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## **Personal Protective Equipment (PPE) Program FOR SMALL BUSINESSES & NONPROFITS**

The City and County of Denver is supporting its small and micro businesses, and nonprofits that have been negatively impacted by the COVID-19 pandemic by providing free PPE kits to them. These free kits will help each organization offset an unexpected expense and help ensure a safe environment for employees, volunteers, and customers as these organizations continue to reopen.

Leveraging the existing infrastructure of a Colorado-wide program for PPE, Denver Economic Development & Opportunity (DEDO) is contracting with OraLabs Inc. in Parker to procure PPE items and ship directly to individual businesses/nonprofits. Excluding non-contact thermometers, all products will be sourced regionally and will be shipped from Acme Distribution in Aurora.

### **How is this program being funded?**

The city is using \$1.5M of federal COVID-19 relief funds, and the program will be available until this funding is spent or additional funding is identified. We are leveraging \$10,000 for educational materials and public outreach, with the remaining \$1,490,000 being the contract with OraLabs.

### **How can businesses/nonprofits receive a free kit?**

Using a simple online registration form, it will be a first-come, first-serve basis for businesses/nonprofits based on basic eligibility criteria.

### **Who is eligible to receive a free kit?**

- Businesses or nonprofits located in Denver
- Must have 25 or fewer employees
- Must have been operating before March 1, 2020

### **How can businesses/nonprofits register for a kit?**

Businesses and nonprofits must fill out a registration form found <https://bit.ly/2DUL3gn>

### **What documents do businesses/nonprofits need to provide?**



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No documents required - the registration is very easy! Registrants need only to confirm that they have fewer than 25 employees, and that they were operating prior to March 1, 2020. Then provide their Denver mailing address.

### **How many businesses/nonprofits will receive a free kit?**

With funds currently available, the number of businesses/nonprofits to be served is expected to exceed 4,000.

### **How is the city ensuring equity in distribution of free kits?**

Because DEDO is strongly committed to the value of equity for Denver's most underserved neighborhoods, businesses, and nonprofits, the opportunity to register for a free kit will be promoted in English, Spanish, and Vietnamese, and will draw upon the city's partnerships and contacts in targeted business corridors, including East and West Colfax, the I-70 corridor, and Federal Blvd, to name a few.

### **What will be included in the kits?**

Each business and nonprofit that registers for this program will receive a free PPE Kit with the following items (valued at approximately \$300 per kit, including handling fee and shipping):

- 1 64oz. Hand Sanitizer
- 40 1oz. Hand Sanitizers
- 1 gal. of Surface Disinfectant
- 100 Surgical Masks
- 1 Non-contact thermometers
- 10 Face Shields

Each kit will also contain information on the proper and effective use of PPE, and where to purchase additional resources.

### **Who is not eligible for this program?**

- Business/nonprofits with **more than 25 employees**.
- Business/nonprofits **not located in Denver**.
- **Individuals or families**, who are encouraged to visit Denver's [Relief Support & Resources](#) page for assistance or call 3-1-1.
- **Health care and medical industry providers**



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### **What will the review process look like?**

- DEDO will review registration forms and approve businesses/nonprofits based on the above eligibility criteria.
- First-come, first-serve basis.
- Limit of one free kit per business/nonprofit.
- Data file of registrants' shipping addresses will be sent to OraLabs each week.

### **How will businesses/nonprofits receive the PPE Kit?**

The PPE Kit will be mailed to the address businesses/nonprofits provide in their registration. In-person pick-up will not be available.

### **How long will it take to receive a free kit?**

When a registration form is completed, reviewed for eligibility, and referred to OraLabs for shipping, we expect the free kit to be delivered within 14 days.

### **Can businesses/nonprofits get more PPE when they run out?**

Initially, this program will be one kit per businesses. Businesses/nonprofits can purchase additional supplies through the Energize Colorado PPE website.

<https://energizecolorado.com/get-ppe-and-supplies/> Please check this site for product costs and availability.

### **How will we use this program to educate on COVID-19 prevention measures?**

In an effort to flatten the curve in Denver and reduce the number of COVID-19 cases, DEDO will educate businesses/nonprofits on how to properly use PPE and taking other preventative measures. Links to videos/resources about the safe and effective use of PPE will be provided on the program web page, included in the program flyer, and included in each kit in addition to a postcard in English/Spanish from the Denver Department of Public Health and Environment (DDPHE).

**Questions?** Email us at [BizPPE@denvergov.org](mailto:BizPPE@denvergov.org).

This email address will be checked daily.