

To: All Staff
From: Brad Saunders, CEO
Date: March 20, 2020
Re: PPE Kits in Community Living Toronto Sites

We all have seen media reports on the availability of personal protective equipment (PPE). Across the world, PPE such as masks and protective glasses are in short supply for every sector in society.

In order to manage our inventory of PPE, we have centralized our supplies and will be making them available as required for staff who are supporting individuals with suspected or confirmed COVID-19 diagnoses.

Beyond these measures, it is important that CLTO staff have ready access to supplies on hand to deal with cases that may arise. To that end, a tagged bag of emergency response PPE will be available in every home. These kits contain masks, gloves, gowns, and protective glasses. These products are to be used only when an individual is showing symptoms of an infectious disease. As a reminder, these symptoms include fever, new cough, difficulty breathing, and other flu-like symptoms. Upon noticing these symptoms and using the PPE, group home staff are asked to call their manager or supervisor immediately. Arrangements will then be made for prompt delivery of PPE as required.

These PPE kits were delivered today and must be kept in a place that staff can access them if necessary. **These products are to be used ONLY if someone shows symptoms. They are not for normal daily use, nor for use under any other circumstance.**

A visual check of the kit bag will be added to the shift change report in order to ensure that these materials remain both secure and available if needed. Staff are asked to conduct the visual inspection and hand-write and initial the following language in all shift change reports: *Pandemic Emergency Supply bag – available, bag unopened, products intact*. Please note any PPE kit product use in the shift change report.

Thank you for your assistance in maintaining the quality and integrity of our equipment supply.

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