

Information Memorandum Transmittal Aging and People with Disabilities



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Number: APD-IM-20-020

Issue date: 3/5/2020

UPDATED

Topic: Long Term Care

Due date:

Subject: Gloves and Mask supplies for HCWs in Response to COVID-19

Applies to (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging: Types A and B | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Support Service Brokerage Directors | <input type="checkbox"/> Other (<i>please specify</i>): |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

In response to the COVID-19 (coronavirus) concerns, APD wants to ensure that gloves and masks are available for homecare workers (HCWs) that are currently providing services to consumers.

Some offices may receive increased requests for gloves and masks and will therefore need to increase their supply that is on-hand.

Here are some things to keep in mind when distributing gloves and masks:

- Form [4106](#) is on the forms server and should be used to track requests for gloves and masks.
- Consumers should be seeking and applying for coverage through their medical benefits but can obtain gloves and masks while coverage is pending. **However, requests for gloves and masks may be provided even if a request has not yet been made to the consumer's medical benefits.**
- HCWs must be currently providing care for a consumer in order to obtain gloves or masks.

- The HCW should only be given a quantity that would correlate to tasks that need completed by a consumer-employer.

Quantity to have stocked in response to COVID-19:

GLOVES:

At a minimum, all offices should have 10 boxes or 1 case of small, medium, large and extra-large gloves in stock.

MASKS:

All Offices should have at least 3 boxes of masks in stock.

AAA Type A offices may elect to direct HCWs to the appropriate APD office instead of keeping a supply.

Supply and Demand:

Central Office has spoken with our vendors Excel and Rockwest and both companies report restrictions on masks. They have not reported restrictions on gloves.

- Rockwest suggests having purchasers call as opposed to ordering online to verify quantities available.
- Excel will take orders for masks, but all orders will be put on a list and allocated as the company deems necessary.

Local offices that encounter difficulties with obtaining any needed supplies should contact Traci Lerner (contact information is below), who will attempt to work out alternative arrangements.

APD/AAA procedures for ordering and payments:

Please refer to [APD-IM-19-005](#).

If you have any questions about this information, contact:

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