



Dear CHN and Health Directors,

March 19, 2020

Updates have been added to the '*PPE Ordering Process During a CD Emergency*' (see attached for the most recent version) to reflect the changes in the recommended ordering process for Personal Protective Equipment (PPE) supplies to ensure all health facilities have access to personal protective equipment (PPE) supplies during the COVID-19 event.

PPE Ordering Process: Change involves submitting PPE Stockpile Request to COVID-19 Response Team versus the CD Team

- Facilities are to continue ordering through their routine processes
- When a supplier is unable to fill an order, or items are unable to be delivered within sufficient time, facilities are to complete the FNIHB-OR CD Unit: PPE National Supply Request Form and submit it to the Ontario Region COVID-19 Response Team by email, [sac.covid-19fnihbontario.isc@canada.ca](mailto:sac.covid-19fnihbontario.isc@canada.ca), or by fax, **1-807-343-5348**
- **To help ensure quicker processing, please include all information requested**
  - Home & Community Care Programs are to include the number of clients within their program
- Orders will be reviewed by the Ontario Region COVID-19 Response Team and submitted to the National Office for review and processing. Delivery time frame will be 2-7 days

PPE Stock & Storage:

- Facilities should have an appropriate amount of PPE stock available in the event of an increased presence of ILI, respiratory illness, or COVID-19 with a community
- Ontario's Pandemic Plan recommends the using the following formula to calculate the number of N95 masks required during a pandemic. This can be used as a guide for ordering PPE supplies:  

$$(\# \text{ staff/shift} \times 4 \text{ PPE changes/shift} \times n \text{ shifts/day} \times n \text{ days}) \times 4 \text{ weeks}$$
- Attached within the email is a PPE Calculator that can also be used in helping determine the appropriate amount of PPE supplies to order for a community
- Please see the attached ISC- National Storage Guideline for recommendations on storing PPE (also available on [Onehealth.ca](https://onehealth.ca))

PPE Stewardship:

As there is current global shortage of PPE supplies, it is encouraged to ensure PPE stewardship is being maintained. It is recommended to:

- Select and use the proper PPE for the procedures.
- Not stockpile PPE supplies and ensure appropriate use of supplies is used and maintained when necessary. If a facility has a stock pile of PPE supplies, it is encouraged such materials are incorporated into routine use and replacing used items as needed to prevent wastage of supplies.
- Reduce misinformation and educate communities about panic buying of supplies to help prevent further shortages of PPE supplies around the world.
- See the attached '*WHO: Rational use of personal protective equipment for coronavirus disease 2019 (COVID-19)*' for further recommendations on PPE stewardship, including minimizing the need for PPE, ensuring PPE use is rationalized and appropriate, and following PPE supply chain management processes.



### Recommended PPE Supplies:

Healthcare workers (HCW) are encouraged to enhance their risk assessment (passive or active screening) when screening clients for influenza-like illness (ILI), respiratory illness or COVID-19. Findings from the passive or active screening will determine the appropriate PPE required for client care as per the Public Health Ontario, 'Updated IPAC Recommendations for Use of Personal Protective Equipment for Care of Individuals with Suspect or Confirmed COVID-19' (also found on [Onehealth.ca](https://onehealth.ca)). HCW are also to ensure PPE is put on and taken off appropriately.

The following PPE items are recommended for facilities for use as directed, along with handsanitizer, soap and sanitizing wipes:

- Gloves
- N95 Masks
  - Health care providers should only be using N95 masks fit tested for and ensure fit testing is done every 2 years. If there are facial changes, such as weight gain/loss, facial surgery, individuals are encouraged to be refitted
  - N95 masks models are not to be used interchangeably
- Isolation Masks (procedure/surgical masks)
- Gowns
- Face Shield/Eye Protection

\*All materials are located on [Onehealth.ca](https://onehealth.ca) within the Public Health Unit- Communicable Disease Unit- Other Communicable Diseases

For more information, or any questions related to COVID-19 or PPE, please contact either the COVID-19 Inquiries for Communities and Leadership email at [sac.covid-19fnihbontario.isc@canada.ca](mailto:sac.covid-19fnihbontario.isc@canada.ca), or members of the CD Team.

Kind regards,

Communicable Disease Team  
First Nations and Inuit Health Branch, Ontario Region | Indigenous Services Canada

**After Hours EPHO: 1-855-407-2676 | Immunization Support Line 1-866-297-3577**

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