



**STATE OF WASHINGTON**  
**DEPARTMENT OF SOCIAL AND HEALTH SERVICES**  
*Aging and Long-Term Support Administration*  
*PO Box 45600, Olympia, Washington 98504-5600*

April 9, 2020

**ALTSA: AFH #2020-011**  
**ALTSA: ALF #2020-013**  
**ALTSA: NH #2020-015**  
**ALTSA: CCRSS #2020-008**  
**ALTSA: ICF/IID #2020-009**  
**ALTSA: ESF #2020-008**  
**PERSONAL PROTECTIVE EQUIPMENT ORDERING: REVISED PROCESS**  
**COVID-19 TESTING**

Dear Provider/Administrator/Superintendent:

**PERSONAL PROTECTIVE EQUIPMENT**

The manner of requesting and receiving personal protective equipment (PPE) has changed. DSHS received direction on 04/09/20 that revises how PPE will be requested and distributed to long-term care facilities and Supported Living Agencies. The state mission in this regard is to:

- Get appropriate PPE to every long-term care facility with a COVID-19 case.
- Get surgical masks to every long-term care facility without a COVID-19 case so universal surgical masking can occur to prevent pre- and asymptomatic infection from staff to residents or clients.

PPE requests will now be received and filled by your local emergency management agency (EMA). The department is providing a list of all LTC facilities and Supported Living agencies by county to each EMA. The EMA will contact your facility/agency to inquire about your PPE needs and will then arrange delivery and set up an ongoing ordering process

You may continue to use the DSHS online store at <https://ppewa.com> as a backup for your emergency needs if your EMA cannot fulfill your request. This allows DSHS to cover the gap if your EMA cannot fulfill your PPE order or cannot respond in a timely way.

**COVID 19 TESTING FOR ALL LTC FACILITIES AND AGENCIES**

DSHS is tasked with providing numbers to the state Unified Coordination Group Incident Commander to get every resident and staff member of a long-term care facility tested if that facility has a COVID-19 case.

DSHS will be calling all long-term care facilities in the next few days to gather the data needed in response to the above direction for COVID testing.

The data you will need to provide to the department is:

1. Number of COVID positive or suspected residents/clients
2. Resident/client census
3. Total number of licensed beds for facilities
4. Total number of clients for Supported Living agencies
5. Total number of employees
6. Staff trained to administer COVID test (Yes or No)

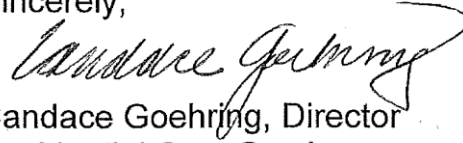
Dear Provider-Administrator-Superintendent

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The Department of Health has issued this guidance, [PPE Conservation Strategies](#). Please review and implement to the greatest extent possible to help conserve resources needed for the health and safety of residents and staff during outbreak.

Sincerely,

A handwritten signature in black ink, appearing to read "Candace Goehring". The signature is fluid and cursive, with a large loop at the end.

Candace Goehring, Director  
Residential Care Services

DSHS: "Transforming Lives"