

Toronto Region

Région de Toronto

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April 23, 2020

MEMORANDUM TO: Executive Directors, Transfer Payment Recipients

FROM: Kevin Pal, Director, Toronto Region

SUBJECT: **Critical Supplies and Equipment Survey**

We see and understand the impacts of Personal Protective Equipment (PPE) shortage on individuals affected by COVID-19 and front-line workers across the broader public sector.

Ontario has developed the Critical Supplies and Equipment (CSE) survey to confirm current inventory and anticipated weekly demand for PPE across multiple sectors within the province.

We are asking your organization to complete the survey and upload to the online virtual inventory, on a weekly basis, to help inform ongoing provincial planning. With your data the government will be better able to estimate demand for PPE and make linkages with suppliers where possible. However, completion of the survey does not guarantee access to supplies. Your agency should continue to work to source PPE directly.

If your organization oversees client placement in relation to unlicensed outside paid resources, please ensure that the CSE survey is distributed to these operators, and that they are directed to submit the survey based on their own PPE inventory. Should you have any questions, please contact your regional or ministry lead.

To access the survey, click this link:

https://pwc.qualtrics.com/jfe/form/SV_6ShioFY99oaDpul

The survey password is: "PPEsurvey2020" (case sensitive)

A new survey link will be provided to you by your lead regional contact every Thursday. Completed surveys must be uploaded to the virtual inventory every **Monday by 5pm**. If your organization distributed the survey to unlicensed outside paid resources for client placements you oversee, you will also need to pass along the new survey link weekly.

We would strongly encourage completion and submission as quickly as possible. The landscape for supplies is changing daily, and the earlier we have visibility on inventory and demand, the better. **You are only expected to submit 1 survey per site, please inform your regional or ministry lead if you receive multiple surveys.**

WebEx training sessions on how to complete the survey can be accessed using the links below:

Thursday April 23 1pm - 2pm - Attendee Link: <https://pwc-americasmc-ca.webex.com/pwc-americasmc-ca/e.php?AT=SINF&MK=475569892&MJL=1>

Friday April 24 9am-10am - Attendee Link Here: <https://pwc-americasmc-ca.webex.com/pwc-americasmc-ca/e.php?AT=SINF&MK=477462043&MJL=1>

Friday April 24 2pm-3pm - Attendee Link Here: <https://pwc-americasmc-ca.webex.com/pwc-americasmc-ca/e.php?AT=SINF&MK=478028345&MJL=1>

Monday April 27 10am-11am - Attendee Link Here: <https://pwc-americasmc-ca.webex.com/pwc-americasmc-ca/e.php?AT=SINF&MK=478785979&MJL=1>

Additional training dates will be made available if required.

If you have any questions pertaining to the completion of this survey, please contact the CSE Survey Help Desk (available 24/7) at 416-687-8445. The Help Desk is also available via email to respond to your queries at ca_ppesurveysupport@pwc.com.

For other CSE related questions please connect with your regional lead listed below:

North	Sara Bertrand Sara.Bertrand@ontario.ca ; 705-235-1767
Toronto	Ira Matthews ira.matthews@ontario.ca ; 647-522-4546 Matthew Austin Matthew.Austin@ontario.ca ; 647-242-4606
Central	Kathy Anderson Kathy.Anderson@ontario.ca ; 289-926-9672

	Donna Wilson Donna.Wilson@ontario.ca ; 289-684-0906
West	Rita Cesarini Rita.Cesarini@ontario.ca ; 289-308-7351 Mary Cripps Mary.Cripps@ontario.ca ; 289-659-3146
East	Sommer Wayte sommer.wayte@ontario.ca ; 613-449-9164
PATCO	Paraniya Balakumar Paraniya.Balakumar@ontario.ca ; 416-276-1840
IHWS	Hadear Shaheen Hadear.shahneen@ontario.ca ; 437-993-5452

If you have received the survey from another ministry, please inform your MCCSS lead regional contact listed above.

Other important considerations:

1. If you have a current supplier that can accommodate your orders, please continue to work with them to fulfill your PPE needs.
2. As PPE is a limited resource, we encourage organizations to be as judicious as possible when assessing weekly demand.
3. Your local Public Health Unit will play a key role in giving you guidance about the appropriate use of PPE.
4. If you have an immediate and critical need for PPE, please connect with your lead regional contact.
5. Do not dispose of empty sanitizer bottles, pumps and containers – future shipments may be in gallon containers or bigger – smaller containers may need to be used for refills.

The attached How-to Guide for step-by-step guidance on how to complete the survey. Additionally, the appendix includes guidance materials and additional resources that provide general protection information from COVID-19.

Thank you in advance for your cooperation and we will continue to support you through this process.

Sincerely,

A handwritten signature in black ink, appearing to read 'K. Pal', enclosed in a thin black rectangular border.

Kevin Pal
Director, Toronto Region

Encl.