

Additional Guidance to Facilitate Completion of the PPE Survey

Department of Administration
Division of Purchase and Contract
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1. How are the various “masks” distinguished?
 - a. *Cloth face covering* would be synonymous with “reusable mask” and have properties that would allow it to be laundered and reused.
 - b. *Disposable mask* would have properties that require disposal after use.
 - c. *Mask* refers to surgical grade mask that would typically be used in a sterile setting, i.e., hospital, dental practice, etc. Some of these masks are disposable while others can be sanitized for reuse. This commodity may be used by agencies that have direct contact with live or dead animals, i.e., Department of Agriculture, Department of Natural and Cultural Resources.
2. What product does DHHS/EM have in its inventory for distribution to employees based on public contact information learned through the survey?
 - a. *Cloth face coverings* will typically be issued to employees.
 - b. *Masks* will be provided on a case-by-case basis as determined by need
3. Would the initial employee distribution identified in Question #2 be a one-time issuance? *The initial issuance of cloth face coverings is expected to be laundered and reused. Future issuances will be based on DHHS/EM on-hand quantities.*
4. Would State facilities need to maintain a limited number of disposable masks for customers who enter their facilities without masks? *DHHS/EM is providing cloth face coverings for customers that enter the facilities without face coverings.*
5. Hand Sanitizer:
 - a. Would DHHS/EM provide hand sanitizer for each customer facing employee in its initial distribution? *Yes. DHHS/EM will issue one large bottle of hand sanitizer for every 25 employees in the work area.*
 - b. Would the distribution of hand sanitizer be a one-time issuance? *DHHS/EM will provide additional hand sanitizer as their on-hand inventories permit. DOA-P&C will coordinate to ensure there is sufficient hand sanitizer available for employees’ use.*
6. Would State facilities need to provide a sanitizing station at the entrance of the building? *A sanitizing station may have disinfectant wipes, or hand sanitizer and paper towels. Facilities have been provided supplies for their sanitizing stations. DHHS/EM will provide additional hand sanitizer as their on-hand inventories permit. DOA-P&C will coordinate to ensure there is sufficient hand sanitizer available for customers’ use.*

7. Would State employees who handle money or documents handed to them by customers need gloves? *Current guidance says that employees who typically use gloves in the performance of their work will continue to use gloves. Since gloves seem to be readily available now, P&C will stock a limited quantity of small, medium and large gloves to ensure the State has on-hand inventory.*

8. What address should be entered in "Location Information"? *Location information is requested to project the number of employees at the work location.*

Remember, this is a two-step process:

*Step 1- DHHS will estimate PPE quantities based on the number of employees in customer facing roles, and Agencies will project PPE needs for the next 60 days. Initial PPE will be provided by DHHS/EM and P&C will order **other items** based on your projections.*

Step 2- Agencies will request items from P&C, which will be delivered by the Mail Service Center (MSC). On the request form, the Agency will indicate the MSC address where the supplies should be delivered. Supply requests may be delivered to the current MSC address or to a central location (to be distributed by the Agency).

9. Should items that are typically used, i.e., gloves, disinfectant spray, disinfectant wipes and hand sanitizer, continue to be ordered through the regular channels although your agency anticipates increased need for the items? *Because there is increased need, there will probably be price competition for the items. Your agency should order these items through the Consolidated Supply Project.*

10. Projecting Quantities for the next 60 days...

Product	Usual Package Quantity	Projection Calculation	Notes:
Disposable Mask	50/pack		DHHS/EM is providing cloth face coverings for all employees. Additional cloth face coverings will be provided to customer-facing operations for customers that enter the facility without a face covering.
Hand sanitizer	16 oz/12 pack	Total estimated # of people (employees and customers) in the work area	DHHS is estimating that a large bottle (64 oz) is sufficient for every 25 people.

Disinfectant Wipes	60 wipes /canister/ 6 pack	# of employees x # of potential customer contacts/ day	Consider potential for joint utilization of wipes, i.e., for employees within shared spaces vs. employees with individual offices
Disinfectant Spray	32 oz/each	# of employees x # of potential customer contacts/ day	Consider potential for joint utilization of spray , i.e., for employees within shared spaces vs. employees with individual offices
Gloves	90-100/box	# of employees with direct exposure to animals x # of contacts per day x #of contact days (during the next 60 days)	Reserved for employees with direct exposure to live or dead animals. Agencies include Agriculture and Consumer Services, and Natural and Cultural Resources May be provided to others in customer- facing roles.
Face Shields	50/pack	# of employees with direct exposure to animals x # of contacts per day x #of contact days (during the next 60 days)	Reserved for employees with direct exposure to live or dead animals. Agencies include Agriculture and Consumer Services, and Natural and Cultural Resources
Masks (Surgical Grade)	5/pack	# of employees with direct exposure to animals x # of contacts per day x #of contact days (during the next 60 days)	Reserved for employees with direct exposure to live or dead animals. Agencies include Agriculture and Consumer Services, and Natural and Cultural Resources
Gowns	100/pack	# of employees with direct exposure to animals x # of contacts per day x #of contact days (during the next 60 days)	Reserved for employees with direct exposure to live or dead animals. Agencies include Agriculture and Consumer Services, and Natural and Cultural Resources
Shoe covers	varied	# of employees with direct exposure to animals x # of contacts per day x #of contact days (during the next 60 days)	Reserved for employees with direct exposure to live or dead animals. Agencies include Agriculture and Consumer Services, and Natural and Cultural Resources

11. What about items that are not listed? *Please contact P&C's Supply Administrator for a supply source.*