The CDC continues to recommend wearing cloth masks of two or more layers that fit snugly over the nose and mouth. In response to requests from faculty and staff who work directly with students, the University is providing FDA-certified KN95 and ASTM-certified Level 3 disposable masks for all student-facing faculty and staff. Masks will be available for pick-up Wednesday, Feb. 3 through Friday, Feb. 5.

Each student-facing faculty or staff will be allotted one box of the mask of their choosing.

In order to promote physical distancing and control the flow of the pick-up distribution center, please plan to pick up your masks for your department based on the schedule below.

**DATES**
Feb. 3, 4, and 5

<table>
<thead>
<tr>
<th>TIME</th>
<th>DEPARTMENTS/ORGANIZATION (i.e. English)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-11:30 a.m</td>
<td>Departments or organizations beginning with letters A-H</td>
</tr>
<tr>
<td>11:30 a.m.-1:30 p.m.</td>
<td>Departments or organizations beginning with letters I-N</td>
</tr>
<tr>
<td>1:30-4 p.m.</td>
<td>Departments or organizations beginning with letters O-Z</td>
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</tbody>
</table>

**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 may be directed to Wendy Burchard at wburchar@richmond.edu or please consult the FAQ below.

**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 mask is wanted.
KN95 and Level 3 Mask Pickup Information

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 pickup 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 student-facing faculty or staff member.

Are these masks only for employees who interact in person with students regularly and not available for faculty or staff who are teaching or working fully remote?
At this time, these masks are for student-facing 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 at the allotted time.

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