

# HAND SANITISER

This attachment establishes a system for a principles-based prioritisation of allocation and distribution of hand sanitiser to approved stakeholder groups.

The ACT Government will undertake a comprehensive communications effort to ensure that the distribution of sanitiser is demonstrated as per the principles detailed above and through the listed sectors below. This communications effort will also detail the relationship of sanitiser to other transmission mitigation options.

## PRIORITISATION PRINCIPLES

Prioritisation of distribution of sanitiser will take a risk-based approach. Sanitiser should be distributed in accordance with the following principles:

- The overarching principle is that priority should be given to services where there is a greater risk to community members' health and welfare if the service is otherwise disrupted by the non-availability of hand sanitiser.
- The overarching principle should be weighted more heavily where a greater risk of transmission exists (i.e. the service provider is in physical contact with the client).
- The overarching principle should be weighted less heavily if there are other alternative means of mitigating the risk (such as through ready availability of handwashing).

## DISTRIBUTION PROCESS

To ensure priority distribution of hand sanitiser that meets the objectives of this policy, relevant ACT Government Directorates will work through peak bodies in the health and welfare areas and directly with public and private hospitals to identify service providers and workers who should be prioritised under the above principles.

An ACT Government working group dedicated to this issue will recommend/determine prioritisation of hand sanitiser supply.

The ACT Government will monitor stocks of hand sanitiser and the components of manufacture to ensure that prioritisation can be made effectively in an ongoing manner. Adjustments to the supply of hand sanitiser may need to be made over time, considering stock levels.

Surplus stocks of hand sanitiser will be recorded for possible on-distribution to other parties who can demonstrate a need (regular, essential community contact) and who cannot source sanitiser products through regular market mechanisms. This distribution will take place through ACT Government Directorate single points of contact.

The ACT Government will also place a higher priority on services within the ACT and the surrounding region (geographic priority) to ensure continuity of PPE products to essential ACT services and residents.

## SUPPLY & STORAGE

The manufacture of these products has been sourced on contract to a local manufacturer. Ethanol is being produced to Australian Standard from locally sourced materials, supplemented as required with ethanol sourced from existing market options and as gifted by the Australian Government. This ethanol is combined with other materials to produce sanitiser.

In the case that there is surplus sanitiser, this can be supplied to the private sector (primary health care) where there is no market mechanism to meet the needs of the sector.

Produced sanitiser products are being stored at secure ACT Government facilities and distributed through a central distribution model. The warehouse will meet the following requirements:

- accessible to medium sized delivery vehicles;
- be adequately secure;
- provide the safe storage for large quantities of alcohol sanitiser solution in accordance with dangerous goods requirements;
- provide appropriate safety features for a warehouse, with dangerous substances; and
- meet WHS requirements.

## FINANCIAL

The ACT Government has entered a contract with the local manufacturer for the supply of sanitiser and agreed to an 'at cost' reimbursement. All sanitiser distributed from the centralised hub will be tracked and an 'at cost' price applied to each quantity. Costs at this time will be recorded against the appropriate Cost Centre for ACT Government responses to the COVID-19 emergency. Any provision of sanitiser to the private sector will be considered 'at cost' provided the private sector operator can demonstrate that there is no market option for sanitiser, as detailed above. The ACT Government will establish arrangements to ensure that recipients of ACT Government supplied sanitiser do not on sell the sanitiser to third parties.

## RECORD KEEPING AND REPORTING

The ESA will maintain current records of the end-to-end supply chain in relation to the manufacture, allocation and distribution of sanitiser for the purposes of managing the allocation and distribution of sanitiser against the agreed prioritisation order, average or actual past usage and levels of stock.

Data from all stakeholders on expected or anticipated future needs will be sourced regularly to ensure that appropriate stocks are maintained in order to sustain the supply of sanitiser to priority sectors as described above.

This data will be made readily available to relevant ACT Government partners.