

# STATE OF CONNECTICUT

## DEPARTMENT OF PUBLIC HEALTH

Deidre S. Gifford, MD, MPH  
Acting Commissioner



Ned Lamont  
Governor  
Susan Bysiewicz  
Lt. Governor

### HEALTHCARE QUALITY AND SAFETY BRANCH

## BLAST FAX 2020-97

TO: All Nursing Homes/Managed Residential Care/Assisted Living/Home Health Agencies/Residential Care Homes

FROM: Commissioner Deidre S. Gifford, MD, MPH

A handwritten signature in blue ink, reading "Deidre S. Gifford".

CC: Deputy Commissioner Heather Aaron, MPH, LNHA  
Adelita Orefice, MPM, JD, CHC, Senior Advisor to the Commissioner  
Barbara Cass, RN., Branch Chief, Healthcare Quality and Safety Branch  
Donna Ortelle, Section Chief, Facility Licensing and Investigations Section

DATE: October 6, 2020

SUBJECT: Emergency Request For PPE

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### Guidance for Ordering Personal Protective Equipment from The Department of Public Health

#### Background:

On March 10, 2020, in response to the global pandemic of 2019 Coronavirus Disease (COVID-19), the Governor declared a public health and civil preparedness emergency throughout the State of Connecticut to remain in effect through September 9, 2020. On September 1, 2020, the Governor renewed the March 10, 2020, declaration and issued a new declaration of public health and civil preparedness emergencies that will remain in effect until February 9, 2021.



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In response to this declaration, the Department recommends appropriate personal protective equipment (PPE) be worn to reduce the spread of COVID 19 from person to person. The type of personal protective equipment that is required depends on the circumstances of the event.

Additionally, on September 24, 2020, the Commissioner ordered all nursing home facilities to stockpile enough PPE to manage a COVID -19 outbreak of 20% of the facility’s average daily census for a 30-day period.

Lastly, as a result of the above declarations, the Department of Public Health is maintaining an inventory of PPE to respond to the urgent needs of long-term care facilities and emergency medical service organizations. Health care facilities and emergency medical services organizations (“entities”) will have the opportunity to request assistance with PPE supplies when they anticipate their stock on hand will be less than 72 hours, and they do not have the ability to source PPE through their own vendors. The request should include no more than a 1-week supply of PPE as identified by the entity.

**Process:**

Access to ordering personal protective equipment can be found on the Department’s on-line portal at <https://dphsubmissions.ct.gov> as follows:

Click on the button for “**PPE resource request form**”. The program will bring you to the form, no login is required.

Once the form is open, the following fields will need to be filled out in full:

Facility Information:

Click on the drop-down box next to “Facility Type” and pick your type of entity listed. (Note - Depending on the entity type, names of all facilities and EMS Organizations are prepopulated.)

Click on the drop-down box next to “Facility Name” and chose your facility from the drop-down box

Enter your facility phone number

Requester information:

Requester first name

Requester Last name

Requester Title

Requester Phone number

Requester email

Delivery point of contact:

Person receiving delivery

Phone number

Personal Protective Equipment:

Fill in each box for type PPE being requested.

Attestation:

You will need to check the 2 boxes at the bottom for:

- Verifying you have checked with your primary and secondary PPE vendors that your need exceeds the availability of PPE and you are not ordering more than a 7-day supply
- Your facility or system has implemented PPE optimization strategies as recommended by HHS and CDC.

Upon completion of the form, the Department will be reviewing your request and deciding for approval. You may receive an email or phone call with further questions from DPH staff. Once approved, the system will automatically generate an email with your approval information.

Your entity will also receive a phone call or email from the Department's staff who are responsible for monitoring and making decisions regarding distribution of PPE. Depending on the amount of personal protective equipment needed, the Department will either request the entity pick up the PPE at the Department, or PPE will be shipped directly to the entity from the warehouse where the PPE is stored.

If you have questions regarding ordering PPE, please click on the weblink at the bottom of the page that states: "for any questions or clarifications in regards to PPE Resource Request Submission, please submit a ticket to the Department of Public Health at: <https://dph-cthelpdesk.ct.gov/Ticket>" and fill out the information This will create an online ticket form that will be automatically submitted to DPH staff for review and response.