

FACT SHEET UPDATE

Requesting Personal Protective Equipment (PPE) for Novel Coronavirus 2019 (COVID-19)



Kentucky Public Health
Prevent. Promote. Protect.

PURPOSE

The purpose of this fact sheet is to provide updated guidance for requesting PPE under Governor Andy Beshear's "Healthy at Work" initiative. Pursuant to Executive Order 2020-215, the Cabinet for Health and Family Services has issued orders for the re-opening of the healthcare and medical community. These orders, in part, mandate that each healthcare setting must be able to procure all necessary PPE for routine services via normal supply chains and must maintain a minimum 14-day supply based on facility usage rates. Therefore, PPE requests to resume or maintain routine operations will not be considered. **Only emergent PPE requests to directly support COVID-19 prevention, control, care and testing will be considered.**

PPE SUPPLIES

This guidance applies to the following types of PPE:

- N95 Masks
- Isolation Gowns
- Face Shields
- Surgical (Droplet) Masks
- Examination Gloves
- Coveralls

The amount of PPE requested should not exceed a 7-day supply.

TRIGGER POINTS

Requesting agencies should use the following triggers to determine when to request PPE from the SEOC:

- **7 days of inventory or greater:** No resource request should be submitted to the SEOC.
- **4-6 days of inventory:** Submit requests for needed PPE, not to exceed a 7-day supply.
- **3 days or less of inventory:** Coordinate with County EMA/LHD to check resource request status.

RESOURCE REQUESTS

Agencies may make an emergent PPE request utilizing the following process:

- Requesting agencies with WebEOC access may submit a resource request via the WebEOC Resource Request Board in coordination with their Local Health Department (LHD) and/or respective Emergency Management Agency (EMA) or via <https://tinyurl.com/kypperequest>
- Requesting agencies without WebEOC may request PPE at: <https://tinyurl.com/kypperequest>
- Each request will be reviewed by the ESF-8 Logistics Team and may be forwarded to the designated PPE Review Committee to determine eligibility and apportionment, if applicable.
- The quantity issued will be based upon a variety of factors including current inventory, usage rates and future inventory levels. *Agencies may not receive the amount of PPE requested.*
- PPE will be distributed to the state's Regional Distribution Sites. Each item will be marked with the requestor's name, organization and contact information. The respective EMA/LHD will coordinate with the requesting agency to pick up the allocated PPE.

NOTE: Requests received via E-mail, telephone or text are unable to be processed.

PPE Request Form

