



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF FACILITIES AND OPERATIONS

September 30, 2020

TO: Deputy Superintendent
Assistant Superintendents
Complex Area Superintendents
Principals (All)

FROM: Randall M. Tanaka
Assistant Superintendent

A handwritten signature in black ink, appearing to be "Randall M. Tanaka", written over a horizontal line.

SUBJECT: **Distribution of 60 Operational Days' Worth of Personal Protective Equipment and Industrial Hygiene Supplies**

The Office of Facilities and Operations (OFO) has started deliveries of 60 operational days' worth of both personal protective equipment (PPE) and industrial hygiene (IH) supplies to state/complex area offices and schools. The PPE and IH supplies are provided to support all Hawaii State Department of Education and Charter School employees and students. A spread sheet is attached listing the numbers of PPE and IH supplies that have been allocated to each state/complex area offices and schools. A separate spread sheet is also attached that provides schools, state offices, and complex area offices PPE and IH allocation numbers per worker and classroom for 60 operational days. A recommendation would be to distribute one gallon of hand sanitizer to each classroom.

Collectively, there are a total of 14 PPE and IH items. The Hawaii Emergency Management Agency will continue to contact state/complex area offices and schools to notify them of impending deliveries of PPE and IH supplies through mid-October. It is important that state/complex area offices, school administrator, or designated representative accept the delivery of these critical items.

Also attached are safety data sheets (SDS) for hand sanitizer, bleach, and disinfectant wipes. Please review the SDSs to ensure compliance with the proper handling and storage of these items. For example, bleach is a corrosive and should be handled primarily by custodians with immediate access to an eye washing station. Hand sanitizer is a flammable product and must be stored in a cool and well-ventilated

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location away from heat and ignition producing sources such as stoves, lighters, and smoking in accordance with the Occupational Safety and Health Administration's Regulation 29 CFR 1910.106, Standard for Flammables and Combustibles. It is highly recommended that hand sanitizer is immediately distributed to offices and classrooms as soon as they are received.

If you have any questions or need additional information regarding the delivery and distribution of the PPE and IH items, please contact Mr. Paul Graham or Mr. Maynard Mendoza, at (808) 784-5170 or via email, at paul.graham@k12.hi.us or maynard.mendoza@k12.hi.us.

RMT:mm
Attachments

c: Superintendent
Safety, Security and Emergency Preparedness Branch