



CITY  
EAST  
HARBOR  
MISSION  
PIERCE  
SOUTHWEST  
TRADE-TECH  
VALLEY  
WEST

**TO: INCIDENT COMMAND CENTERS**  
**FROM: EOC SAFETY**  
**DATE: AUGUST 7, 2020**  
**SUBJECT: PPE ISSUANCE GUIDELINES**

The following guidance has been developed to ensure consistency in PPE distribution

**PPE REQUIRED DISTRIBUTION AT CHECK-IN SITES  
STUDENTS/EMPLOYEES**

1. Disposable face covering available to be distributed daily if student/employee fails to provide their own covering.
2. Check-in personnel are required to wear a face covering and face shield at all times. Gloves to be distributed upon request.

**ADDITIONAL PPE AVAILABLE**

**STUDENTS – College to develop distribution plan/location**

1. Reusable cloth face covering to be distributed 1X per semester.
2. Face shield to be distributed 1x per semester as requested or required by the instructor.
3. Disposable gloves as needed/requested.
4. Additional PPE that may be required by outside licensing entities for Allied Health students may be issued by instructors.

**PPE REQUIRED DISTRIBUTION**

**FACULTY/STAFF – College to develop distribution plan/location**

1. Reusable cloth face mask, face shields, protective eyewear (if available), and disposable gloves\*

**CAVEAT:**

*The cloth face covers from the state are currently being distributed vis-à-vis Southwest College. College distribution of PPE is a local plan.*

\*As per Memorandum of Understanding: MOU Regarding the return of Faculty to Complete Hard to Convert Spring 2020 Courses [July 17, 2020]