



State of Connecticut
Department of Developmental Services

DDS

Ned Lamont
Governor

Jordan A. Scheff
Commissioner

Peter Mason
Deputy Commissioner

To: DDS Providers

From: Jordan A. Scheff, Commissioner

Cc: Peter Mason, Deputy Commissioner; Katie Rock-Burns, Chief of Staff; Valencia Bagby-Young, Director of Health and Clinical Services; Scott McWilliams, DDS Chief Fiscal Officer; Timothy Baldwin, DDS Fire Chief ; David David, Director of Service Development and Support; Jackson Pierre-Louis, Division Director of Quality and Systems Improvement

Date: June 26, 2020

RE: Personal Protective Equipment (PPE) Update

The Department of Developmental Services (DDS) continues to work diligently to provide and distribute PPE to our private provider network based on available resources.

Our current PPE request process remains active. You can access the request form [here](#). The request process has been streamlined to differentiate between regular biweekly requests and interim emergency requests. Providers must submit regular biweekly requests for PPE by 5pm every other Thursday. Interim emergency requests may be submitted at any time for supplies for new COVID+ sites or other emergencies.

As Employment and Day programs prepare to reopen in mid-July, please submit your requests through this system as soon as possible. We will use these requests to increase our requests for supplies. Please follow the same method of requesting **ONLY** a two week supply.

PPE requested through the regular biweekly requests will continue to be distributed through the four DDS points of distribution (East Hartford, Norwich, Southbury, Stratford). You will receive a message every other week with your approved PPE, location, and time.

Regular biweekly requests should be for a **two-week supply** of PPE, using the standard methodology outlined below. Requests will be reviewed for consistency with this methodology and fulfilled based upon available PPE. **PLEASE NOTE the updates PPE use guidance – changes have been highlighted in yellow.**

PPE Use Guidance:

- **Surgical/procedure masks:** to be used by all DSPs conducting direct care. (1 mask/staff/shift)
- **KN95 masks:** may be used in place of surgical mask.
- **Gloves:** to be used under normal circumstances (e.g. hands on personal care); to be used by all DSPs providing care at COVID+ sites; to be used by all staff conducting/in the room for aerosol generating procedures.
- **N95 respirators:** to be used by all staff conducting/in the room for aerosol generating procedures on any individual regardless of COVID status, such as nurses providing care of a tracheostomy, suctioning an individual (this does not include toothbrushing with suction), providing nebulizer treatments, assisting or when in the room with a person using a CPAP (continuous positive airway pressure) or BiPAP (bilevel positive airway pressure) machine for sleep apnea or other medical condition, and/or when administering CPR (cardiopulmonary resuscitation) utilizing bag-mask ventilation (BMV or ambu-bag). Please ensure that you have a plan in place for fit-testing. (1 mask/staff/shift)
- **Eye protection (face shield or other):** to be used by all DSPs providing care at COVID+ sites; to be used by all staff conducting/in the room for aerosol generating procedures.
- **Gowns:** to be used by all DSPs providing care at COVID+ sites; to be used by all staff conducting/in the room for aerosol generating procedures.
- **Cleaning supplies:** as needed.

Changes in supply chain or clinical guidance may prompt revisions to this guidance. Any changes will be communicated to providers.

Please note: any previous request submitted by providers has been discarded, consistent with the EOC method of reviewing requests. Previous requests will not be reviewed a second time, even if the request was only partially filled. New requests must be submitted biweekly for consideration.

Please email DDS.COVID19@ct.gov with any questions.

Thank you.