

COVID-19 Supply Request Process

Ordering of COVID-19 supplies is only available to employees. Students may not place orders for supplies.

Please follow the instructions for the online order system. It is asked that one designated individual from each area place orders.

PPE/Disinfectant/Hand-Sanitizer/Plexiglass can be ordered by a designated employee in each area through the Facilities online PPE request form. [Cleaning Supplies | PPE Requests \(office.com\)](#)

Many of the COVID-19 supplies have automatically been placed throughout campus. The request form should be used to:

1. Request disinfectant spray and paper towels to be kept in work/copy rooms
2. Request extra face masks (these are available throughout campus and no longer normally needed in individual areas)
3. Request face shields for employees that would like extra protection (these must be required through this process)
4. Request required face shields for courses on campus where social distancing cannot be maintained (these must be requested through this process by the academic department)
5. Request hand sanitizer to be provided at information desk areas, in work/copy room or other high use areas. Hand sanitizer stations are at the entrance of each building. Hand washing is available in restrooms in all buildings.
6. Request supplies that are missing.
7. Request refills when needed.

1. **Face masks** are available for individuals who forget a face mask or need a replacement face mask while on campus. Face masks are provided in several locations on campus including the library, Student Union, building 6 and 30. The face masks may be disposable or cloth. It is requested individuals take only 1 face mask when needed to ensure adequate supplies to support the entire campus.
 - a. **Student service areas and other general areas:** if it would be helpful to have extra face masks on hand please request through the online form 10-20 and request refills as needed.
 - b. **Academic departments:** faculty may like to take 1-2 extra face masks with them when teaching on campus to be able to quickly provide to a student who needs a

new face mask because it is not staying above nose, not the proper type or sneezes in during class. This is optional as students can be referred to other areas on campus to get a replacement face mask.

- Faculty can pick up a couple extra masks at various locations on campus to keep with them or
- The designated individual in each academic department can request a supply of masks to keep in the work/copy area of the department for faculty to pick up as needed to take to class.

2. **Disinfectant spray and paper towels** are provided to wipe down high touch shared areas daily and available for faculty/staff to use in their individual workspaces. Workrooms/copy areas should have 1-2 bottles of disinfectant spray and paper towels to use to wipe down area daily. These can also be used to wipe down individual offices. Request 2 bottles of disinfectant spray and paper towels.

3. **Hand sanitizer** for front desk and work room. Please order 2 and reorder when needed.

- a. Hand sanitizer will be available in entrances of buildings. Hand washing is available in the building.

4. **Face shields for employees:** order 1 per employee to be used throughout the quarter. These are reusable and can be wiped with disinfectant. (some faculty/staff will already be issued a face shield if their classroom/lab requires)

- Face shields when worn with a face mask provide the highest level of protection for the individual. This is recommended for all individual offices where social distancing cannot be maintained. Students or others attending the meeting are not required to wear a face shield.

5. Face shields for students in classes:

Face shields are required in all courses on campus where social distancing cannot be maintained. Department coordinators or their designee were asked to work with faculty to determine if a face shield (barrier) would be required for the courses on campus in fall quarter and to place the order for face shields through the online require process by a person designated in each department (not done automatically by completing the safety assessment process). In any departments where this has not been done please use the new assessment tool to determine if face shields are required for the course: 2021-2022 COVID-19 Academic Course Safety Plan.

If face shields are required and the designed individual in the academic department has not placed an order for these through the COVID-19 Supply Request Process (online) the order should be placed immediately.

- To determine the number of face shields required:

- 1 per student in the classroom, 1 for each faculty/staff and 2 extras. These are issued to be used throughout the quarter. They are reusable and normally last for hundreds of uses. Students are provided their face shield on the first day of class by the faculty and are responsible to bring the face shield with them to class. If a student forgets the face shield they are required to maintain a minimum of 3' distance. (faculty can bring with them the extra face shields if desired to loan in case of a student forgetting their face shield, they must be sprayed with disinfectant and wiped dry after use by the student) Disinfectant spray and paper towels are available in the classroom.
 - Face shields must always be worn with a face mask. They cannot be worn instead of a face mask.
6. **Plexiglass** maybe be requested in large areas where people have to wait in line at a counter (an example is in student service and academic departments if 3' distance is unable to be maintained from counter). It also can be considered for some individual offices where meetings are required as the primary purpose of the space (such as student service areas). It should be noted that face shields are often preferred to Plexiglass in small spaces as it offers a higher level of protection and does not impede circulation of airflow.
- a. Plexiglass comes in a standard portable tabletop model; it may need to be ordered. Until it arrives a face shield worn with a face mask is very effective at protecting individuals working in the area.
 - b. Plexiglass is not supplied for faculty offices. This is due to several factors including ventilation airflow issues. Meeting should be limited in this space in fall quarter (recommended meeting are done through online format such as Zoom or are moved to a larger space. If meetings must be held in a faculty office a face shield worn with a face mask providing a high level of protection for the faculty. Please refer to the Academic Safety Plan for more information regarding meeting with students in faculty offices.
7. **Disposable Gloves** are available if areas/departments would like to have these to use while disinfecting areas. They are not required to be used with the disinfectant but optional. These are not normally supplies, if your area would like to have these available to put in your work/copy room please request 1 box of medium and 1 box of large.
8. **Social distancing floor stickers:**
These will be placed in high volume areas. They work well on hard surfaces, carpeted areas blue painters' tape (or other type) is recommended as the floor stickers do not

work well. If you need social distancing floor stickers in your area please request through online PPE request form (write in)

9. Highline College COVID-19 signage will be provided for fall:

These will be in place by opening week of fall quarter. If your area does not have signage please contact the Public Health Director.

- a. 2 building door posters with COVID-19 self-attestation of health and information on safety requirements on campus (English and multiple language)
- b. no food/drink allowed signs
- c. social distancing reminder tabletop signs
- d. poster providing information on what type of face mask is required to be worn on campus

To check on status of a request for PPE please contact Kevin Kalal at klalal@highline.edu

Any questions regarding what is needed for an area (including for Plexiglas assessments) please contact the Public Health Director Nicki Bly at nbly@highline.edu to help with the process.

If you have not done an assessment for COVID-19 supplies please use the new safety plans for guidance or require additional or refill items please use the new safety plans posted on the COVID-19 webpage (under COVID-19 Safety Plans). These plans are no longer specific to one area but instead divided into 3 main areas (changed due to new requirements by the WA DOH and our college now requiring vaccinations):

1. **2021-2022 COVID-19 On-Campus Safety Plan**: provides requirements for student service areas, employees in offices/workspaces and general campus.
2. **2021-2022 Academic Courses Safety Plan**: provides requirements for students, staff, and faculty in on-campus courses.
3. **2021-2022 Events On-Campus Safety Plan**: provides requirements for tours, drive-up and other general events on campus.

9/9/21 NB