COVID-19 PPE Survey

How-To-Guide

Health Sector

pwc   Ontario

Introduction and Survey Background

As the outbreak of COVID-19 continues to evolve locally and globally, a key challenge identified across the health care sector has been the availability of and access to personal protective equipment (PPE).

To support the provincial response to the outbreak, Ontario Health has developed a common survey for identifying the current status and anticipated demand of PPE across multiple sectors within the province. As a key partner, we are asking your organization to complete the survey to help inform provincial planning. (Please review the reporting cadence on Page 3).

The in-scope inventory items covered in this survey include: Masks, Eye Protection, Gloves, Gowns, Booties, Hand Sanitizer, Disinfectant Wipes and Swabs

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What is the Reporting Cadence for the PPE Survey?

As we move to a daily reporting schedule, the information below outlines the main changes that will occur:

Every morning, at 8am the survey for the day will open. The survey will then close 9 hours later at 5pm EST. This process will occur every day, from Monday - Sunday.

Please complete the survey every day and by the deadline each day, to ensure your inventory needs can be aggregated into the daily analysis.

Important Notice:

- If you are an organization with multiple facilities, please submit one survey per facility. The more granular the information, the better. We are looking to understand availability by region, and ensure that PPE supplies are provisioned to where they are most needed.

  However, if your organization holds inventory centrally, or is not feasible to report at a facility level - you are welcome to report at an organizational level.

  The most important factor is that you don't double-count inventory supply.

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How do I Log onto the PPE Survey?

1 Please enter the survey, using the link you receive via email.

2 Type in the password for the survey. The password was provided to you via email. If you do not have the password, please contact the person who sent you the survey link, or call the technical support number (416-687-8445).

3 Please fill out all the information related to the Respondent (yourself), and/or your organization.

4 For Question 7, please select your applicable LHIN(s). For example, if you are filling out this survey for multiple facilities within your organization, please select all the LHIN(s) that apply to the facilities you are providing data on. **If you are unsure about which LHIN(s) is applicable**, please visit: http://www.lhins.on.ca/

5 For Question 8,9 and 10, where it asks for your **Organization's Address, City and Postal Code, please state the address, city and postal code that is applicable to the Facility/Organization you are providing inventory data on.** For example, if your organization has 10 facilities, and you are submitting the survey for '*Facility 1*,' include the specific address, city and postal code for '*Facility 1*' in Questions 8,9 and 10. Alternatively, if your organization holds inventory centrally for all 10 facilities, and you are submitting one survey for your organization as a whole, please include the address, city and postal code of your organization's head office.

6 Continue scrolling down and fill in all the grey response fields for Questions 1-10. **All questions are mandatory.**

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Which Excel File should I download from the PPE Survey?

Once you have completed Questions 1-10, you will notice that within **Question 11, there are two Survey Spreadsheets**, in blue font. It is **VERY** important that you download the correct Survey Spreadsheet for your organization.

Please follow the guidelines below to determine which Survey Spreadsheet you should download (page 6 includes downloading instructions):

If you are a **Health related organization** (e.g., Retirement Home, Home Care Provider, Long-Term Care Provider), please download the **"COVID19 PPE Survey Spreadsheet Health Sector"** Excel file.

If you are a Non-Health related organization (e.g., SolGen, Metrolinx, Service Ontario), please download the **"COVID19 PPE Survey Spreadsheet Non Health Sector"** Excel file.

11. For Health Sector organizations (e.g., Retirement Homes, Home Care Providers), please complete the following spreadsheet. All instructions are included within. Please upload it once completed.

