

**Guidance for the supply of PPE for Care Providers V3 (**11/4/20)

1. **Key Contacts and when to use them**

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|  | **Contact** | **When to use** |
| **Contact during business hours** | Email: [PPE@conwy.gov.uk](mailto:PPE@conwy.gov.uk)  9-5pm Mon - Thurs  9-4.30pm Fri  01492 576337 | * **Use the e-mail** to provide us with the completed requisition form to provide us with the information of your current stock and what stock you would require for a 7 day period. |
| **Out of Hours** | **Out of Hours Number**  0300 1233079 | * We will not be providing deliveries out of hours but if there is anything that is urgent please call the out of hours number. |
| **Delivery:** | We will aim to deliver the PPE to you but may on some occasions ask you to pick it up, we will advise you of the pick-up point. |  |
| **Name of PPE**  **Co-ordinator** | Business Hours - Nicola Eccles | * All communication should be undertaken through the key contacts above which will be monitored by the PPE Co-ordinator. |

1. **Accessing PPE**

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| 1. **Accessing** 2. **PPE** | * Please complete the PPE Requisition Form v5 on a weekly basis and send to [PPE@conwy.gov.uk](mailto:PPE@conwy.gov.uk) before 10am every Monday. * This request needs to include:   1. What PPE you would require for 7 days   2. What is your current PPE stock   3. If you can access PPE   4. How you have risk assessed for single and sessional use * This form is to be completed for an organisation not an individual (Unless it is for Foster Carers or Personal Assistants) * Please allow a 7 day lead time * There may be times when we may not be able to provide all the PPE that you need and we will work with you if this happens.   **Charging Arrangements**   * There is no charge   **Delivery**   * In most cases we will deliver the PPE as to reduce the risk of transmission but you may be required to arrange to pick up the PPE if necessary. * There are no returns |
| **PPE Equipment** | Public Health Wales (PHW) published advice on the 8th April 2020 in relation to COVID-19: Infection Protection Control (IPC) and Supplementary Advice for Social Care Settings.   * <https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/information-for-healthcare-workers-in-wales/advice-on-ppe-guidance-implementation/> * <https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/information-for-healthcare-workers-in-wales/supplementary-advice-on-the-use-of-ppe-in-social-care/>   Previous guidance the use of Personal Protective Equipment during the Covid-19 pandemic is rapidly evolving, the latest release from Welsh Government was updated on **7th April 2020** which can be found on   * <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe#summary-of-ppe-recommendations-for-health-and-social-care-workers> |
| **Safe use of PPE** | * Please see the link: <http://www.nipcm.scot.nhs.uk/chapter-2-transmission-based-precautions-tbps/#a1091> and ensure that that your staff follow all the guidelines in this. |
| **Guidance for working with very vulnerable individuals.** | * Please follow this guide if you are providing care for very vulnerable individuals:   <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19> |
| **Support for Residential care & other closed settings.** | * Public Health Wales has established a team to support the management and staff of residential care homes and other closed settings.   Contact the team directly on 0300 003 0032 or via email on [phw.covid19enclosedsettings@wales.nhs.uk](mailto:phw.covid19enclosedsettings@wales.nhs.uk) |
| **Infection Prevention and Control** | Any PPE equipment provided to your staff must only be used in conjunction with national guidance. The **National Infection Prevention and Control Manual** that Wales has adopted: <http://www.wales.nhs.uk/sitesplus/888/page/95007>   * Disposal of all used PPE should be strictly per national guidance 1.9 Safe Disposal of Waste, see above link. |
| **Escalation** | * We will escalate any PPE issues that you have to the Betsi Cadwaladr University Health Board and the Welsh Government |
| **PPE Supply Changes** | * We will change this guidance if the PPE supply changes and provide you with an update. |