

To: Human Resources Directors
From: Division of State Human Resources Director Karen Wingo
Subject: Important PPE Update and tools for Phase 1 re-entry of state employees

HR Directors,

Good afternoon. I wanted to provide you with updates on two important topics - personal protective equipment (PPE) and HR re-entry tools.

PPE

The South Carolina Department of Administration (Admin) has reviewed the more than 75 agency submissions for requested PPE. Later today, agency PPE contacts will receive notification of their assigned locations and times to pick up PPE-related items. The assigned pickup times will be scheduled for next Wednesday, Thursday or Friday (May 27, 28, or 29).

Due to the number of agencies needing PPE, the assigned pickup times must be maintained to ensure all agencies have needed supplies for Phase 1 re-entry.

Please note, Admin will be able to fulfil requests for cloth face masks, gloves, large hand sanitizer bottles, clear goggles and face shields. However, we are still working to secure other items like individual hand sanitizer bottles which are expected to be available June 1. Additionally, sanitizing cleaning wipes will not be available until mid-June. In the interim, Admin will provide disinfectant and cloths as an alternative. Your agency's custodial service will have soap and paper hand towels available in restrooms. Hand soap and paper hand towels for common areas are among the items Admin is still working to secure.

Agencies receiving bottles of hand sanitizer, regardless of the bottle size, will need to communicate to staff that those bottles and dispensers should not be thrown away once empty. They will need to be refilled for future use, as it is unlikely that Admin will be able to provide additional small bottles of hand sanitizer.

HR Re-Entry Tools

Attached please find a series of documents that are optional tools for your agency to use to prepare your workplace for the start of Phase 1, which officially starts June 1.

The documents attached fall into the following three categories:

Posters: In the first category are some posters that you can use in your workplace to promote social distancing and appropriate cleaning practices. Included in the signage documents are signs limiting elevator occupancy, instructions on cleaning electronics, reminders on handwashing and more. Use of all or some of these posters is optional, but they are provided to assist you in reminding employees to adhere to public health guidelines.

Screening Tools: The second category of documents are examples of possible screening tools. A number of agencies have asked about screening employees before entering the workplace. We have provided four sample screening tools ranging from a poster that is used at the South Carolina Emergency Operations Center to an app-based screening tool developed by the South Carolina Department of Corrections. We have also provided two simple screening tools that employees can complete daily to ensure they aren't entering the workplace while symptomatic. As a reminder, if you decide to implement a screening procedure, the medical information provided by employees needs to be kept confidential to the maximum extent possible.

Workflow Signs: The last group of documents is directional signs for the stairwells and lobbies to manage the flow of traffic to promote social distancing.

Admin hopes that these resources assist your agency in preparing for the return of employees in Phase 1.

If you have any questions regarding these resources or re-entry, please contact your HR Consultant (803-896-5300) or me (803-422-8645).

All the best,
Karen