

## PPE and Supplies Inventory Update

COVID-19 is a global pandemic that has disrupted supply chains and increased demand for critical supplies such as personal protective equipment (PPE). PPE is a key infection prevention and control requirement to protect health care providers and others against becoming infected with COVID-19.

The Department of Health and Wellness asks that health and civil response organizations that use or expect to use PPE provide regular inventory data to the Department. At a minimum this information must be provided weekly to allow procurement and distribution decisions to be made with the most up-to-date information.

Organization: \_\_\_\_\_

Location/Address: \_\_\_\_\_

PPE Inventory as of [date]: \_\_\_\_\_

Inventory updates are requested on a weekly basis except for the following two situations which trigger more frequent reporting and a follow-up process to explore procurement opportunities:

1. **Yellow Zone:** Critical stock (one or more items) is expected to last two weeks or less. In this case, please provide updates on **the items two times per week**.
2. **Red Zone:** Critical stock (one or more items) is expected to last one week or less. In this case, **please provide updates on the items daily**. An urgent request for assistance (RFA) should also be submitted.

- ❖ **If a product is not appropriate for use within your area of service delivery, please put N/A.**
- ❖ Please provide counts in individual units (as opposed to number of boxes or cases) if at all possible to ensure consistency.
- ❖ Separate out glove size and respirators size/type if possible.

**Service to public includes:**

Close proximity to the general public? Yes / No

Possibly (infrequent) close proximity to those suspected or confirmed to have COVID-19? Yes / No

Regular close proximity to those suspected or confirmed to have COVID-19? Yes / No

Medical treatment for those suspected or confirmed to have COVID-19? Yes / No

Item	Type / size if applicable	Current inventory (individual units)	Current burn rate/use rate per day	Est. number of days of supply remaining	Comments
N95 Respirators					
Surgical masks					
Face shields					
Mask-shield combo product					
Gowns					
Hand sanitizer (by litre if possible)					
Goggles					
Sanitizing wipes (by # of wipes if possible)					
Other					

Please submit this inventory list to the designated contact person assigned to your sector