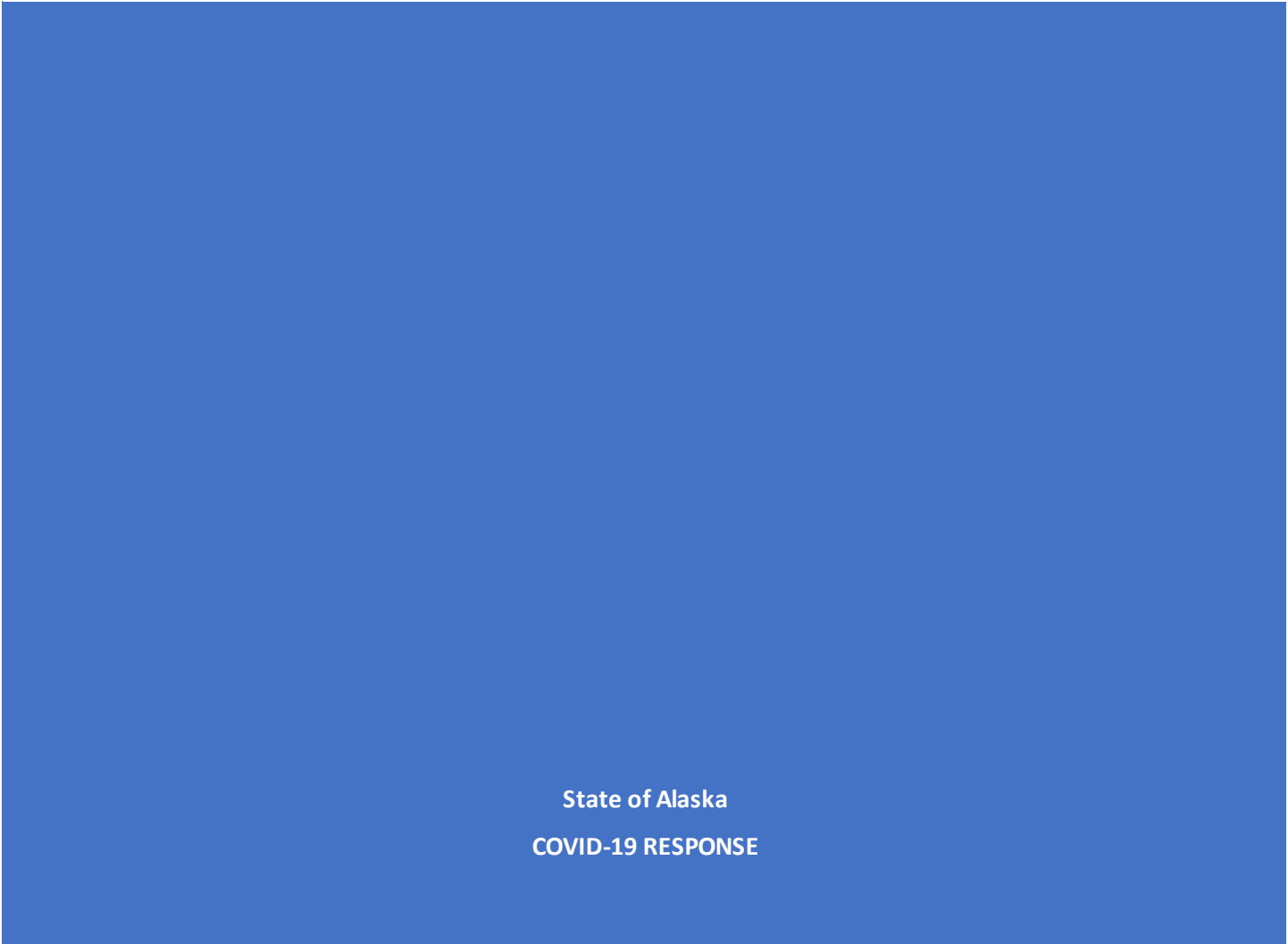


# PERSONAL PROTECTIVE EQUIPMENT (PPE) AND MEDICAL SUPPLY DONATION GUIDANCE



State of Alaska  
COVID-19 RESPONSE

## Table of Contents

<b>INTRODUCTION .....</b>	<b>2</b>
<b>MEDICAL GRADE PPE DONATION MANAGEMENT .....</b>	<b>2</b>
RECEIPT OF MEDICAL GRADE PPE AND SUPPLIES.....	2
DISTRIBUTION OF MEDICAL GRADE PPE AND SUPPLIES .....	3
<b>CITIZEN-MADE (HOMEMADE) PPE DONATION MANAGEMENT.....</b>	<b>3</b>
RECEIPT OF HOMEMADE PPE DONATIONS .....	4
DISTRIBUTION OF HOMEMADE PPE DONATIONS.....	4
<b>RESOURCES.....</b>	<b>6</b>

## Introduction

This toolkit is designed to provide recommendations that support a community-based, collaborative approach to accepting and distributing personal protective equipment (PPE) and other critical medical supplies. Many communities throughout Alaska have already instituted donation programs that outline what they will accept, where donations should be made, and additional parameters regarding these donations. For communities who are developing their plans now, this toolkit is meant to provide a basic framework that you can alter to fit the needs of your community.

