold or redistributed without the express written consent of Ontario Health.

- ii. For homes in the Central, North, Toronto and East Region, select “Make a Request” in the LHIN-agnostic box.

Coronavirus (COVID-19)  
Critical Personal Protective Equipment (PPE) and/or Swab Kit Requests  
Make a Request

- iii. For homes in the West Region, select “Make a Request” in the box specified for West LHINs.

Coronavirus (COVID-19)  
Critical Personal Protective Equipment (PPE) and/or Swab Kit Requests with WEST LHIN(s)  
Make a Request

- a. Select “PPE Order Forms”.
  - b. Go to the heading ‘Option 3 – Additional Programs or Allocations’.
  - c. To request N95s, go to the heading ‘Option 3 – Additional Programs or Allocations’ and select “N95 Respirator Order Form”.
- iv. Under “General”, select your organization type (Long-Term Care Home) and check the “Personal Protective Equipment” box.

Organization Type \*  
Long-Term Care Home

What will you be requesting today?  
 Personal Protective Equipment

- v. Complete your ‘Organization Details’, ‘Requestor Details’ and ‘Shipping Details’.
- vi. Select “N95/Respirator Fit Testing Support” under item type.
- vii. The “N/A” under the Description field will be pre-selected for this Item Type.
- viii. Indicate the # of staff that require fit testing under “Quantity”.

Item Type:	Description:	Quantity: (Number of Staff)	Preferred Timeline: (Please note priority response is in effect)
N95/Respirator Fit Testing Support ▾	n/a	40 <small>(It is important to note the total number of staff that require fit testing, not the total number of staff you have employed)</small>	5 Days ▾

- ix. Indicate “Yes” if your long-term care home requires a supply of N95s to fit test staff to or “No” if you have supply on hand to accommodate staff fit testing.

Do you require a supply of N95 respirators (including elastomerics and other respirators)? (Please note: There is a cost for fit testing services that must be covered by your home/hospital. The cost will be determined once your needs are reviewed.)

Yes  No

- x. Indicate whether you will require user training of staff to use the respirators.

Do you require user training? (e.g. training on donning, doffing, inspection and performing a user seal check at site prior to performing respirator fit testing)

Yes  No

- xi. Complete the rest of the form to the best of your ability, ensuring that all mandatory form fields have been completed.
- xii. Your organization will receive an email from Ontario Health with more information on the Fit-Testing Support Process.
- xiii. Requests will be prioritized according to need and you will be contacted by Levitt Safety for an initial consultation.

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***After your request has been submitted***

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- xiv. If you require N95 supply, **please request supply to conduct fit testing AFTER you have been contacted for an initial consultation by Levitt Safety.** Your needs will be assessed, and you will be instructed to submit an additional request for N95s for fit testing through the Critical Personal Protective Equipment (PPE) and Swab Kit: Intake Form.
- xv. Once this consultation has occurred, complete Critical Personal Protective Equipment (PPE) and Swab Kit: Intake Form on behalf of your site.
- xvi. Select “N95 Mask for Fit Testing” under Item Type.
- xvii. Select the Item Type and quantity to request as discussed during your consultation. You will likely have to issue multiple requests to select the products you have been instructed to order by Levitt Safety.

Item Type:	Description:	Quantity: (Number of Staff)	Timeline Required: (Please note, only items with less than 7 days on hand can be submitted through this intake process.)
N95 Mask for Fit Testing	Halyard Fluidshield 46727	40 <small>(It is important to note the total number of staff that require fit testing, not the total number of staff you have employed)</small>	5 Days

- xviii. Confirm ability to receive aged, donated, or expired product. Note that this product is provided for use during fit testing only and is not intended for regular use. Please also be advised that a waiver is required to be submitted for this request.

Certain PPE is only available in the Provincial Stockpile as either aged, expired or donated. When requests are being assessed, providing PPE that is not aged, expired or donated will always be the first option considered. In those cases where that is not an option for the PPE requested, please confirm if your organization is willing to receive aged, expired or donated supplies below.

