



COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

DATE: May 14, 2020

TO: Licensed Assisted Living Facilities

FROM: Tara Ragland, Director, Division of Licensing Programs

RE: PPE - Urgent Need Request and Information

As indicated in our May 6, 2020, correspondence, VDSS has implemented a system for all licensed assisted living facilities to initiate an urgent PPE need request. “Urgent need” is defined as a supply of seven or fewer days of available PPE, an unplanned shortage of supplies (e.g., a backorder/cancellation of ordered PPE), or an outbreak in your facility. If you need to make an urgent request, please visit <https://www.surveymonkey.com/r/P7XLGCV> and provide the requested facility information. We will process and review all requests received by close of business each Monday. All approved PPE requests will be available the following week. We strongly encourage you to [report your weekly burn rate and PPE inventory](#). Weekly reporting will provide a baseline of weekly burn and inventory for your facility, which will allow us to help you more quickly if your facility develops an urgent need. Please continue working with private sector vendor(s), associations, and your corporate office to ensure adequate availability of PPE for your facility. An urgent PPE request to VDSS should be your last resort for your PPE supply.

If you are having difficulty obtaining adequate supplies from your current vendor(s), please visit the PPE vendor resources below. The Virginia Department of Emergency Management (VDEM) has vetted these vendors, and they should be able to help you procure supplies in a timely manner.

<https://www.mcclungcompanies.com/vma> - a Virginia initiative resource

<https://www.projectN95.org> – a nationwide PPE resource

<https://eva.virginia.gov/eva-emergency-notices.html> - COVID-19 emergency vendor list (most vendors listed are for PPE)

If you have any questions about this process or PPE distribution, please email us at dss.dolp@dss.virginia.gov, indicating *PPE Question* in the subject line of the email. Please note, this email address does not accept PPE requests or weekly burn rates/inventory.

Thank you for the work you are doing to ensure the health and safety of your residents and staff at this critical time.