
TO/DESTINATAIRE : Directors of Health Services and Program Directors
Kristy Radke, Regional Director Support Services

CC : **Noreen Shirliff, Executive Director – Acute & Chief Nursing Officer**
Ken Klassen, Vice President - Finance and Planning

FROM/EXPÉDITEUR : Terry Loewen, Regional Manager-Logistics and Supply Chain Management

DATE : March 19, 2020 **PAGE(s) :** 2

SUBJECT/OBJET : Appropriate Stock, Storage and Use of Personal Protective Equipment

Ensuring that our staff have access to appropriate Personal Protective Equipment (PPE) is a priority for Southern Health-Santé Sud. The region continues to work with the province in monitoring the COVID-19 situation and are reviewing what resources are needed as the situation evolves. To this end, **all departments should only order PPE supplies needed for the next week or so as it relates to their current activity**, which is our standard practice. We do understand that certain items may be needed in quantities above what is considered normal usage, and Materials Management will work with you to ensure these special requirements are filled as we are able, and as Incident Command deems necessary.

The products included in this initiative at this time are as follows (subject to change):

- Disposable Gowns - Where ever possible, please work with your housekeeping and laundry department to use reusable gowns. If there are no reusable gowns available you can use disposable gowns. We are prioritizing disposable gowns for the priority areas.
- Hand Sanitizer
- Surgical Masks
- N95 Masks
- Eye Protection
- Gloves

Current inventory of PPE supplies is being closely monitored both regionally and provincially to ensure supply of PPE is maintained for where it is needed most. We do have the ability in the Supply Chain to move stock where it is needed in a timely matter. There is no need for individual departments/sites have more stock than you need for your immediate needs.

To ensure we have supplies for those areas that truly need them – **all orders for PPE must be signed by a manager or director of your department**. Orders are to be placed as per your usual ordering process. Materials Management will be reviewing all orders based on historical usage and will flag any orders that are above and beyond what is typically needed for that department and your order may be reduced in quantity and/or delayed. When there is no stock available, we will work to recommend an alternate product. Where no alternate is available we are escalating to Regional Operational Command (ROC) and the Provincial Incident Command Covid-19 committee.

We are asking for your cooperation in ensuring that supplies are appropriately managed and will be available where needed most for safe patient care and protection of our staff members. If you have received a reduced quantity of your order, and still need additional material, please contact your local distribution centre Manager or the Regional Manager L&SCM, and we will work with you on a priority basis.

For any questions, please contact the Regional Manager of Logistics and Supply Chain, Terrence Loewen, at 204-388-2042.

Logistics and Supply Chain Management Contact info:

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