



## **SUGGESTED GUIDANCE FOR ADVANCE PROCUREMENT**

Prepared by Environmental Health & Engineering

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### **GENERAL GUIDELINES**

Supply chain issues may be a limiting factor for the preparedness of Athletes Unlimited (AU), which may limit the procurement of necessary materials and supplies. Below is an initial list of some important items used for COVID-19 mitigation strategies that AU may want to consider for advance procurement. The items listed below should be considered a “starter pack” available for when the season begins. Additional supplies will likely need to be purchased throughout the season based on usage, demand, and concerns over limited availability.

*Note: All decisions about implementing these considerations should be made according to state and local guidelines as they are updated and issued. AU officials can determine, in collaboration with state and local health officials if and how to implement these considerations while adjusting them to meet the unique needs and circumstances of AU and the local jurisdiction. Their implementation should also be informed by what is feasible, practical, and acceptable.*

### **CLEANING AND DISINFECTION SUPPLIES**

- ❑ **EPA-approved Cleaning Agents:** Identify and order cleaners from the list of U.S. Environmental Protection Agency (EPA)-approved agents [here](#). Consider purchasing one container per athlete and staff member. Examples for consideration include [Clorox® Clean-Up® Cleaner + Bleach](#) and [Lysol® All-Purpose Cleaner](#)
- ❑ **Surface Cleaning and Disinfectant Wipes:** Consider ordering one container of cleaning and disinfecting wipes per athlete and staff member. Examples for consideration include: [Lysol® Disinfecting Wipes](#) and [Clorox® Disinfecting Wipes](#)

### **HYGIENE SUPPLIES**

- ❑ **Hand Soap:** Consider ordering approximately one 12 fluid ounce (fl. oz.) container of hand soap for each athlete and staff member.

- ❑ **Hand Sanitizer Supplies:** Consider ordering 24 fl. oz. per athlete and staff member. The hand sanitizer selected should contain at least 60% ethyl alcohol.
  - ❑ Example: [PURELL® Advanced Hand Sanitizer Gel](#)
- ❑ **Paper Towels:** Consider ordering at least one roll of paper towels for each athlete and staff member to keep in their housing unit

## HEALTH CARE SUPPLIES

- ❑ **Thermometers:** Consider ordering one thermometer for each athlete and staff member so they can monitor their temperature readily.
- ❑ **Pulse oximeters:** Consider ordering 5 for use by ill athletes to monitor their blood oxygen saturation levels.

## PERSONAL PROTECTIVE EQUIPMENT

- ❑ **Masks:** high quality cloth (multi-layered), surgical masks, KN95s and/or N95s should be provided for all athletes and staff. Any medical staff must use N95 masks when interacting with athletes. If cloth masks are worn, they should be washed regularly, therefore multiple masks should be provided (approx. 5 per athlete). Surgical or KN95 masks should be single use for athletes and staff (a packet of 50 or 100 surgical masks could be provided for each athlete and staff).

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## PERSONAL PROTECTIVE EQUIPMENT (PPE) SUPPLIES

This section shares guidance related to personal protective equipment (PPE).

## TERMINOLOGY AND DEFINITIONS

- ❑ **Non-Medical Face Mask:** a device worn over a wearer's mouth and nose that creates a physical barrier between the mouth and nose of the wearer and potential contaminants in the immediate environment. Note that in general a face mask does not provide substantial filtering efficiency or protection to the wearer during inhalation but rather helps arrest droplet dispersion from the wearer when coughing, sneezing, talking, and breathing. Face masks are not considered PPE for protection from coronavirus.
  - ❑ Examples: KN95 masks, Cloth masks, surgical masks
- ❑ **N95 Respirator:** a disposable respirator, which when properly fitted, worn and maintained, can provide a wearer with a filtering efficiency, during inhalation, of at



least 95% of particulate matter (including virus-containing droplets from coughing, sneezing, talking, and breathing) in the surrounding environment. Dust masks, cloth masks, and surgical masks do not meet this definition.

- ❑ **Personal Protective Equipment (PPE):** specific equipment worn to minimize exposure to hazards that may cause illness or injury.
- ❑ **Respirator:** a device worn over a wearer's mouth and nose, which when properly fitted, protects from inhalation of specific hazards (gases, vapors, and particulate matter).
  - ❑ Example: N95 respirators.
  - ❑ *Note: all respirators are not designed to filter all hazards. Understanding the particular hazard(s) the respirator is designed to protect against is the responsibility of those that provide the respirators to wearers, as well as the wearer themselves.*

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## ADMINISTRATIVE

### POLICY

- ❑ Obtain and make available necessary PPE and high-quality masks for all AU employees, as warranted.
- ❑ Respirators (e.g., N95 respirators) require annual [medical clearance](#), training, and [fit testing](#) per the U.S. Occupational Safety and Health Administration (OSHA).
- ❑ High quality face masks should be readily available for all AU athletes and staff members. They should be worn at all times in public areas and by athletes and staff whenever interacting with others.

### TRAINING

- ❑ Ensure that all athletes and staff have been trained to correctly don (put on), doff (take off), maintain, and dispose of PPE and face masks relevant to their respective level of protection.
- ❑ Train athletes and staff on hand hygiene, respiratory hygiene, and physical distancing measures.
- ❑ Provide training on the different types of PPE that are needed for specific tasks and the reasons they are necessary; this will lead to more effective use and conservation of PPE.



