



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

January 28, 2021

**ALTSA: AFH #2021-004**  
**ALTSA: ALF #2021-003**  
**ALTSA: CCRSS #2021-003**  
**ALTSA: ESF #2021-003**  
**ALTSA: ICF/IID #2021-003**  
**ALTSA: NH #2021-008**

**PROCESS TO REQUEST EMERGENCY PERSONAL PROTECTIVE EQUIPMENT (PPE)  
DURING A SHORTAGE**

Dear Administrator / Superintendent / Provider:

We acknowledge that access to personal protective equipment (PPE) has been difficult during the pandemic. In general, all long-term care facilities and agencies must purchase necessary PPE. However, if your facility has a shortage of PPE, you may request an emergency supply.

**NORMAL CONDITIONS (NO SHORTAGE)**

Under normal conditions, long-term care facilities and agencies must purchase all necessary PPE through the open market. It is the responsibility of the facility or agency to outfit workers with the PPE required to safely perform their duties and comply with Washington State Department of Labor & Industries (L&I) [Coronavirus Hazard Considerations for Employers](#) and Centers for Disease Control and Prevention (CDC) [infection control guidance](#).

**SHORTAGE CONDITIONS (10 TO 20 DAYS OF SUPPLY)**

If your PPE inventory falls below 20 days of projected use, you may request an emergency supply from your [local emergency management agency](#) (EMA). Typically, EMAs will have PPE supply to provide an emergency amount for a facility or agency. PPE delivery lead time may be as long as 10 days.

If the EMA is unable to fulfill the request, you may contact ALTSA/DDA. See below.

**CRITICAL SHORTAGE CONDITIONS (LESS THAN 10 DAYS OF SUPPLY)**

If your PPE inventory falls to critical levels (less than 10 days of projected consumption), immediately notify your [local emergency management agency](#) (EMA). Indicate that you have less than 10 days of supply and ask whether the EMA would be able to provide an emergency supply before you run out.

If the EMA is unable to deliver timely PPE, you may file a request through the DSHS ALTSA Incident Management Team. Email [ppebranch.ltcimt@dshs.wa.gov](mailto:ppebranch.ltcimt@dshs.wa.gov) with your direct contact information, mailing address, and immediate PPE needs.

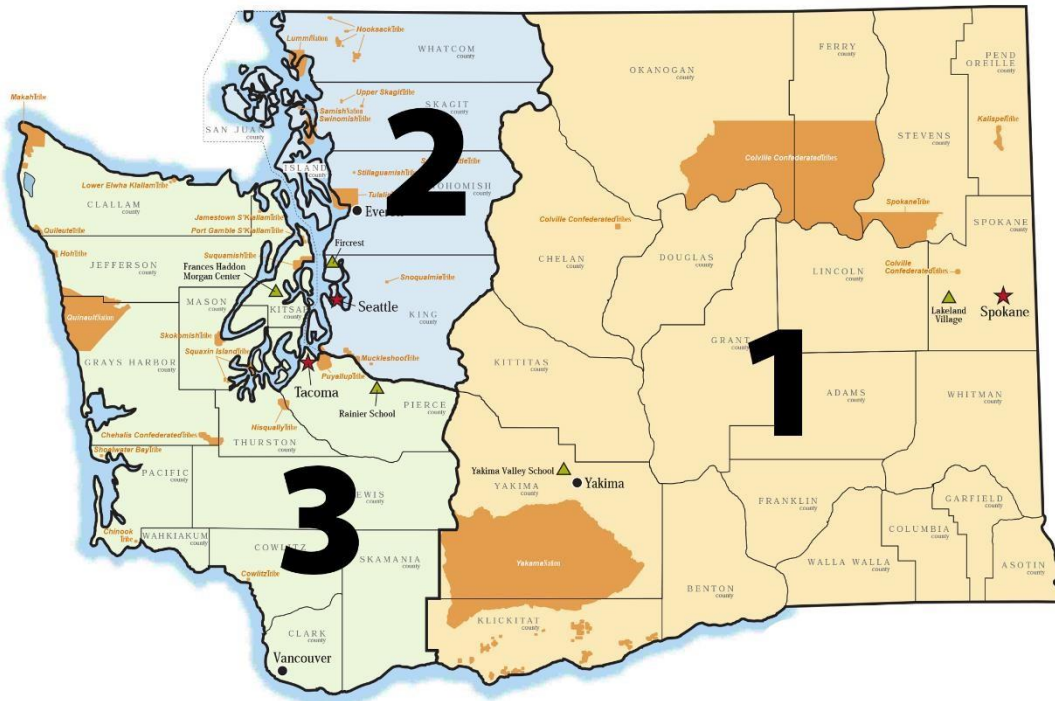
Non-state-operated Supported Living (SL) providers and Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID) must contact the Developmental Disabilities Administration (DDA) if local emergency management cannot supply PPE. Refer to the following page for DDA contacts.

## Developmental Disabilities Administration (DDA) Contacts:

**Region 1:** Vercoe, Todd: [Todd.Vercoe@dshs.wa.gov](mailto:Todd.Vercoe@dshs.wa.gov) (509) 961-5084

**Region 2:** Brown-Riker, Claire: [claire.brown-riker@dshs.wa.gov](mailto:claire.brown-riker@dshs.wa.gov) (206) 568-5773

**Region 3:** Almquist, Susan: [Susan.Almquist@dshs.wa.gov](mailto:Susan.Almquist@dshs.wa.gov) (253) 677-9273



General questions may be referred to [ppebranch.ltcimt@dshs.wa.gov](mailto:ppebranch.ltcimt@dshs.wa.gov).

Sincerely,

Candace Goehring, Director  
Residential Care Services

DSHS: "Transforming Lives"