

# Giving PARTNERS During COVID-19



Whether donating supplies, time, or money, there are many ways to give during this coronavirus (COVID-19) health emergency. This guide is meant to communicate LVHN's needs and provide answers to frequently asked questions (FAQs) about how to help/donate.

## What does LVHN need?

### **PPE (Personal Protective Equipment)**

LVHN will gladly accept new, unused PPE, such as:

- N95 respirators
- Dust masks
- Eye protection
- Goggles
- Face shields
- Boxes of nitrile gloves
- Hand sanitizer
- Disinfecting wipes

### **Face Mask-making Materials**

- Fabric bolts – Tightly-woven, breathable cotton fabric (preferred), or fabric blend, also tightly-woven and breathable, in any color or pattern, can be donated to help us create face masks.
- Cut pieces of fabric – Tightly-woven, breathable cotton fabric (preferred), or fabric blend, also tightly-woven and breathable, cut to 6-inches by 10-inches.
- Swatches of fabric – If you have swatches of tightly-woven, breathable cotton fabric (preferred), or fabric blend, also tightly-woven and breathable fabric, we can use that as well.
- Elastic banding
- Sewing machines

## **I want to make face-masks to donate. How?**

Lehigh Valley Health Network (LVHN) is seeking the community's help to sew face masks for LVHN. Those who have a sewing machine and sewing skills are invited to make fabric face masks for our team. Each person can use and reuse the same mask after laundering it. This helps us preserve our supply of professionally manufactured PPE. If you would like to sew face masks for LVHN, look for face mask sewing patterns and instructions on the web or use instructions (and watch video tutorials) at [LVHN.org/facemask](http://LVHN.org/facemask).

### **Materials you will need to sew a face mask**

Use tightly-woven, breathable cotton fabric (preferred) or another tightly-woven, breathable fabric blend, in any color or pattern. You also will need elastic banding that's used for sewing.

\*Important: To ensure the health and safety of our employees, only healthy individuals with no one in their household experiencing symptoms should consider donating fabric and masks. Masks donated to LVHN will be laundered prior to use by LVHN colleagues.

### **Need Materials?**

If you need materials to start sewing masks, feel free to pick up donated supplies from 2024 Lehigh St., Allentown, PA., Monday-Friday, 9 a.m.-3 p.m.

## **Where can I Donate?**

### **Drop off**

To drop off PPE, materials, or completed face masks, clearly mark contents and bring the items any of the following locations:

- 2024 Lehigh St., Allentown, PA. (Monday-Friday, 9 a.m. – 3 p.m.)
- ~~LVHN ExpressCARE–Palmer Township, 3701 Corriere Rd, Easton, PA 18045  
(Monday-Friday, 8 a.m. – 8p.m.) \*\*drop-off box only~~
- ~~LVHN ExpressCARE–Fogelsville, 1431 Nursery St, Fogelsville, PA 18051  
(Monday-Friday, 8 a.m. – 8p.m.) \*\*drop-off box only~~

If you are unable to drop-off items during the hours of operations, please email [covid19donations@lvhn.org](mailto:covid19donations@lvhn.org) to make alternate arrangements.

## Ship

You may also ship PPE, materials, or completed face masks to:

LVHN – Covid19  
2024 Lehigh Street  
Allentown, PA 18103

\*If mailing PPE, materials, or completed face masks, please provide the following information in the shipment: Name, mailing address, phone number, and email.

## **What about a monetary donation?**

### Monetary Donations by Check

If you would like to make a monetary donation by check (checks must be payable to LVHN and please note “COVID-19” in the memo line of your check), please mail to the following address:

LVHN – Office of Philanthropy  
P.O. BOX 1883  
Allentown, PA 18105

### Monetary Donations of Cash

Cash donations can be dropped off at the 2024 Lehigh Street, Allentown, PA, Monday-Friday, 9a.m.-3 p.m. Please place in a sealed envelope with “Office of Philanthropy” written on the outside.

### Monetary Donations using a Credit Card

If you would like to donate via credit card, please visit [LVHN.ORG/GIVE](http://LVHN.ORG/GIVE) and click on the LVHN logo of the entity for which you would like to make a donation. If you select the LVHN logo, once on the next page, select the “COVID-19 Emergency Fund” as the Designation.

## **What else, other than PPE, do LVHN employees need?**

### Meals

If your restaurant business is interested in supplying a meal for our LVHN Employees during this difficult time, they would very much appreciate it. Please click the link below for the location you would like to donate a meal.

- LVH-17th and Chew St:

<https://www.signupgenius.com/go/10C084EA8AA2DAAFA7-lvh17th> (If you have further questions, please call Val Hutton 610-969-2391.)

•LVH-Cedar Crest: <https://www.signupgenius.com/go/10C084EA8AA2DAAFA7-lvhcedar> (If you have further questions, please call Ruth Brown @ 610-402-8898.)

•LVH-Muhlenberg: <https://www.signupgenius.com/go/10C084EA8AA2DAAFA7-lvhmuhlenberg> (If you have further questions, please call Lynn Schaeffer @ 484-884-2228.)

Please choose LUNCH or DINNER and the DATE. Indicate approximately how many your meal will feed. Please review the available slots and click on the button to sign up.

### **How do I obtain a donation receipt for tax-purposes?**

If you are dropping off donations in person to 2024 Lehigh Street, you will be provided with a form that will ask for your contact information so that we can mail you a receipt. If you are dropping off donations at the Palmer Township and Fogelsville ExpressCARE locations, please provide your POC information (Name, mailing address, phone number, and email) with the items. If you are mailing your donations or submitting a donation online, LVHN Philanthropy will mail you a donation receipt, as long as POC information is clearly provided.

If you have any questions about donations, email [covid19donations@lvhn.org](mailto:covid19donations@lvhn.org). To stay up to date with information about COVID-19, visit [LVHN.org/COVID19](http://LVHN.org/COVID19).

