Best practice recommendations

1. Product distribution priorities
   1.1 Contracting Procurement and Supply Management (CPSM) minimizes the impact of supply disruptions and prioritizes product distribution by:
      - Filling requests with the same product or nearest equivalent for existing customers before distributing to third parties, e.g., community clinics, corrections.
      - Maintaining established supply distribution and minimizing product substitutions.
      - Distributing to areas of critical need first, e.g., emergency rooms (ER), medical device reprocessing departments (MDRD), operating rooms (OR), or outbreak areas. Refer to Table 1 for details.
   1.2 Organizational leadership representatives, e.g., CPSM, infection prevention and control (IPC), and Environmental Services (ES) monitor and discuss how to facilitate distribution if supply chain experiences significant shortages, e.g., use of a ready to dispense systems.
   1.3 End-users help maintain supply availability by:
      - Conserving ready-to-use disinfectant wipes for non-critical medical devices, non-medical items, e.g., electronics, and environmental cleaning where quick turn-around-time is required.
      - Following recommendations in the Cleaning and Disinfection during the COVID-19 Pandemic: Addressing Disinfectant Supply Challenges including reading and posting product substitution notices (PSN) and contacting their site CPSM site supervisor regarding supply shortages and ordering information.
      - Never hoarding or stockpiling supplies as this creates supply challenges in other areas and wastage through expired supplies.

2. Disinfectant/Dispensing options
   2.1 Effective disinfectant and dispensing options are described in Table 2.
      - Continue with existing disinfectant distribution processes unless there is a change in product availability and a change of systems is unavoidable to ensure that all systems and products are effective and reliable.

3. Communicating changes about supply issues
   3.1 As soon as supply issues are identified CPSM:
      - Notifies and consults with Disinfectant WG members including Workplace Health and Safety, Environmental Services, Public Health and Infection Prevention and Control representatives to evaluate and discuss available options.
      - Provides product substitution notices (PSN) to notify end users if current supplies are not available and a substitute is provided.
   3.2 WG members communicate about supply challenges and changes to their colleagues and contacts.
   3.3 Automatic substitution:
      - Supply carts are automatically stocked with the substitution product which has been pre-approved as a suitable/best option alternate.
3.4 The following documents have been developed or updated during the pandemic to supplement the Principles for Environmental Cleaning and Disinfection and to inform users about cleaning and disinfectant products and supply challenges. These documents are available on the IPC External Website, Best Practice Recommendations, Equipment Cleaning Disinfection and Storage tab:

- Cleaning and Disinfection during the COVID-19 Pandemic: Addressing Disinfectant Supply Challenges
- Cleaning and Disinfection Products Supplied to Community Settings during the COVID-19 Pandemic
- Ready-to-Use Disinfectant Wipes - Key Points
Table 1: CPSM Product Distribution Priorities

End User
Requests purchase through CPSM, e.g. CPSM Site Supervisor, using product identified, e.g. Oracle number.

CPSM
- Product is not available, asks for an equivalent alternative from the vendor
- Selects the most suitable alternative for the end user’s purpose in consultation with IPC and the Disinfectant WG
- Refers to Table 2: ABCD Chart
- Communicates with Product Substitution Notice (PSN) and Info Sheet when necessary

Product Substitute is Equivalent
e.g., same chemical, contact time etc.
OR Being Distributed to a Third Party

Existing Customers
CPSM provides equivalent product and communicates details through PSN

Third party
CPSM distributes disinfectant product, e.g., Saber Ver2Go with dry wipes to community clinics. Sends product with Info Sheet. Refers to Table 2: ABCD Chart

Product Substitute is not Equivalent
e.g., different chemical, contact time etc.

Existing Customers
CPSM communicates about substitution and provides details about the differences through PSN. Minimizes disruption and considers customer’s needs. Refers to Table 2: ABCD Chart

Third party
CPSM selects product based on ease of use and ability to maintain supply chain, e.g., distribution of newly acquired product. Sends product with Info Sheet. Refers to Table 2: ABCD Chart
Table 2: ABCD Chart for Dispensing/Disinfectant Options

The overarching principle is to continue with existing disinfectant distribution processes unless there is an opportunity/resources available to switch to less convenient product. All options are equally effective. Do not switch for convenience.

<table>
<thead>
<tr>
<th>System</th>
<th>Supplies Required</th>
<th>Infrastructure</th>
<th>Training</th>
<th>Examples of users</th>
<th>Convenience/Supply issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>RTU disinfectant wipes</td>
<td>Self-contained</td>
<td>Storage areas</td>
<td>RTU disinfectant wipes info sheet</td>
<td>Clinical areas Priority to areas requiring frequent cleaning of surfaces and non-critical medical devices e.g., high traffic/turnover of patients/ ER, COVID-19 waiting rooms, LTC with COVID-19 patients</td>
</tr>
<tr>
<td>B</td>
<td>Ready to use (RTU) liquid disinfectant (1L) with dry wipes supplied or cloths</td>
<td>RTU liquid disinfectant in containers, cloths</td>
<td>Storage area</td>
<td>Contact time requirements, safe handling etc. included in info sheets</td>
<td>General surface and equipment cleaning Clinical areas including ER/trauma, Intensive care units, oncology, diagnostic imaging, labour and delivery, pediatrics, surgery, general medicine, bronchoscopy, endoscopy, Allied Health, community settings</td>
</tr>
<tr>
<td>C</td>
<td>Manual dispensing</td>
<td>Disinfectant concentrate, measuring cup, Water, Container, Test strips, documentation/log cloths</td>
<td>Preparation area for diluting disinfectant, storing reusable containers, labels, sharpie marker Storage area if not prepared for immediate use</td>
<td>Resource intensive in terms of staff time. Training to include correct dilutions, accuracy, testing, documentations</td>
<td>Clinical areas Unit specific solution to shortages – more manageable for short term</td>
</tr>
<tr>
<td>D</td>
<td>Ready to Dispense System</td>
<td>Disinfectant concentrate, ready to dispense equipment, test strips, documentation/log, buckets or containers, cloths</td>
<td>Waterline/tap/hose Disinfectant concentrate Area for dispensing/storage if not for immediate use</td>
<td>Familiar with dispensing system, testing of concentration documentation</td>
<td>General surface and equipment cleaning Nutrition and Food Services Environmental Services MDR OR Long term care Environmental and non-critical equipment cleaning in all healthcare facility locations including clinical areas</td>
</tr>
</tbody>
</table>