

To: Chief Executives  
Employee Directors

**Date:** 1 April 2020

Dear colleague

### **COVID-19 - Personal Protective Equipment**

The supply and availability of Personal Protective Equipment (PPE) is a key concern for health and social care staff as we respond to the covid-19 pandemic, and it is essential that all staff are aware of what PPE is available to them and who to contact locally if they need to raise any concerns or issues relating to PPE.

You will be aware we currently have adequate stock of PPE, equating to six weeks' worth of hospital stock for the most critical items. We will be issuing almost eight million items of PPE stock in the coming week to support Primary Care and Social Care. Work continues as an absolute priority to source further PPE to ensure there continues to be an appropriate supply for all our health and social care workforce. It is important staff receive this level of reassurance.

However, if staff need to raise an issue relating to the accessibility of appropriate PPE, requests or concerns should be raised locally via normal Health Board processes in the first instance. The Single Point of Contact (SPOC) is crucial to this role, however, we have some concerns around the nominated SPOCs that have been provided to Scottish Government; SPOCs range from Directors of Finance to members of a local procurement team and I would ask that you **urgently review this and confirm you are content with your local SPOC by COP today.**

The SPOC will lead on all PPE related matters and will require a dedicated team that supports this work across seven days. I would like confirmation **by COP noon 2<sup>nd</sup> April** that this has / will be put in place as matter of urgency and the route to raise issues locally is disseminated to staff without delay; Employee Directors will have a key role in the delivery and reinforcing of this.

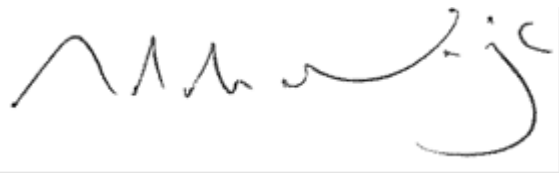
Where there are issues with distribution or supply that cannot be resolved at NHS Board level, SPOCs will engage with NSS National Procurement for action and resolution. If this remains unresolved, Scottish Government has set up a generic mailbox [covid-19-health-ppe@gov.scot](mailto:covid-19-health-ppe@gov.scot) that will be used as a single point of contact

(SPOC) for these matters to be escalated further. I am also pleased to announce that the Minister for Parliamentary Business and Veterans as the lead Minister overseeing correspondence relating to PPE.

For your information, we will shortly be writing to all MSPs to provide details of the local and national process, therefore **it is important you are content** with the nominated SPOC as highlighted above.

Finally, I appreciate that the PPE issue is an ongoing issue and I want to reassure you that we continue to work hard with you and partners to mitigate this going forward.

Yours sincerely

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

Malcolm Wright  
**Chief Executive of NHSScotland and Director General of Health and Social Care**