



# Ontario Health

**Memo**

**Date:**

November 23, 2020

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**To:** Ontario Health Stakeholders

**From:** Ontario Health

**Re:** Updates to Emergency PPE Escalation Processes and Requirements

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Please note the following three changes to the process for Health providers to request PPE from the provincial pandemic PPE supply:

- 1 The threshold to submit emergency escalations for PPE will be **amended from seven days of supply remaining to 14 days of supply remaining**.
- 2 Submissions into the Ontario Critical Supplies and Equipment (CSE) Virtual Inventory (Virtual Inventory), will be **reduced from twice per week to once per week**, as of Tuesday, December 1.
- 3 During the winter months, entities requesting **swabs** will need to **submit requests between Monday and Wednesday in order to receive in the same week. Emergency escalations will still be addressed**.

Please see further details below

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- 1 **The days of supply threshold to submit emergency escalations for PPE will be amended from seven days of supply to 14 days of supply by Tuesday, December 1, 2020.**

Providers may now **submit emergency escalations for PPE when days of supply on hand is at 14 days**. This is an amendment from the previous threshold of seven days. This change is intended to better enable Health sites to conduct PPE supply planning and management and to accommodate the increased delivery times anticipated in the winter months.

This change will be implemented by December 1, 2020.

- 2 **Submissions into the Ontario Critical Supplies and Equipment (CSE) Virtual Inventory (Virtual Inventory), will be reduced from twice per week to once per week, as of Tuesday, December 1.**

As you may know, all publicly funded health sector providers, as well as recipients of personal protective equipment (PPE) from the province's pandemic supply are expected to report into

the Ontario Critical Supplies and Equipment (CSE) Virtual Inventory (Virtual Inventory), as directed by the Minister's Order. Accurate and timely reporting into the Virtual Inventory provides the province with the information it needs to support its pandemic response and is required for providers to access PPE from the provincial pandemic stockpile.

We recognize it is a very busy time for providers, and therefore, in support of reducing workload, a decision was made to **reduce Virtual Inventory submissions to once per week for all Health entities**. This change will come into effect on Tuesday, December 1. After this date, the Virtual Inventory is to be **submitted once per week between Thursday and Monday**. Entities are asked to submit before 5pm ET on Monday. If, for any reason, entities are unable to submit between Thursday and Monday, the survey will continue to be open Monday to Sunday, 8am to 5pm ET (note - you are unable to submit data after 5pm ET). In addition to supporting the provincial pandemic response, timely Virtual Inventory reporting informs bi-weekly PPE allocations. The data for providers that submit outside of the Thursday to Monday timeframe may be considered for allocations in the next allocation cycle.

If you have any questions about the new reporting cadence or, the survey in general, please refer to the attached **How to Guide** for more information. We also provide training for users who require a more hands-on approach. Below is a list of upcoming training dates:

— Friday, Nov 27

<https://oss.webex.com/oss/k2/j.php?MTID=tf1b07197a70c2b428f7cfd8090f483e7>

— Wednesday, Dec 9

<https://oss.webex.com/oss/k2/j.php?MTID=t9914c3fce5bcd794d9d5c8077248c190>

— Wednesday, Dec 23

<https://oss.webex.com/oss/k2/j.php?MTID=tb4d6b69070c2398953c461f36a36395b>

For future training sessions, please refer to the Help & FAQ page on the Virtual Inventory portal.

### **3 Entities requesting swabs will need to submit requests between Monday and Wednesday**

In order to allow for adequate packaging time to accommodate temperature control requirements and to ensure deliveries are completed ahead of the weekend, entities requesting swabs are asked to submit requests between Monday and Wednesday. Unless urgent, requests orders received on Thursday or Friday will be processed by the warehouse on Monday.