

Supply Order Guidelines for N.C. Cooperative Extensions 2021

To promote the Prevention of COVID-19 among Farmers, Agriculture Workers, and Health Workers supporting the greater agricultural community

*The NC Department of Health and Human Services is partnering with the NC Agromedicine Institute and the NC Cooperative Extension to help ensure that the agricultural community has access to personal protective equipment in preparation for the 2021 agricultural season. Your submissions will be used to help prepare for 2021 supply needs. **Please complete the DHHS supply request form and submit through the portal by Dec 16th.** Please request what you expect you will need and have space to store. Please be aware that we may not be able to fill the full order, but we will work together to fulfill requests to the best of our ability. Take into consideration local partners that can also be leveraged to meet these needs. If you have questions, do not hesitate to contact Chelsey Pitts (DHHS Supply Focal Point) Chelsey.Pitts@dhhs.nc.gov OR Kate Douglass (NC Farmworker Health Program Focal Point) Kate.Douglass@dhhs.nc.gov. NCFHP will work with DHHS and the State Supply Team, and NC Agromedicine Institute to meet supply needs.*

State Supply Inventory

➤ Where can supplies be ordered?

- NC Coop Extensions can order supplies using the updated and improved ReadyOps Link found on the DHHS website here: [LINK](#)
- **Please choose these options within the form:**
 - Type of Partner: Farm, Ranch, Agribusiness
 - Name of Initiative: NC Farmworkers Program
 - How many employees do you have: number* of farmworkers to be served

**for purposes of this request, refer to the 2019 Employment Security Commission Data & Quantity Estimates*

Please fill this out by December 16th, 2020. If you have concerns about meeting this deadline or need support, please reach out to Kate Douglass, Kate.Douglass@dhhs.nc.gov

➤ What is the state supply inventory?

- The items listed below are an overview of what will be found on ReadyOps Portal drop down options

Requested PPE Items:

- Hair cover
- Goggles
- Plastic glasses
- Face shield (universal and pediatric) *large stock avail)
- Honeywell 7700 half mask (M)
- Earloop procedural mask (universal and pediatric)
- Washable mask (universal)
- Gown (S-XXL) Nonsterile, disposable gown (universal)
- Nonsterile, washable gown (universal)
- Coverall/Tyvek (S-4XL)
- Shoe covers (pair)
- Infrared thermometer
- Axillary/oral digital thermometer cover (universal)
- Tympanic thermometer cover
- Disinfectant (32oz)
- Hand sanitizer hand wipes (100 wipes/container)
- Hand sanitizer (Gal)
- Soap (Gal)
- Waterless soap (3.4oz)

*The state portal only provides Gloves, N95s and Fit Test for Health Care Providers. Cooperative Extensions can order these items through the N.C. Agromedicine Institute. Please see "PPE Distribution and Procedure" section below

Target Groups

➤ Who can request supplies?

- This guidance document was created specifically for the N.C. Cooperative Extension as the “Requestor.” A separate guidance will also be shared with other farmworker focused organizations across the state to help meet additional agricultural community supply needs.

➤ Who qualifies for receiving these supplies?

- “Farmworkers” are generally considered to be migrant workers, H2A Visa workers, and seasonal workers AND their families when it applies. Farmer and Farm Labor Contractors and their families can also be included.
- Workers at crop and produce packing houses/plants are also included in the current target group
- Meat and poultry plant workers are not included in the estimated needs for this specific initiative. DHHS is working with other groups to distribute masks and supplies to meat and poultry workers. However, it is o.k. to respond to a specific request if there is a need because DHHS is striving to get supplies to all workers who may be at risk.
- Medical staff including outreach workers responding to Covid19 response for the greater agricultural population (as defined in points above).

Recommendations for Supply Items and Quantity Estimations

➤ **Each county cooperative extension is encouraged to order supply quantities according to maximum needs and warehouse/storage capacity.** There is a possibility for future orders, however current funds will expire December 31, 2020. Please keep this in mind, but aware that supply order quantities may be limited pending on inventory available.

➤ How to make quantity estimation for the initial supply orders?

- It is recommended to make a maximum initial supply order according to the county’s perceived needs and warehouse space. The pre-estimate for maximum supply needs by county have been calculated and communicated with the DHHS Supply team (in preparation for your perceived needs/requests). These estimates were made based on the *2019 Employment Security Commission MSFW Peak Harvest by County* and can be found in the **Employment Security Commission Data & Quantity Estimates Worksheet** in the Farmworker Supply Resources and Supporting Documents on the NCFHP Website. This worksheet can be used as a tool to help calculate maximum supply estimations for the initial order; however, it is understood that each county has different volume of need and warehouse space, and orders will be made to the digression of the “Requestor.”

The items/quantities below serve as recommendations on how to estimate for initial supply request.

