

October 17, 2022

MEMORANDUM TO: Retirement Home Licensees

FROM: Jacqueline Cureton
Assistant Deputy Minister
Policy Programs & Strategic Partnerships
Ministry for Seniors and Accessibility

SUBJECT: Rapid Antigen Tests (RATs) and Emergency Supplies of Personal Protective Equipment (PPE)

As we move into the fall season, we would like to thank you for your continued work in keeping residents and staff safe over the course of the ever-evolving COVID-19 pandemic.

Accessing Rapid Antigen Tests (RATs) and Emergency Supplies of Personal Protective Equipment (PPE)

Ensuring that licensed retirement homes have sufficient testing and PPE supplies is a critical component of fall preparedness. Further to my October 3, 2022 memo, we are pleased to announce that a new integrated order management system called the [PPE Supply Portal](#) has been launched to facilitate orders for RATs and emergency supplies of PPE.

The [PPE Supply Portal](#) is a simple, online, self-serve ordering tool that can be accessed 24/7. The tool features convenient, efficient, and simple ordering through an account that will keep organizational information and order history. The Ministry for Seniors and Accessibility has been working with the Ministry of Public and Business Service Delivery to pre-register licenced retirement homes and support transition to this platform. As of October 24, 2022, all licensed retirement homes will be pre-registered in the portal.

Pre-registered users will receive an email stating that an online account has been created for them. Users should follow the link provided in the email to reset the password and activate the account. The primary user of the account has been identified using contact data from the Provincial Antigen Screening Program. This user will be able to add or edit other users. Homes will receive email confirmation of account activation. Please note that the PPE Supply Portal requires a user account to access. Please do not try to access the portal until your account is activated.

All licensed retirement homes must activate their account and start using the PPE Supply Portal to order supplies no later than **November 1, 2022**.

With the launch of the new portal, the ministry will end the auto-shipments of RATs, and homes may resume ordering testing supplies as needed through the new portal. The last auto-shipment of RATs will be shipped out the week of October 24 - 28, 2022.

As a reminder, homes can access PCR and RAT supplies free of charge from the PPE Supply Portal at any time and should ensure sufficient supplies on hand to meet asymptomatic testing needs as well as testing that may be required in an outbreak.

For PPE, homes are expected to use their own supply channels, but have access to the provincial PPE stockpile in emergency situations. However, to avoid circumstances where homes' supplies reach critical levels, homes no longer need to wait until they are down to a two-week supply to order through the portal.

A user guide and a quick reference guidance are attached with detailed instructions on how to navigate the new portal.

If you have any questions, feedback or concerns specifically about the new ordering process, please email SCO.Supplies@ontario.ca.

Thank you again for your ongoing commitment and efforts to keep residents and staff safe. As always, should you have questions, you may contact us at RHInquiries@ontario.ca.

Sincerely,

Original signed by

Jacqueline Cureton
Assistant Deputy Minister

Attachments: PPE Supply Portal Quick Reference Guide, PPE Supply Portal User Guide

c: Nancy Matthews, Deputy Minister, Ministry for Seniors and Accessibility
Jay O'Neill, Chief Executive Officer and Registrar, Retirement Homes Regulatory Authority
Cathy Hecimovich, Chief Executive Officer, Ontario Retirement Communities Association
Lisa Levin, Chief Executive Officer, AdvantAge Ontario