

**INFECTIOUS DISEASE/PANDEMIC EMERGENCY
POLICY AND PROCEDURE MANUAL**

SUBJECT: PERSONAL PROTECTIVE EQUIPMENT SUPPLY

POLICY: In accordance with PEP requirements, the facility will maintain a 60-day supply of Personal Protective Equipment (PPE) or any superseding requirements under New York State Executive Orders and/or NYSDOH regulations governing PPE supply requirements executed during a specific disease outbreak or pandemic.

This includes the following equipment:

N95 respirators

Face shield

Eye protection

Gowns/isolation gowns

Gloves

Masks

Sanitizer and disinfectants (meeting EPA Guidance current at the time of the pandemic)

PROCEDURE:

1. The facility will utilize the daily usage/burn rate to ensure adequate supply of PPE.
2. The facility calculated current usage using the dates 4/19/20-4/27/20 as per NYSDOH guidelines.
3. The Purchasing Director will be responsible for ordering and maintaining an adequate supply of PPE supplies and stocking in appropriate facility locations to ensure access to staff who need them.
4. The 60-day supply of PPE is located in a locked storage area in the facility and will be designated for use in emergency situation only.
5. The Purchasing Director will be responsible to maintain the integrity of the emergency supply of PPE and report any issue to the Administrator immediately.
6. The Chief Housekeeping Officer is responsible to purchase and maintain 60-days supply of hand sanitizer.
7. The alcohol-based hand sanitizer is maintained in a locked storage area in a fire rated cabinet as per requirements.
8. The Infection Preventionist shall notify the Purchasing Director and/or Chief Nursing Officer when more than usual supplies are needed (i.e. during periods of outbreaks, flu season, or when there are more than usual numbers of residents on transmission-based precautions, or notification of emerging infectious illness).
9. The Administrator will notify the Purchasing Director if there are any changes in the requirement governing PPE supply.
10. The Purchasing Director will notify the Administrator if there are any issues related to securing PPE equipment.