Availability, Authorization Rules, and Distribution of Specialized PPE and Equipment for Instructional Activities Workplace Accommodations

Available Items

- Clear face masks
  o Faculty and staff with an approved pedagogical reason will be issued a clear face mask.
    ▪ Clear face masks for pedagogical reasons are to be worn only while instructing. Standard masks should be worn at all other times.
    ▪ Instructors who informed their department chair that their students also needed clear face masks will receive the students’ masks when they pick up their own mask.
  o Students who need a clear face mask for pedagogical reasons will pick up their clear face mask from their instructor on the first day of class.

- Face shields
  o Faculty and staff with an approved workplace or ADA accommodation through HR will be issued a face shield.
  o Instructors whose class is requiring a face shield to accommodate an inability to social distance during labs will be issued a face shield.
    ▪ These face shields are to be worn concurrently with a standard mask during class/labs.
    ▪ Instructors who informed their department chair that their students also needed face shields to accommodate an inability to social distance during labs will receive the face shields for their students when they pick up their face shield.
  o Students whose class is requiring a face shield to accommodate an inability to social distance during labs will pick up their face shield from their instructor on the first day of class.
    ▪ These face shields are to be worn concurrently with a standard mask during class/labs.
  o Students who need a face shield as part of an ADA exception can obtain their face shield from the Services for Students with Disabilities office.

- Touchless thermometers
  o Touchless thermometers are designated for departments/areas with community facing needs (e.g., clinics).
  o There is a limited supply of these thermometers.

- Portable public-address systems
  o Instructors with an approved request for a portable PA system will be issued one.
    ▪ If, after using the portable PA system in class, instructors determine that it is not necessary for effective communication in their classroom(s), they should return it to Lisa Zerkle, director of special events, in the Rhinehart Music Center, Room 208, so that they can be reallocated to others in need.
If an instructor who did not request a portable PA system determines that they need one to support effective communication in their classroom(s), they should send a request to Jeff Malanson, director of strategic planning and the Office of Academic Innovation, at malansoj@pfw.edu.

Supplies for these items are limited. We will be prioritizing clear face masks and face shields as follows:

1. ADA exceptions
2. Pedagogical reasons
3. Workplace accommodations
4. Personal use

**What Are the Rules?**

- All persons picking up items will sign for them.
- You may pick up items authorized for you only. You may not pick up items on behalf of others.
  - The exception is instructors picking up face shields/clear masks for their classes.
- All instructors picking up face shields or clear masks for their classes will pick them up in bulk and sign for them.
  - Instructors are responsible for distributing to their students.
  - Issue one per student. If a student already has a clear mask or face shield from another class, do not issue them a second one.
  - If you have clear masks or face shields that are not issued, please return them to Lisa Zerkle, director of special events, in the Rhinehart Music Center, Room 208, so that they can be reallocated to others in need.
- Clear face masks, face shields, touchless thermometers and portable PA systems need *prior authorization* in order to be picked up. If you are not on the list, you will not be issued the item.
  - Faculty and student clear face masks and face shields need to be preauthorized by the Office of Academic Affairs for pedagogical reasons.
  - Faculty and staff face shields need to be preauthorized by Human Resources for ADA and workplace accommodations.
  - Student clear face masks and face shields for ADA need to be preauthorized by Services for Students with Disabilities.
  - Portable PA systems need to be preauthorized by Jeff Malanson, director of strategic planning and the Office of Academic Innovation.
  - Touchless thermometers need to be preauthorized by sending a message to crisismanagement@pfw.edu.
- Faculty and staff who are requesting a face shield for personal use will be issued a face shield as quantities allow.
o These face shields are to be worn *concurrently* with a mask at all times.
• Students who are requesting a face shield for personal use are directed to obtain one as part of their return to campus supplies.
  o These face shields are to be worn *concurrently* with a mask at all times.

**Reusable Paper-Mask Distribution**
The university will not be distributing the reusable surgical-style masks at the department level. All faculty, staff, and students were or will be issued two cloth masks and are expected to use them (or comparable ones) inside all buildings on campus. Guests to campus should also have a mask, given the governor’s current order requiring them. For those who occasionally forget or sustain damage to the mask they are wearing, they can go to the following locations to obtain a one-time-issue reusable paper mask:

- Fitness desk in the Gates Sport Center
- Campus safety desk in Walb Student Union
- Customer service desk in Helmke Library
- Enrollment services desk in Kettler Hall

**Face Shields, Clear Masks, Touchless Thermometers, and Portable PA System Distribution**
Items will be available for pick up in Alumni Plaza at Table D during the following times:

- Monday, August 17, noon–3 p.m.
- Tuesday, August 18, 9 a.m.–noon
- Monday, August 24, 9 a.m.–noon
- Tuesday, August 25, 3–5 p.m.
- By appointment

If you have questions, please send them to crisismanagement@pfw.edu.