

# COVID Prevention Supplies

## (Acquisition Process and FAQ's)

Face coverings are required to be worn by all non-COVID-19 vaccinated faculty, staff, students, and visitors indoors on campus this Fall and for those working within 3 feet of each person not in your pod/peer group, whether indoors or outdoors. UD will be providing three disposable and 1 cloth mask to each employee who needs them for the Fall 2021 Semester. The Environmental Health and Safety Dept. (EHS) will again be coordinating the distribution of these and other COVID prevention supplies to each department/unit on campus. We also will supply disinfectant wipes and coordinate the installation of any additional pedestal and wall-mounted hand sanitizing stations needed. (There are already a few thousand stations in campus buildings.) Please do not duplicate requests for materials where they already exist, i.e. hand sanitizer stations.

As was done last summer, **EHS is asking HR liaisons, business administrators, building managers and/or safety committee chairs to help with the distribution of 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**. For those not in one of these roles, please contact your department representative.

At this time, we are prioritizing the supply distribution to those who intend to be on campus by the beginning of the fall semester, August 31<sup>st</sup>. **Please place orders by August 1, 2021.**

Please fill out the form below to request the type and number of supplies needed for your department/unit and designate a contact person to pick up the supplies at the General Services Building, at 222 South Chapel Street. 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/?4024671-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 who will need face coverings.
2. Please list quantity of disinfectant wipes
3. Please list the Type (pedestal, wall-mount), quantity and location needed for the hand sanitizing stations. These will be delivered and set-up/installed at the location specified.
4. If there are any other COVID prevention supplies needed/requested, please describe. i.e. gloves, coveralls
5. Hand sanitizer station refills can be ordered by sending a request to [fixit@udel.edu](mailto:fixit@udel.edu) .

When the orders 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 order up and distribute them to your department/unit members. We are targeting early to the middle of August for scheduling the curbside pickup.

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## Frequently Asked Questions About COVID Prevention Supply Distribution for Employees and Grad Students

1. Is the distribution for **all** department employees, including graduate students or only for those returning to campus? **It is for all employees and graduate students needing to be on campus by Fall Semester.**
2. Should I be ordering for part-time and misc. wage employees? **Yes, if they are coming back to campus Fall Semester.**
3. What about employees or students working 100% remotely? **No. Supplies are only for faculty, staff, and grad students that will be working on campus in the Fall.**
4. Where do undergraduate students obtain masks? **Disposable masks are available for students at the following locations: Morris Library, STAR Building Information Desk, Carpenter Sports Building, Trabant University Center, Perkins Student Center, Visitor's Center and Book Store**
5. 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.**
6. How frequently should the cloth face coverings be laundered? **Daily.**
7. How often should disposable mask be changed? **It depends on how long they are worn and activities during wear, but at least once per week.**
8. What about other needs or questions we have about COVID? **Please direct your inquiries to the EHS email address: [dehsafety@udel.edu](mailto:dehsafety@udel.edu)**