

PURCHASING PERSONAL PROTECTIVE EQUIPMENT (PPE) GUIDANCE

PURPOSE

To provide guidance on how to acquire required personal protective equipment for your personal and/or departmental use. In an effort to provide quality and effective PPE the University has decided to purchase and distribute PPE through a centralized location. Quantities may be limited based upon the overall University requirements and availability. For requests and questions please contact COVID19@nku.edu.

MASKS

Beginning August 13, 2020 Northern Kentucky University will be providing reusable masks to all faculty, staff, and students. Reusable masks will be available using your NKU All Card from the Student Union Information Desk (2nd Floor) during normal building hours. Supplies may be limited.

Limited quantities of disposable masks may be available at the Welcome Center, Student Union and University Center Information Desks, Steely Library Distribution Desk, and Campus Recreation during normal business hours.

DISINFECTANT/CLOTHS

While regular cleaning will be conducted by our Facilities Team, EPA approved cleaning disinfectant and cloths will be provided in all classrooms and office suites for discretionary use by room occupants. If additional bottles of disinfectant and/or cloths are needed please contact Work Control at (859) 572-5660.

HAND SANITIZER

Hand sanitizer is available throughout campus in wall mounted hand sanitizing pumps. If additional hand sanitizing dispensers are needed in your area please submit a request to Work Control at (859) 572-5660.

Departments may request bulk hand sanitizer by emailing COVID19@nku.edu. Hand sanitizer will not be distributed for individual use, but may be purchased with departmental funds.

GLOVES

Departments may request gloves, but they will only be provided to departments whose duties require gloves to be worn as recommended by the CDC.

For the general public, CDC recommends wearing gloves when you are cleaning or caring for someone who is sick. In most other situations, like running errands, wearing gloves is not necessary. Instead, practice [everyday preventive actions](#) like keeping [social distance](#) (at least 6 feet) from others, washing your hands with soap and water for 20 seconds (or using a hand sanitizer with at least 60% ethanol or 70% isopropanol).

SIGNAGE

A COVID-19 campus signage program will provide consistent messaging and graphic presentation throughout campus. Where appropriate, signs will be installed on floors and walls. To ensure consistency, individual purchase of signage is discouraged and inquiries related to specific needs should be directed to Ali Greer at greera1@nku.edu.

PLEXIGLASS BARRIERS

Plexiglass barriers have been installed throughout campus in transactional spaces where face-to-face interaction is high and where social distancing is difficult to maintain. Additional plexiglass barriers may be requested in office suites and academic spaces. Barriers are not intended to be installed in personal office spaces. Requests for plexiglass barrier installation can be made through Work Control at (859) 572-5660.

ADDITIONAL ITEMS

Departments may purchase additional PPE at their discretion with departmental funds.

ADDITIONAL RESOURCES

Centers for Disease Control and Prevention

[Guidance for Wearing Masks](#)

[How to Wear Masks](#)

[How to Store and Wash Masks](#)

[When to Wear Gloves](#)

Kentucky Healthy at Work

[Healthy at Work](#)

Northern Kentucky University—COVID-19 Information

[COVID-19 Information](#)

Northern Kentucky Health Department

[COVID-19](#)