# To: SST Coalition and all SLCO Healthcare Providers

**From: Salt Lake County Health Department**

**Re: Procedure for COVID-19 Personal Protective Equipment (PPE) Requests**

**Date: March 31, 2020**

Salt Lake County Emergency Management and the Salt Lake County Health Department have been in receipt of numerous requests lately for PPE related to the COVID-19 virus. Salt Lake County (SLCO) is currently experiencing a scarcity of supply because of the chronic global shortage of PPE. In order to eﬀectively meet the supply demand of SLCO Healthcare, SLCO municipalities, and others, we are establishing the following streamlined procedures for PPE disbursement requests.

First, please note that you should be managing your facility inventory and exhausting any supply chain of PPE prior to placing a request with SLCO. Once such supply chain has been exhausted, facilities are being asked to follow the process reﬂected on the ﬂow chart that I have also attached. This procedure is intended to streamline the process of supply distribution through a single point ordering and priority of distribution system.

As noted on the chart, all requests for PPE that relate to a municipal government or agency (including police, ﬁre and EMS) should be submitted to SLCO by each municipal Emergency Manager (or designee) for the respective municipality through the ordering process described in the attached flow chart. This means that if an organization has only one facility you would go to the cities Emergency Manager to request what PPE you need. If your organization has facilities in several cities within the county you would then contact the county through the email or phone number below.

***Requests should be delivered to Salt Lake County EM ESF7 desk: 801-743-7143*** [***ESF7@slcoem.org***](mailto:ESF7@slcoem.org)

Our team will process the requests and will ﬁll orders in a reasonably timely manner, based on supply available, the criteria outlined and the speciﬁed process. Please limit requests to appropriate PPE, as opposed to equipment such as oﬃce, hardware or other similar supplies.

We are in the process of creating an online survey for the purpose of assessing inventory of PPE throughout the Salt Lake Valley. We will be distributing this survey in the upcoming days. We request your prompt response to the survey so that SLCO will be in a better position to connect scarce supplies with the highest priority demand.

Finally, please refrain from submitting requests directly to the State. We have been requested to attempt to meet demand prior to a State submission. If we are unable to ﬁll an order, the State resources will come into play.

Salt Lake County remains committed to working collaboratively with our community partners in our collective goal of limiting exposure of COVID-19 to all healthcare, including ﬁrst responders and others. Thank you for helping us meet this goal of public health and safety, as we face this unprecedented challenge of supply needs triggered by the COVID-19 virus.