

COVID-19 Emergency Resource Requests

For Organizations and Government Agencies within King County

Public Health Seattle & King County (PHSKC) and King County Office of Emergency Management (KCOEM) supports local government agencies; medical and care facilities; and other organizations within King County by procuring supplies, facilities, and personnel.

Important documentation and resources

1. [DOH guidelines for PPE prioritization](#)
2. [Guidance for PPE conservation and alternatives](#)
3. [King County Donations Connector](#)
 - o May offer an alternative route to preserving and procuring PPE and other medical supplies
4. [DOH Healthcare Provider Resources & Recommendations](#)

Personal Protective Equipment (PPE) such as masks, gloves and gowns are essential for mitigating the spread of COVID-19. Due to the unprecedented shortage of personal protective equipment (PPE) nationwide, PHSKC and KCOEM are working with the Washington State Department of Health (DOH) to procure PPE and other essential medical supplies. Please see below for more information on how to request supplies.

PPE and Other Supplies

Personal Protective Equipment (PPE) such as masks, gloves and gowns are essential for mitigating the spread of COVID-19. Due to the unprecedented national shortage of PPE, it has been difficult for many healthcare providers, community agencies, essential workers, and households to acquire needed supplies.

The Washington State Department of Health maintains guidelines for prioritization of personal protective equipment across Washington State. Organizations whose lines of business are included the [state guidance](#) are eligible to order personal protective equipment from King County Office of Emergency Management when it cannot be obtained from other sources, and if the organization ordering the supplies is making efforts to limit the quantities of PPE it uses.

1. Complete the online [PPE and Medical Supplies Request Form](#) to request items from King County's inventory. Fill in the requested quantity of needed items. The quantity you enter represents the total number of individual items – for example each mask needed, not boxes of masks needed. To add multiple supplies to your request, select "Add Another Request" for additional lines.
2. An excel version of the [PPE Request Form](#) spreadsheet is also available and can be emailed to rcecc.logs@kingcounty.gov. If you submit your request online, you do not need to submit the excel version.
3. Quantity – please request a 14-21 day supply of items for your agency (Contact King County OEM at the phone/email below if you require items not listed on the spreadsheet, or for more description of items available for order.)
4. You will receive a tracking number within 24 business hours from rcecc.logs@kingcounty.gov
5. King County OEM will attempt to source your order. King County will reply within 7-10 days to notify you which supplies you will be receiving, and to schedule delivery. Expect up to two weeks for delivery. Deliveries will only be attempted once per week. If a site is not available at the time of delivery, the supplies will be returned to the inventory and the agency will have to resubmit a new request.
6. Frequency – submit requests weekly by 12pm on Wednesdays. Orders are closed out at the end of each week. Items the county was not able to fulfill are not carried forward to the next week. Organizations must reorder the following week by Wednesday at 12pm if they would like to request items again.

For assistance with ordering PPE, contact the King County Office of Emergency Management via email rcecc.logs@kingcounty.gov or by calling 206-296-3830.

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Test Kits

- a. Complete one of the Test Kit request forms (I or II) below for the number of test kits your facility needs
- b. Email completed form to the Logistics section at rcecc.logs@kingcounty.gov
- c. You will receive a tracking number within 24 business hours from rcecc.logs@kingcounty.gov
- d. Frequency – submit as needed, but note that supplies can take up to a week to arrive depending on supply source

I. COVID-19 Test Kit

- Test kit options include ([more information](#))
 - Complete Test Kits
 - Individual Swabs and VTMs
 - 2 Swab and VTM combined*

*Supplies provided by King County.

II. COVID-19 Test Kit from Public Health Lab (located at Harborview Medical Center)

- Agencies must have an account with Public Health Lab Service at the time the requests are submitted. At this time, the Public Health Lab is working with limited agencies. If you have questions for the PH lab or would like to set up an account, call 206-744-8950. **Please Note:** A request form submitted to rcecc.logs@kingcounty.gov is still required even if the PH Lab is fulfilling your request.
- Note: The King County Public Health Lab is different than the Washington State Public Health Lab in Shoreline.

III. Testing Laboratories

- It is the responsibility of each agency to coordinate testing of COVID-19 specimens. A list of potential laboratories available to conduct COVID-19 analysis is provided by the Washington State Department of Health and can be found [here](#).