

Personal Protective Equipment Resource Request Process

Introduction

The process described below shall be used by hospitals and other healthcare providers to request personal protective equipment (PPE) resources through their healthcare coalition (HCC) and the Missouri Department of Health and Senior Services' (DHSS) Office of Emergency Coordination (OEC). Requests must be based on a defined need that represents an urgent shortage.

Situation

This procedure is based on the current and anticipated surge in usage of PPE for patient care in hospital or other direct patient care settings responding to infectious respiratory diseases such as COVID-19. All requests for PPE must be made through the HCC (see the Resource Request Procedure section below for details). **Requests made directly to DHSS will be redirected to the HCC.**

Assumptions

- For this procedure to be implemented, a hospital or healthcare provider must demonstrate that they have exhausted normal supply chain sources and are anticipating that normal patient care may need to be altered to contingency levels. This would be indicated by staff having to use supplies or procedures that are outside normal daily practices in order to provide care that is altered but functionally equivalent. See **Assessment of Need** below for details.
- Priority will be given to frontline facilities, such as hospitals, providing extended care to COVID-19 patients.
- It is likely that supply chain shortages will be a nationwide problem. Missouri will fulfill resource requests from the state's stockpile resources first before submitting a state request for resources to the federal Strategic National Stockpile (SNS). If Missouri makes a resource request to the federal SNS, there is no guarantee that the full amount of its request will be received. Thus, further distribution prioritization may need to occur at the state level.

Assessment of Need:

- Hospital or healthcare provider has no more than a 14-day supply of PPE resources based on current consumption rates.
- Any hospital or healthcare system with multiple facilities has no more than a 14-day supply of PPE resources based on current consumption rates.
- Hospital or healthcare provider is not receiving adequate supplies from its normal or alternate vendors.
- Hospital or healthcare provider is not requesting additional resources in order to "stockpile" supplies for future events.
- Hospital or healthcare provider has implemented PPE optimization strategies as described in current U.S Health and Human Services (HHS) Centers for Disease Control (CDC) guidance. (<https://www.cdc.gov/coronavirus/2019-ncov/hcp/respirator-supply-strategies.html>). These strategies should include:
 - Engineering Controls

- Use of airborne infection isolation rooms
- Physical barriers between patient care areas
- Negative pressure patient room ventilation
- Administrative Controls
 - Excluding nonessential staff from infectious disease patient areas
 - Excluding visitors
 - Source control
 - Cohorting patients
 - Just-in-time fit testing (can be qualitative)

Resource Request Procedure

Once a hospital or healthcare provider determines that it has met the above triggers, the following procedure should be followed:

1. DHSS will batch and process all requests received by 8:00 a.m. each Wednesday. Any requests received after that time will be batched the following week.
2. DHSS intends to submit one collated state request per week, unless demand dictates otherwise. If this schedule modifies, the change will be posted on the DHSS website at www.health.mo.gov/coronavirus
3. The hospital or healthcare provider will contact their healthcare coalition (HCC) points of contact (Coordinators) at the Missouri Hospital Association (MHA), the Mid-America Regional Council (MARC), or St. Louis Area Regional Response System (STARRS) and describe the situation and resource need. Each of these agencies staffs an HCC Readiness and Response Coordinator (HCC Coordinator) position whose duties include coordinating resource requests. HCC contact emails:
 - Mid-America Regional Council----- kcrhcc@gmail.com
 - Missouri Hospital Association----- nonurbanmohcc@mhanet.com
 - St. Louis Area Regional Response System----- COVID-19@ewgateway.org
4. The HCC Coordinators shall assess the level of need using the **Assessment of Need** list above and ensure that the organization cannot meet the need on their own or through optimization strategies.
5. HCC Coordinators shall notify the DHSS OEC of the request by contacting DHSS at SNS@health.mo.gov Questions regarding the process may be directed to the SNS work station at the DHSS ERC by calling **573-526-5519**.
6. At any point in this process, the HCC Coordinators or DHSS OEC may request initiation of a Missouri Medical-Incident Coordination Team (M-ICT) conference call to determine if multiple requests are forthcoming and to discuss response strategies.
7. The HCC Coordinators shall query their member organizations to determine if there are any existing resources that can be shared.
8. If resources are available within the HCC, HCC Coordinators shall work with HCC member organizations to coordinate distribution of existing resources within their HCCs. The requesting organization should take a primary role in arranging for transport of the resources. If transport assistance is required, the requestor may work with HCC Coordinators, HCC members, and local emergency management agencies (EMAs) to identify transportation resources.

9. If resources are not available within the HCC, HCC Coordinators shall work with the requesting healthcare facility to complete the Resource Request Ordering Form. A SEMA (State Emergency Management Agency) SNS representative will be available by contacting SNS@health.mo.gov or through the DHSS ERC by calling **573-526-5519**.
10. HCC Coordinators shall forward the completed Resource Request Ordering Form to DHSS via email (SNS@health.mo.gov) or fax (**573-526-8389**).
11. The SEMA SNS Coordinator, or designee, will be responsible for entering the resource request information into WebEOC.
12. The SNS Coordinator will aggregate the approved requests, complete the federal SNS request form, and forward the form to the federal SNS contact.
13. All requests, along with their current disposition, will be posted to an online GIS mapping dashboard that will be available to SEMA, DHSS, and HCC Coordinators. It is the HCC Coordinator's responsibility to communicate updates and resource delivery details with the requesting organization.

Distribution of Resources

The DHSS OEC in conjunction with DHSS leadership and in consultation with SEMA and HCC Coordinators will review all PPE resource requests and determine the best course of action. When PPE resources become available through SNS or other means, DHSS will make final determination on how to distribute these resources. All resources will be shipped via United Parcel Service (UPS) or Federal Express (FedEx).

Notes:

On February 28, 2020, CDC posted the following additional information on optimization of PPE supplies and use of N95 masks beyond their normal shelf life:

[Release of Stockpiled N95 Filtering Facepiece Respirators Beyond the Manufacturer-Designated Shelf Life: Considerations for the COVID-19 Response](#)

[Checklist for Healthcare Facilities: Strategies for Optimizing the Supply of N95 Respirators during the COVID-19 Response](#)