COVID19 PPE Survey Spreadsheet Health Sector

For Non-Health Sector organizations (e.g., SolGen, Metrolinx, Service Ontario), please complete the following spreadsheet. All instructions are included within. Please upload it once completed.
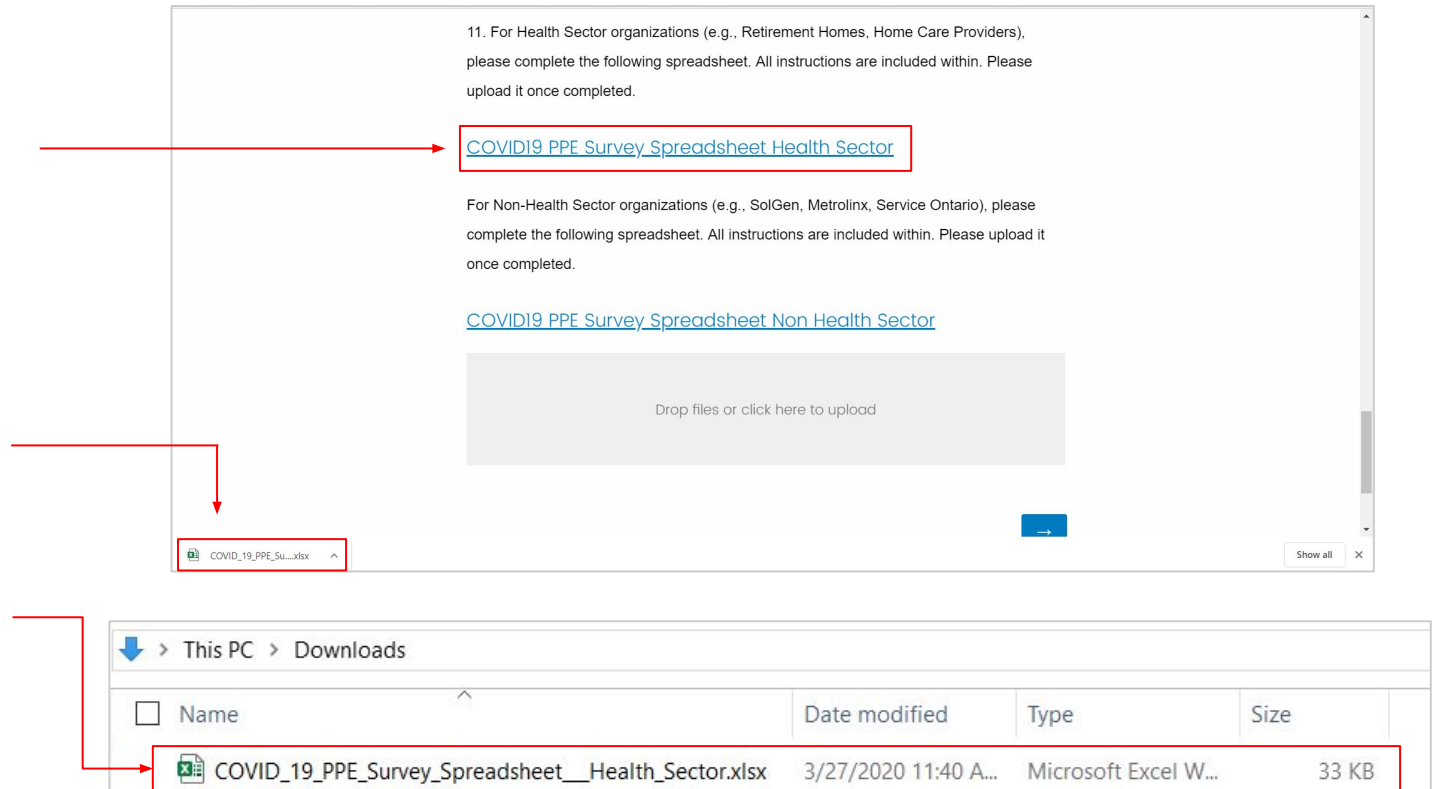
COVID19 PPE Survey Spreadsheet Non Health Sector

Please download a new version of the Excel file every day, in case changes have been made. Changes will be outlined in the "PPE Survey Update" tab of the new Excel file you download.

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How do I Download the Excel File?

Once you have determined **the correct Excel file for your organization (please see Page 5 for instruction on this)**, please download the Excel file, using the instructions below:

1 To download the Excel file, please click on the blue text saying either (1) "COVID19 PPE Survey Spreadsheet Health Sector" **or** (2) "COVID19 PPE Survey Spreadsheet Non Health Sector". This blue text can be found below Question 10 in the survey. As discussed on Page 5, **you only need to download the Excel file that applies to your organization.**

2 The file should then begin to download to your computer, and appear on the bottom left of your screen.

3 If the document does not appear at the bottom left of your screen, you can always search for the document in your "Downloads" folder under "This PC."

4 Please ensure you save the file to a safe place within your computer before you begin to fill out the tabs.

11. For Health Sector organizations (e.g., Retirement Homes, Home Care Providers), please complete the following spreadsheet. All instructions are included within. Please upload it once completed.

