



State of Connecticut  
Department of Developmental Services

DDS

Ned Lamont  
Governor

Jordan A. Scheff  
Commissioner

Peter Mason  
Deputy Commissioner

**To:** Employers of Record  
**From:** DDS Emergency Operations Center  
**Date:** May 8, 2020  
**RE:** PPE Distribution

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The Department of Developmental Services' Emergency Operations Center has secured certain Personal Protective Equipment (PPE) items for your self-hired staff. The PPE DDS will be distributing at this time will be four kits. Each kit includes one surgical mask and five pairs of gloves. This distribution is intended to cover two weeks, understanding that staff in direct care settings are to reuse masks, as we continue to work through PPE shortages.

**PLEASE NOTE:** the existing online request process will remain operational for needs outside of the two-week supply of surgical masks and gloves. Please follow the link to access [Employer of Record PPE Supply Request Form](#).

If your staff is in need of N95 masks, eye protection, gowns, or other emergency needs, you may continue to use the request process. For clarification, per clinical guidance, fitted N95 respirator masks should **ONLY** be used when staff are in the room with individuals who have tested positive for COVID-19 under the following circumstances:

- During treatment for an individual with a tracheotomy
- During treatment for an individual receiving suctioning (does not include toothbrushing with suction)
- During treatment for an individual using a nebulizer
- When in the room with an individual using a CPAP or BiPAP machine

Kits will be made available for pickup at four regional locations next week.

On Tuesday May 12<sup>th</sup> from 9am to 1pm:

- DDS East Hartford (155 Founders Plaza, East Hartford)
- DDS Uncas on Thames Campus (401 W. Thames Street, Norwich)

On Thursday May 14<sup>th</sup> from 9am to 1pm:

- DDS Ella Grasso Center (300 Armory Road, Stratford)
- Southbury Training School (1461 South Britain Road, Southbury)

**The person picking up the kits must show a copy of this letter and give the name of the Employer of Record.** The person picking up the kits must wear a mask at the time of pickup and should remain in their vehicle. Additional instructions will follow when they arrive.

Thank you.