**Cloth Face Coverings**

**(Acquisition Process and FAQ’s)**

Cloth face coverings are required to be worn by all faculty, staff, students, and visitors on campus. UD will be providing three cloth face coverings to each employee and student. As UD reopens, Environmental Health and Safety (EHS) will be coordinating cloth face covering distribution to each department/unit on campus.

We have over 4,500 employees needing cloth face coverings. **EHS is asking HR liaisons, business administrators, building managers and/or safety committee chairs to help with the distribution of cloth face coverings within their department/unit**. If there is more than one employee in your department/unit that falls in one of the above roles, please coordinate with those employees so EHS only receives **ONE FORM PER DEPARTMENT/UNIT**.

At this time we are prioritizing cloth face covering distribution to those who need to be on campus by the beginning of the fall semester, September 1st. With the current work from home guidance likely extending through the calendar year for some, please do not procure face coverings until you know an employee will be back on campus.

Please fill out the below form to request the appropriate number of cloth face coverings needed for your department/unit and designate a contact person to pick up the cloth face coverings at the General Services Building, at 222 South Chapel Street. UD is providing 3 cloth face coverings per person. The department/unit contact will be notified as to the date and time the pick-ups will occur.

Please use the linked form for your order. <https://www.formstack.com/forms/?3925157-LQ928QPNPX>

Listed below are each department/unit contact's responsibilities:

1. In the form we ask that you provide a list of employees, and graduate students (RAs, TAs, GAs) within your specific department/unit to who will need cloth face coverings.
2. When the cloth face coverings are ready for curbside pickup at the General Services Building, 222 South Chapel Street, you or a designated employee from your department/unit will be asked to pick the cloth face coverings up and distribute them to your department/unit members (Curbside pickup will begin the week of July 6th)

***If you do not wish to be the contact, please speak with your department head and provide us with an alternate contact ASAP.***

**Frequently Asked Questions About** cloth face coverings **Distribution for Employees and Students**

1. Is the distribution for **all** department employees, including graduate students or only for those returning to campus under Phase 1 and the start of Phase 2 research ramping up? It is for all employees and graduate students needing to be on campus by September 1st.
2. Should I be ordering for part-time and misc. wage employees? Yes, if they are coming back to campus by September 1st.
3. What about employees or students working 100% remotely? No. Cloth face coverings will continue to be available for order after September 1st.
4. What if our entire department/unit is working remotely from home until the Fall 2020? Do we still put in our order? No. Your department/unit should place an order 2 weeks prior to the return date of your personnel.
5. Do you recommend we order 3 cloth face coverings for everyone, or *up to* 3?  3 cloth face coverings per person is what we are supplying.
6. If the order we place now is only for those who expect to work on campus this summer and fall, will we have an opportunity to request additional cloth face coverings later when more employees return to campus?Yes. UD will have inventory for all employees and students throughout the year.
7. Will cloth face coverings be ordered by HR for new employees starting later this summer/fall or should departments/units include them in the count for the order we place now? The hiring department needs to include them in the total count.
8. Are the cloth face coverings disposable or machine washable? The cloth face coverings are machine washable. Use mild detergent, warm temp water, low temp heat.
9. How frequently should the cloth face coverings be laundered? Daily.
10. Do we need to order cloth face coverings for undergraduate students? No. UD plans to provide a welcome package to each undergraduate student containing 3 cloth face coverings and other COVID-19 mitigation materials.