COVID19 PPE Survey Spreadsheet Health Sector

For Non-Health Sector organizations (e.g., SolGen, Metrolinx, Service Ontario), please complete the following spreadsheet. All instructions are included within. Please upload it once completed.

COVID19 PPE Survey Spreadsheet Non Health Sector

Drop files or click here to upload

Show all

COVID_19_PPE_Su....xlsx

> This PC > Downloads

Name	Date modified	Type	Size
COVID_19_PPE_Survey_Spreadsheet__Health_Sector.xlsx	3/27/2020 11:40 A...	Microsoft Excel W...	33 KB

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How do I Carry Over Content from Yesterday's Submission to Today's Submission?

Certain data points might not change on a day-to-day basis for your facility/organization. Where that is the case, you can copy and paste data from the Excel File you submitted yesterday, into the new Excel File you are submitting today.

Please see instructions below for how to copy and paste between Excel files:

1 Highlight the data that you would like to copy and paste, from yesterday's Excel File. For example, highlight cells D13 to L13, from yesterday's Excel File that you submitted.

2 Right click on the highlighted area and select "Copy."

3 Go to the new Excel spreadsheet that you are submitting for today and select where you would like the copied data to go. For example, if you copied cells D13 to L13 in yesterday's submission, click on cell D13 in today's submission.

4 Right click on the cell you would like to paste the data in and select "Paste". In some cases, the "Paste" button may be an icon that looks like this:

5 All the data should now be transferred over. **Please double check that all the data populated into the correct columns and rows.**

6 If you have any questions about coping and pasting between Excel files, please call the Technical Support number (416-687-8445).

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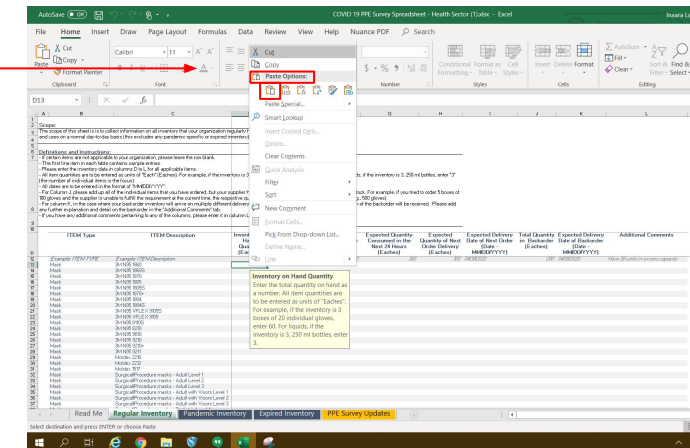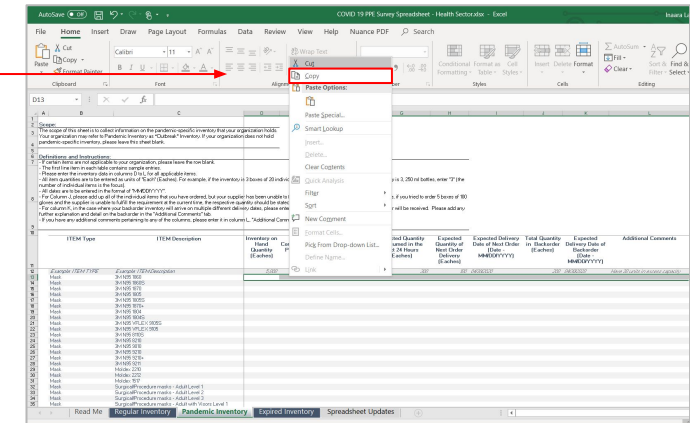
Overview of all the Tabs in the Excel File

There are four tabs included in this document. Below is a description of each of the tabs and overall guidance on this Excel document. If you need specific help with a tab, please refer to the following pages, for step-by-step guidelines on each tab.

(1) **Tab 1: "Read Me"** includes a summary of the Excel document, Scope and Instructions. Please read this tab to orient yourself on the content of this file.

(2) **Tab 2: "Regular Inventory"** is to collect information on all inventory that your organization regularly holds and uses on a normal day-to-day basis (this excludes any pandemic-specific or expired inventory).

(3) **Tab 3: "Pandemic Inventory"** is to collect information on the pandemic-specific inventory that your organization holds. Your organization may refer to Pandemic Inventory as "Outbreak" Inventory.

(4) **Tab 4: "Expired Inventory"** is to collect information on all expired inventory that your organization currently has stocked, but that is expired as of the day this survey is due.

