

**NEW YORK CITY DEPARTMENT OF EDUCATION  
DIVISION OF SCHOOL FACILITIES  
OFFICE OF BUILDING SERVICES**

**October 8, 2020**

**OFFICE OF BUILDING SERVICES CIRCULAR NO. 3 – 2020/21**

**NOTE: All Circulars are to be kept in a permanent file  
TO ALL CUSTODIAN ENGINEERS**

**PERSONAL PROTECTIVE EQUIPMENT (PPE)  
DISTRIBUTION PROGRAM**

**As we continue on with our mission to provide a safe and clean learning environment for our students, staff and communities we have entered into a new phase of our Personal Protective Equipment (PPE) distribution program. Effective immediately custodian engineers are to order PPE for your school communities directly through SDI via FAMIS.**

**Supplemental funding has been added to your custodial supply allocation to account for your building's usage of PPE supplies needed to help prevent the spread of COVID-19. This supplemental funding can be found in My Galaxy under Supplies – General, allocation category: TL Covid D62 UA 436. See sample screenshot below. When placing a PPE supply order in FAMIS you will be required to use the new QuickCode (014796) and your building's unique Activity Code associated with the PPE allocation.**

**Only supply expenditures related to PPE are to be charged to this allocation. Examples of authorized PPE expenditures include, but are not limited to N95 masks, KN95 masks, adult face masks, child face masks, clear face masks, hand sanitizer, face shields, medical gowns, disposable suits, non-contact thermometers, oral thermometers, wall mounted temporal scanners, disinfectant wipes, disposable gloves, floor decals and batteries.**

**All other supplies for cleaning and disinfecting, such as disinfectant, disinfectant tablets, electrostatic sprayers and their parts, hand soap, paper towels, etc. are to be ordered utilizing your current custodial building supply allocation.**

## Custodial OTPS

Title	Activity	QuickCode	Commit.	Budget Amount	Allocation
Custodial Staff (113)	DAR3	044623	\$19,735	\$64,798	TL Custodial Bldg. Permits Staff (113)
Custodial Staff (202)	D9PH	034623	\$220,155	\$300,890	TL Custodial Base Bldg. Staff Allocation (202)
Custodial Staff (202s)	DBQZ	054623	\$16,452	\$13,270	TL Custodial Bldg. Emergency Staff (202S)
Equipment - General	D5YO	034623	\$2,937	\$4,657	TL Custodial Bldg. Supplies
Supplies - General	B7DV	014796	\$0	\$12,620	TL Covid D62 UA 436
Supplies - General	D4NU	034623	\$25,725	\$29,347	TL Custodial Bldg. Supplies

**Custodian Engineers are to work with their building principal(s) to order enough of the required types of PPE to maintain a 30 day supply of all PPE products based on your building's current burn rates. If you do not believe you have enough additional funding to maintain these levels, you are to contact your deputy director of facilities (DDF) immediately and adjustments will be made, or supplies will be provided for your building from central. As a reminder, in order to report occurrences such as late deliveries (over 5 business days), pricing errors, shortages, etc., Custodian Engineers are to email their concerns to [NYCCustodial@sdi.com](mailto:NYCCustodial@sdi.com) and [SDIcomplaints@schools.nyc.gov](mailto:SDIcomplaints@schools.nyc.gov) or call the SDI support center at 888-435-7734.**

**PPE ordering must take into consideration a 30 day supply for all DOE employees, NYCSSS employees and DOE organizations within your building. Examples include, District 75, District 79, LYFE centers and early childhood programs. It does not include PPE ordering for charter schools or outside programs, such as CBOs that may utilize your building under Extended Use.**

**In order to assist you with ordering, please review the various types of PPE and their intended uses below:**

**Medical gowns - For staff in isolation rooms, nurse's offices, D75 related service providers (speech, OT and PT), teachers and paraprofessionals in D75, Early Childhood and LYFE programs.**

**Social Distance Floor decals – Should be used in areas where students line up and other areas within a building where social distancing is to be reminded. Custodian engineers are to consult with their principals before installing the floor decals. Additionally, schools can use tape for marking the floor and printable wall signs if needed. Please see attachment for additional signage that school administrators and CEs can print.**

**Wall mounted hand sanitizer dispensers and refills – These units are to be placed in all classrooms and common areas throughout the building.**

