

TO: Mount Sinai Health System Leaders

FROM: Carlos Maceda, Vice President, Supply Chain

DATE: *UPDATED* March 12, 2020

RE: COVID-19 Mount Sinai Health System Supply Chain Policies

As you might expect, the supply chain and demand for supplies has been impacted by the COVID-19 situation. As a result, due to the unprecedented demand on the Global Supply Chain, all Personal Protective Equipment - PPE items (and others) are now on allocation. This simply means that our vendor partners limit the amount of supplies that we can purchase on a monthly basis to protect against hoarding and running out of supplies.

As a result, we are changing the way we process orders and delivery, and we have established an email (CovidSupply@mountsinai.org) to help streamline the process and get you the information and supplies you need.

There will be different processes for hospitals and ambulatory sites, so please note the instructions below:

Hospitals

The corporate Supply Chain is having all PPE items delivered to one central location to ensure that all of our sites receive adequate supplies. For the time being, we will be delivering to the Materials Management departments at each Hospital on a regular basis to ensure that they can meet the needs of the departments.

Please work with your local Materials Management team to receive your PPE supplies. In the event that you cannot reach your department or get something that you need, please send all inquiries to CovidSupply@mountsinai.org.

Please note that because of these allocations, the Purchasing department has been instructed to cancel all orders for PPE supplies. All orders must go through your local MM department.

Ambulatory Sites

Please continue to place all orders through your normal channel whether it is Owens & Minor or Medline, except for PPE. Please request your PPE needs through CovidSupply@mountsinai.org and a delivery will be scheduled. Please include your expense code, address, what you need, and a contact name for delivery.

We understand that you may have questions about these changes, so please let us know how best we can help. We are working with our vendor partners to get back to normal distribution channels as quickly as we can. Please feel free to reach out to CovidSupply@mountsinai.org with any other needs or questions regarding supply chain.