

Note: Scheduled pickups have to be at least two weeks apart

1. Business contacts County to schedule PPE pickup.
 - By email: kernrecovers@kerncounty.com or phone [\(661\)336-6860](tel:6613366860)
 - Business provides County with the following information:
 - Contact information: legal business name, EIN/TIN, address, email, and phone number
 - Demographic information: type of business, number of total employees (must be less than 200), number of employees at specific location being supplied.
 - The amount of PPE requested (for up to a 2-week period, subject to availability and limitations of the County).
 - Scheduling information: name of employee who will pick up the supplies.
2. County processes request.
 - County documents information received on common scheduling and tracking spreadsheet.
 - County looks up the business to verify business information. This may also include looking up the business entity with the State Controller, checking fictitious business names with the Auditor Controller, checking filing status with the IRS, looking up nonprofits on Guidestar, and similar measures.
 - If necessary, County looks up business online to confirm it is a physical business in Kern County with employee count (less than 200) seems reasonable.
 - County also confirms the business location being supplied with PPE is within Kern County.
3. County contacts Business to confirm details and schedule PPE pickup.
 - County contacts business using online contact information to confirm employee indicated for PPE pickup is an employee of the business and authorized to receive PPE on behalf of the business.
 - County provides a scheduled date and time for PPE pickup (must be within the next 30 days).
 - County informs the business of amount of PPE to be supplied.
4. County does additional processing of the order.
 - County updates scheduling and tracking spreadsheet with confirmation information and scheduled pickup information.
 - County PPE distribution location prepares PPE order for distribution.
5. Business picks up PPE.
 - The individual picking up the PPE must be the person scheduled for the pickup.
 - The individual must show a valid California State ID or Driver License to confirm their identity.
 - The individual will sign a receipt document accepting the PPE and attesting to the requirements of this program including that that all goods received are needed due to the impact of COVID-19, all goods will be used exclusively within their business operation, and excess goods must be returned to the County and may not under any circumstances be sold or traded.