

Operational Changes to Central Supply

In keeping our PPE's and related supplies secure with accurate inventory counts during this crucial time in our efforts to keep our caregivers protected, to increase social distancing by limiting the frequent visits from caregivers, vendors and visitors, and to reduce potential risks of incoming goods into Central Supply, the following changes will begin on Friday, April 3rd, 2020:

- All departments need to place their supply and forms orders via the Cerner On-Line Ordering process – all departments have one designated caregiver and should have one back-up. If their designed caregiver and/or back-up has exited CMH, David Smith, Krista Arnold or Colby Cochran would be more than happy to come do the training for anyone new that is needed.
- I would ask that the department managers who need access to their products stored in CS that they designate one person and one back-up. And to plan ahead, make a list of all they need for the day – to limit their access to one or no more than two trips a day.
- For any emergent/urgent supply needs, please call CS ext. 82400 and we'll do our best to get the goods to them quickly.
- All outbound mail needs to be dropped in the Outbound Mail box located on the bottom shelf of our Mail Cart in the Mail Room – located inside the cove between Conference Room A & B. We pick up outbound mail two times each day, Monday thru Friday.
- All business outbound UPS and Fed-X packages can be dropped outside Central Supply door. A cart has been placed outside and labeled for your drops. We will check every hour or more. If the department has special instructions that are needed for the outbound, please call CS ext. 82400 and we'll meet you at the door. Cut off time for FED-X is 11:30 a.m. and UPS is 2:30 p.m.
- We are suspending all personal outbound UPS packages during this time like we do in December.
- Copy Center – this is where all large print jobs are encouraged to route to. I would ask that whoever is sending a print job to the Copy Center, that they call CS ext. 82400 to let us know you've sent a print job, we'll keep a log of what department, brief description, and when their copy job is complete, we will deliver to that department. If your print job is of a sensitive material, please have the department manager email the need directly to Krista Arnold and she will help facilitate.

Please if you have any questions, I will be happy to help!

Sincerely,

Janice Pember
Materials Manager