


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

OFFICE OF FACILITIES AND OPERATIONS

August 5, 2020

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

FROM: Randall M. Tanaka 
Assistant Superintendent

SUBJECT: **URGENT NOTICE Regarding School Level Personal Protective Equipment Distribution**

The Office of Facilities and Operations (OFO) will be sending out Personal Protective Equipment (PPE) that was recently received by the Department of Education (DOE) in a bulk shipment from HI-EMA to schools via courier on Thursday, August 6, 2020. Schools should receive this PPE no later than Friday, August 14, 2020. The amount of PPE each individual school was allocated is based on employee counts OFO received through both the Office of Talent Management and the Office of Student Support Services. This distribution includes a total of about 35,000 cloth masks, 130,000 KN95 masks and 29,000 face shields.

Please know that OFO is ordering additional PPE for both your staff and your students which will be drop shipped by HI-EMA directly to schools and district offices. When these orders are placed in the next day or two, you will receive additional information regarding the specific items and quantities that your school/office will receive. In the meantime, the amount of PPE being immediately couriered to schools is based on the following spreadsheet attached. It is recommended that you distribute it to your staff accordingly unless your school has covered these needs through other sources.

Quantities are per staff member unless otherwise noted.

Should you have any questions or if your school has not received delivery of this PPE by next Wednesday, August 12, 2020, please contact the Safety, Security and Emergency Preparedness Branch, at (808) 784-5170.

RMT:cs
Attachment

c: Superintendent
Safety, Security and Emergency Preparedness Branch