

# COVID Prevention Supplies

## (Acquisition Process)

UD requires masks in all healthcare and clinical areas on UD Campuses as well as the Children's Campus. The wearing of masks in other areas is voluntary unless you have symptoms, a positive test or exposure to someone with COVID-19. UD will provide disposable KN95 and disposable surgical style masks to anyone who is required, or voluntarily chooses, to wear them. Note that 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. The Environmental Health and Safety Dept. (EHS) will continue to coordinate the distribution of these to each department/unit on campus. We also will supply disinfectant wipes.

**EHS is asking HR liaisons, business administrators, building managers and/ or safety committee chairs to assist with the ordering and distribution of masks and other supplies 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.

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. EHS will notify the department/unit when the order is ready for pick-up.

Please use the linked form for your order. <https://www.formstack.com/forms/?4024671-LQ928QPNPX>

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

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 masks.
2. Please list quantity of disinfectant wipes

When the orders are ready for curbside pickup at the General Services Building, 222 South Chapel Street, EHS will notify you and you, or a designated employee from your department/unit, will pick the order up and distribute them to your department/unit members.