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To: BOCES District Superintendents, Big 5

From: Kathleen R. DeCataldo

Subject: District Needs for School Reopening Supplies Survey

The State Education Department and the Office of General Services are working together to determine what supplies are needed for reopening schools and help procure supplies needed. This will assist schools by utilizing the OGS system's buying power to help schools obtain supplies that are not easy to find and at a competitive price.

To do so, we need an estimate of the number and type of supplies your districts will need in a 30-day period. The following items which can be procured through the OGS system:

- Bleach
- Buckets (for making disinfectant)
- Classroom supplies
 - Pencils
 - Pens
 - Crayons
 - Markers
- Cloth face masks (indicate adult or child size)
- Disposable aprons
- Disposable gowns, if available
- Disposable surgical or medical masks
- Eye Protection/goggles
- Face Shields
- Gloves
- Hand sanitizer
- Hand sanitizer dispenser, if available
- Hand soap
- N95 masks, if available
- Paper Products
 - paper towels
 - toilet paper
 - tissues
- Thermometers
 - disposable
 - non-contact (temporal or infrared)

To assist you in determining the number of masks or face coverings needed along with other Personnel Protective Equipment (PPE) such as gloves, face shields and eye protection, or disposable gowns/aprons please refer to the calculation tools from the Massachusetts Department of Elementary and Secondary Education on the following page.

The sooner we receive this information from all of you the more likely OGS will be able to obtain the supplies that you need. Please respond with the information to our Office of Student Support Services at studentsupportservices@nysed.gov by close of business July 17th.

DISPOSABLE MASKS

Initial recommended quantities per 100 individuals per group per school

Group	Quantity per 100 per group	12-week Supply at 100% Attendance	12-week Supply at 50% Attendance	12-week Supply at 25% Attendance	Assumptions
Students	100 masks per week	1,200	600	300	1 disposable mask per week per student (to supplement the cloth masks provided by parent/guardian).
Teachers and other staff	500	6,000	3,000	1,500	5 disposable masks per week per teacher.
School nurses and health providers	1,000	12,000	6,000	3,000	10 disposable masks per week per school nurse.

MATERIALS FOR STAFF MEMBERS WHO MAY BE IN HIGH-INTENSITY CONTACT WITH STUDENTS OR HANDLING WASTE MATERIALS

*Initial recommended quantities calculated per 1 staff
(e.g. nurses, custodians, and some special education teachers and other staff)*

Item	1-week Supply for 1 Staff	12-week Supply	Assumptions
Disposable Nitrile Gloves	10	120	10 pairs disposable nitrile gloves per week, per staff.
Disposable Gowns	10	120	10 disposable gowns per week, per staff.
Eye Protection	2	n/a	2 re-usable eye protection per staff total.
Face Shields	2	n/a	2 reusable face shields per staff total.
N-95 Ventilating Masks* <i>Note: N-95 masks are recommended only if staff will be in contact with a suspected COVID-19 positive case and/or performing aerosol-generating procedures</i>	10	120	10 N-95 masks per week, per staff.