

# MEMO | NOTE



Logistics & Support Services Operations Chief

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**TO/DESTINATAIRE :** Directors of Health Services  
Regional Program Directors

**CC :** Managers of Purchasing and Stores  
Ken Klassen – VP - Finance & Planning  
Terrence Loewen – Regional Manager Logistics & Supply Chain Management  
Tamara Burnham – Regional Director – Staff Development, Infection Prevention & Control

**FROM/EXPÉDITEUR :** Kristy Radke, Logistics & Support Services  
Operations Chief

**DATE :** April 8, 2020 **PAGE(s) :** 2

**SUBJECT/OBJET :** **Southern Health Logistics Warehouse Coverage over Observed Holiday Long Weekend 2020**

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Greetings!

During the Observed Holiday from April 10-13, Logistics and Supply Chain Management Distribution Centres in Portage District General Hospital, Boundary Trails Health Centre and Bethesda Regional Health Centre hours of operation will be as follows:

	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>	<b>Monday</b>
<b>Location</b>	<b>10-Apr</b>	<b>11-Apr</b>	<b>12-Apr</b>	<b>13-Apr</b>
<b>Boundary Distribution Centre</b>	CLOSED	OPEN 8am-4pm Limited Personnel	CLOSED	CLOSED
<b>Portage Distribution Centre</b>	CLOSED	OPEN 8am-4pm Limited Personnel	CLOSED	CLOSED
<b>Steinbach Distribution Centre</b>	CLOSED	OPEN 8am-4pm Limited Personnel	CLOSED	CLOSED

Our normal Hours of Operations will recommence on Tuesday April 14 at 8:00am. If you need any stock during the times we are closed, we ask that you follow your facility's off-hours warehouse access process.

If material needs to be taken from the warehouse during this time, please ensure that the correct sku#, description, and quantity of material taken is written down and communicated to MatMan when normal hours

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resume. This can be accomplished by recording the information on a stock list in order, which will also allow us to allocate the cost to the correct GL and keep our inventory system accurate.

If you should have any questions or concerns, please don't hesitate to contact our Logistics Management Team:

**Leonardo Ardiles** – PDGH – Purchasing Manager – 204-870-7497

**Mike Wlock** – BTHC-Purchasing Manager – 204-823-4492

**Tim Siran** – SDC- Purchasing Manager – 204-371-7949

**Terry Loewen** – Regional Manager L&SCM – 204-362-1115