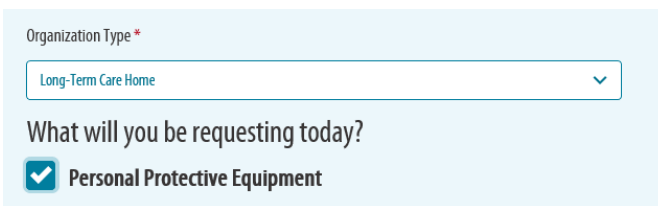


## **Appendix A: Instructions on Requesting to 8 Week Supply for All Products**

Long-term care homes can request their supply 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 Regions (page 1) and the HMMS portal for homes in the West Region (page 4).

### **The Critical Personal Protective Equipment (PPE) and Swab Kit: Intake Process for homes in the Central, North, Toronto and East Region is outlined below:**

1. Complete the Urgent Pandemic Supply Request 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, rather than groups of homes). Complete the intake form to the best of your ability – irrelevant fields will be disregarded as requests are reviewed and processed.
2. Select your organization type (Long-Term Care Home) and check the “Personal Protective Equipment” box.



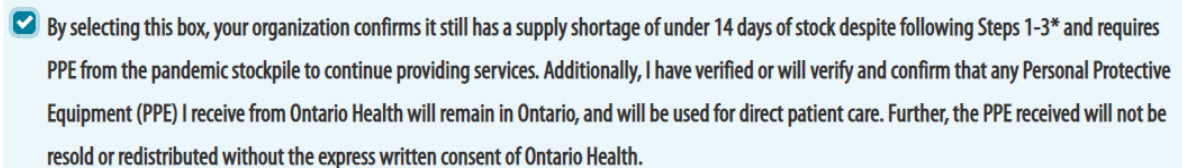
Organization Type \*

Long-Term Care Home

What will you be requesting today?

Personal Protective Equipment

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. **NOTE:** The statement is not relevant to the request for up to 8-week allocation supply but should be selected in order to proceed.



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.

3. Complete your ‘Organization Details’, ‘Requestor Details’ and ‘Shipping Details’.
4. As part of the support program, only the following types of PPE can be requested. These products can be selected under the ‘Item Type’ and ‘Description’ drop downs:
  - a. Face Shields (8 weeks)
  - b. Gowns (L2) (8 weeks)
  - c. Surgical Masks (L2) (8 weeks)
  - d. Hand Sanitizer (8 weeks)
  - e. Gloves (2 weeks)
  - f. Disinfectant Wipes (3 weeks)
  - g. N95s (8 weeks). Models available for this program include 3M 8210, Halyard Fluidshield 46727, and Halyard Fluidshield 46827. Other models may be requested through the existing Emergency Escalation process however expanded allocations are not available.

Please indicate the quantity of supply that you would like to request for each product type, adhering to the supply guidance outlined above. Note that the province uses an ethical allocation methodology and actual supply provided may be adjusted.

- We encourage long-term care homes to use reusable gowns where feasible. If your organization has capacity to take on reusable gowns (e.g. laundry), please request reusable gowns on the intake page. Please indicate whether you launder gowns internally or work with an external commercial laundry service partner. Upon receipt, note that the gowns should be laundered once before initial use.

Item Type:  Description:

Does your organization have capacity to take on reusable gowns (e.g. laundry)?

Yes  No

If laundering is external, please indicate the laundry provider you work with.

How are you planning on laundering these reusable gowns? \*

Internally, with on-site laundry capabilities

Externally, at an off-site commercial laundry service partner

If you are planning to launder the gowns externally, please select the name of your commercial laundry provider

Ecotex

Hospital Linen Services (HLS)

K-Bro

London Hospital Linen Service (LHLS)

Mohawk Medbuy Corporation (MMC)

Other (Please Enter):

- If you are requesting N95s, you must indicate the number of staff who are using the specific N95 model requested within a given 24-hour period. Note that fit testing and user training is required prior to use.

Please indicate the number of staff who require this model of respirator per day (i.e. 24-hour period) *(This is defined as a Health Care Worker or Regulated Health Professional who delivers care to suspected, probable or confirmed COVID patients. Per IPAC guidelines, homes should cohort patients with suspected, probable or confirmed COVID-19, assign designated teams of health care providers, and batch patient encounters to help conserve the use of PPE.)*\*

This number should reflect the number of patient-facing clinical staff that are working on site per day (i.e. 24-hour period); it does not refer to the total number of Full-Time Equivalents at your organization)

- 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. 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.