(5) **Tab 5: "PPE Survey Updates"** includes a summary of all the updates/changes that have been made to this survey since the survey was published last. *This tab does not require any data to be inputted.*

Total inventory you hold = regular inventory + pandemic inventory + expired inventory (mutually exclusive categories)

⭐ In most columns of tabs 2-4, if you do not input the data in the correct format, a popup will appear that states "Incorrect Format". If this appears, please review the instructions for each of the tabs to ensure you are inputting your data correctly.

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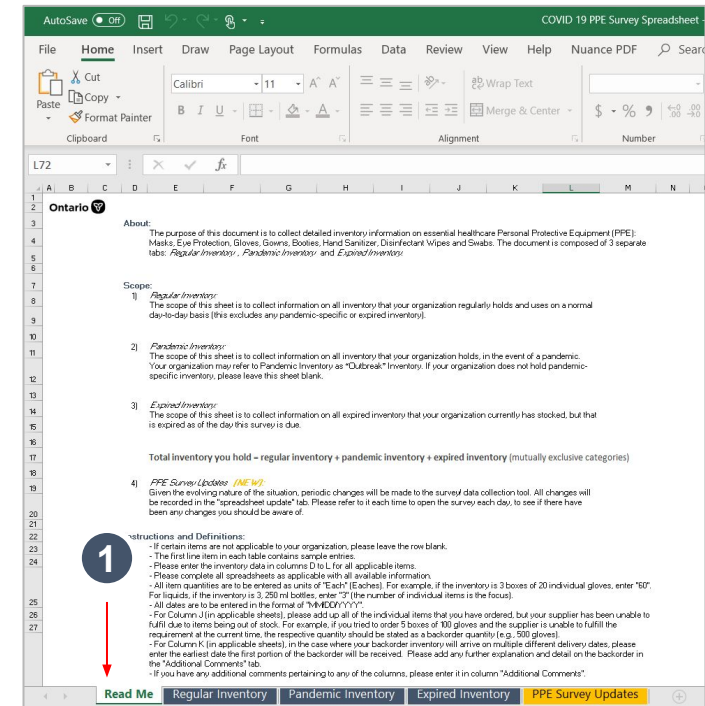
Overview of Inventory Items in Tabs 2-4

To assist with collecting inventory information, we have included a **pre-populated list of all potential inventory** items that we need data on. This list is included in **Column B and C of all the inventory tabs (Regular Inventory, Pandemic Inventory and Expired Inventory)**.

Please see tips below that **apply to all the inventory tabs (Regular Inventory, Pandemic Inventory and Expired Inventory):**

Please do not add in any additional inventory items.

If certain inventory items are not applicable to your organization, please leave the column D-L for that item row blank.

If an inventory item is open or partially used, please do not include it in your inventory data.

To get additional information on the content needed in a column, click on the cells under the column headings (e.g., Cell D12 "Inventory on Hand Quality") and a yellow popup box will appear with a definition of the required content. Utilize this definition to assist you in filling in the data required for that column.

Now that you understand the Excel document, you are ready to start filling out your information. *In some cases, the Excel File will have a yellow bar at the top, as seen below outlined in red.To begin editing the Excel File, click "Enable Editing". You will now have the ability to make changes to this file.*

Pre-Populated List of Inventory Items

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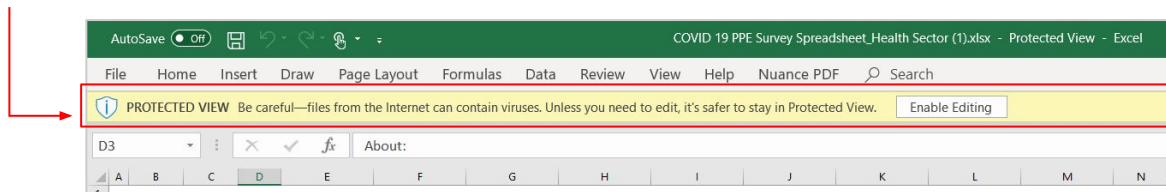
How to fill out Tab 2 - "Regular Inventory" of the Excel File (1 of 2)

The purpose of this tab is to collect data on your organization's regularly held inventory. As stated on Page 9, we have included a list of all potential **inventory items we need data on in Columns B and C. Please do not add in any additional items. If certain items are not applicable to your organization, please leave the row blank.**

Please enter the inventory data in columns D to L. Below are instructions on how to fill out the content in these Columns.

