



PPE and Cleaning Supply Request Guidelines

The COVID-19 pandemic has made purchasing personal protective equipment (PPE) and cleaning supplies a challenging endeavor. To alleviate that risk, a team of campus representatives will centralize the procurement of COVID-19 supplies for the College. By leveraging our sourcing capabilities we will be better suited to procure scarce resources and maintain an appropriate and sustainable level of supplies for the College. This centralized approach provides consistent, cost-effective purchasing of COVID-19 safety and cleaning supplies that align with Centers for Disease Control (CDC) and Environmental Protection Agency (EPA) recommendations. To ensure fiscal responsibility and equitable access to resources individual departments should not purchase these supplies independently.

The following guidelines are provided to assist faculty and staff in determining their COVID-19 safety supply needs for college operations during the 2020-20201 academic year. The guidelines express what supplies are currently available and provide information for all to consider in collectively determining their area's supply needs. Departments should be considerate of supply limitations and plan for their immediate needs only. Departments should not stockpile supplies - as future requests are made those orders we be fulfilled.

Items to be supplied by Colorado College

- **Face Masks**
- **Cleaning and Disinfecting Supplies**
- **Hand Sanitizer**
- **Gloves**
- **Thermometers**
- **Plexiglas Barriers**

Face Masks

- **Cloth masks:** Faculty, staff and students will be provided with reusable (washable) cloth masks when they return to campus. The cloth masks provided are intended for long-term use. Individuals must safely maintain, clean and reuse their cloth face masks. Additional or replacement cloth face masks will be provided if there is a justifiable need (i.e., poor fit, damaged, etc.) Face masks may also be brought from home and worn as long as they meet the CDC's face mask recommendations (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>) and does not contain symbols, words or objects that violate any college policies.

- **Disposable masks:** Everyone is encouraged to use the reusable cloth masks rather than requesting disposable masks. Individual departments will be provided with a supply of disposable face masks, if needed, to have for:
 - Visitors
 - Staff with approved accommodations to receive them
 - Staff who require them due to the nature of the work (i.e., food handling, hazardous material or research laboratories, etc.)
- **KN95 masks:** The availability of KN95 masks is limited. KN95 masks are reserved for health care workers and first responders who have the potential to directly care for or transport a person with suspected COVID-19, for individuals who help with meal and package delivery to quarantined and/or isolated students, for faculty and staff who use a chemical or material that requires KN95 respiratory protection and for any staff or faculty who, by the nature of their work, need to work closer than 6 feet to another individual.
- **Face shields:** Clear face shields will be offered to faculty and staff where prudent for the nature of their work and/or their work areas. This may include work in research laboratories, in locations where maintaining sufficient social distancing is challenging, and for approved accommodations. Face shields are also available as an alternative to the use of Plexiglas barriers or for any individuals who want one as an additional layer of protection for their individual comfort level. The face shields are reusable and can be disinfected after use with disinfectant spray or disinfecting wipes. Individuals who use face shields should disinfect their own shields.

Cleaning and Disinfecting Supplies

Spray bottles of EPA-approved surface disinfectant and dry paper towels in a disinfection kit will be provided for use in supporting the cleaning and disinfection of personal and shared departmental work areas and classrooms.

Departments will be responsible for managing the use of disinfection kits. Departments should develop a plan for securing and tracking the distribution and use of disinfecting supplies within their department. Disinfection kits should be centrally located to be accessed by multiple employees for use in cleaning departmental and personal work areas. Anticipate having 1 spray bottle per every 10 employees when estimating how many bottles are needed to provide for employees to share.

- **Office and administrative areas:** Disinfecting supplies should be available for the following types of administrative locations. A single bottle can be used to serve multiple areas. Due to supply shortages, a separate bottle cannot be provided for each individual employee or location:
 - Conference rooms
 - Kitchenette or break rooms
 - Shared equipment (such as copiers)
 - Reception and service areas
- **Research laboratory, workshop and classroom areas:** A disinfection kit will be available in each laboratory or workshop area. The COVID Supply Team will supply disinfection kits for academic classrooms. Departments do not need to request supplies for academic teaching spaces.

