



State of Connecticut  
Department of Developmental Services

DDS

Ned Lamont  
Governor

Jordan A. Scheff  
Commissioner

Peter Mason  
Deputy Commissioner

**To:** DDS Providers

**From:** Jordan A. Scheff, Commissioner

**Cc:** Peter Mason, Deputy Commissioner; Katie Rock-Burns, Chief of Staff; Scott McWilliams, DDS Chief Fiscal Officer; Timothy Baldwin, DDS Fire Chief ; David David, Director of Service Development and Support; Jackson Pierre-Louis, Division Director of Quality and Systems Improvement

**Date:** May 19, 2020

**RE:** Personal Protective Equipment (PPE) Update

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The Department of Developmental Services (DDS) continues to work diligently to provide and distribute PPE to our private provider network based on available resources.

**Effective May 19, 2020, our PPE request process has been updated.** You can access the request form [here](#). The form will also be posted on the DDS website under “[DDS COVID-19 Updates for Providers](#)” and “Personal Protection Equipment (PPE)”. The request process has been streamlined to differentiate between regular biweekly requests and interim emergency requests. Providers must submit regular biweekly requests for PPE by 5pm every other Thursday, beginning Thursday May 28<sup>th</sup>. Interim emergency requests may be submitted at any time for supplies for new COVID+ sites or other emergencies.

***As a one-time divergence from this process, all providers should submit their biweekly request for PPE by 5pm this Thursday May 21<sup>st</sup> for next week’s distribution.*** After this, providers should submit by 5pm every other Thursday, beginning Thursday May 28<sup>th</sup>, as noted above.

PPE requested through the regular biweekly requests will continue to be distributed through the four DDS points of distribution (East Hartford, Norwich, Southbury, Stratford). You will receive a message every other week with your approved PPE, location, and time.

Regular biweekly requests should be for a **two-week supply** of PPE, using the standard methodology outlined below. Requests will be reviewed for consistency with this methodology and fulfilled based upon available PPE. As the supply chain for PPE expands, the department’s inventory will grow and our ability to fulfill all requests will improve.

## **PPE Use Guidance:**

- **Surgical/procedure masks:** to be used by all DSPs conducting direct care. (1 mask/staff/shift)
- **KN95 masks:** may be used in place of surgical mask.
- **Gloves:** to be used under normal circumstances (e.g. hands on personal care); to be used by all DSPs providing care at COVID+ sites.
- **N95 respirators:** to be used when working with someone who is COVID-19 positive and undergoing aerosol producing treatments such as nurses providing care of a tracheostomy, suctioning an individual (this does not include toothbrushing with suction), providing nebulizer treatments, assisting or when in the room with a person using a CPAP (continuous positive airway pressure) or BiPAP (bilevel positive airway pressure) machine for sleep apnea or other medical condition, and/or when administering CPR (cardiopulmonary resuscitation) utilizing bag-mask ventilation (BMV or ambu-bag). Please ensure that you have a plan in place for fit-testing. (1 mask/staff/shift)
- **Eye protection (face shield or other):** to be used by all DSPs providing care at COVID+ sites.
- **Gowns:** to be used by all DSPs providing care at COVID+ sites.
- **Cleaning supplies:** as needed.

Changes in supply chain or clinical guidance may prompt revisions to this guidance. Any changes will be communicated to providers.

Please note: any previous request submitted by providers has been discarded, consistent with the EOC method of reviewing requests. Previous requests will not be reviewed a second time, even if the request was only partially filled. New requests must be submitted biweekly for consideration.

In addition, DDS has added a thermometer request option on the new form noted in this email (and posted on the DDS website). Please be aware that DDS will not be accepting email request for thermometers as the new form will be the process for requests.

Please email [DDS.COVID19@ct.gov](mailto:DDS.COVID19@ct.gov) with any questions.

Thank you.