**COVID-19 Personal Protective Equipment (PPE) Resource Request and Tiered Prioritization Guidance**

**COVID-19 Public Health Resource Request Form (ICS 213 RR)**

**Purpose:**

This document is to serve as the **COVID-19 Response Guidance** for requesting Personal Protective Equipment from the State Cache.

All requesting agencies and facilities will submit Public Health Resource Requests to their **District Liaisons (DLs)**. The **COVID-19 PUBLIC HEALTH RESOURCE REQUEST FORM (ICS 213 RR)** will be the only acceptable form for requesting resources during the **COVID-19 Response Effort**. The **Public Health** **District Liaisons (DLs)** will work with **County Emergency Management Agency (EMA)** **Directors** to submit resource requests to the **Public Health Emergency Operations Center (PHEOC).** The **Medical Countermeasures Program Manager (MCM) and Logistic Section Chief (LSC)** will process resource requests.

**Available Resources:**

* **N95 Masks (XS, S, Universal)**
* **Surgical Protective Masks (Universal)**
* **Face Shields (One Size)**
* **Disposable Protective Suits (M, L, XL, 2XL, 3XL, 4XL)**
* **Nitrile Gloves (S, M, L)**
* **Disposable Shoe Covers (One Size)**
* **Gowns (One Size)**
* **Sanitation Wipes**

**Tiered Resource Priority Validation:**

**TIER 1:** Clinical-First Responders/Emergency Medical Services/Health Care Providers, Hospitals, (Identified HCF Outbreak), Infectious Disease Response Teams personnel

**TIER 2:** Urgent Care and Outpatient Clinics, FQHCs

**TIER 3:** Long Term Care Facilities, Assisted Living Facilities, Nursing Homes

**TIER 4:** Non-Clinical-First Responders FD/PD

**Resource Request Validation, Routing and Distribution Method:**

1. Facilities or agencies will conduct a needs assessment of on-hand resources and submit the **ICS 213 RR** to their respective DL for validation
2. The DL will review and validate the request and collaborate with County EMA to identify a suitable location for shipment (Physical Address and Point of Contact (POC))
3. The DL will sign and submit the Resource Request to the Logistic Section Chief (LSC)
4. The LSC and MCM will review requests for accuracy and determine availability of resources to process requests
5. LSC will contact ME DOT to set up delivery to distribution site
6. LSC will notify the DL when a request is filled/completed and provide contact information of ME DOT driver
7. DL will maintain communication with LSC and ME DOT driver until shipment arrives at distribution site

**Online Resource Request Status:**

* Same procedure as above, DL will input the online Resource Request Form into the PHEP Website for purpose of tracking and disposition

**Request Process Criteria:** The following questions must be addressed before the request can be processed.

**Has Fit Testing been conducted at this agency/facility within the 12 months prior to this request? YES/NO**

**Has requesting agency/facility exhausted on-hand resources? YES/NO**