Aged
  Donated
  Expired
  No

The provider will receive a copy of the waiver ([Agreement for Expired or Donated PPE](#)) in the automated email generated upon submission of this request.

- xix. Complete the rest of the form, ensuring that all mandatory form fields have been completed prior to submitting the form.

## Schedule 1 – Fit Testing Supports

<b>Organization</b>	<b>Phone Number</b>	<b>Email if Applicable</b>
<b>1 Contact Safety Training &amp; Consulting</b>	416-822-5925	<a href="mailto:info@1contactsafety.ca">info@1contactsafety.ca</a>
<b>Act First Safety</b>	416-283-7233	<a href="mailto:safety@actfirstsafety.ca">safety@actfirstsafety.ca</a>
<b>Active Training Solutions</b>	905-767-8447	
<b>ACUTE Environmental</b>	519-747-5075	<a href="mailto:info@acuteservices.com">info@acuteservices.com</a>
<b>AEC Safety</b>	519-746-3518	
<b>Algonquin Safety Training</b>	705-223-0120	<a href="mailto:Admin@algsafety.ca">Admin@algsafety.ca</a>
<b>Barantas Inc.</b>	1-855-FUL-SAFE	<a href="mailto:info@barantas.ca">info@barantas.ca</a>
<b>Bullivant and Associates</b>	289-779-6760	
<b>Canadian Safety Group</b>	905-321-9901 or 905-401-0088	<a href="mailto:info@canadiansafetygroup.com">info@canadiansafetygroup.com</a>
<b>Hamisco</b>	519-652-9800	<a href="mailto:sales@hamisco.com">sales@hamisco.com</a>
<b>Hazmasters</b>	877-747-7117	<a href="mailto:connect@hazmasters.com">connect@hazmasters.com</a>
<b>HeartZap</b>	1-866-764-8488	
<b>Help Safety Services</b>	905-821-8928	<a href="mailto:help@helpsafetyservices.com">help@helpsafetyservices.com</a>
<b>Industrial Education Cooperative</b>	519-383-1222	
<b>Industrial Safety Trainers</b>	1-800-219-8660	
<b>KMC Safety Solutions</b>	519-521 2744	<a href="mailto:info@kmcsafetysolutions.ca">info@kmcsafetysolutions.ca</a>
<b>Major McGuire</b>	519-944-9999	<a href="mailto:info@majorsmcguire.com">info@majorsmcguire.com</a>
<b>Northern Safety Solutions -</b>	705-524-8189	<a href="mailto:info@nss4.com">info@nss4.com</a>
<b>Occupational Health &amp; Safety Consultants</b>	519-758-0146	<a href="mailto:admin@ohsconsultants.ca">admin@ohsconsultants.ca</a>
<b>Restoration Safety</b>	416-799-9614	
<b>Rubicon Safety</b>	London: 519-551-9383; Burlington: 416-999-9304	
<b>Safety Guys Ottawa</b>	613-549-6941	
<b>Spark Safety Solutions</b>	844-267-8600	<a href="mailto:office@sparksafety.ca">office@sparksafety.ca</a>
<b>STS Group Inc.</b>	416-635-7800	<a href="mailto:info@stscanada.com">info@stscanada.com</a>
<b>TGH Safety Consultant</b>	519-383-7655	<a href="mailto:ccooper@tghsafety.com">ccooper@tghsafety.com</a>
<b>Workplace Law Consulting</b>	416-930-6180	<a href="mailto:wpl@workplacelawconsulting.com">wpl@workplacelawconsulting.com</a>
<b>Workplace Safety &amp; Prevention Association</b>	905-614-1400	<a href="mailto:customercare@wsps.ca">customercare@wsps.ca</a>
<b>Worksite Safety Compliance Centre Inc</b>	866-756-5552	