
Memorandum

TO Acute Care Operations

FROM Workplace Health and Safety

DATE March 4, 2020

TOPIC Personal Protective Equipment (PPE) Ordering During Novel Coronavirus (COVID-19) Incident

Please be reminded that protective measures for COVID-19 are the same as the droplet and contact precautions that staff should already be practicing for Influenza-like illness (ILI). A N95 respirator is the required PPE **only** if an Aerosol Generating Medical Procedure (AGMP) is required for the care of the patient.

Alberta Health Services (AHS) maintains robust operating inventories of PPE, as well as an all hazards inventory stockpile of supplies that is inclusive of those required for protection of staff for contact and droplet precautions and AGMP. AHS proactively works with suppliers to ensure operating inventories and stockpile are maintained at levels consistent with foreseeable requirements at a provincial level. These inventories are actively being managed within AHS and **there is no need for areas to accumulate supplies outside of normal operational requirements.**

AHS is closely monitoring the COVID-19 situation and requests for supplies to ensure sufficient PPE is available. In order to most effectively manage our ordering processes and on hand inventory of PPE, CPSM is proactively reviewing all inventory and direct purchase order (DPO) requests to ensure they are consistent with historical use patterns. Please note that:

- Requests for supplies that are inconsistent with historical use may be referred to Workplace Health and Safety (and/or the Emergency Coordination Centre) for review prior to processing.
- In some circumstances order quantities may be reduced or alternate PPE suggested based on WHS recommendations. The requested PPE supplies may also be provided through CPSM warehouses as an interim process, as opposed to supplier direct deliveries to sites.
- While this PPE review process may add a slight delay to the ordering process, it is an essential step to ensure the most efficient use of our supplies and management of interactions with our suppliers.
- Where possible, departmental PPE supplies should be kept in storage locations that minimize potential inadvertent loss due to unauthorized access.

Should you have any questions regarding PPE requirements for COVID-19 related work functions please consult with your local Workplace Health and Safety Advisor. Questions regarding supply ordering processes should be directed to your local CPSM Site Services Supervisor. For the latest COVID-19 information for health care workers, employers, and the general public go to <https://www.albertahealthservices.ca/topics/Page16944.aspx>.