

Hudson Valley Community College
COVID-19 Supply Procedure
Revision Date: June 19, 2020

COVID-19 Supplies

A COVID-19 Supply Management Procedure has been developed to centralize the ordering and distribution of supplies to departments. This procedure applies to all Hudson Valley departments that do not typically order personal protective equipment (PPE) and disinfecting supplies on their own. Departments with established supplier relationships can and should continue to order through other means, but may follow the campus procedure if they are having difficulty securing supplies.

Each department head should ensure their department has the following supplies on hand prior to employees' return to work:

- Disinfecting supplies: Spray and paper towels or disinfecting wipes
- Hand sanitizer: Pump-style dispenser or individual dispensers
- Cloth face coverings: Two cloth coverings per returning employee
- Disinfection instructions (keep near supplies)
- Face mask information handouts (provide to employees when distributing face coverings)

Additional items that may be requested include:

- Gowns: For departments with a documented risk assessment or PPE assessment requiring gowns
- Gloves: For departments with a documented risk assessment or PPE assessment requiring gloves. Departments handling frequently-touched objects that cannot be disinfected between uses may also request gloves.
- Disposable face masks: For areas with student and visitor traffic
- Disinfection logs (post in break areas and common spaces to document disinfection of common surfaces)
- Social distancing signs and handouts:
 - CDC Stop the Spread of Germs 11x17 poster <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>
 - CDC Symptoms 11x17 poster <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms-11x17-en.pdf>
 - CDC How to Protect Yourself and Others 2-sided 8 ½ x 11 handout or posting (double-sided, need 2 for posting) <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>
 - CDC Cloth Mask handout <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>
 - Social distancing sign for customer service areas – “Keep six feet apart”

The supervisor of the functional area should order supplies from the Hudson Valley Central COVID-19 Supply Distribution Point by contacting Larry Amos in Inventory at (518) 629-7141 or l.amos@hvcc.edu. Requests should include the quantity of each item, the delivery location, the date of re-occupancy of the space and the number of employees returning. Larry Amos will process and approve the supply requests. Inventory and/or custodial staff will distribute the COVID-19 supplies. Supplies remain limited and may not always be available. Departments should order only the amount needed for a two-week period in order to facilitate the operations of as many departments as possible.

Requests for N95 respirators must be approved by EHS. The college will only provide N95 respirators for protection against COVID-19 to certain individuals performing higher-risk tasks who have received training, fit-testing and medical clearance in accordance with the OSHA-compliant respiratory protection program administered by the EHS Department.