
WORKPLACE SAFETY GUIDELINES – COVID-19

Mask, Disinfectant & Hand Sanitizer Procurement Procedure

Last Updated August 27, 2021

In order to ensure that appropriate masks, disinfection products, and hand sanitizer are used on campus, the university is purchasing these products centrally and distributing them internally via on-campus distribution centres/depots. The wearing of **procedure masks (surgical masks)** is presently mandatory in all indoor public areas of campus. **Surface disinfectant** will allow users to disinfect work surfaces, including tools, which are not disinfected by Custodial Services. Hand washing with soap and warm water remains the most effective way to disinfect and clean hands while respecting skin integrity. Where sinks are not available for hand washing, **hand sanitizer** is required.

WHAT products are available?

The following products are available:

1. **Procedure masks (surgical masks):** Masks that meet ASTM 1 standards (or greater).
2. **Hand sanitizer:** Available in 2L push-bottle format. Recommended for use in areas where there is no access to a sink.
3. **Surface disinfectant:** Available in 1L spray bottles.
4. **Brown paper towels:** Rolls are available. Not recommended for use on screens and display parts of monitors.

WHEN and WHERE can I obtain these products?

There is one distribution location (depot) per campus:

LOYOLA campus:

Faculty of Arts & Science (FAS) Central Store

- Richard J. Renaud Science Complex (SP)
 - Room **SP 132**
 - Tuesday, Wednesday & Friday
 - 9:00 AM to 3:30 PM, by appointment only.
- To book an appointment, please email:

elvis.tzanetakos@concordia.ca

SIR GEORGE WILLIAMS campus:

The Concordia Print Store

- J. W. McConnell Building (LB)
- Room **LB 089**
- Monday to Friday
- 9:00 AM to 5:00 PM

For large or bulk orders: please contact call2400@concordia.ca

WHO is authorized to obtain these products?

Only authorized individuals may pick up products. Each location (SGW and Loyola) has its own authorization process. Please contact:

- Guy.Gosselin@concordia.ca for the Gina Cody School of Engineering and Computer Science
- Angela.Tsafaras@concordia.ca for the Faculty of Fine Arts
- Miriam.Posner@concordia.ca for the Faculty of Arts and Sciences.

A valid Concordia ID is required to pick up these products, even if used for academic activities. This is for inventory control purposes.

HOW do I obtain these products?

The products must be collected onsite from the relevant distribution location (depot). **Only go to the location where you are authorized for pick-up.** There will be no internal delivery service.

WHAT IS THE COST of the products?

The cost depends on the material, and where and when these products are to be used:

- **Procedure masks (surgical masks)** are provided free of charge for research, academic and work related activities.
- **Cleaning and disinfection supplies:**
 - In-Person Teaching Activities: these materials are free of charge
 - Research Activities: cost charged to budget code provided on the Authorization Form by the Principal Investigator (as per the regular process).

HOW MUCH can be picked up AFTER I receive my starter kit?

One (1) unit of each item may be picked up per person, per week. Supplies are limited. Please be considerate of others. The distribution of these materials are tracked and monitored.

Is there a REFILL option? / WHAT TO DO with EMPTY CONTAINERS?

Please DO NOT throw away surface disinfectant spray bottles or hand sanitizer pump bottles! They will be disinfected and reused. When empty, **please return them to either the FAS Central Store or Concordia Print Store**, depending on your location. You will be provided with a new bottle and the empty ones will be disinfected and refilled.

QUESTIONS?

- For questions related to the FAS Central Stores, contact: elvis.tzanetakos@concordia.ca
- For questions related to the Concordia Print Store, contact: printstore@concordia.ca
- For questions about COVID-19, contact EHS at ehs@concordia.ca or by phone at extension 4877.