**Hand sanitizer bottles (8 oz, 16 oz and 64 oz sizes) - These should be strategically placed in areas where wall mounted hand sanitizer dispensers are not feasible.**

**Face masks (adult) – for adults and students in 6<sup>th</sup> through 12<sup>th</sup> grade.**

**Face masks (child) – for students in 3K through 5<sup>th</sup> grade.**

**N95 Respirator masks – for use by the school’s nurse.**

**KN95 masks – BRT team members, staff assigned to the isolation room(s), District 75 staff who work in close contact with students who are unable to wear a mask and NYCSSS employees who are required to disinfect after a positive case of COVID-19.**

**Clear face mask – Should be given to deaf/hard of hearing students and teachers, as well as, speech, occupational and physical therapists.**

**Face shields – for all student facing staff including teachers, therapists, counselors and paraprofessionals who may come into close contact with students. Also for kitchen staff and NYCSSS staff when electrostatic spraying.**

**Disposable gloves – for school staff members who may come into close contact with students. Also for staff to wear when wiping down their work stations, desks, table tops, etc.**

**Disinfectant wipes - for school staff members to utilize when wiping down their work stations, desks, table tops, etc.**

**Protective suits – for NYCSSS staff when disinfecting after a confirmed positive case of COVID-19.**

**Non-contact thermometers – for use by school staff to conduct temperature screening.**

**Batteries – for the non-contact thermometers.**

**Oral thermometers – for students to take home and conduct temperature screenings prior to arrival in the building.**

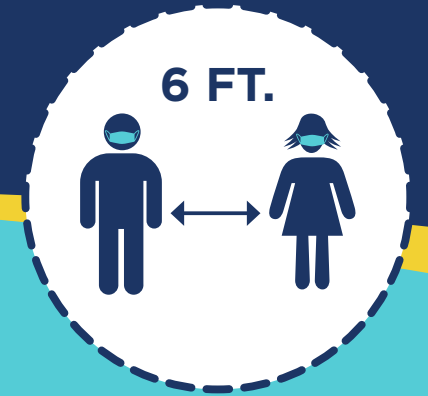
**Please contact your deputy director of facilities if you have any questions.**

**Thank you for your continued work not just on behalf of our students and staff, but for all residents of New York City. Your work is vital to limit the spread of COVID-19.**

