



Five Minute Meeting:

Topic: Conditions for Use and Ordering Information on Disposable Respirators, FR Neck Gaiters, Cloth Masks (FR and non-FR) and Paper Masks

Date: Updated June 1, 2022

Audience: Gas, Electric, Generation and IT Field Supervisors of Co-workers working outside of their home during the pandemic including customer-facing co-workers, those working in the field, and in our offices and other operating locations to maintain continuity of electric and gas service.

The key things you need to know

Cal/OSHA no longer requires co-workers who must leave their home to work during the COVID-19 pandemic to have face coverings readily available except under certain circumstances, such as working in a facility with a declared COVID-19 outbreak. However, some co-workers may wish to wear face coverings in situations where they are no longer required, especially in crowded areas. PG&E will continue to make five types of face coverings available to these co-workers.

Why it matters to you

As supervisors, you will be responsible for working with your clerks to order requests for Fire Resistant (FR) neck gaiters, FR cloth masks, non-FR cloth masks and N95 or equivalent disposable respirators. In addition, you'll be responsible for approving and distributing the Personal Protective Equipment (PPE) to co-workers and tracking the co-workers who receive the PPE.

Key discussion points

ACCEPTABLE FACE COVERING

- Must cover both the nose and the mouth, with no significant gaps around the edges
- Must have **at least** two layers or be folded to create at least two layers
- Fabric must have a fairly tight weave (when held up to the light you shouldn't be able to see colors or shapes through it)
- May be secured to the face with ties, straps or ear loops
- Must not have any valves, vents or holes

NOTES:

- Bandanas are no longer considered acceptable since they are open along the bottom
- Face shields alone are not acceptable, but they may be worn in addition to a face covering
- Wearing two face coverings (double-masking) is allowable, but not required

FR NECK GAITERS AND FR CLOTH MASKS

- CONDITIONS FOR USE: Any co-worker that leaves their home to work in a setting that requires FR protection and local conditions/public health orders require wearing a face covering.
- ORDERING PROCEDURE:
 - Provide order to the Ariba requisitioner who has access to the MROIS Ariba catalog.
 - Validate and approve the order that includes your work address where FR neck gaiters and FR cloth masks will be delivered (approval notification will be in your email box).
 - If the order exceeds \$500, your manager or superintendent will be sent a notification from Ariba to approve. Notify them immediately to approve so it doesn't delay the order fulfillment process.

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- When the shipment arrives, supervisors are responsible for verifying quantities and distributing to co-workers.
- All orders and deliveries are monitored and tracked regularly. If you have not received your order within three (3) business days, please email MTCCRequests@pge.com to follow up and check order status.
- **AVAILABILITY:**
 - **FR neck gaiters** are in stock and can be ordered now. Estimated delivery time: two (2) days.
 - **FR cloth masks** are available to order.
 - NOTE: To ensure all orders are supported timely and with control of distribution, we are limiting each co-worker to receive **two (2) FR neck gaiters or two (2) FR cloth masks**.
- **HOW TO CLEAN:**
 - Follow manufacturer's directions on the tag.
 - Wash FR clothing separately from non-FR items (so lint doesn't compromise the FR rating).
 - Use a commercial liquid detergent, such as Tide.
 - Do not use bleach, hydrogen peroxide, fabric softener, starch or regular bar soap.
 - Wash on the warm setting specified on the label and tumble dry; heat may cause shrinkage
 - Do not dry clean.

NON-FR CLOTH MASKS AND DISPOSABLE PAPER MASKS

- **CONDITIONS FOR USE:** Any co-worker that leaves their home for work and doesn't require FR protection, but may be working in a location where local conditions/public health orders require wearing an approved face covering.
- **ORDERING PROCEDURE:**
 - Provide order to the Ariba requisitioner who has access to the MROIS Ariba catalog.
 - Validate and approve the order that includes your work address where cloth masks will be delivered (approval notification will be in your email box).
 - If the order exceeds \$500, your manager or superintendent will be sent a notification from Ariba to approve. Notify them immediately to approve so it doesn't delay the order fulfillment process.
 - When the shipment arrives, supervisors are responsible for verifying quantities and distributing to co-workers.
 - All orders and deliveries are monitored and tracked regularly. If you have not received your order within three (3) business days, please email MTCCRequests@pge.com to follow up and check order status.
- **AVAILABILITY:** **Non-FR cloth masks and disposable 3-ply paper masks** are in stock and can be ordered now.
 - NOTE: To ensure all orders are supported timely and with control of distribution, we are limiting each co-worker to receive **two (2) Non-FR cloth masks or 1 box of paper masks**.
- **HOW TO CLEAN:**
 - Paper masks should be disposed of when they become worn, damp, dirty or damaged. See below for cloth masks.
 - Follow manufacturer's directions on the tag.
 - Use a commercial liquid detergent, such as Tide.
 - Do not use bleach, hydrogen peroxide, fabric softener, starch or regular bar soap.
 - Wash on the warm setting specified on the label and tumble dry; heat may cause shrinkage.
 - Do not dry clean.

N95 OR EQUIVALENT DISPOSABLE RESPIRATORS

- **CONDITIONS FOR USE:** Co-workers who will be working in a vehicle with others or in a facility where a COVID-19 outbreak has been declared. Use is voluntary, not mandatory. N95 or KN95 respirators with exhalation valves must not be used.
- **ORDERING PROCEDURE:**
 - Provide order to the Ariba requisitioner who has access to the MROIS Ariba catalog.
 - Validate and approve the order that includes your work address where masks will be delivered (approval notification will be in your email box).
 - If the order exceeds \$500, your manager or superintendent will be sent a notification from

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Ariba to approve. Notify them immediately to approve so it doesn't delay the order fulfillment process.

- When the shipment arrives, supervisors are responsible for verifying quantities received and distributing to co-workers.
 - Co-workers should be provided up to a month's allocation based on using one (1) N95 respirator per day. You are to use your best judgement when distributing.
 - Supervisors can order limited amounts of N95 respirators in order to have stock available for co-workers working emergent issues (i.e., having to take a co-worker to a hospital).
 - All orders and deliveries are monitored and tracked regularly. If you have not received your order within three (3) business days, please email MTCCRequests@pge.com to follow up and check order status.
 - If you have co-workers who do not meet the working conditions criteria for an N95 respirator, supervisors can:
 1. Submit a request by emailing COVID19PPE@pge.com to explain the justification
 2. Determine if a FR neck gaiter, FR cloth mask or non-FR cloth or paper mask is appropriate based on the guidance for Conditions for Use in this document
- **AVAILABILITY:** N95 and equivalent respirators are in stock and can be ordered now. Estimated delivery time: two (2) days.

Who do I contact with questions?

Email questions to COVID19PPE@pge.com

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