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| Acquiring PPE PolicyDocument Margins = .5'' top/bottom/left/right; .3'' header/footerFont = 18pt Arial BoldAll other font = 12pt Arial Column 1 width = 3''  Column 2 width = 2'' | **Last Revision:** | September 2020 |
| **Last Reviewed:** | September 2020 |
| **Applies to the following THA Group of Companies:** | * Island Health Care * Island Hospice * Independent Life at home * RightHealth® * THA Services |
| **Included in the following THA Manuals:** | [Policy & Procedure Manual]  [Section #] |

### PURPOSE

The purpose of this policy is to provide for guidance on how THA Group will consider and manage personal protective equipment (PPE) needs while ensuring the protection of employees and patients during the coronavirus (COVID-19) pandemic.

### POLICY

The COVID-19 pandemic resulted in Personal Protective Equipment (PPE) Shortages and this policy is to assist with conserving and obtaining appropriate levels of PPE to protect against COVID-19 for THA Group’s employees and patients by implementing three pillars of practice: reduce, reuse and repurpose

THA Group works with existing and new suppliers to acquire needed PPE while preserving existing supplies of PPE. We also continue to find alternative methods to address shortfalls.

### PROCEDURE

A critical component in implementing PPE preservation strategies is determining the appropriate level of PPE for use. Please refer to the PPE Policy for additional information pertaining to this.

As essential critical infrastructure workers, we are required to wear PPE and may need to follow the below guidelines to optimize the supply of PPE:

* Extend use times of undamaged and non-visibly soiled PPE.
* Refer to the guidance provided by the Centers for Disease Control and Prevention (CDC).
* Decontaminate and reuse filter facepiece respirators.
* Understand and track PPE requirements and burn rates.
* Use alternative types or sources of PPE to support necessary operations. Use National Institute for Occupational Safety and Health (NIOSH)-approved respiratory protection that was not previously approved by the Food and Drug Administration (FDA). Monitor FDA and Occupational Safety and Health Administration (OSHA) websites for updates and announcements on relaxed Acquiring PPE During Shortages

If after minimizing the need for PPE through strategies described above, THA Group will:

1. Continue working with normal and alternate private sector suppliers to obtain PPE.
2. Identify multiple options for suppliers and prioritize near-term versus long-term needs.
3. Submit requests for assistance with our local and/or state emergency management agencies.
   1. If local emergency management is unable to address the PPE shortfall, they can relay it to the state. If the state is unable to address it, they can submit a request for support to their FEMA Regional Response Coordination Center.

THA Group will also report to the [National Center for Disaster Fraud](https://www.justice.gov/disaster-fraud) any instances of counterfeit or fraudulently labeled PPE, as well as, any instances of hoarding or price gouging relating to PPE.

When requesting urgent needs of PPE to local, state or federal agencies the following should be accurately described:

* Specific types, quantities (include 30, 60 and 90-day demand), and locations where PPE is needed;
* Estimated time until shortage impacts operations based on PPE burn rate; and,
* Consequence of the shortage and duration of its impact.