



Faculty and Staff Mask Pickup Information March 2021

KN95 and Level 3 Mask Pickup Information

In accordance with public health guidance, the University requires individuals on campus to wear a face covering that fits snugly over the nose and mouth. For faculty and staff working on campus, the University has available FDA-certified KN95, ASTM-certified Level 3 disposable masks, or 3-layer cloth masks.

Masks will be available for pick-up between 9 a.m. and 4:30 p.m. Monday and Tuesday, March 22 and 23.

PICK UP LOCATION

131 UR Drive

Physical Plant Building

Procurement Office

Please follow the "Mask Pick-up" signs as you enter the parking lot.

QUESTIONS

Questions may be directed to Wendy Burchard at wburchar@richmond.edu, or please consult the FAQ on page 2.



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MASK PICKUP FAQs

Can a colleague or student worker pick up masks for someone else?

Yes. They just have to say who they are picking up for and what type of masks are wanted.

Is the department chair supposed to pick up all boxes for their entire department during the allotted times, or is each faculty/staff member individually supposed to get their own box of masks?

We'd prefer if one or two people pick-up for the entire department in order to reduce the foot traffic for physical distancing. In these cases, the person picking up will need to provide the number of boxes needed of each type of mask.

Does each faculty or staff member get a full box of masks?

At this time, we are providing one box of either KN95 or ASTM Level 3 masks per faculty or staff member working on campus.

Are these masks available for faculty or staff who are teaching or working fully remote?

At this time, these masks are for faculty and staff who are working on campus.

How many KN95 masks are in one box?

25.

How many ASTM Level 3 Masks are in one box

50.

Do we place our order with you in advance?

No. Just come between 9 a.m. and 4:30 p.m. on Monday or Tuesday, March 22 or 23.

If the mask I choose does not fit correctly can I swap it out for the other option.

Please email wburchar@richmond.edu if you need to swap out the type of mask you chose.

Being these are disposable masks, how long can we use them?

The recommended use is one per day.