

Residential Facility Personal Protective Equipment (PPE) Procurement Checklist

Follow the steps below to request PPE for your clients and staff:

- ☐ Assess your stock of PPE at regular intervals that allow for timely restocking even before there is a case of COVID-19. In general, providers should attempt to always have at least a **30-day** supply of PPE.
 - Providers who have a client, staff member, volunteer, or visitor who has tested positive for or has symptoms consistent with COVID-19 should [follow these steps to contact the Local Public Health Authority](#) (LPHA) within 24 hours.
 - Information and resources related to PPE use, including a tracker to determine how fast PPE is being used, can be found on the [COVID-19 Personal Protective Equipment](#) website.
- ☐ Purchase PPE through marketplace vendors (i.e., grocery, bulk stores, online vendors) or through [other PPE suppliers](#).
- ☐ Contact the LPHA as soon as possible when:
 - there is a delay in PPE delivery from a marketplace vendor that will impact the ability to operate safely, or
 - the need for PPE unexpectedly exceeds a provider's ability to purchase PPE from a marketplace vendor.
 - [Local Public Health Authority Contact Information Website](#).
 - Allow 24 to 48 hours for response from the LPHA.
 - Be prepared to provide LPHAs information about the type and amount of PPE needed, your PPE utilization protocols, and what attempts you have made to acquire PPE before reaching out to the LPHA.
- ☐ If the provider receives no response from the LPHA, or if the LPHA is not able to provide support, the provider should:
 - Notify your Oregon Health Authority (OHA) Health Systems Division (HSD) compliance specialist and/or Oregon Department of Human Services (ODHS) Children's Care licensing coordinator.
 - i. The licensing compliance specialist/licensing coordinator will notify the COVID Response and Recovery Unit (CRRU) population support epidemiologist and regional epidemiologist.

You can get this document in other languages, large print, braille, or a format you prefer. Contact the Coronavirus Response and Recovery Unit (CRRU) at 503-979-3377 or email CRRU@dhsosha.state.or.us. We accept all relay calls or you can dial 711.