

How Staff Can Order PPE

1. Check the latest PPE inventory list by [clicking this link](#) or by going to the Purchasing department's staff website

Inventory includes: face masks of different sizes and types (cloth and disposable), hand sanitizer of all sizes, disinfectant wipes, first aid kits, tissue, gloves, gowns, face shields, plexiglass shields and more

2. Check with your site or department's office manager (or equivalent) to understand the ordering process
3. Place order
4. Receive order on your site or department's normal warehouse delivery day

