



Ontario Health Central Region PPE and Critical Supplies Table Information for Long Term Care Homes – February 4, 2020

1. LTCHs may submit online requests for **emergency PPE and Swab Kit supplies** when encountering challenges with existing supply chains and have **14 days or less** of supplies left. **Organizations will receive up to 28 days of PPE and Swab Kit supplies** as per an ethical allocation framework and product availability. Homes may expect regions to follow-up on requests for clarification.
2. Prospective recipients of PPE from the province's pandemic supply must ensure their practices are in line with [PPE guidance available on conservation and appropriate use](#) as developed by the Chief Medical Officer of Health. The Ontario Health Guidelines on [Optimizing Supply of PPE](#) provide guidance on PPE use and conservation strategies to ensure long-term sustainability of PPE during the pandemic.
3. LTCHs are required to provide their PPE daily consumption (burn rates) when making online requests. Burn rates increase tremendously during outbreaks. **It is best practice to regularly assess PPE levels and have a minimum of 14 days of outbreak level PPE on hand for emergencies.**
4. Make online requests through the [Critical PPE and Swab Kit Intake Form](#). Requests are supported 7 days a week, 8am – 6pm, 365 days/year.
5. **Know your home's storage capacity** when placing emergency requests or accepting proactive PPE allocations. Depending on quantities ordered, delivery may be from regional and/or provincial distribution. Sometimes there are multiple deliveries on different dates.
6. **Special considerations for large quantity PPE orders:**
 - ensure you order only what your home can handle and that you can accept the full delivery
 - ensure you know how many skids you can accept in one delivery;
 - ensure you know if your home has loading dock or is a tailgate required to deliver;
 - ensure you can accept large trucks to make the delivery;
 - ensure your doors are large enough to fit a skid through;
 - ensure you have the appropriate equipment onsite to bring skids inside the building
7. For **Swab Kit requests**, remember to place requests **Mondays, Tuesdays and Wednesdays** in order to receive swabs in the same week. Try to avoid weekend swab requests if possible.
8. Organizations must submit their **PPE inventory once per week** through the [COVID-19 Critical Supplies and Equipment \(CSE\) Survey](#). For any questions re the CSE Survey, contact the Help Desk at 416-246-7172 or 1-888-444-9102, 7 days/week, 8am-5pm, or email CESurveysupport@ontario.ca
9. Take advantage of the **one-time N95 Top Up Program for the following three N95 models:** 3M 8210, Halyard Fluidshield 4672=27 and Halyard Fluidshield 46827. This program is open to all LTCHs regardless of supply on hand and quantity received to date. **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.
10. LTCHs are encouraged to join the Ontario Health [PPE Knowledge Exchange](#) sessions for timely updates related to PPE supply chain management.
11. Find information on PPE best practices, conservation guidance documents on your local PPE webpage: [Central LHIN](#) | [Central West LHIN](#) | [Mississauga Halton LHIN](#) | [North Simcoe Muskoka LHIN](#)
12. For any questions, contact the OH Central PPE Team: OHCentralPPEinquiries@lhins.on.ca