3/15/20

Dear County Official,

I am submitting this request on behalf of my practice to receive Personal Protective Equipment (PPE) assistance during the COVID-19 public health emergency. Our practice is attempting to care of outpatients in the ambulatory setting, but as we run low or out of supplies, we are at risk of losing our capability to keep lower acuity outpatients in the ambulatory setting and out of our current overwhelmed acute care hospitals.

Our practice provides **[insert specialty**] care at **[insert location(s)]**. On a typical day we see **[insert number]** patients per day, but with the COVID-19 surge, we are current getting requests to see **[insert number]** patients per day. A major factor in limiting our ability to meet this increased demand is the disruption of our PPE supply chain. Attached, you will find evidence of the backorders and out of stock notices from our vendors.

Below is our current inventory of supplies and our request for support. Anything the county can do to assist us will go a long way to helping us support our community during this crucial time.

Thank you for your immediate assistance,

[Name of Point Clinician]

[Name of Practice]

[Main Address]

[Contact phone number]

[Contact email]

|  |  |  |
| --- | --- | --- |
| Item | Current Inventory | Requested Inventory |
| Masks (isolation or surgical) |  |  |
| Gloves |  |  |
| Gowns |  |  |
| Cleaning supplies |  |  |
| Tissues |  |  |