- **Residence halls and student areas:** Departments do not have to request cleaning supplies for residence halls and other predominant student areas. Several disinfection kits will be made available for student check out at the front desks of the big 3 dorms – Loomis, Mathias and South Hall.

Due to the limited availability of spray nozzles and bottles, empty disinfectant spray bottles should not be disposed of. A supply request can be filled out to request a refill or replacement for empty bottles or for replacement paper towels.

Safety and use information for the specific COVID-19 disinfecting products will be made available in the disinfection kits.

Hand Sanitizer

Everyone is encouraged to frequently wash their hands with soap and water throughout the day, especially after they have been in a public place, used a shared object, or coughed or sneezed. When soap and water is not readily available, an approved hand sanitizer containing at least 60% alcohol should be used. The CDC recommends hand washing with soap and water whenever possible as the best means of hand sanitization.

- **Building hand sanitizer stations:** The COVID Supply Team will install or place at least one new hand sanitizer station in the main entrance or lobby of each building. Additional hand sanitizer stations have been ordered and once received will be installed or placed at additional building entrances and other areas within buildings. These stations are available for everyone's use and will be refilled as needed. If you do not have one in your building, you may request a hand sanitizer station.
- **Departmental hand sanitizer bottles:** In locations where access to a sink or the building hand sanitizer stations is not readily available, a bottle of hand sanitizer may be requested to have available centrally in the area. When access to a sink is available, hand washing with soap and water is best.

Due to the limited availability of pump tops and bottles, empty hand sanitizer containers should not be disposed of. Contact Environmental Health and Safety for a replacement or a refill.

Gloves

Although, per guidelines from the CDC, gloves are not required or recommended for general use to protect against COVID-19, disposable nitrile and synthetic gloves ARE available in the college's COVID supply inventory and are available for request where appropriate for an employee's job duty.

Thermometers

The college has a limited number of touchless infrared thermometers for distribution. Thermometers will be distributed with safe CDC procedures for use, a number of

disposable, nitrile gloves and a package of disinfecting wipes. Only one per department will be supplied.

Plexiglas Barriers

The college has installed Plexiglas barriers at several locations throughout campus. Barriers are made in house by the Facilities carpentry shop. Due to an overwhelming demand, lead times on Plexiglas orders varies greatly. To ensure the College deploys these in areas deemed highest risk and greatest benefit, the following guidelines have been established:

- The location must be a high traffic, public facing area that requires frequent close face-to-face interaction in order to conduct work or complete transactions
- The location also makes it difficult to maintain at least 6 feet of distance between the individuals involved in the transaction.

For areas that are not high traffic, public facing areas (such as individual offices and cubicles), the following measures are recommended:

- Use alternate methods for public interaction and communication, such as email or phone; schedule Microsoft Teams, Skype, or Zoom meetings with students, employees, etc.
- Work remotely if the employee's job function makes this possible; remote work is the best defense against the spread of the virus.
- Stagger staff schedules, whenever possible, to reduce the number of employees in the office at a given time.
- Identify alternative workplaces that allow for better social distancing.

Other Supplies

If you have a need for any supplies beyond what is listed here, put those on the COVID-19 request form and your request will be evaluated, reviewed and, if approved, will be fulfilled.

COVID-19 Supply Request Form

Faculty and staff are encouraged to follow these guidelines and compile their supply needs for on-campus operations. Departments should be considerate of supply limitations and request what will be needed for two blocks at a time. Departments should not request supplies to stockpile future use. Additional or replenished supplies will be available when needed.

Once compiled, faculty and staff should submit a single COVID-19 request form - [Use this form](#) - to request needs. The time period when the supplies will be needed should be indicated on the form. This will allow for the limited stock of supplies to be distributed to meet the most immediate needs and allow for items to be amassed to accommodate future supply needs. Supply requests will be reviewed for approval - not all requests will be approved.

Supplies will be delivered directly to the requesting department. For immediate requests, please allow two to three days for orders to be filled or delivered after the request form is submitted. The requester will be notified if delivery will be delayed or if their full request cannot be fulfilled due to supply shortages.

These guidelines will be updated as needed to reflect current guidance from public health professionals and supply availability. If you have any questions or comments, please contact Environmental Health and Safety.