1 All item quantities are to be entered as units of "Each" (Eaches). For example, if the inventory is 3 boxes of 20 individual gloves, enter "60". For liquids, if the inventory is 3, 250 ml bottles, enter "3" (the number of individual items is the focus). "Each" is applicable for Columns D, E, F, G, H and J.

2 "Past 24 hours" is defined as the 24 hours prior to your last inventory count. How much inventory did you use (Column E) or receive (Column F) between your count yesterday, and your count today?

3 "Next 24 hours" is defined as the 24 hours after you complete your inventory count. How much inventory do you expect to use between your count today, and when you count again tomorrow? "Next 24 hours" is applicable to Column G.

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The purpose of this tab is to collect data on your organization's regularly held inventory. As stated on Page 9, we have included a list of all potential **inventory items we need data on in Columns B and C. Please do not add in any additional items. If certain items are not applicable to your organization, please leave the row blank.**

Please enter the inventory data in columns D to L. Below are instructions on how to fill out the content in these Columns.

4 In Column H "Expected Quantity of Next Order Delivery (Eaches)", please enter the quantity of items you expect to receive in your next order. If you are unsure about the quantity of inventory you will receive, please use your best understanding from your vendors to provide an estimate.

5 All dates are to be entered in the format of "MM/DD/YYYY". This date format is applicable for Column I and K.

6 For Column J - "Total Quantity in Backorder (Eaches)," please add up all of the individual items that you have ordered, but your supplier has been unable to fulfil due to items being out of stock. For example, if you tried to order 5 boxes of 100 gloves and the supplier is unable to fulfill the requirement at the current time, the respective quantity should be stated as a backorder quantity (e.g., 500 gloves).

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The purpose of this tab is to collect data on your organization's pandemic inventory. Pandemic inventory is defined as all excess inventory that your organization stores in the event of an adverse event, such as a Pandemic or Outbreak. Some organizations refer to this excess inventory as "Outbreak Inventory". As stated on Page 9, we have included a list of all potential **inventory items we need data on in Columns B and C. Please do not add in any additional items. If certain items are not applicable to your organization, please leave the row blank.**

Please enter the inventory data in columns D to L. Below are instructions on how to fill out the content in these Columns.

1 All item quantities are to be entered as units of "Each" (Eaches). For example, if the inventory is 3 boxes of 20 individual gloves, enter "60". For liquids, if the inventory is 3, 250 ml bottles, enter "3" (the number of individual items is the focus). "Each" is applicable for Columns D, E, F, G, H and J.

2 "Past 24 hours" is defined as the 24 hours prior to your last inventory count. How much inventory did you use (Column E) or receive (Column F) between your count yesterday, and your count today?

3 "Next 24 hours" is defined as the 24 hours after you complete your inventory count. How much inventory do you expect to use between your count today, and when you count again tomorrow? "Next 24 hours" is applicable to Column G.

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How to fill out Tab 3 - "Pandemic Inventory" of the Excel File (2 of 2)

The purpose of this tab is to collect data on your organization's pandemic inventory. Pandemic inventory is defined as all excess inventory that your organization stores in the event of an adverse event, such as a Pandemic or Outbreak. Some organizations refer to this excess inventory as "Outbreak Inventory". As stated on Page 9, we have included a list of all potential **inventory items we need data on in Columns B and C. Please do not add in any additional items. If certain items are not applicable to your organization, please leave the row blank.**

Please enter the inventory data in columns D to L. Below are instructions on how to fill out the content in these Columns.

4 In Column H "Expected Quantity of Next Order Delivery (Eaches)", please enter the quantity of items you expect to receive in your next order. If you are unsure about the quantity of inventory you will receive, please use your best understanding from your vendors to provide an estimate.

5 All dates are to be entered in the format of "MM/DD/YYYY". This date format is applicable for Column I and K.

6 For Column J - "Total Quantity in Backorder (Eaches)," please add up all of the individual items that you have ordered, but your supplier has been unable to fulfil due to items being out of stock. For example, if you tried to order 5 boxes of 100 gloves and the supplier is unable to fulfill the requirement at the current time, the respective quantity should be stated as a backorder quantity (e.g., 500 gloves).

