

MEMO

DATE: September 8, 2022

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

FROM: Gordon Warner, Associate Director, Strategic Procurement

SUBJECT: Personal Protective Equipment (PPE) Supplies –

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

This is an update from my initial memo dated November 12, 2020 and follow-up memo of March 24th, 2021. As a reminder, at that time we advised,

“... 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.”

Therefore, effective April 1, 2021, ALL COVID-19 supplies, be it for regular course delivery or items required over and above what is needed for course delivery will be the responsibility of the individual departments to acquire, store and pay for.

The College is no longer providing masks, or other PPE to staff or students.

Facilities Operations Maintenance and Engineering Services (FOMES) will continue to provide wall mounted hand sanitizers outside of rooms and wall mounted paper towel dispensers as appropriate. FOMES have increased the number of units and installed additional ones where appropriate. Should you feel that there are additional units required, please contact the Service desk directly using either the on-line form, <https://www.algonquincollege.com/facilities-management/service-desk/>, sending an email to 7710@algonquincollege.com or calling Ext. 7710 when on campus.

Installation of wall-mounted dispensers by individual departments is not permitted. If you have any specific questions on what COVID-19 items will be supplied by FOMES, please contact the Service Desk.

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