MEMORANDUM

TO: All Staff
FROM: COVID-19 Incident Command Center
SUBJECT: ICC Directive 20-10 (supply requests)
DATE: 04/07/2020

The purpose of this directive is to explain the process of requesting supplies throughout the department during the COVID-19 pandemic. The Logistics Section of the ICC is responsible for filling the requests for supplies throughout the department. In order to organize the process for everyone, each division is responsible for making the request for their staff. Individuals needing supplies need to request them through their division. Once the divisional request is received, Logistics will attempt to fill it as long as the supplies are available AND the request is specific in terms of the items being requested.

When making a request for supplies from the ICC, please make sure it comes from your chain of command. If you are responsible for making the request for your division, please include all of the following information in your request:

- Name of the division/unit making the request.
- The specific item(s) being requested, i.e: bleach, spray bottle, gloves including the sizes, N95 masks vs surgical masks, etc.
- The exact number for each item requested.
- Contact name and email address.
- Where to deliver the items or name and phone number of person responsible for picking up the items. Please know that the ICC has limited ability to make deliveries. It is preferred that your division/unit sends someone to Headquarters for pickup.

** Masks: The temperature stations located on the first and fourth floors of Headquarters are setup to take employee temperatures at the start of everyone’s shift; however, they are not responsible for supplying masks to individual Sheriff’s Office employees. The masks they have are for those assigned directly to the County EOC. If you need a mask, go through your chain of command not the EOC. The ICC will distribute what we have in stock at the time of the request.

Additionally, the ICC provided guidance regarding the use and longevity of the N95 mask in an email sent out on March 17th (see attached email). The email advises that the N95 masks are good for eight hours of continual use. They should only be disposed of in the event of an exposure or after 8 hours of continual use. Masks are in high demand throughout the nation, so please use them wisely and in
accordance with the information we have provided. We need everyone to utilize the masks provided to
their division before requesting a different style.

Everyone is in need of the same limited resources. Be consciences when determining your division’s
needs and only request what is currently needed at that time. To make a request, please email it to
ICC@shf.sccgov.org.

Note: Logistics is currently out of disinfectant wipes. 90% water -10% bleach solution in a spray bottle is
being used in their place.
The following is clarification for the proper use and durability of the N95 mask from the County Health Department. The mask is durable, however it is recommended that you do not fold the mask or put it in your pockets as this may compromise the structure of the mask. The masks are rated for 8 hours of continual use and can be used multiple days in a row, not exceeding 8 total hours. The mask must cover both the nose and the mouth. If the mask does not have a snug fit, it will not work properly. Correct fit of the mask requires contact with smooth skin. It will not work properly for people with beards or facial hair. Always use both straps on the mask to hold it in place and to keep air from leaking around it. You should position one strap near the top of your head and one near the base of your neck. If the mask or the person wearing it comes into contact with a person who is either contaminated or possibly contaminated, the mask should be disposed of.

Please note, the N95 is a rating, which refers to the masks ability to block 95% of particles that are 0.3 microns or larger. There are many different styles of N95 masks, but the N95 rating is what is important. We are currently issuing two types of N95 masks, which were obtained by the state (3M 1860 and 1870 models, please see attached pictures).

If you require additional masks, please contact the Incident Control Center PIO Deputy R. Lopez at Russell.lopez@sf.sccgov.org.

Respectfully,

Incident Commander C. Grumbos
Santa Clara County Sheriff’s Office
55 W. Younger Ave, San Jose, CA 95110

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