

Staff PPE Distribution Guidelines

Bellingham School District is committed to the safety and wellbeing of all employees and will provide Personal Protective Equipment for every staff member in accordance with L&I guidelines for school district use. Specific PPE requirements for individual staff roles is documented in the [Personal Protective Equipment by Staff](#) and the [which mask for the task](#) documents.

Distribution:

1. The Site PPE Coordinator will be responsible for determining building usage for a two-week period.
2. Site Coordinator will distribute the appropriate PPE for each staff member in their building for a two-week duration, noting amounts for each staff member.
3. Distribution will be tracked on a Building [PPE Inventory Log](#) and sent to the district PPE coordinator when reordering. (see below or reorder process).
4. Site PPE Coordinator will determine when PPE inventory is low and order a minimum of one week before supplies are needed.

Reorder:

1. The Site PPE Coordinator will initiate a buildings and grounds work request for additional PPE when needed.
2. On the work request, indicate number and description of items needed.
3. PPE order will be reviewed by the District PPE Coordinator and completed with delivery from the warehouse.

Exceptions:

1. If a staff member determines that they need additional PPE due to extenuating health circumstances, they can request it through their supervisor/principal.
2. The supervisor will forward the request for exception to the District PPE Coordinator for review with the District COVID safety team.