## Medical Grade PPE Donation Management

While the State of Alaska requests that large PPE donations be made to the DHSS Emergency Operations warehouse for statewide distribution, the State will direct generous individuals who offer smaller donations of medical grade PPE to their local emergency management offices. The following donations of medical-grade Personal Protective Equipment (PPE)/Supplies are greatly appreciated by healthcare facilities where persons with COVID-19 and persons under investigation (PUIs) are being cared for:

- Nitrile exam gloves (all sizes)
- N95 masks
- Surgical masks
- Medical gowns
- Face shields
- Non-contact thermometers

Local healthcare facilities may be willing to accept expired medical grade PPE for potential use if supply levels become critical. Please check with your local healthcare facilities before determining a policy on the acceptance of expired PPE.

### Receipt of Medical Grade PPE and Supplies

It is recommended that each local jurisdiction identify a centralized location for receipt of these donations and a single point of contact to arrange drop-off. The Volunteer and Donations Annex of the community Emergency Operations Plan should address the design and operation of a flexible community-level donations and volunteer management system. The system should be designed to receive, process and distribute PPE and supplies.

If this is not addressed in the Emergency Operations Plan, the local office of emergency management (OEM) should serve as the primary local agency for the coordination of donated PPE and medical supplies. The local OEM should appoint a sub-group to oversee the donation process from receiving through distribution. This sub-group will maintain close coordination with OEM and with facilities who want to receive donated PPE. This sub-group frees up already strained healthcare facilities during this pandemic from having to manage these donations and allows healthcare personnel to be utilized in the healthcare setting where needed.

The decision regarding the drop-off location should be made in consultation with local healthcare centers and EMS agencies. Some communities may choose to have a publicly advertised drop-off site, but a confidential storage site for the PPE that is collected. Unless otherwise indicated by the healthcare facility, it is generally advised that the healthcare facility does not serve as the drop-off location. During pandemics, it is essential to minimize the flow of the public into critical healthcare facilities.

### **Distribution of Medical Grade PPE and Supplies**

The distribution of PPE and medical supplies should be coordinated through the identified centralized location within the jurisdiction. All requests from facilities should be submitted to the jurisdiction via a 213 Resource Request Form to ensure proper tracking. Supplies should then be distributed based upon determination of greatest need. Jurisdictions may want to consider the following when distributing PPE/supplies:

- Is the requesting facility actively treating patients who have been diagnosed with COVID-19?
- Is the facility performing procedures that are aerosol-generating or require close contact that place staff members at higher risk of exposure?

Any resource requests from local healthcare facilities that cannot be met by the jurisdiction should be forwarded to the State Emergency Operations Center for further potential resourcing from the state.

### **Citizen-Made (Homemade) PPE Donation Management**

Many individuals and small businesses want to serve their communities during this pandemic by creating alternative PPE such as face coverings. Their proactive approach to this situation and their focus on creative solutions is appreciated. It is important to direct their efforts in the manner that is most beneficial to the community.

The CDC provides clear guidance on the recommended PPE that healthcare personnel (HCP) should use when responding to individuals who are suspected of having COVID-19 or who have tested positive for COVID-19. The State of Alaska, Department of Health and Social Services does not recommend that HCP utilize homemade PPE when treating COVID-19 or other patients. However, due to current worldwide shortages of PPE, the CDC has identified the potential that some healthcare facilities may choose to utilize homemade PPE within their overall strategy to optimize the use of resources.

Per CDC guidance, in settings where face masks are not available, HCP may choose to use homemade face coverings for care of patients with COVID-19 as a **last resort**. The latest guidance from the CDC on this issue (current as of 4/3/2020) states:

#### **HCP use of homemade masks:**

*In settings where facemasks are not available, HCP might use homemade masks (e.g., bandana,*

*scarf) for care of patients with COVID-19 as a last resort. However, homemade masks are not considered PPE, since their capability to protect HCP is unknown. Caution should be exercised when considering this option. Homemade masks should ideally be used in combination with a face shield that covers the entire front (that extends to the chin or below) and sides of the face.*

Healthcare facilities should review and employ the strategies to optimize supplies of medical-grade face masks laid out by the CDC before considering this option. Consult the most current CDC guidance at: [Strategies for Optimizing the Supply of Facemasks.](#)

### **Receipt of Homemade PPE Donations**

Pre-planning with local facilities is essential in the efficient and effective collection of homemade PPE. Understanding which facilities will accept this PPE, and what types of homemade PPE they may be willing to accept, is a vital component to public messaging and will help you direct the efforts of your community members. An attachment to this toolkit, entitled “PPE and Medical Supply Information Form” is offered as a template to gather information from local agencies.