*John T. Shea*  
*Chief Executive Officer*  
*Division of School Facilities*

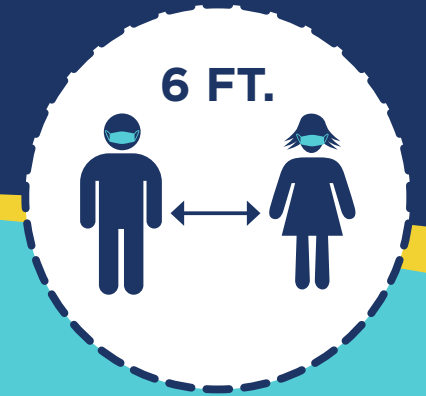
**PN/MV**

Please stay 6 feet apart



**ENTRANCE  
ONLY**

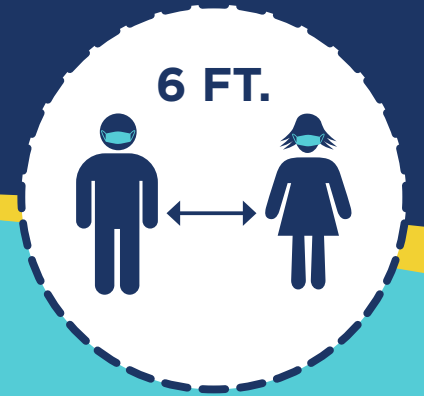
Please stay 6 feet apart



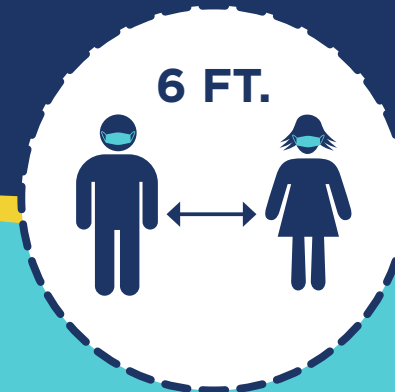
**EXIT**

**ONLY**

Please stay 6 feet apart

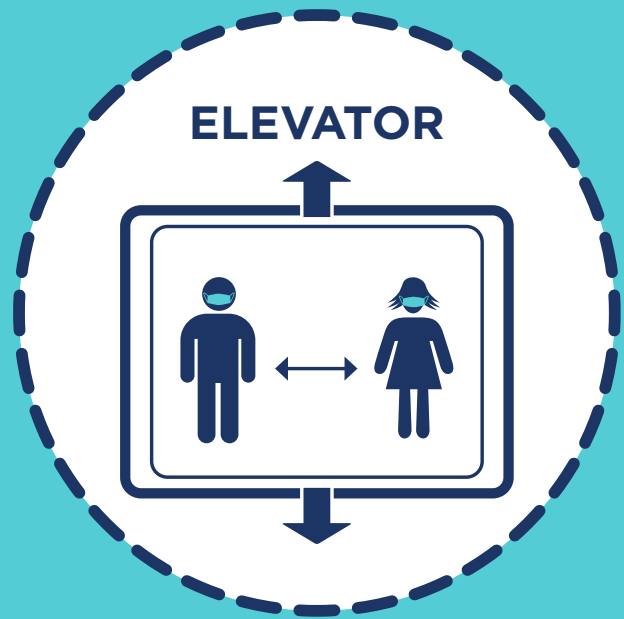


Please stay 6 feet apart



# ELEVATOR OCCUPANCY

Please wear a  
face mask and  
stand in a corner  
of the elevator.



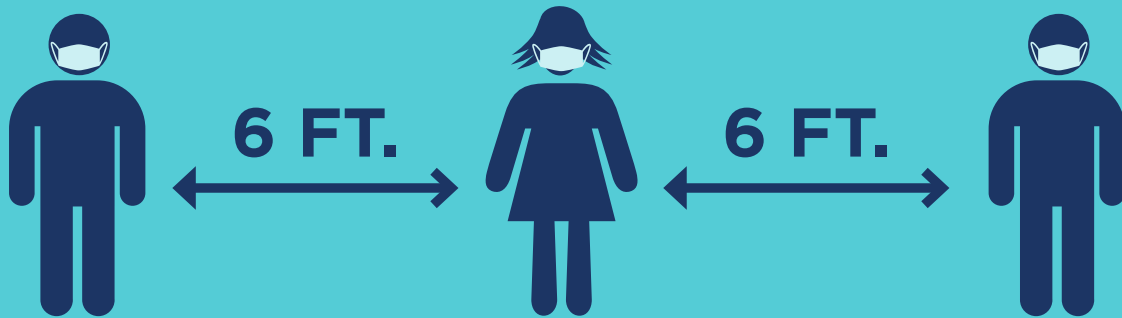
**MAXIMUM PASSENGERS**





# REDUCED ROOM CAPACITY

To ensure social distancing,  
we are limiting the number of  
people in each room.