- 15 earloop procedure/disposable masks per farmworker (in most cases the masks come in packages of 5).
 - 50 Face shields per 500 farmworkers
 - 5 reusable cloth masks per farmworker or per farmworker family member to wear outside of work.
 - 5 Buckets of Hand Sanitizer (Gal) per County Extension which can be given for farmers to make available to their COVID infected workers in a communal space at a migrant camp and/or identify a lead worker/s to be a contact person as needed, and for outreach staff conducting mobile clinic and outreach activities.
 - If received 2 thermometers per County Extension which can be given for farmers to make available to their COVID infected workers in a communal space at a migrant camp and/or identify a lead worker/s to be a contact person as needed, and for outreach staff conducting mobile clinic and outreach activities.
 - If received, 5 buckets (32oz) disinfectant cleaning supply per County Extension which can be given for farmers to make available to their workers in a communal space at a migrant camp and/or identify a lead worker/s to be a contact person as needed.
 - 10 (sets) of gloves per farmworker (**through NC Agromedicine Institute*)
- **All other supply items up to digression of the “requestor,” however please take into consideration quantities might be limited**
- If the recommended quantities do not meet county needs OR If there is an item needed and not available through the state portal or through the NC Agromedicine Institute, please reach out to Kate Douglass, Kate.Douglass@dhhs.nc.gov

PPE Distribution and Procedure

➤ What is the State Distribution Procedure?

- “Requestors” are asked to submit their 2021 supply needs through the NCDHHS portal by **Wednesday, December 16, 2020**. The supply form can be found on the NCDHHS portal here [LINK](#). If you have concerns about meeting this deadline or need support, please reach out to Kate Douglass, Kate.Douglass@dhhs.nc.gov
- NCDHHS Supply Team to review requests and communicate any unmet needs to the requester, and coordinate shipment of the supplies directly to the requestor.
- Most counties will receive more than one shipment from different warehouses or shipping companies and sometimes require a forklift, etc. to aid with unloading pallets. See the projected quantity estimates that were made based on the *Employment Security Commission Data & Quantity Estimates Worksheet* found in the Farmworker Supply Resources and Supporting Documents Folder. Note that masks are generally packaged in 500/box counts..
- We recognize that some County Extension Centers may currently have restricted access (no staff available at the center all the time or only one person answering phones). If you have any questions about any missed shipment, please contact Chelsey Pitts at DHHS, Chelsey.Pitts@dhhs.nc.gov

➤ How can educational materials be ordered?

The “Farmer/Grower Toolkit” is a set of Educational Materials to be distributed separately by DHHS. To inquire about the status of these materials and/or how to order, please contact the NC Farmworker Health Program, Nicandro Acevedo, Nicandro.Acevedo@dhhs.nc.gov OR Kate Douglass, Kate.Douglass@dhhs.nc.gov

- Educational posters and handouts will be distributed by Migrant Housing Inspectors to all counties where farmworkers reside pending approval and confirmation of DHHS “Farmer/Grower Toolkit” Materials. In general, be sure to provide both English and Spanish educational posters even if the farmworkers are Spanish speaking. It’s important for the English-speaking farming community to also learn and understand what is being posted/distributed and vice versa. Further communication to follow once materials are approved. For immediate questions, please contact NCFHP (as listed above).

➤ How can N95s, Gloves and Fit test be ordered?

- For Pesticide Protection related needs such as **N95s, gloves and fit test**, please contact Robin Tutor at the NC Agromedicine Institute, TUTORR@ECU.EDU

➤ What is the County Distribution Procedure?

- Each “Requestor” is free to determine the best method to distribute the supplies to farmworkers and their families (please refer to the *2019 Employment Security Commission MSFW Peak Harvest by County* for initial supply order quantity recommendations based on farmworker population)
- Supplies can be provided to farmers, farmworkers, and agencies serving these populations.
- Each of the Extension County Centers is free to determine ways to market this opportunity among their county’s target group. This can be done through the existing or newly created communications channels. The distribution can also be through collaboration with other local programs/agencies already connected to farmworkers and their families.

➤ Considerations for “Welcome Kits” when making Supply Quantity Estimations and Distributions

- “Welcome Kits” are one way to encourage a Collaborative and Strategic Distribution of Supplies. This activity promotes Community-led action, Farmworker Awareness, and Prevention of COVID19 through Implementation of “Welcome Kits” in areas with arriving farmworker populations.
- Through this Community-led approach, **key partners** work together to create a plan for storing, assembling and distributing a kit of COVID19 Prevention and Education information and PPE. Assembly of these kits, along with the accompanying health education, will:
 - 1) strengthen community partnerships, 2) achieve a tangible and positive goal, 3) promote awareness of farmworker presence in the community, and 4) foster healthy prevention behaviors in the farmworker population.

Some “Welcome Kit” items can be supplied through the DHHS Portal however some will need to be supplied externally. **If you are interested in “Welcome Kits,” and would like guidance, more information, OR would like to host a “Welcome Kit,” making event, please contact the NC Farmworker Health Program, Kate Douglass, Kate.Douglass@dhhs.nc.gov**

For more information, - see “Welcome Kits” 1-Pager included in Farmworker Supply Resources and Supporting Documents

External Resources and Supporting Documents:

- We created a separate page on the NC Farmworker Health Program Website which includes resources (including these guidelines) to help with supply needs. The following documents can be found on the NCFHP Website, on the COVID-19 Tab under *Farmworker Supply Resources and Supporting Documents*: [LINK](#)
 - Supply Order Guidelines for N.C. Cooperative Extensions 2021
 - Cheat Sheet – Supply Order Guidelines
 - Employment Security Commission Data & Quantity Estimates Worksheet (by county)
 - 2019 Estimate of MSFW During Peak Harvest by County
 - Planting and Harvest Seasons Worksheet
 - Welcome Kit – 1 pager & Order Template
 - Latest Updated Version of the *STATE SUPPLY INVENTORY LIST*
 - *NC Cooperative Extension District Map*
 - *2020-NCFHP-and-MHC-Map*

Please contact us with any questions that may arise during this process!