

Cloth Face Covering Ordering Instructions

Caltech will provide every member of the campus community with an initial allocation of two face coverings. The initial allocation can be fulfilled by Division or Department managers by placing an aggregate order for their personnel through the Facilities Service Center. Upon returning to campus, individuals may retrieve their face coverings from their respective manager.

Disposable procedure masks are also available to serve as back-up for individuals or visitors who may have forgotten to bring their face covering to campus.

Ordering Instructions

(to be completed by Division or Department managers only)

1. Identify the number of individuals in your building or group
2. Contact the Facilities Service Center (PPService@caltech.edu) to place your order; please also include the quantity of the back-up disposable procedure masks if desired
3. Provide a valid PTA to which the order will be charged
4. Specify delivery location

Once the order has been placed, the face coverings will be delivered to the location specified by than the next business day (supply permitting). It is the responsibility of the Division or Department manager to distribute the face coverings to their personnel.