**FAQ’S**

**WHAT IS A DISINFECTING KIT (CADDY)?**

Every employee will receive a disinfecting kit (caddy) to help them keep their work space(s) clean and safe. Each plastic caddy will contain: masks, disinfecting spray, paper towels, and protective eyewear. (Gloves will be issued by request only)

**HOW DO I GET A DISINFECTING KIT (CADDY)?**

When returning to work on campus, submit an Operations Work Request (<https://www.myschoolbuilding.com/sso/default.aspx?acctnum=306006016>) and select “Health and Safety” for the Problem Type. In the Description, request a Caddy (indicate glove size if gloves are needed)

**WHAT DO I DO IF I RUN OUT OF SUPPLIES FROM MY KIT?**

Submit an Operations work request (<https://www.myschoolbuilding.com/sso/default.aspx?acctnum=306006016>) and select “Health and Safety” for the Problem Type. In the Description describe what you need, including glove size if you are requesting more gloves.

**HOW DO I USE MY DISINFECTING SPRAY PROPERLY?**

The label on the spray bottle provides instructions for proper use of various applications. The Bioesque Botanical Disinfectant Solution will disinfect hard non-porous surfaces and has a kill time of is 4 minutes. Always keep disinfectants out of the reach of children. For additional safety data, you can find the SDS sheet for the disinfecting spray on the Operations page of the Phoenix College website.

**CAN I TAKE MY DISINFECTING KIT (CADDY) HOME?**

No, the contents are considered school property and should only be used to keep your work space(s) clean and safe.

**CAN SOMEONE ELSE PICK UP MY DISINFECTING KIT (CADDY) FOR ME?**

No, we ask that every employee pick up and sign for their own disinfecting kit (caddy). At the time of pick up, you may ask any questions about product usage regarding items in your caddy.

**WHERE ARE SANITIZER DISPENSERS LOCATED?**

Hand sanitizer dispensers have been strategically spaced throughout campus. For example, you may find them at building entrances/lobbies, near restrooms, corridors, and departmental reception areas.

**HOW DO I REQUEST A REFILL FOR EMPTY SANITIZER DISPENSERS?**

Submit an Operations Work Request (<https://www.myschoolbuilding.com/sso/default.aspx?acctnum=306006016>) and in the description explain the location of the empty sanitizer dispenser. Additionally, also call ext. 5-7246 to notify Operations that you entered such a request (Provide the work request number). Doing this helps to expedite fulfillment.

**WHAT DO I DO IF I NEED ADDITIONAL SIGNAGE OR PHYSICAL BARRIERS FOR THE DEPARTMENT/BUILDING?**

Speak to your supervisor or department chair about your needs/recommendations. They will in turn reach out via email to the Director of Operations to discuss your request.