

MEMO

DATE: November 12, 2020

TO: ACLT Members
Cost Centre Managers
Business Administrators and Budget Officers

FROM: Gordon Warner, Associate Director, Strategic Procurement

SUBJECT: Personal Protective Equipment (PPE) Guidelines

Please share this memo with the appropriate staff in your department.

As the College moves through the normalization of the COVID-19 pandemic, there is a need for an update on the provision and delivery of Personal Protective Equipment (PPE) to College departments.

Background

In the initial stages of the pandemic, on an emergency basis, the College centralized the procurement of PPE for a number of reasons including coordination, distribution and inventory.

PPE was procured and warehoused centrally and issued to departments as required. To date, this has worked well with only a few minor challenges.

Current State

We are now moving into a “normalization” phase as the College cautiously opens up with more students and staff on site. This normalization has generated a review of the emergency procedures for the distribution and supply of PPE. The new procedures are outlined below.

Additionally, ALL course delivery supplies that would have previously been procured through normal channels pre-pandemic should now revert to pre-pandemic procedures.

For clarity, if you were ordering supplies for on campus course delivery prior to March 2020 and you are currently delivering classes on campus, please now revert to your normal pre-pandemic methods of acquiring these items.

The following procedures apply to PPE items that are necessary for the safe delivery of classes that are over and above normally required classroom and course supplies.

New Procedure

Beginning Monday, November 16, 2020, all requests for PPE (over and above items normally used in course delivery) must be requested by:

MEMO

- a call to the Facilities Operations Maintenance and Engineering Services (FOMES) helpdesk at 613-727-4723 Ext. 7710, **or**
- an email to 7710@algonquincollege.com.

Your request should include:

1. the specific items required,
2. the quantity of each item,
3. delivery location, and
4. date required (note: please allow a minimum of 24 hours for delivery and 48 hours for installation)

Your PPE will be provided by either Central Shipping and Receiving or FOMES, following the item listing below.

We request that you provide a minimum of 24 hours' notice for the delivery of PPE and 48 hours for the installation of additional wall-mounted hand sanitizers, etc.

In an unforeseen emergency, supplies may be picked up from Central Shipping and Receiving in room A182 at the Ottawa Campus, after contacting the FOMES help desk.

Items that will be provided and installed by the FOMES team:

1. Wall mounted hand sanitizers
2. Wall mounted paper towel dispensers

Items that will be provided by the Central Shipping and Receiving team:

1. Nitrile gloves
2. Face masks
3. Face shields
4. Hand sanitizer (bottles, not wall-mounted)
5. Wipe rags
6. Spray bottles
7. Bulk spray sanitizer (for above spray bottles)
8. Sneeze guards
9. Isolation gowns
10. Sanitization wipes

If you have any questions, please contact Gordon Warner at warnerg@algonquincollege.com