



HÔTEL-DIEU GRACE HEALTHCARE
ESTD 1888

MEMO

Message to Vendors

In light of the community COVID-19 concerns we have instituted several precautions in order to ensure a safe and comfortable visit at HDGH. As a service provider to HDGH, we want to inform you that we have locked down our entrances and restricted the campus to two entrances. This will have a slight impact on vendors who are making deliveries and organizations that come in and move throughout our hospital. If you require usage of the Receiving dock as an entry point and will be moving throughout the organization, you need to adhere to the following:

- **Either park out front of the building, go into one of the main lobby check points and then make your way to Receiving or park at the Receiving dock and walk around the outside of the campus to the Tayfour Main Lobby check in location.**
- **Once you've been through screening and been provided an approved sticker, you can make your way back to the Receiving department.**
- **Please show the sticker to the Receiver and then you can proceed with your duties within the organization.**

Individuals who are only dropping off items at the receiving dock and do not need to enter the building beyond receiving, will not have to adhere to this process.

Thank you for your support during this time,

The HDGH Facilities Team

CHANGING LIVES TOGETHER