

# Personal Protective Equipment

## Ordering PPE

Each Site COVID-19 Safety Team has identified a PPE coordinator. The PPE coordinator distributes PPE to staff and places a work request through buildings and grounds for the items as needed. If you have questions for accommodations, contact Angie Ritchey.

## Reusable Care

- Reusable cloth masks should be cleaned after every day of use.
- Face shields should be cleaned at the end of every day and during the day as needed

## General Education Classroom – teachers and paras, administrative team, office staff, counselors, education technology

Low to medium risk

When you are maintaining 6 ft of distance from others who are also wearing cloth face coverings, you are in a **low transmission risk category** and need to wear a **cloth face covering**. A face shield with a cloth extension attached to the entire edge of the shield is an acceptable accommodation, but only in a low risk setting. If this is an accommodation you need, contact Angie Ritchey.

If you need to intermittently spend small amounts of time less than 6 ft from students, then you are in a **medium transmission risk category** and should wear either a **KN95/procedural mask OR a face shield with a cloth face covering**.

Item	QTY
Logo mask, staff (reusable)	2 per staff
Logo mask, student (reusable)	2 per student
Face shield (reusable)	1 per staff
Procedural Mask & KN95	(#) boxes per school for staff as needed
Extra cloth face masks (reusable)	(#) boxes per school for staff as needed

## All Staff in Life Skills Classrooms (teachers, paras, specialists)

Low to high risk

When you are maintaining 6 ft of distance from others who are also wearing cloth face coverings, you are in a **low transmission risk category** and need to wear a **cloth face covering**. A face shield with a cloth extension attached to the entire edge of the shield is an acceptable accommodation, but only in a low risk setting. If this is an accommodation you need, contact Angie Ritchey.

If you need to intermittently spend small amounts of time less than 6 ft from students, then you are in a **medium transmission risk category** and should wear either a **procedural mask OR a face shield with a cloth face covering**.

If you are within 3 ft for more than 10 minutes an hour multiple times a day with a student, then you are in a **high transmission risk category** and should wear a **face shield and a KN95 mask, surgical mask, dust mask, or procedural mask.**

If the student(s) you are in close proximity with is unable to wear a mask, then you are in a **high transmission risk category** and should wear a **face shield and a KN95 mask, surgical mask, dust mask, or procedural mask.**

Item	QTY
Logo mask, staff (reusable)	2 per staff
Logo mask, student (reusable)	2 per student
Face shield (reusable)	At least 1 per staff
Procedural Mask & KN95	(#) per staff per week
Extra cloth face masks (reusable)	(#) boxes per school
Gloves	As needed X per school
Gowns	As needed X per school

## Internet Café, 6<sup>th</sup> – 12<sup>th</sup>

Low to medium risk

When you are maintaining 6 ft of distance from others who are also wearing cloth face coverings, you are in a **low transmission risk category** and need to wear a **cloth face covering**. A face shield with a cloth extension attached to the entire edge of the shield is an acceptable accommodation, but only in a low risk setting. If this is an accommodation you need contact Angie Ritchey.

If you need to intermittently spend small amounts of time less than 6 ft from students, then you are in a **medium transmission risk category** and should wear either a **procedural mask OR a face shield with a cloth face covering.**

Item	QTY
Logo mask, staff (reusable)	2 per staff
Logo mask, student (reusable)	2 per student
Face shield (reusable)	Available at school as needed
Procedural Mask & KN95	(#) boxes per school
Extra cloth face masks (reusable)	(#) boxes per school

## Screening (isolation) Room Staff and Nurses

Staff in the screening room with symptomatic students are in the **extremely high transmission risk category.**

When providing care for anyone with suspected or confirmed SARS-CoV-2 infection, staff who need to be within 6 feet of a sick colleague or student must be wearing **gloves, a gown, and a face shield with a KN95 mask.** If monitoring at a distance in the same room, you do not need to wear gloves and gown.

When **students enter the Screening Room** they should be switched to a **procedural mask.**

Item	QTY
Face shield (reusable)	1 per staff assigned to screening room

Procedural Mask & KN95	(#) boxes per screening room
Gloves	(#) boxes per screening room
Gowns	(#) per school
Procedural masks (single day use, student)	(#) per school

## Transportation

A driver or other staff working to transport students is in the **medium transmission risk category** and should wear either a **procedural mask OR a face shield with a cloth face covering**.

Item	QTY
Face shields (reusable)	1 per driver
Procedural masks	(#) boxes at transportation
Extra cloth face masks (reusable)	(#) boxes at transportation
Spare masks for kids on the bus	(#) boxes at transportation

## Custodians

The screening room should not be cleaned until 3 hours after the last student leaves the room. When **cleaning the screening room**, custodians should wear a **face shield and a procedural mask**.

During normal cleaning custodians are in the **low transmission risk category** and need to wear a **cloth face covering** and anything else per normal procedure.

Item	QTY
Logo mask, staff (reusable)	2 per staff
Face shields (reusable)	1 per custodian
Procedural masks	(#) boxes per school
Gloves	Per normal procedure

## Lunchroom Paras and Food Service

When students are eating and not wearing masks, staff in the room should wear a **face shield with a procedural mask**.

Item	QTY
Face shields (reusable)	1 per para
Procedural masks (single day use)	(#) boxes at school