To place a PPE order:

1. Determine how many face-to-face visits you will have for a two-week period (as PPE is only for face-to-face visits).
2. Fill out this [form](https://divisionsbc.ca/sites/default/files/Divisions/North%20Shore/COVID-19%20Members%20Updates/VCH%20Order%20Form_New.docx):
   * Make sure that the clinic name and the family physician name are clearly identified.
   * Pay attention to the maximum quantities (Max Q) that can be ordered for each item listed on the form.
   * There is still a high demand for masks and gloves; orders for these items may not be fulfilled.
3. Return your form to Tricia Raeburn at [traeburn@divisionsbc.ca](mailto:traeburn@divisionsbc.ca) by the next deadline.
4. The Division will be ordering supplies every two weeks.
5. All supplies will be delivered to a central location for pick up and distribution. The Division will email you the details when the supplies are available for pick-up.