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How to fill out Tab 4 - "Expired Inventory" of the Excel File

The purpose of this tab is to collect data on your organization's expired inventory. Expired inventory is defined as inventory that is expired as of the day this survey is due (for example, if this survey is due on Tuesday, please list all the inventory that is expired as of Tuesday). Similar to the Tab 2 and 3, we have included a list of all potential **inventory items we need data on. This list is included in Column B and C. Please do not add in any additional inventory items. If certain inventory items are not applicable to your organization, please leave the row blank.**

Please enter the inventory data in columns D to G. Below are instructions to assist with filling out all the content in these Columns:

1 All item quantities are to be entered as units of "Each" (Eaches). For example, if the inventory is 3 boxes of 20 individual gloves, enter "60". For liquids, if the inventory is 3, 250 ml bottles, enter "3" (the number of individual items is the focus). "Each" is applicable to Columns D, E and F.

2 "Past 24 hours" is defined as the 24 hours prior to your last inventory count. How much inventory did you use (Column E) or receive (Column F) between your count yesterday, and your count today?

3 "Next 24 hours" is defined as the 24 hours after you complete your inventory count. How much inventory do you expect to use between your count today, and when you count again tomorrow? "Next 24 hours" is applicable to Column G.

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How to Save and Upload the Excel File and Submit the Survey

Thank you for taking the time to fill out the PPE Survey and Excel File. Now that you have completed inputting all the data, please follow the steps below to save your document and re-upload it to the PPE Survey.

1 Once you have completed each of the information input tabs (Regular Stock, Pandemic Stock, and Expired Stock), please save the document - **The name of the document is not important for our purposes,** however, we recommend you use the following naming convention: **"<FACILITYNAME>_HEALTH_<MMDDYYYY>"**
Please ensure you save the file in a safe place before uploading the document so you can easily track your daily entries.
Example of file title: "ABCHomeCare_HEALTH_03312020".

2 To upload the Excel File, please choose one of the following two methods:

- Select the file from its location on your computer, and drag the file into the grey section below Question 11 of the survey.

- Click on the grey "Upload" section below Question 11 of the survey, and select the completed Survey file.

3 You can confirm your Excel file has been uploaded by the document name and size being displayed in the grey section.

4 After uploading the completed survey spreadsheet, please click on the blue **submit** button located at the bottom right of the survey.

11. For Health Sector organizations (e.g., Retirement Homes, Home Care Providers), please complete the following spreadsheet. All instructions are included within. Please upload it once completed.

COVID19 PPE Survey Spreadsheet Health Sector

For Non-Health Sector organizations (e.g., SolGen, Metrolinx, Service Ontario), please complete the following spreadsheet. All instructions are included within. Please upload it once completed.

COVID19 PPE Survey Spreadsheet Non Health Sector

Drop files or click here to upload

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COVID19 PPE Survey Spreadsheet Health Sector

For Non-Health Sector organizations (e.g., SolGen, Metrolinx, Service Ontario), please complete the following spreadsheet. All instructions are included within. Please upload it once completed.

COVID19 PPE Survey Spreadsheet Non Health Sector

ABCHomeCare_HEALTHSECTOR.xlsx

10.3 KB
application/vnd.openxmlformats-officedocument.spreadsheetml.sheet

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Contact Information for Additional Survey Support

After reviewing this guide, if you have any additional questions - we are operating webinars and a technical support hotline to support you in completing this survey.

There are two options for help:

1. Online Training via WebEx - If you are looking for an overview of the Survey, please attend one of these WebEx sessions below:

    a. **Friday, April 3** - 11:30-12:30 - Click here to join

    b. **Friday, April 3** - 1:30-2:30 - Click here to join

    c. **Monday, April 6** - 11:30-12:30 - Click here to join

    d. **Tuesday, April 7** - 11:30-12:30 - Click here to join

2. If you do have specific questions related to the PPE Survey or Excel document, please call the following number to talk to one of our technical support staff members:

    ☎ 416-687-8445 for PPE Survey Technical Support (currently available from 8am - 5pm, Monday to Friday)

    OR

    ✉ Email "ca_ppesurveysupport@pwc.com" - please indicate whether you are health or non-health, a brief description of the issue, and a contact number (with extension if applicable); **please allow for a 1-2 hour delay for responses depending on volume** (Email address is for questions only - not to submit Excel spreadsheets)

Please ensure you are fully confident in the responses provided before submitting your survey. Multiple submissions per organization may compromise our analysis. We sincerely thank you for your cooperation and support.

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