**Face Shield Ordering Process**

**Background:**

Because the CDC does not currently recommend use of face shields as a substitute for masks, **face shields cannot be used in place of masks** except with approval from Human Resources. Human Resources will approve face shields only for certain jobs or departments that require wearing a face shield, or for medical conditions that warrant the use of a face shield when wearing a mask may not be feasible.

Disposable face shields should only be worn for a single use and disposed of according to manufacturer instructions. Reusable face shields should be cleaned and disinfected after each use according to manufacturer instructions or by following [CDC face shield cleaning instructions](https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/eye-protection.html).

**Overview:**

All face shields will need to be approved by your HR Representative. In general, approvals for the use of face shields will be determined by; (a.) job or department requirements and/or (b.) an approved medical or ADA accommodation. Written documentation will be required and verified by your HR Representative.

If you have any questions regarding your use of face a shield, it is always best to check with your (HR) Human Resources Representative before trying to request an order in the LilyPad Fishbowl PPE ordering system.

**Process:**

* Employee sends an email to their HR Representative requesting or verifying that they qualify for the use of a face shield
* HR Rep will review the employee’s justification for face shield need and provide approval or denial response. If denial is determined, the HR Rep will provide denial reason.

* When the employee receives an approval email from HR, they will forward the email to their area’s designated PPE LilyPad Agent along with their face shield order request.