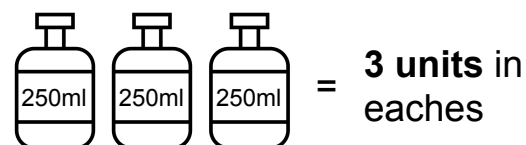
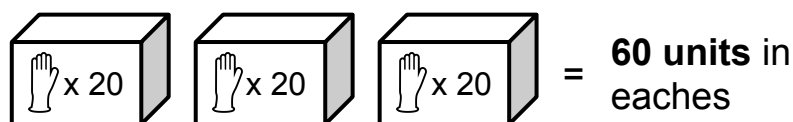


Tips and Tricks for Completing the PPE Survey

- 1 All inventory **quantities are to be entered as units** of "Each" (Eaches). For example, if your inventory is 3 boxes with 20 individual gloves in each box, enter "60". For liquids, if your inventory is 3, 250 ml bottles, enter "3" (the **number of individual items** is the focus).



- 2 For items where it is infeasible to identify how many units have been used once the container has been opened (e.g., gloves, wipes, swabs), consider all items "consumed" once the box is open. For items that you can easily and safely count (e.g., gowns, goggles), please report the actual number used in a day. Finally for liquids, once you have opened the bottle, please consider the whole bottle "consumed," for the purposes of this survey.

- 3 In Question 5, please **input your organization name in the exact same way**, each time you submit the survey. If you are making multiple submissions (e.g., you are responding on behalf of more than one facility) please ensure that **each submission has a unique organization name** (e.g., *ABC Org - Toronto*, *ABC Org - London*).

- 4 Please select the **"Health - Retirement Homes"** Organization Type in Question 6, of the Survey.

- 5 Please **download the new Excel template from the survey link every day**. The last tab "PPE Survey Updates" will provide you with a detailed breakdown of all the changes that have been made to the Excel document and How-to-Guide.

- 6 Please **do not modify** tab names, add/ delete tabs, or change the format of the Excel file when you save it (i.e., please leave it in .xlsx format).

- 7 Please **only complete the tabs that are applicable to your organization**. For example, if your organization does not have Pandemic Inventory or Expired Inventory, you can leave both those tabs blank and just fill in the Regular Inventory tab. The same applies for inventory items, **if an inventory item does not apply to your organization, please leave the whole row blank**.

- 8 Please only record whole numbers and specific dates, using the correct date format of MM/DD/YYYY. Please avoid listing ranges for either quantities or dates (i.e., do not use symbols or letters in the columns requiring numeric entries).