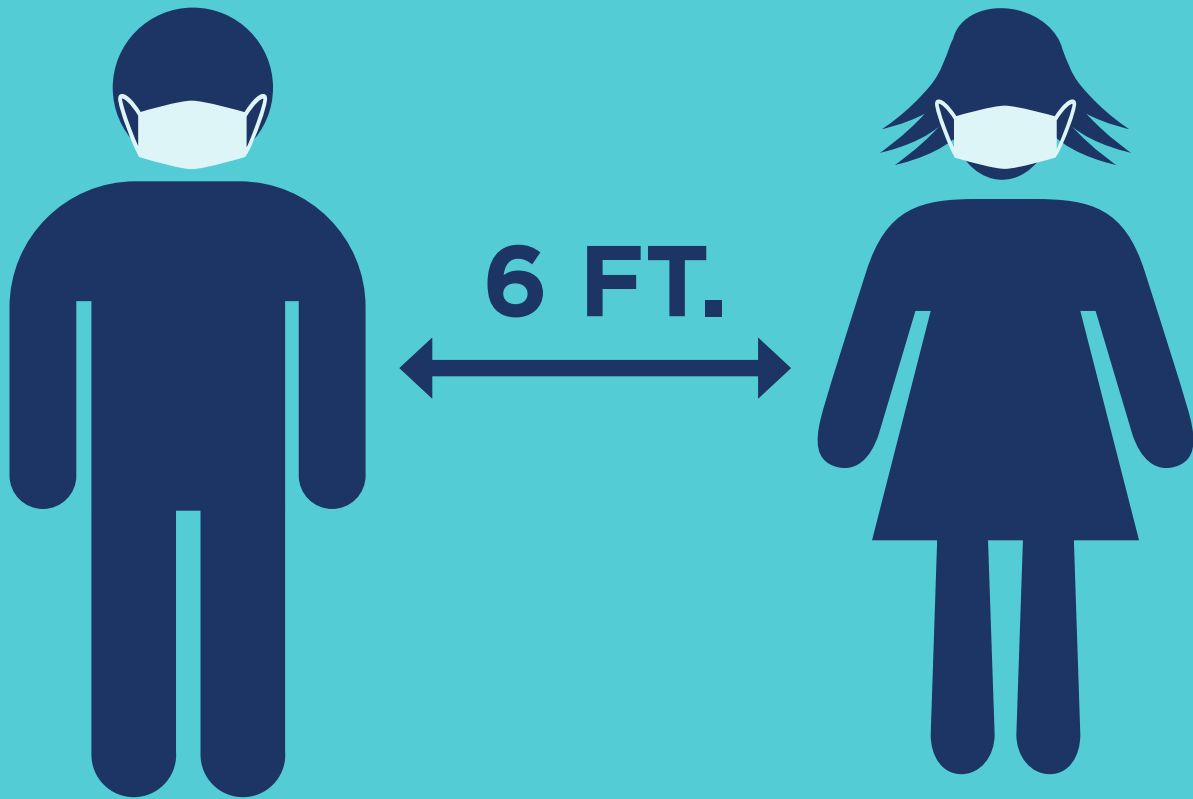


**MAXIMUM OCCUPANCY**



# SOCIAL DISTANCING REQUIRED

PLEASE STAY 6 FEET APART



**Don't stand in groups.  
Keep 6 feet away from other people.**

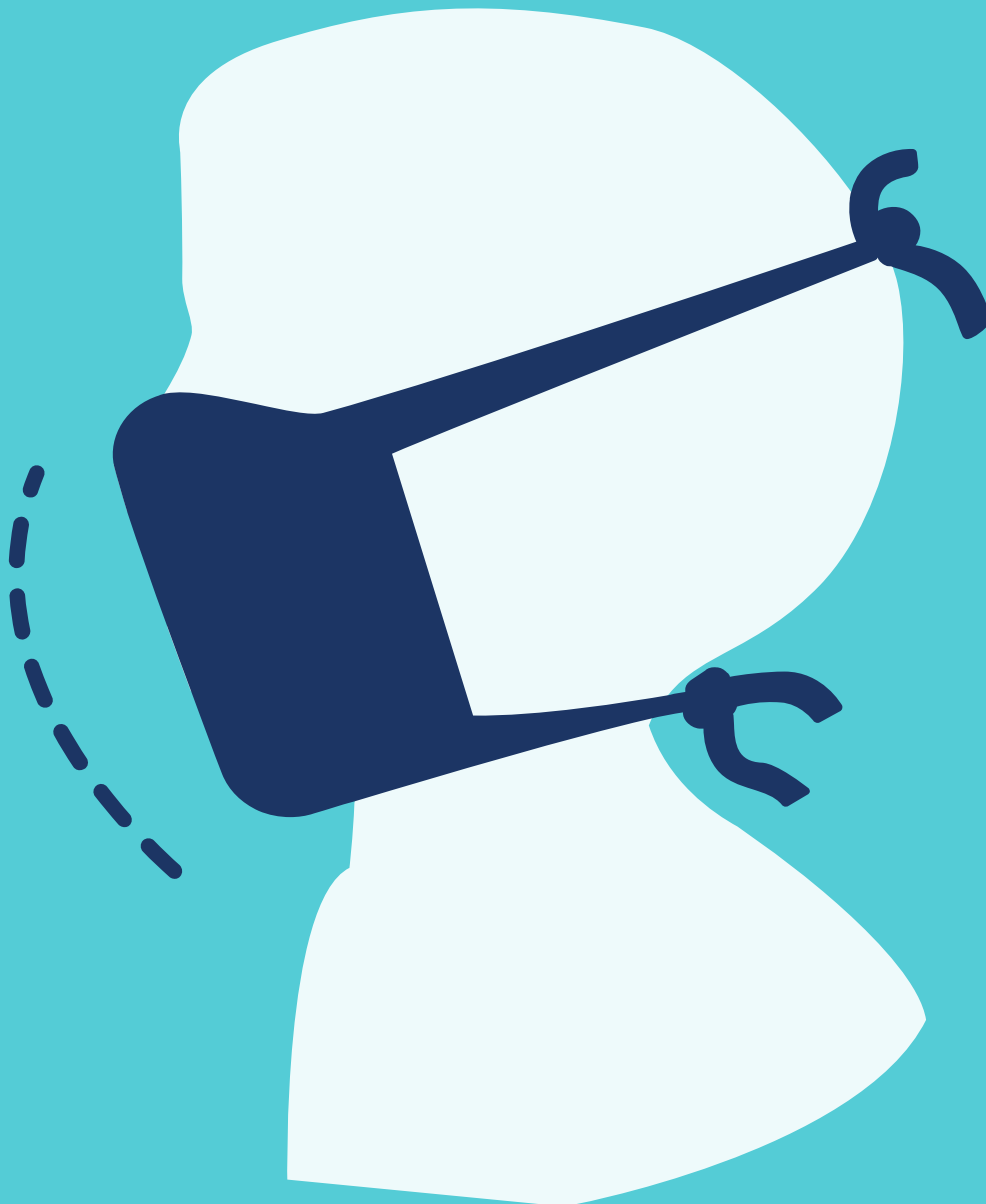
# WELCOME

**FACE COVERING IS  
REQUIRED TO ENTER THE BUILDING**



# PLEASE WEAR YOUR FACE MASK PROPERLY

COVER YOUR  
NOSE AND MOUTH



# Stop the Spread of Germs

## Cover Your Cough

**Cover your mouth and nose** when you cough, sneeze, or blow your nose.



If you don't have a tissue, cough or **sneeze into your sleeve**, not in your hands.



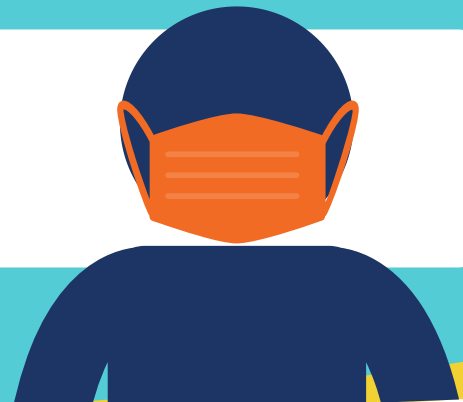
**Please put used tissues in the garbage** after use.



**Wash your hands** with soap and water for 20 seconds or use **hand sanitizer** to clean hands.



**Put on your mask to protect yourself and others.**



# Stop the Spread of Germs

# Wash Your hands



1

WET YOUR HANDS



2

APPLY SOAP



3

WASH YOUR HANDS FOR 20 SECONDS



4

RINSE WELL



5

DRY YOUR HANDS



6

TURN OFF WATER WITH PAPER TOWEL

# Stop the Spread of Germs

# Wear Your Mask

DO IT THE RIGHT WAY



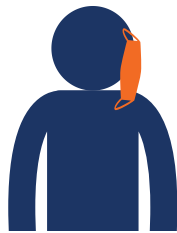
**YES**



Wash your hands before putting on your mask. Put it over your nose and mouth and secure it under your chin. Try to fit it snugly against the sides of your face. Make sure you can breathe easily.



**NO**



**NOT HANGING  
FROM YOUR EAR**



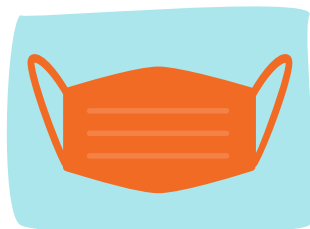
**NOT ON  
YOUR ARM**



**NOT UNDER  
YOUR MOUTH**



**YES**



To remove, place mask on a clean paper towel.

Store mask in a clean paper bag.

