

Personal Protective Equipment (PPE) Toolkit

Objectives of the Toolkit

This toolkit is designed to help you **create a plan** for how your business will utilize personal protective equipment. It outlines key components to consider and provides a list of resources where you can **source PPE**. A thoughtfully constructed PPE plan will result in **increased employee and customer confidence**.

Key Considerations

Guidelines

Where can you find the PPE recommendations for your business?

Assess

What is your level of risk? What/how much PPE do you have on hand?

Plan

How will you use PPE and communicate your plan with employees and customers?

Source

Where can you get the PPE items you need?

Implement

How do you work with your employees and customers to implement your PPE plan?

Guidelines

The use of PPE is a key part of your business's reopening plan. The following resources provide guidelines for reopening your business:

- [Rock County Reopening Phased Plan & Rock County Reopening Dashboard](#) - Reopening guidelines and metrics recommended by and used in Rock County
- [City of Janesville's Best Practices to Reopen Business](#) – Guidelines for reopening provided by the City of Janesville in accordance with CDC, DHS & WEDC recommendations
- [WEDC Reopen Guidelines](#) - Industry-specific guidelines from the Wisconsin Economic Development Corporation
- [Returning to Work: 8 Steps to Keep Employees Safe](#) - Wisconsin Safety Council shares steps that all businesses can take to protect their employees and others
- [OSHA's Guidance on Preparing Workplaces for COVID-19](#) - Guidance on how to identify risks in the workplace and implement control measures
- [Interim Guidance for Businesses & Employers Responding to COVID-19](#) - Guidance from the CDC to help prevent workplace exposures to COVID-19

Remember: Information can change quickly. It is important to review guidance from local, state and federal agencies on a regular basis.

Assess

- Complete a Hazard Assessment to determine the level of risk your employees face and decide what types of PPE are required to reduce that risk
 - [Worker Exposure Risk to COVID-19](#) - OSHA's assessment guidelines
 - Use PPE in combination with engineering and administrative controls and safe work practices to prevent exposure to COVID-19
 - If you have questions, contact the [Rock County Health Department](#) to find out what PPE is right for your business
- Take stock of the PPE items you currently have on hand:
 - Masks
 - Face shields
 - Gowns
 - Hand sanitizer
 - Disinfectants
 - Thermometers
- Assess how long your current stock of PPE will last and how frequently you will need to reorder

Plan

When it comes to reopening your business, the use of PPE is an essential part of your overall [COVID-19 response plan](#).

- Establish PPE protocols for your business
 - What PPE will you require your employees and customers to use?
 - What are the cleaning and disinfecting protocols you will use in your business?
- Create a communication plan
 - How will you communicate the PPE requirements to your employees and customers? Examples: In person, written protocols, signage, website, social media
 - How often will you communicate with your employees and customers?
- Identify sources for PPE
 - Consider supplier lead times and set up restock alerts

Source

Support your local and state economy by purchasing PPE from companies in your local area or in Wisconsin when possible. The following are links for companies in Rock County and throughout the state:

- [Wisconsin Supplier Network: Protective Equipment and Supplies](#) - Manufacturers across the state of Wisconsin that can provide PPE and supplies

Other Suppliers Not Listed in the Wisconsin Supplier Network

PPE ITEM	SUPPLIER	LOCATION	HOW TO ORDER
Masks, Face Shields, Glasses	Olympus Group	Milwaukee, WI	www.olympusgrp.com/COVID-19-PPE-Products

- Local Suppliers: See next slide
- If you are unable to find the PPE that you need to safely reopen your business, contact the [Rock County Health Department](#) for assistance.

Source

Local Suppliers

PPE ITEM	SUPPLIER	LOCATION	HOW TO ORDER
Disinfectants	DeVere Company	Janesville, WI	Contact Holiday Wholesale at 800-333-8321
Face Shields	Prent Corp.	Janesville, WI	www.pcfaceshield.com
Hand Sanitizer	Simply Solutions	Janesville, WI	Email to request order form: mark@simplysolutions.com
Masks	Monterey Mills	Janesville, WI	www.safeusamasks.com
Masks, Gloves, Disinfectants, Sanitizers	OfficePro	Janesville, WI	goofficepro.com
Masks, Gloves, Disinfectants, Hand Sanitizer, Glasses	Blain's Farm & Fleet	Janesville, WI	farmandfleet.com , Farm & Fleet app

Source

Local Suppliers

PPE ITEM	SUPPLIER	LOCATION	HOW TO ORDER
Masks, Gloves, Hand Sanitizer, Face Shields, Thermometers	Meridian	Janesville, WI	PPE Products section of website or contact Mark Terry at: mterry@meridian-direct.com
Masks, Safety Signage, Countertop Barriers, Hand Sanitizer & more	Quality Resource Group	Janesville, WI	Contact Lynn Wood at: 608-755-9929 or lynn.wood@quality-resource.com , quality-resource.com
Masks, Face Shields, Gloves, Safety Signs, Eye Protection	Gempler's	Janesville, WI local no-contact pick up & free shipping over \$75+ in WI	Gemplers.com , 1-800-382-8473

Implement

- **Communicate** your PPE plan to employees and customers (if applicable)
- **Train** employees on the use, care and maintenance of PPE including:
 - When PPE is necessary
 - What PPE is necessary
 - How to put on, take off, adjust and wear PPE
 - Limitations of PPE
 - Proper care, maintenance and disposal of PPE
- **Implement and enforce** your PPE plan
 - Consult with HR and/or your legal counsel to ensure that no employment laws are violated when enforcing your PPE plan
- **Reevaluate** your PPE plan on a regular basis
 - Are there changes in the guidelines for your industry?
 - Are there changes in your Hazard Assessment Level?

Training Resources

- OSHA's [COVID-19 Training Videos](#) which include *Putting On & Taking Off A Mask*
- [Sequence for Putting On & Taking Off PPE](#) - A step-by-step process from the CDC that can be adapted to suit your needs
- [How to Don & Fit Check a Disposable Respirator](#) - A tutorial provided by Gempler's
- [Cleaning & Disinfecting Your Facility](#) – Information from the CDC about daily cleaning and disinfecting and what to do when someone is sick
- [Handwashing Procedures Video](#) – A handwashing how-to provided by Mercyhealth