

## COVID Prevention Supplies

### (Acquisition Process and FAQ's)

In accordance with the latest Centers for Disease Control guidance, vaccinated or not, masks are required in all University indoor facilities with limited exceptions for faculty, staff, students, and visitors indoors on campus this Spring. UD will be providing 15 disposable KN95 masks to each employee on Campus for Spring Semester 2022. Note that while KN95 masks can provide better protection (with a good fit) than other styles of masks. Surgical style masks worn under cloth face masks can provide better protection than either alone. EHS has surgical style disposable face masks available for those persons that can't achieve a good fit with the KN95 masks – generally those with smaller faces. The Environmental Health and Safety Dept. (EHS) will continue to coordinate the distribution of these and other COVID prevention supplies to each department/unit on campus. We also will supply disinfectant wipes. Request the installation of any additional pedestal and wall-mounted hand sanitizing stations needed through the [Fixit Process](#). (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.

**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**. Those not in one of these roles, please contact your department representative.

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

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.

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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 Winter and Spring.**
2. Should I be ordering for part-time and misc. wage employees? **Yes, if they are coming back to campus.**
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.**
4. Where do undergraduate students obtain masks? **They will be distributed through Residence Life and Housing staff. Masks are available for off campus 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)**