**PERSONAL PROTECTIVE EQUIPMENT**

**for Personal Assistants in Lincolnshire**

If you are a personal assistant (PA) providing care and support to a person with social care needs in Lincolnshire, you can get now get Personal Protective Equipment (PPE) from the County Council.

The PPE available to request includes masks, gloves and aprons which are suitable for use in care settings.

We will check your request and order the PPE to be delivered to one of ten sites across the county for you to pick up. There will be up to two weeks between you ordering and your delivery being available to pick up

The cost of the PPE will be met by the County Council

It is important that you request and pick up

**Completing the form**

It is important to complete all the details asked for on the request form

We will need to know

* Your name and address
* The name and address of the person you provide a care service to
* What PPE you need and how much you normally use to do your PA role
* Your email address
* The council office you would like to pick up your order from – choose from one of 10 locations

Send your request form to **PPE\_Requests@lincolnshire.gov.uk**

We will check your request and let you know by email when it is ready to pick up. You will then be given a link to book a time and date to pick it up at your chosen location.

**When you attend your time slot to pick up your** order Bring your ID

Current guidance for use of PPE in care settings is available [here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/879111/T4_poster_Recommended_PPE_additional_considerations_of_COVID-19.pdf) .

**Locations to pick up your order**

|  |  |
| --- | --- |
| Boston Fenside Family Centre | Boston Family Centre, 64 Fenside Road, Boston, Lincs. PE21 8JH |
| Gainsborough Mercury House | Business Park, Willoughton Drive, Foxby Ln, Gainsborough DN21 1DY |
| Grantham Area Office | St Peters Hill, Grantham NG31 6PZ |
| Horncastle Homeleigh | Holmeleigh Day Centre, Foundry Street, Horncastle, LN9 6AQ |
| Lincoln County Offices  (Back entrance to Main Office) | County Offices, Newland, Lincoln LN1 1YL |
| Louth Keily House | Keily House, Gresley Road, Louth Lincolnshire LN11 8FG. |
| Skegness Roseberry House | Roseberry House, Roseberry Avenue, Skegness, Lincolnshire PE25 3HA. |
| Sleaford Eastgate | Council Offices, East Gate, Sleaford NG34 7EB |
| Spalding The Vista | Vista, Off Churchgate, Spalding, Lincolnshire PE11 2RA |
| Stamford Area Office | 38 North St, Stamford PE9 2YN |

**Questions**

**Who can request and pick up the PPE ?**

It is important that you as a PA make the request and pick up your own order. you must then store it safely for your own use. Your employer or others cannot request or pick up on your behalf. This is to make you are complying with Public Health England guidance on safe storage and use of PPE.

**How much can I order?**

We recommend you order enough PPE for 2 months worth of care use. The request will be checked to ensure it is consistent with the type and frequency of care you provide, we may contact you about this. You can come back to use with a further request if you need more PPE.

**Why are there time slots for PPE order pick up ?**

For the safety of staff and visitors, we are restricting access to the Council offices which are open at this time. Your booked time slot is for you only to attend to pick up your PPE. This helps us reduce the number of people accessing Council buildings.