

Memorandum

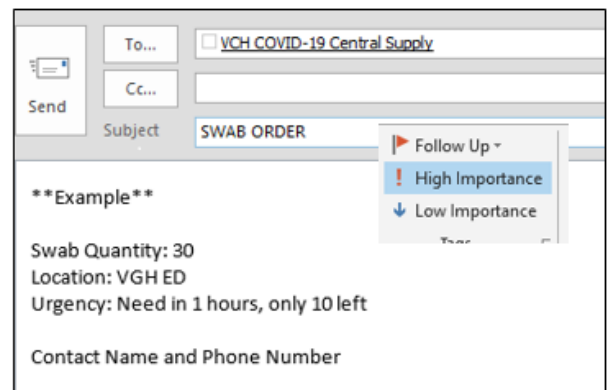
Date: March 25, 2020
To: VCH and PHC Clinical and Laboratory Staff
From: Dr. David Schaeffer, Interim Regional Head, Pathology & Laboratory Medicine, VCH & PHC
Brittany Watson, Director, Professional Practice - Nursing, Vancouver Acute, VCH
Re: **NEW Ordering Process for Covid-19 Viral Swabs within VCH and PHC**

The evolving demands on the health care system to support management of COVID-19 requires us to be purposeful and equitable in coordinating equipment and supplies required in caring for our patients and staff. As a result, we have created a process between both VCH and PHC for ordering viral COVID-19 testing swabs, to better track our inventory and usage.

**Beginning today, if your department/site requires viral swabs for testing COVID-19,
please email your order to VCHCOVID-19CentralSupply@vch.ca**

For VCH and PHC departments or sites requiring swabs:

1. In the *subject* line of your email, write SWAB ORDER
2. In the *body* of your email, please indicate:
 - a. required quantity
 - b. your location (e.g. ED, VGH)
 - c. contact information.
3. If the request is urgent, please flag your email as *High Importance*.
4. The process for delivering swabs to the various departments/sites will remain unchanged. Please continue to follow your current process for swab deliveries.



If you have any questions, please contact Brittany Watson at brittany.watson2@vch.ca.