

Northeastern University

Interim Procedure

May 13, 2020

To: Department Safety Officers
Facilities Coordinators

Fr: Jack Price, Director of Environmental Health and Safety
Jack Malone, AVP Facilities Service
Joe Lalley, AVP Facilities Operations

Re: How to Obtain Public Health Protective Equipment

Northeastern University now has supplies of Public Health Protective Equipment (PHPE) such as disposable masks, hand sanitizer, face shields, disinfectant wipes, etc. available for use by departments. Department Safety Officers (DSO's) can request supplies by contacting the Facilities Customer Service Center at 617-373-2754 and placing an order indicating items and quantities requested, and the location for delivery. The items will usually be delivered the next business day from the central warehouse to the requestor. Stock quantities on hand are monitored frequently and replenishment stocks are ordered centrally as needed.

Requests for University provided N95 masks should be made to Environmental Health and Safety. If EHS determines that the use of N95 mask is a requirement for an individual to perform their duties, EHS will meet with the requestor to enroll them in the Respiratory Protection Program, perform a fit test and issue N95 masks if available.

Please feel free to contact Jack Price (617-538-5818), Jack Malone (617-966-9776) or Joe Lalley (617-306-7885) with any questions or concerns.