

## **PPE Distribution to Community Specialists and Primary Care Physicians Who Are Not a Member of a Primary Care Network**

Community physicians have the option to procure Personal Protective Equipment (PPE) and some cleaning supplies from Alberta Health Services (AHS) during the COVID-19 pandemic. As we move into a different phase of the pandemic response, AHS has moved to a cost-recovery model for distribution of PPE to community physicians in non-AHS roles.

AHS knows how critical PPE and supplies are to the safety of healthcare providers and the public. We have been able to maintain PPE supplies and procure in bulk, and we are happy to extend this benefit to our healthcare partners in the community.

**This document outlines ordering and distribution details for community physicians who are not a member of a Primary Care Network (PCN). This includes non-PCN primary care physicians and community specialists — for example, ophthalmologists, surgeons, radiologists, obstetricians, gynecologists and pediatricians.**

AHS worked collaboratively with the Government of Alberta, PCN leaders, community specialist physician leaders, the Alberta Medical Association and the College of Physicians and Surgeons of Alberta to develop a PPE distribution model that aligns with government policy.

Please note, ordering is only available to community physicians and is not available to other community healthcare providers (e.g., dentists, physiotherapists, etc.).

PCNs and PCN member physicians, including PCN pediatricians, should contact their PCN or visit [www.ahs.ca/covidPHC](http://www.ahs.ca/covidPHC) for information on how they can order PPE from AHS.

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### **Key messages:**

- AHS has committed to supplying PPE on a full cost recovery basis to community physicians and PCNs until March 31, 2021. This option has now been extended until September 30, 2021 and will be re-evaluated at that time.
- Community physicians who procure PPE through AHS will receive an invoice for orders placed starting May 26, 2020.
- View the current [AHS PPE price list](#) here. Pricing is subject to change at any time based on global supply chains.
- AHS prices for PPE reflect the cost of the product as well as internal distribution, administration and processing. AHS does not make a profit on PPE distribution.

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- We are simplifying shipping charges in order to provide up-front transparency to customers when orders are placed. Specifically, we are shifting to a flat-rate fee that will create greater equity across the province and simplify cost planning for physicians ordering PPE, as shipping costs will no longer vary.
- Orders placed on or before October 31, 2020, will be charged for delivery at cost as per existing process. For orders placed on or after November 1, 2020, customers will be charged a flat rate shipping fee of \$30 per order.
- Please view this guidance on when providers and patients should wear [PPE in a community setting](#).
- AHS continues to source supplies from various vendors, so you may receive different products depending on availability. However, all products will meet safety requirements. See [Appendix 1](#) for more information on specifications for PPE and cleaning items as well as instructions for how to use products.
- AHS is just one option for community physicians to order PPE. You can source from any supplier of your choice.
- A provincial grant [announced June 5](#) may support community physicians in purchasing supplies, such as PPE, required to resume operations. More information is available from [the Government of Alberta](#).
- N95 respirators may be requested when an Aerosol Generating Medical Procedure (AGMP) is required and proof of current fit test is provided. Use [the AGMP look-up tool](#) to determine which procedures are considered to be aerosol-generating.
- There is no obligation to purchase supplies through AHS and no commitment term. PCNs and community physicians may opt in or out of purchasing supplies through AHS at any time up until September 30, 2021, when this process will be reevaluated.
- There is some flexibility in the model to accommodate local needs. For example, if a PCN and community physicians who are not members of a PCN wish to put together a coordinated bulk order in their geographic area, AHS can work with the partners to address this preference. Inquiries should be addressed to [phc@ahs.ca](mailto:phc@ahs.ca).

### Ordering and billing information

- There is no minimum or maximum order; however, AHS reserves the right to limit amounts distributed depending on supply availability. You will only be billed for supplies you receive.
- Requests to supply certain brands of supplies will not be accommodated.
- Orders should be placed approximately bi-weekly to minimize administrative time.
- Billing will be after each order and due upon receipt of AHS invoices.

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- Billing will be based on the posted rate on the date the order was received.
- Failure to pay invoices on time will result in stoppage of future shipments and the account will be sent for collections.
- Returns will only be accepted on a case by case basis.

### Instructions

- Community physicians who are not a member of a PCN will no longer order supplies through PCN hubs, specialty hubs or zonal points of contact.
- Community physicians who are not members of a PCN and choose to order supplies through AHS will do so directly to AHS using this [order form](#).
- Please visit [www.ahs.ca/covidPHC](http://www.ahs.ca/covidPHC) before placing every order to ensure you are using the most up-to-date [order form](#), which will include prices.
- To order, submit the order form to [CPSMOperations.EOC@ahs.ca](mailto:CPSMOperations.EOC@ahs.ca) and [phc@ahs.ca](mailto:phc@ahs.ca).
- Community physicians, who are not members of a PCN, can choose to batch orders together; however, they should advise [phc@ahs.ca](mailto:phc@ahs.ca) first to make arrangements for separate invoicing.
- Supplies will be distributed directly to community physicians.
- AHS will invoice community physicians directly.