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

8. Complete the remainder of the form, ensuring that all mandatory form fields have been completed prior to submitting the form.
9. The Ontario Health regions will review incoming requests, assess for reasonableness, and escalate to the MOH. Product will be provided using an ethical approach. Homes may expect regions to follow-up on requests for clarification.
10. Orders may take 5-10 days to ship, however delays may be expected depending on volumes. Shipments to homes currently in outbreak will be prioritized.

**The Urgent Pandemic Supply Request Process for homes in the West Region is outlined below:**

1. Complete the Urgent Pandemic Supply Request on behalf of your long-term care home ([eHealth Ontario | It's Working For You](#)). Please select “Critical Personal..... **With WEST LHIN(s)**”. Requests should be issued for single sites only (i.e., requests will be accepted individually for each long-term care home, rather than groups of homes). Complete the intake form to the best of your ability – irrelevant fields will be disregarded as requests are reviewed and processed.
2. Select “PPE Order Forms”.
3. Go to the heading ‘Option 3 – Additional Programs or Allocations’.
4. To request all products other than N95s, select “LTC Allocation Form”. There is a separate form to request N95s.
5. Complete the PPE Proactive Allocation for Long-Term Care order form according to the prompts provided. Note that some questions require a response in order to proceed. These questions will not impact your request for this allocation. Example below:

Have all local options been exhausted, including checking with normal supply chain and working with local partners? \*

- Yes  
 No

6. We encourage long-term care homes to use reusable gowns where feasible. Indicate whether your organization can accept reusable gowns and your laundering mechanism (on-site or external).

Provincial Products Available

Please select the items that you require.

Please note: N95 respirators are excluded from this allocation

**Reusable Gowns**

Can your organization accept reusable gowns?

- Yes  No

Do you have on site laundry service?

- Yes  No

7. Select the items that you are requesting from the Provincial Products Available section. The province uses an ethical allocation methodology to allocate supply for the items requested.

**Gowns**  
Gowns

**Gloves**  
Gloves

**Masks**  
Masks

**Face Shield**  
Face Shield

**Hand Sanitizer**  
Hand Sanitizer Desktop

**Disinfectant Wipes**  
Disinfectant Wipes

8. Submit your request
9. 8 Week LTC top orders may take up to 14 days to ship, however delays may be expected depending on volumes. Shipments to homes currently in outbreak will be prioritized.
10. To request N95s, go to the heading 'Option 3 – Additional Programs or Allocations' and select "N95 Respirator Order Form"
11. Complete the Consent, General, and Contact Detail pages. 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

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. NOTE: The statement is not relevant to the request for up to 8-week allocation supply but should be selected in order to proceed.

By selecting this box, your organization confirms it still has a supply shortage of under 7 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.

12. Complete your 'Organization Details', 'Requestor Details' and 'Shipping Details'
13. Under 'Item Type' select N95 Mask for Regular Supply
14. Select the mask type you are ordering under 'Description'. Note that you may request multiple models of the three that are available (3M 8210, Halyard Fluidshield 46726, Halyard Fluidshield 46827).

15. Indicate the number of staff who are using the specific N95 model requested within a given 24-hour period. Note that fit testing and user training is required prior to use.

Please indicate the number of staff who require this model of respirator per day (i.e. 24-hour period) *(This is defined as a Health Care Worker or Regulated Health Professional who delivers care to suspected, probable or confirmed COVID patients. Per IPAC guidelines, homes should cohort patients with suspected, probable or confirmed COVID-19, assign designated teams of health care providers, and batch patient encounters to help conserve the use of PPE.)\**

This number should reflect the number of patient-facing clinical staff that are working on site per day (i.e. 24-hour period); it does not refer to the total number of Full-Time Equivalents at your organization)

16. Complete the remainder of the form, ensuring that all mandatory form fields have been completed prior to submitting the form. Mandatory fields that are not relevant to this allocation will be disregarded.

17. 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. 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.

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

18. The Ontario Health regions will review incoming requests, assess for reasonableness, and escalate to the MOH. Product will be provided using an ethical approach. Homes may expect regions to follow-up on requests for clarification.

19. N95 orders may take 5-10 days to ship, however delays may be expected depending on volumes. Shipments to homes currently in outbreak will be prioritized.