



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
DIRECTOR'S OFFICE

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MEMORANDUM

August 11, 2020

TO: All Department Directors

FROM: Laura E. Freed, Director
Department of Administration

SUBJECT: **PPE Purchasing and Accessibility**

You will recall that pursuant to Purchasing Memorandum 2020-08, the Purchasing Division maintains statewide contracts for personal protective equipment (PPE). In particular, agencies that need to procure PPE are encouraged to utilize the [Medical and Surgical Supplies](#) contracts or the Facilities MRO Industrial vendors shown as attachments to [Purchasing Memo 2020-08](#).

Departments that have front-line staff at service counters are reminded that not all customers are easily able to understand agency staff while both parties are wearing an opaque face covering. Some customers depend on lip reading and facial expressions to communicate successfully and transact business with state agencies. As such, departments are encouraged to post signage at entrances indicating that if a customer is deaf or hearing-impaired, the customer may request that staff use a face shield or mask with a clear vinyl insert as an alternative to the typical cloth face covering. Face masks with a clear insert are available from commonly utilized state vendors (e.g., Staples) and face shields can be obtained via the medical and surgical supplies contracts linked above.

Additionally, state employees may depend on lip reading, and departments should make reasonable accommodations for disabled employees who need to wear face shields or clear masks to comply with the [Governor's Directive 024](#).

As always, please feel free to reach out to the Purchasing Division if you need assistance in procuring PPE for your employees. If you need guidance on making reasonable accommodations for disabled customers or agency staff, please reach out to your agency's human resources personnel or the Division of Human Resource Management.