KEY POINTS and GUIDELINES

What is PPE?
- PPE, otherwise known as personal protective equipment, is worn to minimize exposure to hazards that cause workplace injuries and illness. These are regulated by the Department of Labor and OSHA.

What is PHM?
- PHM, otherwise known as preventive health measures, are items or actions utilized to limit the spread of disease. Examples include washing your hands, social distancing, and the use of cloth masks to reduce microdroplet spread.

If my lab/area used PPE prior to COVID-19, where do I get it now?
- If your work area required the use of PPE prior to the onset of COVID-19, you would continue ordering PPE in the same manner as before.

Where can I learn more information on this?
- Go to the Documents section to view a COVID-19 Safety Training presentation put together by Radiological and Environmental Management.
- View and print the Social Distancing Guidelines flyer.

Should I wear gloves all the time?
- No, it is not recommended that individuals wear gloves for tasks that would not otherwise require them. Per the CDC, frequent handwashing and not touching your face are the best ways to keep yourself safe. COVID-19 does not penetrate intact skin; it is contracted through mucous membrane contamination. The wearing of gloves for everyday tasks can give people a false sense of security, while wearing them can cause potential contamination when touching faces or other personal items.

What measures are being taken to protect the campus community in public areas?
- Installation of plexiglass shields in high contact/high traffic offices continues. Social-distancing decals have also been placed on the floor in conjunction with these shields.
- Hand-sanitizer stations and sanitizing-wipe stations have been placed in high-traffic areas on campus. Additional stations are on order and are planned to be ready prior to the return to work for most staff.
- Drinking fountains will be shut down until further notice.
- Vending machines and copy machines will have hand wipes or sanitizing spray near them for patrons to disinfect the equipment prior to, or after, use.
Is the university going to provide us with face masks; and if so, when?

- The university has ordered enough cloth face masks for students, staff, and faculty to be issued two (2) per person. Masks in excess of that number would need to be provided by the student, staff, or faculty member.
- The estimated delivery date for the masks is early to mid-July.
  - Student Affairs will distribute masks to students.
  - The Crisis Management Team will distribute masks for faculty and staff in prebundled amounts for their respective areas.

Can I order preventive health items from university stock?

- Yes, if you have a need for the items for on-campus activities and have already undertaken the following measures to remove the hazard.
  - Installation of plexiglass shields, isolating personnel where possible, changing work processes, removing/reducing the number of chairs, closing doors in single office spaces, separating distance between desks/tables, reducing the number of physical entrances, removing common touch items, and/or staggering work shifts where possible

What preventive health items are available?

- Surgical/Disposable Masks—for staff/faculty who have face-to-face interactions with others prior to the arrival of the cloth masks. Limit two (2) per on campus staff member.
- Gloves—reserved for staff/faculty who have frontline cleaning and/or food service interactions with others (for example, UPD, Building Services, Food Pantry, REM).
- N95/KN95 Masks—reserved for staff/faculty who have frontline cleaning and/or food interactions with others.
- Safety Glasses / Goggles / Face Shields—reserved for staff/faculty who have frontline cleaning and/or food interactions with others.
- Gowns / Tyvek-Type Coveralls—reserved for staff who have frontline chemical/hazardous-based cleanup duties.
- Hand Wipes—for staff/faculty working from campus.
- Hand Sanitizer—for staff/faculty working from campus
- Therma Strips—for staff/faculty working from campus who have frontline, high-touch interaction with others (for example, UPD, Building Services, REM).

How do I order preventive health items and/or get refills?

- To request surgical/disposable masks, nitrile gloves, N95/KN95 masks, safety glasses, safety goggles, face shields, disposable gowns, or Tyvek-type coveralls for processes directly related to COVID-19 management: The department head should send a message to crisismanagement@pfw.edu with the amount requested.
  - Items can be picked up by appointment in the Rhinehart Music Center. At pickup, the department representative will sign a Receipt of Order Form.
To request hand wipes, hand sanitizer, or refills, please submit a work order through SchoolDude.
  o To request plexiglass shields, hand sanitizer/wipe stations, or social-distancing decals, please email Greg Justice at justiceg@pfw.edu.

What if I have other questions?
  • Send a message to crisismanagement@pfw.edu.