



**CEAT Distribution of Masks, Facial Coverings and Disinfectant Wipes**

**Procedures  
CCB-002  
Effective Date: 6/19/20**

- 1.01 The purpose of this document is to provide an update on the distribution of disposable masks, facial coverings, hand sanitizer, and disinfectant wipes within CEAT. There have been several releases of information over the last month or so about these materials. The goal of this document is to clarify what is occurring now, and what will occur in the near future.
- 1.02 Disposable masks. OSU has made available eight (8) disposable masks for each full-time employee. This will be a one-time distribution of these masks and they are intended only for full-time employees. ***It is the responsibility of the department head/unit manager to coordinate the distribution of the masks to their individual employees.*** There is a limited supply of disposable masks available for graduate research assistants – 1, or possibly, 2 masks. The CEAT Facilities Manager and his team are coordinating the distribution of the masks to graduate research assistants.
- 1.03 One tube of Clorox disinfectant wipes is included in the distribution of disposable masks. The disinfectant wipes are for the office of each unit, i.e. 1 container per unit/department.
- 1.04 It is the responsibility of each department or unit to purchase additional disposable masks and disinfectant wipes in the future, as needed by their department/unit.
- 1.05 OSU is providing two (2) cloth facial coverings for each full-time and part-time employee. We have received 1 of the 2 coverings and are ready to distribute them through the mail delivery. That distribution should begin Friday, June 19. The second facial coverings will be distributed once they arrive. Graduate assistants are considered part-time employees and will receive the facial coverings.
- 1.06 In addition, CEAT is providing 1 cloth facial covering to all full-time and part-time employees. The facial coverings will be delivered as they arrive. Delivery is expected in approximately 2 to 3 weeks. ***It is the responsibility of the department head/unit manager to coordinate the distribution of the facial coverings to their employees.***
- 1.07 OSU is providing 1 cloth facial covering for all students. CEAT is providing 1 cloth facial covering to each incoming freshman student. At this time, no details are available of when and how those facial coverings will be distributed.
- 1.08 Students, GRA's, GTA's and Graders will receive cloth facial coverings and hand sanitizer from OSU/CEAT as stated previously. The acquisition of additional masks for a GTA, GRA or Grader will be the responsibility of the unit, PI, Co-PI or student. PI's and Co-PI's are encouraged to purchase and provide additional cloth masks to any GRA. Academic units are encouraged to purchase and provide



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additional cloth facial coverings to any GTA who has contact time with students as part of their instructional duties.

- 1.09 OSU will be providing 2 oz. bottles of hand sanitizer for all OSU employees and students and 16 oz. bottles are on order for each department. Facilities Management will be installing new stands for dispensing hand sanitizer and disinfectant wipes. In addition, CEAT has ordered 8 oz. refillable hand sanitizer bottle for each employee. These bottles may be refilled at the ATRC Service Bay, or at the hand sanitizer dispensing stands. Details on the distribution of the hand sanitizers bottles will be provided when they arrive.
- 1.10 The health of all our faculty, staff, and students is of the highest priority for CEAT and OSU. You may communicate your ideas, needs, or concerns through email to [ceatcovid@okstate.edu](mailto:ceatcovid@okstate.edu). You may also reference our page dedicated to COVID-19 health information and CEAT's COVID-19 operations on the CEAT website: <https://ceat.okstate.edu/covid19.html>.

*Date approved by the CEAT COVID-19 Incident Management Team (IMT) Chief of the Planning Section and IMT Head: 6/19/20*