

COVID-19 PPE Sub Committee Report

Chair: Matthew Alfultis
Members: Stephanie Blaisdell, Gary Buckman, Dan Freedman, Michele Halstead, Jim Lyons,
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Dates of meetings held

July 14th minutes captured by Jodi Papa
July 23rd minutes captured by Tanhena Pacheco Dunn
July 29th minutes captured by Dan Freedman

Main actions taken

I. Developed a central stores approach for PPE to be accessible to all campus departments:

In collaboration with the Office of Communications and Marketing, faculty and staff will be able to access PPE requests through my.newpaltz.edu under the Forms resource tab. All requests for PPE and partitions will be sent through this section and filtered to areas responsible for distribution. Guidance on utilizing these forms will be sent out to the campus community by August 5th from communications and marketing. Included in this report is a flowchart detailing how PPE requests will be handled by each department. Our committee identified the following resources for procurement and tasked members with maintaining a supply of each resource. The following chart details PPE the committee will be sourcing and who is responsible for maintaining an adequate supply.

Resource:	Responsible area:
Masks (cloth, disposable, ADA)	OEM
Disinfectant Wipes	OEM
NYS Clean Sanitizer	OEM
Disinfectant for IT	OEM
Disinfectant spray bottles	EHS and OEM
Gloves	OEM and FOC
Paper Towels	FOC
Soap	FOC
Signage	EHS
Partitions	HVAMC
Face Shields	HVAMC
Refillable Bottles	HVAMC and EHS

Inventory will be tracked by the responsible department with restocking triggered by minimum acceptable levels for each supply. The committee is currently working on figuring out burn rates and lead times to adequately determine a minimum level for each PPE resource. SUNY Central and our committee diligently sourced multiple vendors and will be prioritizing bulk purchasing to maintain an adequate stockpile. The following vendors will be providing PPE to the campus:

- Fastenall
- Hillyards
- Triple J
- Grainger
- Medline
- Hill & Markes
- Terraboost

II. Created a distribution plan to provide face coverings for all faculty, staff and students.

Faculty and Staff:

The Office of Emergency Management sourced an abundance of reusable, cloth face coverings to be distributed to the campus prior to the start of classes. All faculty and staff will receive two cloth face coverings that will be available to the campus at the mailroom in Haggerty Administration Building. Distribution is ongoing with masks available to all administrative offices as of July 8th with another anticipated for academic offices. Masks are packaged by department with the intention of one employee picking up the package and distributing to other personnel. OEM and FOC received an estimate on faculty teaching and packaged additional masks for those areas as of July 30th. Distribution to the mailroom should occur on August 3rd for pickup by each area.

Residential and Commuter Students:

Residential and commuter students will all receive reusable masks from OEM and tracked through the existing Atrium system maintained by card services. Each ID will now have a section in the system for "Mask Points" that allows each student to receive a specified quantity of masks from the school. After discussing with the subcommittee, it was determined that five masks would be appropriate for now. Face to face pickups will be tracked with magstripe readers while all mass distributions will be logged on excel sheets to be inputted afterwards by card services.

Resident Life has provided OEM with rosters of each resident hall for the fall semester. Each returning student will be provided with one branded mask provided by CAS and two masks provided by OEM. OEM has distributed masks in bulk to each hall for distribution by resident life staff prior to students returning to campus. This was completed on July 30th with sanitizer also provided for each returning student. CAS will provide Resident Life with the branded masks with a similar plan of distribution to each student.

Awosting has been designated as the quarantine hall and has been supplied with 30 cloth facemasks for the estimated 15 international students coming to campus. OEM and FOC are working on supplying each room with a quarantine kit to consist of essential hygiene supplies for each room. Setting up the quarantine hall is expected to be completed by August 1st.

Following student quarantine periods, OEM and EHS will setup a pickup location at the Wooster welcome desk for commuter students needing masks. The desk will be staffed on limited hours with students able to receive two masks and a spray bottle of NYS clean sanitizer. Distribution will be logged in the Atrium system for tracking purposes and to ensure each recipient is a student. OEM is also working on coordinating with existing offices for mask pickup. Locations for disposable and cloth mask pickup will be finalized by August 14th. OEM will also be staffing the central store, located at Rm. 103C in the South Classroom Building. Masks along with refills on distributed supplies will be available for faculty, staff and students.

Once the semester starts, there is the possibility that students or staff may not have a face covering when arriving on campus. The committee has developed the following solutions to provide masks when they are forgotten.

