



PPE Storage & Ordering Guide

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PPE Storage for ALL Island Health Sites

- PPE must be centrally stored, in a locked location with controlled and limited access.
- Daily distribution procedures must be in place to regulate use.
- Leaders need to ensure PPE use for their area is according to Island Health’s latest communications on COVID-19, and according to Island Health policy.



PPE Ordering Processes for ALL Island Health Sites

Order all PPE using the normal requisitioning process via your local PHSA Warehouse, *with the exception of N95’s*. Link to Memo - [PPE Ordering Process Change Memo - Aug. 28, 2020](#)

When ordering PPE items, please make sure to include the current quantity on hand beside any PPE items requested. This will help PHSA Stores staff when approving the PPE portion of the orders.

Additional ordering information is on the PHSA Warehouse intranet page.

Link - [PHSA Warehouse and Inventory](#)



PPE Ordering Processes for External Partners

PPE required by our MHSU affiliates, contracted sites, and LTC affiliates and private care must be ordered via the appropriate program PPE Leads using [PPE Requisition Form: Long-term Care Affiliates and Private Care](#) or [PPE Requisition Form: Portfolio M](#)

- Quantities on hand need to be accurately reported for all orders
- Orders should be limited to a one-week supply only
- All requests to be submitted to: PandemicLogistics@VIHA.CA

NOTE: The Pandemic PPE Logistics Team and PHSA Stores process these orders as quickly as possible, but due to the volume of orders, the turn-around time can be up to five business days.

N95 Disposable Masks for Island Health Non Top-up Areas – PHSA Warehouses

N95 requests should only be for Aerosol Generating Medical Procedures (AGMP) performed, or other procedures or approved needs requiring airborne protection – Link: [AGMP's and PPE Requirements](#)

Valid fit testing must be in place for all N95 masks requests.

- For Island Health sites not on PHSA top-up service and need N95 masks, please use the [PPE Requisition Form: N95 Disposable Masks – PHSA](#).
- Submit orders to PandemicLogistics@VIHA.CA

The Pandemic PPE Logistics team will work with OH&S to verify requests, to ensure staff have been fit-tested for the requested N95's.

N95 Reusable Respirators and Cartridge Orders – Excluding FMO

For Programs and Services who require reusable respirators and cartridges, please use the [PPE Requisition Form: N95 Reusable Respirators and Cartridges](#).

- Submit orders to PandemicLogistics@VIHA.CA

FMO staff – please continue to order via your normal process through Island Health FMO Stores

- Link: [Facilities Maintenance and Operations Warehouse \(FMO\)](#)

Non-Medical Grade Masks

For administration areas not located in a care facility, we have non-medical grade masks available for ordering via the Pandemic PPE Logistics Team. *****These masks will be provided at no cost*****

Masking Policy at Island Health

Email PandemicLogistics@VIHA.CA with your request and provide the following details:

- Confirmation your area meets the mask policy criteria and has been approved by leadership
- Which type of mask is required – Reusable or Disposable
- How many masks needed (by the each)
- Site and/or City
- Department/Program/Service name
- Contact person and phone number
- Deliver to address and special instructions if applicable



Reusable Face Shields

For Programs and Services who require reusable face shields for staff, these can be ordered via the PPE Pandemic Logistics Team. *****These face shields will be provided at no cost*****

Email PandemicLogistics@VIHA.CA with your request and provide the following details:

- How many face shields needed (by the each)
- Site and/or City
- Department/Program/Service name
- Contact person and phone number
- Deliver to address and special instructions if applicable

