

Guidelines for Health Care Systems
PROCEDURE FOR ORDERING PERSONAL PROTECTIVE EQUIPMENT
HEALTH CARE SETTING
08 SEPTEMBER 2009
VERSION 1.0

SITUATION:

Since the spring of 2009, the state has experienced an above average level of influenza, with the predominate strain being novel H1N1 (swine). CDC has issued guidance to the State and Local Public Health Officials regarding the use of personal protective equipment (PPE) for staff that provides health care services. The scope of health care service providers includes, but is not limited to hospitals, EMS, long-term care, urgent care clinics, and community health centers.

For the purposes of disease management in the health care setting, PPE is defined as surgical masks, face shields, N-95 masks, gowns and gloves.

The Department of Health has secured a stockpile of PPE for distribution to health care systems in the event local or regional supplies are not available.

USE OF PPE :

The Florida Department of Health endorses implementing infection control practices very similar to those used to prevent transmission of seasonal influenza for the novel influenza A (H1N1) virus, described in more detail in Florida Guidance Documents #2009-1 and # 2009-2 (See *Attachments*) Guidance is subject to change based on the evolving event, most current versions can be found at www.myflusafety.com.

PPE ACCESS/AVAILABILITY:

County health departments (CHD) and the health care system are to utilize their normal procurement PPE procedures. If the selected PPE is not available, local Emergency Management (EM) in consultation with the CHD will validate that the PPE is not available from other local or regional sources or caches. In the case of a documented lack of availability, local EM will submit an order through EM Constellation using the "H1N1 Health Care PPE Order Form" in the 2009 Swine Flu Database.

ORDERING PROCESS:

In order to effectively manage the distribution of the PPE, local health care systems should work with their local County Health Departments and EM to coordinate ordering the PPE via the utilization of EM Constellation. The H1N1 database has been opened in Constellation and will be the system utilized for ordering and tracking PPE missions.

For the healthcare system(s), the respective counties may use one of the options below based on collaboration between EM, CHDs, and the healthcare system(s):

- Each individual healthcare facility contacts the EM directly with their order.
- EM utilizes the county designated public health and medical or ESF-8 lead as their point of order receipt from the healthcare facility and subsequent order placement with EM.
- The CHD receives the order from the healthcare system(s) and places the order with EM.

EM will attach the completed order form to a mission request and submit the request to State ESF 8 Logistics.

This order should be placed in Constellation no **later than** one (1) working day after receipt. EM will validate the accuracy of the delivery site addresses.

SHIPMENT AND DELIVERY:

All orders received in Constellation will be routed by the State Division of Emergency Management to State ESF-8 (DOH) logistics on the day received.

State ESF-8 will fill the order using their processes for this operation. All health care systems orders will be sent to the identified ship-to address.

Orders will be filled and delivered to the designated site(s) no later than 96 hours from the date/time of receipt. Shipment will be dependent upon the schedules set by the state transportation vendor for shipment.

Large shipments involving palletized inventory will be shipped from the State Logistics Response Center in Orlando. Smaller shipments may come from regional warehouses in order to expedite the delivery process.

SERVICE AND SUPPORT:

Over time, due to possible inventory shortages in the retail and supply system, orders may be adjusted based on available inventory to ensure equal distribution. Shorted orders will be backfilled as inventory becomes available. ESF 8 and SERT Logistics will monitor the supply chain from manufacturer to state warehousing and advise of delays in the system if they occur. ESF 8 Logistics will provide the SERT Chief with weekly updates of supply issues.

SHIPPING CONFIGURATION:

Gloves	100/box
Surgical Masks	50/box
N95 Respirator	20 – 35/box depending on manufacturer
Face Shields	24/box
Gowns	18, 20 – 30/box depending on manufacturer

Minimum order request via EM Constellation will be one box. Orders will be shipped within 96 hours of order receipt by emergency management.

Below are the approximate packaging/shipping specifications:

Case Configurations range from 14"x5"x10" to 20"x7.5"x8.5"

A single pallet typically is 40"x48"x44.25" on a 4" tall pallet, 16 square feet of floor space, or 64 cubic feet overall

Current DOH stock ranges from 34 to 100 cases per pallet depending on product and manufacturer.