Prior to receiving homemade PPE donations, it is important that the Public Information Officer (PIO) disseminate clear information stating what type of homemade PPE is accepted, where and for what purpose. Additionally, the PIO should work with established media outlets to communicate how the public can best help. This quick, proactive response will decrease the amount of unwanted donations.

### **Distribution of Homemade PPE Donations**

Distribution of homemade PPE should occur at the community level and should have a single point of contact, just as described in the Medical Grade PPE section of this document. Be advised that homemade PPE donations should not be considered sterile, and all donations should be handled with the assumption that they must be sterilized prior to use by a receiving facility.

Outside of the healthcare setting, homemade PPE might be of value to other organizations who wish to provide their employees or customers with face coverings, but are unable to purchase them due to worldwide shortages. Consider a more extensive survey of organizations for the distribution of homemade PPE.

# PPE and Medical Supply Information Form

The intent of this form is to provide information to (insert name of jurisdiction/agency) regarding your facility's interest and guidelines for receipt of donated personal protective equipment and medical supplies. Please fill out this form and return it to the point of contact listed at the bottom to assist us in community-wide planning for distribution of donated PPE and supplies.

## Agency Information

**Organization:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Contact Name:** \_\_\_\_\_  
**Contact Phone:** \_\_\_\_\_  
**Contact Email:** \_\_\_\_\_

## Agency PPE and Medical Supply Preferences

1. Is your organization willing to accept medical grade PPE donations?      Yes       No
2. If yes, what types? Place a check next to the items you will accept. If only the first box is checked, it is assumed you will only accept in-date, medical grade versions of the item in unopened boxes. If willing to accept expired, opened boxes, or homemade versions of the item, please check the circle next to that option.

- |  |   |
|--|---|
| <input type="checkbox"/> <b>N-95 masks</b> <ul style="list-style-type: none"><li><input type="radio"/> Expired</li><li><input type="radio"/> Open Boxes</li></ul>  | <input type="checkbox"/> <b>Gowns</b> <ul style="list-style-type: none"><li><input type="radio"/> Expired</li><li><input type="radio"/> Open Boxes</li><li><input type="radio"/> Homemade</li></ul>               |
| <input type="checkbox"/> <b>Gloves</b> <ul style="list-style-type: none"><li><input type="radio"/> Expired</li><li><input type="radio"/> Open Boxes</li></ul>  | <input type="checkbox"/> <b>Bouffant/Scrub Caps</b> <ul style="list-style-type: none"><li><input type="radio"/> Expired</li><li><input type="radio"/> Open Boxes</li><li><input type="radio"/> Homemade</li></ul> |
| <input type="checkbox"/> <b>Surgical masks</b> <ul style="list-style-type: none"><li><input type="radio"/> Expired</li><li><input type="radio"/> Open Boxes</li><li><input type="radio"/> Homemade</li></ul> | <input type="checkbox"/> <b>Shoe Covers</b> <ul style="list-style-type: none"><li><input type="radio"/> Expired</li><li><input type="radio"/> Open Boxes</li><li><input type="radio"/> Homemade</li></ul>         |
| <input type="checkbox"/> <b>Face shields</b> <ul style="list-style-type: none"><li><input type="radio"/> Expired</li><li><input type="radio"/> Open Boxes</li><li><input type="radio"/> Homemade</li></ul>   | <input type="checkbox"/> <b>Other or Comments:</b><br>_____   |

Return form to: \_\_\_\_\_  
\_\_\_\_\_

## Resources

### COVID-19 Information Resources

- Centers for Disease Control (CDC)—leading health authority in the United States for the response to COVID-19 and other infectious diseases and public health emergencies: [CDC Coronavirus Response \(COVID-19\)](#)
- State of Alaska, COVID-19—provides the latest information on the COVID-19 response in Alaska: [Alaska COVID-19 Response](#)

### Examples of Homemade PPE Resources

The following is a sample of some sites that have patterns for making face coverings, gowns, bouffant/scrub caps. **Note that these sites are not endorsed by the State of Alaska or CDC. They are offered as examples of patterns that are openly available on the internet. Each facility may have a preferred pattern they have identified as the design they will accept. Inclusion of these resources in this document does not suggest that these designs are approved PPE for healthcare personnel or afford protection from COVID-19.**

- [Providence Health System 100 Million Mask Challenge](#)
- [COVID-19 Fabric Mask Pattern with Three Layers](#)
- [Facemask: A picture tutorial](#)
- [How to Make Face Masks for Hospitals During the Coronavirus Shortage](#)
- [Free Hospital Gown Patterns, Plus Face Mask & Scrub Cap](#)