



# Department of Health

**KATHY HOCHUL**  
Governor

**JAMES V. McDONALD, M.D., M.P.H.**  
Commissioner

**JOHANNE E. MORNE, M.S.**  
Acting Executive Deputy Commissioner

September 25, 2023

DAL DHDTTC #23-13  
Subject: PPE Stockpile Requirements  
for General Hospitals

Dear Chief Executive Officer:

The New York State Department of Health (“Department”) continues to recognize COVID-19 as an ongoing threat to the health of patients and staff. The purpose of this correspondence is to remind hospital administration and staff of their obligation to protect patients from communicable disease, including but not limited to COVID-19, while also ensuring that staff themselves do not become infected.

It is critically important that hospitals maintain a readily available stockpile of personal protective equipment (“PPE”), including masks, gloves, respirators, face shields and gowns, to safely provide care for patients positive for an infectious disease. Such stockpiles must be of sufficient size and quality to ensure they are consistent with the facility's emergency preparedness plans and will adequately protect staff and patients in the event of a communicable disease outbreak. The Department may assess whether hospitals maintain sufficient PPE supplies upon survey.

To that end, the Department strongly advises hospital administration to ensure a minimum two-month supply of PPE to ensure adequate size in the event of a communicable disease outbreak. The Department further advises hospitals to continue to rely on the methodology currently set forth under emergency regulations at 10 NYCRR 405.11(g), notwithstanding that these emergency regulations will expire September 26, 2023, until such time as they may be permanently adopted. The emergency regulations outline the following calculations:

- i. **for single gloves**, fifteen percent, multiplied by the number of the hospital's staffed beds, multiplied by 550;
- ii. **for gowns**, fifteen percent, multiplied by the number of the hospital's staffed beds, multiplied by 41;
- iii. **for surgical masks**, fifteen percent, multiplied by the number of the hospital's staffed beds, multiplied by 21; and
- iv. **for N95 respirator masks**, fifteen percent, multiplied by the number of the hospital's staffed beds, multiplied by 9.6.

If you have any questions, please write to [hospinfo@health.ny.gov](mailto:hospinfo@health.ny.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "John Morley". The signature is written in a cursive, slightly slanted style.

John Morley, MD  
Deputy Commissioner  
Office of Primary Care and  
Health Systems Management