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| Community Pharmacy ContractorsCommunity Pharmacy ScotlandCc: Directors of Pharmacy |  |

18 April 2020

Dear Colleagues

**REORDERING OF PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Following my letter of 8 April you should all now have received 2 x boxes of 50 surgical facemasks for sessional use where 2 metres social distancing cannot be maintained. Due to the demand for PPE across Health and Social care settings, please ensure facemasks are only used when social distancing cannot be maintained and strictly in accordance with national guidance. **It should be noted that every effort should still be made to maintain the 2 metres social distancing.** Guidance on how to wear the masks is available at appendix 2 of the Primary Care Guidance - <https://www.hps.scot.nhs.uk/web-resources-container/covid-19-guidance-for-primary-care/>

At the end of a session involving use of PPE, masks should be removed as per appendix 2. Masks should be placed in a disposable plastic bag, then placed in a secondary disposal bag, tied and held for 72 hours before being placed in the pharmacy’s domestic waste bin. If the pharmacy has a clinical waste contract or arrangements have been put in place with your local NHS Board, masks once removed can be placed into the clinical waste immediately.

A telephone reordering system specifically for pharmacies to order facemasks will be in place from Monday 20 April. This can be accessed on the following number, **0300 303 5550 – this line will be supported Monday – Friday betwee 08:00 – 20:00.** You will be required to have your contractor code and post code to hand when ordering. Orders will be limited to 2 boxes of 50 masks each time to help manage supply. **We would ask that you do not place an order until it is necessary and be mindful of the expected delivery time of 2 working days.** Orders will be delivered by courier.

Please note stock supplied may include those from the national stockpile that had an original expiry date dating back typically to 2016. As per the Interim Chief Medical Officer, Dr Gregor Smith’s letter of 17 March to Boards, this stock has been subject to rigorous assessment and shelf-life extension by the manufacturer and is therefore safe to use.

Yours faithfully



**Dr Rose Marie Parr**

**Chief Pharmaceutical Officer**

**Scottish Government**