
Memo

To: Ontario Health Toronto Region Health System Partners

From: Tess Romain, Transitional Regional Lead, (Toronto, and Interim CEO for Toronto Central LHIN) Ontario Health

Date: April 29, 2020

Re: Toronto Region PPE and Critical Supplies Process Update

Dear Health System Partners,

Availability and access to personal protective equipment (PPE) continues to be a key priority for the government and across the health care system.

To address this challenge, the Ministry of Health created a COVID-19 Control Table to coordinate access to and distribution of provincial PPE stockpiles and allocate supply to each of the five Ontario Health regions. The Toronto Region, established a cross-sector PPE & Critical Supply Table to support the re-allocation and distribution of the provincial supply to sectors within Toronto Region

The focus of this table is to gather, manage and equitably distribute PPE and Critical supplies based on:

- a comprehensive understanding of current PPE supply and inventory
- an ethical allocation framework to guide prioritization and support re-allocation and distribution of PPE supply

SECTOR PPE REPORTING

Daily Submissions Required: On March 28, 2020, the Ministry of Health issued an order directing that organizations must report into the daily [PPE Survey](#) (password: PPEsurvey2020).

That data is now being used to support regional PPE allocations and remains a key pillar in helping to understand the current state of PPE inventory and is critical in enabling proactive action to minimize the potential for, and impact of, shortages.

Please continue to submit this information. Close attention to the accuracy and completeness of survey data submitted is necessary to ensure no delays are experienced to both reactive and potential for proactive PPE allocation decisions. A [How-To Guide](#) provided by the Ministry can be used to facilitate daily completion of the survey.

HOW TO REQUEST PPE

In an effort to manage the volumes of requests for PPE & Critical supply, the following escalation process has been developed to support critical PPE requests:

01

**Escalate through
your standard
supply chain process**

Continue to work with your existing shared service organizations and/or supply chain partners to escalate PPE requests and secure inventory.

02

**Collaborate with
local partners to
obtain supplies**

Collaborate with local partners such as hospital resource partners (where applicable, hospitals, home and community care, Long-Term Care etc. where possible to obtain supplies.

If unable to meet needs via steps 1 and 2, and you are at seven (7) days of supply remaining, connect with the Regional Supply Chain leads and team by completing the ***NEW*** [PPE Supply Request Intake Form](#)

03

**Contact your
Regional Supply
Chain Lead(s)**

This **new** Intake Form is a provincial tool that will streamline the process for requesting, managing and escalating PPE requests. *This is not meant to replace routine supply chain processes or requests, but to support when there is a critical and urgent need.* Please refer to the [PPE Intake Form – Tip Sheet](#) for quick tips on how to complete the Form.

Once submitted, a member of the team will follow up with you within 24 hours of your request.

PPE STEWARDSHIP AND CONSERVATION

To support you in our joint effort to use and conserve PPE appropriately during this time of unprecedented demand, please find resources and information from the Ministry of Health and Ontario Health offering guidance on the recommended use and conservation of PPE:

- [IPAC Recommendations for use of PPE](#)
- [PPE use during the COVID-19 Pandemic \(March 30, 2020\)](#)
- [COVID-19 Outbreak Guidance for Long Term Care Homes \(LTCH\) \(April 15, 2020\)](#)
- [Guidance for mask use in Long-term Care Homes and Retirement Homes \(April 15, 2020\)](#)
- [COVID-19 Guidance: Long Term Care Homes \(April 15, 2020\)](#)

Finally, I would like to thank all of you for your leadership and efforts during these challenging times. We are all part of one system, and as COVID-19 evolves, we need to continue working together to achieve safe and efficient care delivery.

If you have any questions, please reach out to either Rob Burgess (Robert.Burgess@sunnybrook.ca) or Nancy Kraetschmer (Nancy.Kraetschmer@tc.lhins.on.ca), Toronto Region Supply Chain Strategic Leads.

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CC

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