



We will have new procedures in place for the winter months, most important being that we are limited to having no more than 15 volunteers here at a time, and you will need to **BOOK AN APPOINTMENT IN ADVANCE**. Our doors will remain locked, so you will call when you arrive. We know this is not our normal drop-in process, but it is the best way to keep everyone safe.

HOW TO VOLUNTEER

- Make an appointment by emailing **BOTH** Julie and Laura **IN ADVANCE** to ensure there is space
 - Julie@partnersforworldhealth.org // Laura@partnersforworldhealth.org
- Indicate the day of the week you would like to volunteer: **Tuesday through Saturday**
- Indicate your preferred volunteer shift: **MORNING** (9-12) or **AFTERNOON** (1-4). We need to keep to this tight schedule so we can manage our set numbers. If you have a specific shift length request, please note that in your email and we can discuss it.
- When entering PWH you must wear a mask and wash your hands immediately (in the bathroom by the front door).
- While in the building everyone **MUST WEAR A MASK and GLOVES** (available in the volunteer sign-in room) at all times and keep safely distanced from each other.

NEW VOLUNTEERS AND GROUP VOLUNTEERING

- If you are a New Volunteer please fill out this [Volunteer Application](#)
- If you would like to bring in a Group please email Zoe Lewis, Volunteer Coordinator, at Zoe@partnersforworldhealth.org

PURCHASING MEDICAL SUPPLIES AND EQUIPMENT

We will continue to offer medical supplies and equipment for purchase through our **Medical Supply Program (MSP)**. The MSP team will continue to meet the needs of our community on a case by case basis. Please be sure to call them **DIRECTLY** at **207-705-9020** to set up an appointment. We also have incontinence supplies available. Please remember that ALL purchases and pick-ups are **BY APPOINTMENT ONLY**.

DONATING MEDICAL SUPPLIES AND EQUIPMENT

We will continue accepting donations from:

- **Hospitals, clinics and other medical facilities.** We will reach out to our partners to let them know we will be scheduling pick-ups of their supplies which require our truck or van.
- **Individuals and organizations at 40 Walch Drive by appointment only.** We are especially in need of Durable Medical Equipment (e.g. wheelchairs, shower chairs, commodes). All donations must be scheduled in advance so we can meet the individual at the back door of the warehouse to receive the items. We will also be scheduling pick-ups of hospital beds from individuals.

Once collected, **ALL** items will be kept separate for a week in accordance with public safety protocols before they can be added to existing inventory.

We know change is never easy, especially when facing an indeterminate length of time associated with this challenge. We ask everyone to please have patience and be respectful as we navigate these changes. Your tireless efforts are helping to make a difference so we can remain committed to our mission and help those most in need.

Additional information and updated resources from the City of Portland is available here:

<http://www.portlandmaine.gov/2582/COVID-19-Information>