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**Date: April 1, 2020**

**To: Community and Agency Service Partners**

**From: Gina Trinidad**

**Chief Health Operations Officer  
Continuing Care and Community  
Winnipeg Regional Health Authority**

**Copy: Jennifer Spencer**

**Crystal Allen**

**Madeline Kohut**

**Telephone: 204-926-1384**

**Subject: Process of Ordering Personal Protection Equipment**

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I would like take this opportunity to thank you for your dedication and patience as we adapt and work together to ensure the health and safety of staff and the people we serve. We are all taking the necessary steps to decrease the risk of spread of the virus.

Agencies have identified the need in requiring Personal Protective Equipment (PPE) which includes gloves, masks, eye protection, and gowns. The WRHA has developed a process for agencies to order Personal Protective Equipment supplies.

The process is:

- 1) Complete the attached **Agency Personal Protective Equipment (PPE) Request Form** and **FAX** or **EMAIL** the **FORM** to WRHA Case Management Specialist at 204-940-2009 or [asanjuan@wrha.mb.ca](mailto:asanjuan@wrha.mb.ca)
- 2) The Home Care Case Management Specialist will review the form for appropriateness and approve if the requirements are met. Once approved, logistics would be notified via the Incident Command Email who would then provide the identified supplies via MDA which would be delivered directly to the agency.
- 3) Agencies would then be notified by the Case Management Specialist of whether the request had been approved or denied with the rationale if denied.

Please find the Agency Personal Protective Equipment (PPE) Request Form attached.

If you have any questions, please contact Madeline Kohut at email [mkohut@wrha.mb.ca](mailto:mkohut@wrha.mb.ca)

Thank you to everyone for your efforts at this difficult time.

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