

PPE QUICK GUIDE

When ordering needed PPE items from Stores Inventory, please use the following stock numbers:

Child Size Paper Mask- 900010 (Elementary)

Adult Paper Masks- 900000 (Middle & High Schools/Visitors)

2 Liter Classroom Sanitizer- 900050

16 oz. Sanitizer- 900055 (Athletics only)

Gallon Sanitizer- 900060 (Athletics only)

Guidelines:

To begin, your building should be ordering:

- 1, 2 Liter Classroom Sanitizer for each classroom, learning space, and office area.
- No more than 4 boxes of paper masks (elementary/6th: 2 boxes kids, 2 boxes adult; middle/high school: 4 boxes adult). Each box has 50 masks.

Other Important Information:

- When ordering you will use your normal stores inventory account codes and each item will be listed at \$0.01, as the district is actually the one purchasing the items.
- There are also cloth masks that can be provided to students and staff. Each building will get one mask per student and staff that do not provide their own. Only the max number of students and staff in your building, minus the number of people who provide their own, should be requested. Please send Brittney Hickman or Stacy Swenson an email indicating the number that your building needs.
- Once we get our full stock of paper masks, the limited ordering quantity at one time will be revised from 4 boxes max.
- For 2-liter hand sanitizer bottles, please use a couple of rubberbands around the base of the spout to create a reasonable amount of liquid dispensed, as the long pumps dispense too much.
- Re-order hand sanitizer once the current bottles are 1/3 full.
- Athletic gallon hand sanitizer comes in a case of 4 with only 1 pump to be reused for all 4 bottles.

Other PPE Items for Other District Office Areas:

- Other PPE items that are available are listed in the Health Section of our Stores Inventory Catalog. These include gloves sizes S-XL, Custodial/Maintenance/Transportation/Food Service type masks, and different sizes/dispensing styles of hand sanitizer.