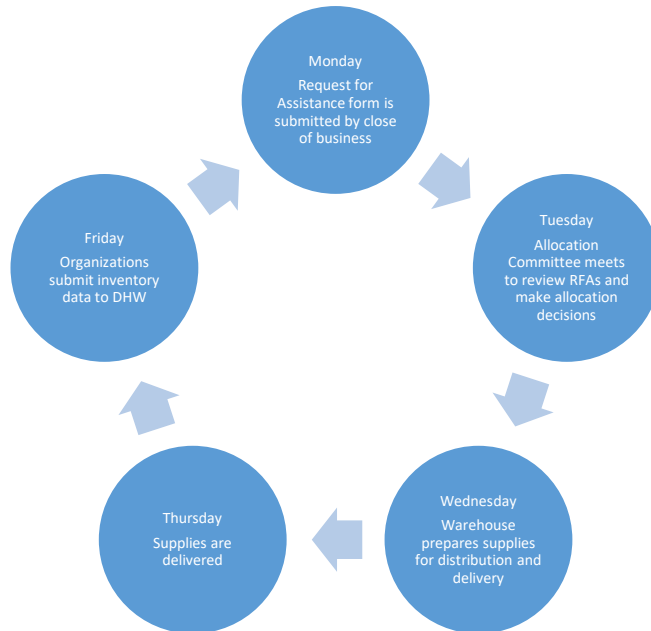


COVID-19 PPE and Supplies

Request for Assistance: Procedure and Form

1. A request for assistance (RFA) should be made to the Department of Health and Wellness (DHW) when a critical item is identified as having stock-out within 2 weeks (yellow phase on the Inventory Tracking Tool). RFAs may be submitted to covid19supplies@gov.pe.ca weekly by close of business every Tuesday for action that week.
2. Items requested must be aligned with the activities and infection prevention and control practices established for the organization.
3. Include specific details regarding items requested, although it is important to note that during times of scarce resources, items requested are procured from a variety of sources and may not be the same as the items typically used. A standard unit of measure is required.
4. DHW will determine availability of supply in the central warehouse and distribute according to the allocation framework based on the information provided and the orders that have been submitted.
5. DHW will acknowledge receipt of RFA and expected action on RFA within 48 business hours.
6. If an organization receives needed supplies from another source before supply from DHW can be delivered, the procured supplies will remain in the provincial warehouse or be reallocated based on the next highest need.
7. Please use the attached RFA form and submit to covid19supplies@gov.pe.ca
8. Communication including inventory information requests will be facilitated through the lead contact for your organization.

Figure 1: RFA Business Cycle



COVID-19 PPE and Supplies

Request for Assistance
(RFA)
Send to email:
covid19supplies@gov.pe.ca

DHW USE ONLY:
Date RFA received:
Date order actioned:

Requesting Organization:
Delivery Site
Address:
Number of Beds if applicable:
Number of Staff:
Contact Name:
Contact Number:
Contact email:
Available Delivery Days and Hours:
Date of RFA submission:

Product Description		
Nitrile Gloves (single)	Specification (size)	
	Amount requested	
Face Shields/Eye Protection (each)	Specification	
	Amount requested	
Masks	Specification	
	Amount requested	
Gowns	Specification	
	Amount requested	
Hand Sanitizer (bottles)	Specification	
	Amount requested	
Other	Specification	
	Amount requested	

Note: N95 masks (respirators) must be used for aerosol generating medical procedures (AGMP) which include but are not limited to CPR, intubation, open suctioning in patients with a tracheostomy, or non-invasive positive pressure ventilation (CPAP) machines. Fit testing is required for N95 masks and thus organizations requesting N95 masks should have a fit testing plan in place as the N95 masks procured may not be the same as what is traditionally used.