

# PPE and Lab Supplies WebEx Takeaways and FAQ

## Takeaway points:

1. Review PAR for clinic with updated requirements and conservation methods
2. Update the weekly order summary tab **no later than 12:00 noon on Wednesdays!!**
3. Review the clinic contact information on Weekly Order Summary Tab (make any needed updates/changes)
4. Record what is delivered on weekly order summary tab quantity ordered vs. delivered
5. Update Viral media document 2x per day
6. Review DPC Covid email from Friday, March 27 regarding PPE conservation and ordering information (select hyperlink to tipsheets)
7. Oxivir Alternative: Cavi-wipes **SAP#: 343250** – *procurement is working on alternatives options for Oxivir*
8. Cindy Smith will be stepping into assist Sasha-Marsh Tamba with Supply Management oversight in the place of Ashley Nance.

## FAQ:

### **Q. Do I have to report Viral Media 2x daily if nothing has changed?**

*A: Yes! This gives us the data we need to ensure all practices have the necessary testing kits to properly care for their patients.*

### **Q. Do I have to report supplies if I do not need anything?**

*A: Yes! Please notate via an *n/a* if a product is not needed. If a space is left empty we do not know if a product is not needed, or if it has been overlooked.*

### **Q: Should N95 and earloop masks should be separated at the end of the day?**

*A: Yes, there should be a bin for N95s and a separate bin for earloop masks.*

### **Q. Should the mask be taken out of their paper bags prior to be placed inside the bin?**

*A: They can be taken out of the bag and placed in the bin OR simply have staff drop them in the bin at the end of their shifts. The brown bags are only to save the masks during the day if they need to be taken off (to eat, go outside, bathroom breaks, etc.)*

### **Q. Is there a specific location the bins should be located? Ex: med room, supply closet, door into/out of practice?**

*A: The suggestion is to keep these in your dirty supply area if you can as they would be considered dirty after use during the shift.*

### **Q. What do I do if I do not have bins at my practice yet?**

*A: Please begin collecting masks to conserve PPE. You can place N95 masks and earloop masks in a labeled trash bag at the end of the shift. Store these in your dirty supply area.*

### **Q. Can our staff use plastic bags instead of paper?**

*A: Please use a paper bag at this time unless directed otherwise. The plastic bag when closed will not allow the mask to ventilate or dry.*