

Masks Policies (Reusable Cloth and Disposable “Surgical”)

- Departments may acquire 1 cloth mask per employee at no cost to the department. An additional 1 mask per employee may be acquired by CPC and EHS. FPM employees are allocated up to 4 cloth masks.
- Departments may acquire disposable surgical masks at no cost, up to 200 masks per request. Expected uses for these masks include but are not limited to (1) use by employees who forgot to bring their cloth mask to campus, and (2) use by customers, visitors or guests who do not have them and who are required to wear them.
- Disposable surgical masks are available at most building entrances.
- KN95 masks: KN95 masks are available for staff, if requested. KN95 supplies are limited and are not meant for broad application like surgical masks. Departments may request up to 2 boxes (50 masks per box). Please only request what you need.
- N95s masks: N95 masks will be provided *only* where warranted circumstances exist, as determined by Environmental Health and Safety (EHS), such as use in close quarters and during high risk activities. The distribution of N95s requires a 30 minute fit test and regular tracking by EHS.
- Clear Masks: One [Clear Mask](#) will be made available to every employee who is teaching and those who are interacting with folks at front desks. As an alternative, [Humanity Shields](#) can be requested and will be provided based on availability.
- Instructors that need to request clear masks for **students**, for example, Speech and Hearing classes, can do so through the [COVID Supply Request Form](#). If you are requesting clear masks for students, please include the reason for your request in the submission. Requests will be approved on a case by case basis by Environmental Health & Safety.
- Per the [Masks and Face Covering Policy](#), face shields (other than the [Humanity Shield](#)) are not approved face coverings. Employees with disabilities can make requests for accommodations through [Human Resources](#). Students with disabilities can make requests for accommodations through the [Disability Resource Center](#).

Hand Sanitizer + Wipes Policies

- Departments may acquire surface cleaning wipes and large bottles of hand sanitizer from Materials Management Services (MMS) at no cost for general department use, as a shared resource.

- Departments who have employees working on campus in remote areas may stop by MMS or submit a request to acquire small, personal use hand sanitizer bottles from MMS at no cost.

Procedures

- Departments may request all items listed above by submitting the [COVID Supply Request Form](#) to Materials Management.
 - MMS will determine how many of the items requested to provide based on the total number of employees within the department per the policies listed above.
 - Employees who stop by MMS requesting items will be referred to this procedure.
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