

Centralized Purchasing of Certain Safety Supplies – Effective 07/07/2020

As the district continues to prepare for the gradual phase-in of returning to campus from COVID-19, we have established procedures to coordinate the personal protective equipment/supplies (PPE) process for procurement and inventory for items needed to ensure a safe return.

To avoid competing with ourselves in procuring common commodities, the following supplies will be purchased centrally and distributed to the areas returning to campus:

- Disinfectant and sanitizing supplies
- Disposable Gloves for approved departments
- Face Coverings. The district will procure a supply of cloth and disposable masks for distribution. Face shields will be available for faculty teaching on-site and available to service area employees as reviewed and approved by the campus Vice President of Administrative Services and Risk Management
- Plexiglass barriers as determined by department managers in consultation with the Vice President of Administrative Services and Risk Management and as determined by Facility Planning and Risk Management for the District Office.
- Thermometers – As required by the state for certain programs. A limited supply will be purchased and distributed as needed.

Wall mounted and freestanding hand sanitizer dispensers have been ordered with the goal of being placed at building entrances, common areas, and classroom spaces. However, there is considerable lead time on procuring and installing these dispensers and it may be a while until we can get them all on our campuses.

If your department is in need of these items, please send your requests through your campus Administrative Services office for review and approval in consultation with Risk Management.

A funding source has been identified in order to centralize all purchases for these supplies. Centralizing the procurement of these supplies will allow the District to monitor inventory and submit requests for reimbursement by FEMA, CARES Act and any available state funding. **We ask that you do not order any PPE supplies out of individual department budgets either by itemized orders or through blanket purchase orders as these orders cannot be tracked and no reimbursement will be received by the district.**

Let me know if you have any questions.

Thanks.

Don Maus
Risk Management