## SUPPLY

- ❑ While shortages of PPE are anticipated during the COVID-19 pandemic, many materials and equipment that were previously in limited supply are now readily available.
- ❑ N95 respirator alternatives: Some studies have determined the filter efficiency of substitutes such as imported KN-95 respirators are not always comparable to the approved N95. This [blog post](#) can help guide individuals to avoid counterfeit products. Only in the absence of supply of N95 respirators should alternatives be considered. In some cases, using N95 and/or KN-95 respirator alternatives that approach 95% efficiency may be considered. If an insufficient supply of N95 respirators are found to exist, seek professional guidance as to appropriate alternatives.
- ❑ Reusing disposable PPE, including N95 respirators, gowns, and gloves, is not recommended.
- ❑ Face masks fashioned out of reusable material (e.g. cloth) should be laundered after each use.
- ❑ Monitor and record the inventory of PPE and anticipate the need to restock.
- ❑ Do not share face masks. Launder reusable face masks after use.

## WHEN TO WEAR WHAT

PPE needs for staff will vary based on their job tasks, their ability to maintain appropriate physical distancing, and their potential for contact with confirmed or suspected COVID-19 cases. It is important that specific use scenarios are considered as part of the 2022 Season plan to ensure an adequate supply of PPE is available.

- ❑ N95 respirators and face shields should be worn when AU staff anticipate contact with or are in close proximity to confirmed or suspected COVID-19 cases. Individuals with confirmed or suspected COVID-19 should also wear N95 respirators.
- ❑ High quality face masks (KN95s, surgical masks or high-quality cloth masks) should be worn at all other times.

## HOW TO USE PPE

Procedures on donning (putting on) and doffing (taking off) PPE may vary depending on what pieces of equipment are to be used, in which settings, and for what purpose. Detailed training should be provided to staff in the use of respirators, face masks, gloves,



eye protection, and disposable gowns. Below is a general procedure which may, or may not, be applicable in all scenarios. CDC provides numerous [posters and training videos](#) pertaining to PPE donning, doffing, and use.

AU partners with locally based medical teams for all league seasons. This medical team will handle a vast majority, if not all, potential contact with confirmed or suspected COVID-19 cases.

### Instructions for Donning

1. Gather the PPE to don and ensure each piece is the correct size.
2. Perform hand hygiene; wash hands using soap and water for at least 20 seconds or disinfect hands using alcohol-based hand sanitizer.
3. Don a disposable gown (if applicable) and tie all the ties.
4. Don respirator or face mask.
5. Respirator: The top strap should be placed on the crown of the head and the bottom strap should be placed at the base of the neck. If the respirator has a nosepiece, fit it to the nose with both hands. Perform a user seal check.
6. Face mask: Items vary; tie or place straps according to the manufacturer instructions.
7. Put on a face shield (if applicable).
8. Perform proper hand hygiene again.
9. Don gloves (if applicable).
  - Best practice:*
    - Check for punctures or tears before using
    - Do not re-wear same gloves after you take them off
    - Immediately replace damaged gloves

### Instructions for Doffing

1. Remove gown by untying ties, holding it by the shoulders and pulling it down and away from the body and disposing it in a garbage can.
2. Remove gloves and ensure that doing so does not cause contamination of hands by using a safe removal technique (e.g., glove-in-glove, or bird beak).
3. Perform hand hygiene.
4. Remove the face shield by grasping the strap and pulling it up and away from the head. Do not touch the front of the face shield.



5. Remove respirator or face mask and dispose (if disposable) or launder while avoiding touching the front of it.
6. Respirator: Remove the bottom strap by grasping only the strap and bringing it over the head. Remove the top strap by grasping only the top strap and bringing it over the head and pulling the respirator away from the face without touching the front.
7. Face mask: Items vary; untie or unstrap it according to manufacturer instructions and by pulling the mask away from the face without touching the front.
8. Perform hand hygiene.
9. Provide and properly label and designated bins for all used PPE.

### **WHEN TO WEAR WHAT**

EH&E is not anticipating that AU will need a large supply stock of these PPE items, but enough should be available in the case that AU staff need to be in close proximity to confirmed or suspected COVID-19 cases or are anticipating contact with confirmed or suspected COVID-19 cases. Initial supply stock recommendations include:

- N95 respirators—One box of 10 respirators
- Disposable surgical masks—300 masks
- Face shields—10 face shields
- Washable face mask— masks for each athlete and staff member

If AU has difficulty obtaining any of the recommended gear, EH&E is available to help determine alternate recommendations.

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*Limitations: EH&E's advice, recommendations, guidance, and work product is intended to augment and supplement all existing local, state and federal, laws, by-laws, regulations, and ordinances that may apply to AU's work, workforce, and places of work, such as, without limitation, all employment laws, and all U.S. Occupational Safety Health Administration (OSHA), EPA and Americans with Disabilities Act (ADA) laws and regulations; therefore where EH&E's advice, recommendations, guidance, and work product may overlap or touch upon existing laws and regulations, such advice and recommendations should be construed and interpreted in a manner which further defines existing duties and obligations, and assists in the implementation of policies and procedures to discharge those duties and obligations, and should not be construed or interpreted in a manner that lessens or diminishes existing duties and obligations.*

