

PROTECT THE PRIDE

COVID19.UCCS.EDU

Procedures for acquisition of Safety & Personal Protective Equipment (PPE) related to COVID-19 and the return to campus:

As UCCS prepares for the return to campus and in accordance with the plans submitted to protect the health and safety of our campus community, we have developed the following procedures for ordering safety and PPE.

I. Reminders when ordering:

- ✓ These items are for the health and protection of our campus community while at UCCS against COVID-19.
- ✓ Orders should be placed by staff representing entire offices, and quantities should reflect those needed to support all staff working in those offices. Orders should not be placed by individuals for supplies only needed for their personal use.
- ✓ Please request reasonable quantities. Ordering a stockpile will affect others from obtaining items that are already in short supply (don't order a 1000 if you really only need 100)
- ✓ For the laboratory, clinical and research community,- you should be using this process to order only those supplies which are above what you would have normally been ordering for your routine operations (i.e. if you are a lab which routinely utilizes nitrile gloves, then continue to utilize your normal ordering process for those gloves and not this COVID-19 process.
- ✓ Each student, staff and faculty member will be receiving one re-usable gaiter style face covering. Distribution information will be provided to units and colleges once a delivery date is determined.

II. COVID-19 Relief Fund

The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that—

- A. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19);
- B. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
- C. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Some examples of what is allowable for the Coronavirus Relief Fund:

- A. Cleaning, sanitizing and ventilating school buildings, dormitories, and common spaces
- B. Temperature monitoring,
- C. COVID-19 screening and testing, and contact tracing
- D. Acquisition and distribution of medical and protective supplies
- E. Quarantining individuals

III. How to Order Supplies

A. STOCK ITEMS:

The following items can be obtained by completing a Work Order (TMA) to Facility Services. See website <https://www.uccs.edu/facsrvs/>. DO NOT use the Work Order system for your normal purchasing for these items.

- Oxivir Disinfectant – 32oz spray bottle (glove use required)
- Oxivir Wipes – 80 to a bag, limited supply per order due to PSC availability (glove use required)
- Paper towels – C Folds or Jumbo Roll (No dispenser supplied)
- Hand Sanitizer – 16oz liquid sanitizer in a squeeze bottle, and 34oz gel sanitizer in a pump bottle, Office Application (see Marketplace for smaller sizes)
- Gloves – Small, Medium, Large, XL
- Disposable Face Masks / Limited use – 3-Ply Facemask w/ Earloop.
- Plexiglass Transaction-top front facing health guards only, are being fabricated by the Maintenance Department upon work order requests. Please, provide approximate countertop / desk sizes
- Reusable Face Shields
- Specialty orders (department specific) will be reviewed to determine if it is a department purchase vs. a Facilities purchase

*Products listed through Facilities Services are contingent on availability through PSC or other suppliers.

*See Marketplace for coronavirus management supplies under *COVID Supplies* section.

B. NON-STOCK ITEMS:

Any other cleaning, Personal Protective Equipment (“PPE”) or other items associated with creating a healthy and safe environment on campus should go through your regular purchasing procedure. *The only supplies chargeable to the COVID-19 speed type are those which you would not have incurred as result of your normal business operations (e.g. Biology already orders gloves so those charges would not go to the COVID-19 speed type but to their regular department budget.)* Charges to the COVID-19 speed type will be reviewed monthly for allowability per Federal and State regulations. If an item(s) is not allowable, it will be charged back to your departments speed type.

Some items are available through PSC <https://www.cu.edu/psc/travel/psc-updates-related-coronavirus/covid-supplies-procurement>

<https://www.cu.edu/psc/cu-marketplace-how-requesting-covid-supplies>

If you have questions about whether an expenditure is covered under the Coronavirus Relief Fund, please contact Carolyn Rupp <mailto:crupp@uccs.edu>.

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