

Subject: New Swab Ordering Process

Date: September 10, 2020

To: Hospitals, Assessment Centres, Long-Term Care and Retirement Homes

As of **September 10**, all hospitals, assessment centres, long-term care homes and retirement homes who previously ordered COVID-19 Swab Kits through Wellington-Dufferin-Guelph Public Health will now order swabs through the regional supply chain process managed by Healthcare Materials Management Services (HMMS) in Ontario Health West. For hospitals and assessment centres in Wellington County and the City of Guelph who began using this system in August, there is no change in practice.

If you want to order COVID-19 Swab Kits – and are a facility who previously ordered swabs through Wellington-Dufferin-Guelph Public Health– please begin using this order [form](#). Once the order is submitted, supply chain staff will review and prepare an order meeting your anticipated needs and deliver your swabs directly to your facility within 72 hours.

Please, note that in the case of long-term care homes and retirement homes, the new ordering system will ask the following questions:

- What Public Health Unit does your organization belong to?
- Are you currently dealing with a COVID outbreak?
- # of Residents
- # of Staff
- Quantity of Swabs currently on hand
- Daily anticipated use of swabs in the next 7 days
- Quantity of Swab Kits Requested*

*The quantity of swabs requested cannot exceed the number of staff and residents you currently have.

A note for facilities in Dufferin County

Although communications over the past week indicated that you are to use the Ontario Health Central ordering system; this is no longer the case. All orders for facilities that reside within the boundaries of Wellington-Dufferin-Guelph Public Health should be made through the HMMS system listed above.

Wellington-Dufferin-Guelph Public Health's Continued Role:

Although Public Health will no longer deliver new COVID-19 Swab Kits to facilities, all other swab related roles will remain the same.

Facilities will continue to have Public Health support related to:

- Direction for outbreak investigation (e.g., when residents and staff should be swabbed and swab types to use)
- Pick-up and transportation of outbreak investigation-related or other diagnostic resident swabs. Please note, that the transportation of surveillance swabs (e.g., for facilities who are conducting twice monthly on-site staff testing) is still being coordinated through Ontario Health.

If your facility has an immediate need of swabs and is unable to access swabs using the new system, please contact Public Health at 1-800-265-7293 ext. 7006.

If you have any questions about this change please contact Anna Vanderlaan, Supplies Manager, Wellington-Dufferin-Guelph Public Health (anna.vanderlaan@wdgpublichealth.ca).

If you have specific questions about how to use the new ordering system, you can get support by emailing HMMSCOV1D19@hmms.on.ca.