Vending machines: In partnership with existing suppliers, vending machines in the academic buildings will be stocked with PPE supplies for purchase. Available from Triple-J include a package of three disposable masks and one kit with one disposable mask, hand sanitizer and hand wipes. Pricing for each kit will be \$4.50 and \$5.50 respectively. The locations that will have masks and sanitizers are Peregrine Dining, Humanities, Sojourner Truth Library, Student Union, VanDenBerg, Coykendall Science and New Science Building.

Mask supply for teaching faculty: Faculty teaching face to face classes will be given a supply of 10 disposable masks for distribution in case a student shows up without a face covering. As of July 30th, 231 faculty members will be teaching in person classes with another 50 courses remaining undecided. Each department will have a supply of masks for pickup at the Haggerty mailroom based on the number of faculty teaching face to face by department. OEM completed packaging of cloth and disposable masks as of July 30th with availability for pickup starting August 3rd. Once this supply of disposable masks is exhausted, students will be directed to use the vending machines on campus.

III. Developed talking points regarding cloth face coverings, N95 respirators and mask usage:

➤ *When Should I Wear a Facemask?*

The virus is thought to spread mainly from person to person through respiratory aerosols and droplets produced when an infected person coughs, sneezes or talks. In combination with social distancing and handwashing, properly wearing and maintaining masks is the first line of defense against the spread of COVID-19. Masks must be worn anytime you can't maintain a minimum distance of 6 feet from other people. It is required for everyone to wear a mask in classrooms and it is highly advisable to wear them indoors except when in an individual office or dorm room.

➤ *How will I get a facemask?*

Cloth facemasks will be provided to all faculty, staff and students. Faculty and staff can pickup masks at the Haggerty Administration Building mailroom for distribution in their department. Residential students will have masks in their residential room upon returning to campus. Commuters will be able to pickup face masks at distribution points on campus. South Classroom Building Rm. 103C and the Wooster welcome desk will be staffed for pickup at end of student quarantine periods.

➤ *How should I clean my cloth mask?*

Face masks should be cleaned when no longer in use for the day. The campus recommends washing your mask by hand with laundry detergent and warm water each day. Masks should be machine washed once a week with your normal load of laundry. Tumble dry masks on high. Do not use bleach, chemicals or disinfectants to wash masks.

➤ *When is my mask no longer effective?*

Cloth face masks are no longer to be used when the following condition(s) exist:

The mask no longer covers your nose and mouth.

The mask is too stretched out where it does not stay on your face when worn.

The mask is critically damaged where protection is no longer provided. Masks are defective if the ties or straps break, or the fabric of the mask has holes or tears.

Additional cloth masks will be available to students, faculty and staff from South Classroom Building 103C when old masks are no longer effective.

➤ *What's the difference between an N95 and a cloth face covering?*

N95 respirators reduce the wearer's exposure to airborne particles and filter out 95 percent of particles in the air, large and small. In order to properly use an N95, the wearer must undergo an annual fit test to ensure an adequate seal around the mouth and nose. Without a proper seal, the filtering capability of an N95 mask is significantly reduced. Although these provide a higher level of protection, the respirators can cause respiratory distress for some people due to an increased inhalation stress.

Unlike an N95 mask, cloth face coverings are loose-fitting and provide a barrier protection against large respiratory droplets. Cloth facemasks can be made at home and do not require fit testing in order to provide protection. The role of cloth facemasks is for source control, to prevent contamination of the surrounding area when a person coughs, sneezes or talks. While an N95 filters particles on inhalation and exhalation, cloth facemasks only provide a protective barrier on exhalation.

➤ *If N95 respirators provide better protection, why aren't we providing N95 masks to the campus community?*

The Center for Disease Control and Prevention (CDC) does not recommend that the general public wear N95 respirators to reserve already critically low supplies for health care workers with increased risks of exposure to COVID-19. Similarly, N95 respirators are important for patients in clinical settings with confirmed cases to protect healthcare professionals. Procuring N95 masks for the campus community would have been irresponsible and severely taxed supplies meant for hospitals. Cloth face masks were provided to all faculty, staff and students to support universal use of face coverings in spaces where social distancing is not possible. In order to protect those around you, always wear a cloth face covering when six-foot social distancing guidelines cannot be followed. When worn collectively, spread of COVID-19 is found to be significantly slowed and reflected in multiple studies (http://files.fast.ai/papers/masks_lit_review.pdf) by preventing asymptomatic people from infecting the population. By wearing a cloth mask, you are doing your part to protect those around you and reduce communal spread.

