



**STATE OF HAWAII**  
**DEPARTMENT OF EDUCATION**

P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF FACILITIES AND OPERATIONS

August 10, 2020

TO: Deputy Superintendent  
Complex Area Superintendents  
Principals (All)

FROM: Randall M. Tanaka  
Assistant Superintendent

SUBJECT: **Personal Protective Equipment & Sanitation Supply Survey**

In an ongoing effort to prepare schools for reopening, the Office of Facilities and Operations (OFO) is tasked with enhancing the ordering effort of Personal Protective Equipment (PPE) and sanitation supplies, as well as to coordinate reimbursements through the Hawaii Emergency Management Agency for supplies relating to COVID preventative measures.

To insure that all schools, complex areas, and district offices have a sufficient supply of PPE, cleaning and sanitation supplies on hand when the new school year starts and that these items are replenished as needed throughout the school year, OFO is requesting that each school, complex area and state office complete and submit this brief survey form by Friday, August 14, 2020. Please fill in the quantity of PPE, cleaning and sanitation supplies needed for your facility. **Quantities submitted should be based on what you believe your school needs in order to have a 60 day supply.** Please note that the days are counted as operational days (20 operational days per month). Therefore, 60 operational days is a three month supply. If you do not know what your school's need for a specific item is, please indicate "don't know" for that item instead of just entering a guess. OFO plans to use the information you provide as part of the basis for establishing equitable and consistent state-wide standards for PPE and cleaning supplies.

As you estimate your school's/office's needs, keep in mind what portion of your staff and what portion of your students will actually physically be on campus on a daily basis. This will vary depending on the schedule your school has elected to follow. Large quantities of PPE in particular can require a significant amount of storage space on your campus that you will need to plan for.

Please fill out this google form to the best of your ability, submitting total quantities that will be needed for your facility for the 60 days, with the understanding that your facility will have to house the 60 day supply.

Here is the link to the survey: <https://forms.gle/UqgoCFhWLJ1wDpfh9>

Should you have any questions, please contact the Safety, Security and Emergency Preparedness Branch, at (808) 784-5170.

RMT:cs

c: Safety, Security and Emergency Preparedness Branch