### For more information:

**To request PPE for your clinic:** See instructions above

**For questions:** [phc@ahs.ca](mailto:phc@ahs.ca)

**Information on COVID-19 for community physicians:** [www.ahs.ca/covidphc](http://www.ahs.ca/covidphc)

**PPE information and resources:** [www.ahs.ca/covidPPE](http://www.ahs.ca/covidPPE)

## Appendix 1: Minimum Specifications and Instructions for PPE and Cleaning Products

The table below lists the safety requirements for PPE and cleaning products you may receive. Refer to the [price list](#) and [order form](#) for product details.

PPE or Cleaning Item	What to expect	How to use/ additional supplies
<b>Disposable gowns</b>	<ul style="list-style-type: none"> <li>Gowns will have closure at the neck and waist, cover majority of back, extend below the knees and offer fluid resistance</li> <li>Brands and styles may vary based on availability</li> </ul>	<a href="#">Donning</a> and <a href="#">doffing</a> guidance <a href="#">Contact droplet precautions</a> <a href="#">Interim IPC Recommendations for COVID-19</a>
<b>Procedure masks</b>	<ul style="list-style-type: none"> <li>May have ear loop or surgical ties</li> <li>May be indicated as procedural or surgical</li> <li>May be various colors, most often blue or white</li> <li>Brands and styles may vary based on availability</li> </ul>	Use the <a href="#">AGMP look-up tool</a> to determine which procedures are considered to be aerosol-generating
<b>N95 respirators</b>	<ul style="list-style-type: none"> <li>Proof of current fit testing and description of aerosol-generating medical procedure (AGMP) is required</li> <li>AHS cannot guarantee availability of N95 respirator brands to match community fit testing</li> </ul>	
<b>Face shields</b>	<ul style="list-style-type: none"> <li>May have a foam headrest with elastic securement</li> <li>May have a hard plastic frame with foam padding and elastic securement</li> <li>Most will come with plastic shield attached, some may require you to attach to the frame</li> <li>Brands and styles may vary based on availability</li> </ul>	
<b>Gloves</b>	<ul style="list-style-type: none"> <li>Available gloves meet a minimum requirement for medical grade nitrile gloves</li> <li>Latex free are not available</li> <li>Sizes small, medium and large are available</li> </ul>	

PPE or Cleaning Item	What to expect	How to use/ additional supplies
	<ul style="list-style-type: none"> <li>Color, brand and styles may vary based on availability</li> </ul>	
<p><b>Hand sanitizer</b></p>	<ul style="list-style-type: none"> <li>All provided products meet minimum specifications of 60-80 per cent ethanol or isopropanol depending on the brand name and active ingredients</li> </ul>	<p>Use as directed</p>
<p><b>Clean</b></p>	<ul style="list-style-type: none"> <li>Disinfectant wipes such as CAVI wipes are not available due to limited supplies</li> <li>A ready-to-use disinfectant, Oxivir®, and dry wipes will be automatically substituted for any disinfectant requests</li> <li>The product is a virucidal effective against COVID-19</li> </ul>	<p>How to use Oxivir® disinfectant, which is effective against COVID-19:</p> <ul style="list-style-type: none"> <li>It is ready-to-use and does not require mixing or dilution</li> <li>The container is disposable. Discard when empty</li> <li>Use according to manufacturer’s instructions</li> <li>Saturate the wipe, squeeze out excess and apply to the hard surface – either dispense the liquid onto the surface or directly onto the wipe</li> <li>Can be used both as a cleaner and disinfectant. Start with clean areas first and then progress to dirty</li> <li>To achieve low level disinfection, Oxivir® must remain wet for one minute contact time on a clean surface. <b>Clean</b> means the absence of visible dust, soil, debris, blood or other potentially infectious material. <b>Contact time</b> means the length of time, specified by the manufacturer (i.e., disinfectant label), a disinfectant must remain wet on a surface to be effective (i.e., achieve disinfection).</li> <li>Can be used on <a href="#">non-critical equipment</a> if allowed by the equipment manufacturer (do not use on critical or semi-critical equipment)</li> <li>Dispose of wipe after use, e.g., when:</li> </ul>

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<b>PPE or Cleaning Item</b>	<b>What to expect</b>	<b>How to use/ additional supplies</b>
		<ul style="list-style-type: none"><li>○ Visibly soiled</li><li>○ No longer wet enough to moisten surfaces</li><li>○ Moving from a dirty area to a clean area</li></ul>