

## Standard Operating Procedure (SOP): Face Coverings and Personal Protective Equipment (PPE)

[San Mateo County Health Orders](#) require wearing a well-fitting mask indoors in public settings. Indoor settings, whether public or private, are higher risk for COVID-19 transmission, especially when individuals are with others they do not live with. Health officials also recommend that all employers make face coverings available to individuals entering their businesses, and businesses are required to implement the indoor face covering order.

1. The SMCCCD shall evaluate the need for personal protective equipment to prevent exposure to COVID-19 hazards, such as gloves, goggles, and face shields, and provide such personal protective equipment as needed.
  - a. PPE requests shall be supervised by the District Emergency/Risk Manager and the COVID-19 Safety Officer.
2. **Fully vaccinated employees.** SMCCCD shall provide face covering and ensure they are worn when indoors, or in district vehicles while the face covering mandate is in effect. A HEPA filter respirator (N95)\*, upon request, will be provided for voluntary use.
3. **Not fully vaccinated employees.** SMCCCD shall provide face coverings and ensure they are worn when indoors, or in vehicles. A HEPA filter respirator (N95)\* will be provided for voluntary use.
4. SMCCCD shall provide face coverings and ensure they are worn by employees when required by orders from the California Department of Public Health.
5. SMCCCD shall ensure that required face coverings are clean and undamaged, and that they are worn over the nose and mouth. Face shields are not a replacement for face coverings, although they may be worn together for additional protection.
6. When employees are required to wear face coverings, the following exemptions apply:
  - a. When working alone in a closed office or room
  - b. While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
  - c. When wearing respirators required by the SMCCCD
  - d. Those who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
  - e. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed
7. Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.
8. Any employee not wearing a face covering, who meets the above exceptions shall be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19 during paid time and at no cost to the employee. SMCCCD may not use COVID-19 testing as an alternative to face coverings when face coverings are otherwise required by this SOP.
9. The SMCCCD shall not prevent any employee from wearing a face covering when not required by this section, unless it would create a safety hazard, such as interfering with the safe operation of equipment.

10. When face coverings are not required by this SOP, SMCCCD shall provide face coverings to employees upon request, regardless of vaccination status.
11. The SMCCCD shall implement measures to communicate to non-employees the face coverings requirements on District grounds.
  - a. Face Covering Signage shall be posted in all District facilities, and all occupied District locations

\* Employees will be provided instruction on proper use and care of N95 respirators. The need to replace a respirator varies with use and environment. Filtering facepiece respirators are disposable respirators that cannot be cleaned or disinfected. They must be replaced if they get damaged, deformed, dirty, or difficult to breathe through. Employers should follow the manufacturer’s instructions.

**PPE Distribution Process:**

For each College site, Public Safety will be responsible for acquiring (in coordination with the district), distributing, and documenting employee distribution of voluntary use PPE requests.

1. The district will allocate in coordination with Public Safety sufficient face coverings, HEPA filter respirators (N95), and face shields to each college and district office
2. Public Safety will facilitate distribution of sufficient PPE to appropriate site locations
  - a. Face masks located in key offices around campus for access ease
  - b. HEPA filter respirators (N95) and face shields located in Public Safety Office for request and distribution following “Employee PPE Request Process”
3. Public Safety will be responsible to fulfil employee PPE requests
  - a. Employees will request N95 respirator and face shield through an electronic request process
  - b. Public Safety will fill request and document distribution to employee through electronic process

**PPE Distribution Locations:**

PPE will be distributed through Public Safety sites:

<b>Canada College</b> <b>Building 22-106</b> <b>8-11am &amp; 1-6pm</b> <b>(650)738-7000</b>	<b>College of San Mateo &amp; District Office</b> <b>CSM Building 1-101</b> <b>8-11am &amp; 1-6pm</b> <b>(650)738-7000</b>	<b>Skyline College</b> <b>Building 6-106</b> <b>8-11am &amp; 1-6pm</b> <b>(650)738-7000</b>
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**Employee PPE Request Process:**

Employees can request N95 masks and face shields for voluntary use using the following procedures

1. Individual request PPE through smartsheet link (insert link here). Two (2) N95s and/or one (1) Face shield per request. Submit completed form.
2. A follow up automated email will request individual to complete training materials\*\* and attest completion and understanding of proper use.
3. Public Safety will be notified of request and will distribute requested PPE. Documentation of distribution automatically occurs when designee electronically attests distribution

\*\* Training materials:

N95 don/doff video: <https://www.youtube.com/watch?v=oU4stQgCtV8&t=1s>

N95 don/doff document:  [https://smccd-my.sharepoint.com/:b:/g/personal/hernandezr\\_smccd\\_edu/Ea22CjmD7CNFu6m0RFDM-vgBygM6SffST7pzHSwwp9xSzw?e=XluUyJ](https://smccd-my.sharepoint.com/:b:/g/personal/hernandezr_smccd_edu/Ea22CjmD7CNFu6m0RFDM-vgBygM6SffST7pzHSwwp9xSzw?e=XluUyJ)