

PURCHASING DEPARTMENT
COMPREHENSIVE PLAN FOR DISPERSING SUPPLIES
FOR RETURN TO WORK DURING COVID-19

Since the University's closing, the Purchasing and Facilities Services teams have been working diligently to ensure the safety of our campuses in preparation for our return. We have been analyzing campus needs and navigating a volatile market to ensure that each person has what is needed to promote a healthy environment with regard to the current pandemic.

As we draw closer to the return of faculty and staff, our plans to meet these needs are as follows:

➤ **System Campuses:**

System campuses are being asked to consolidate the orders for the campus and make arrangements for pickup from consolidated services and distribution on their respective campuses.

➤ **Departments:**

Prior to your official return date, your department will have a box of personal protection supplies initially placed in a secure area in anticipation of the return of faculty and staff. We will all be working hard to make sure this happens before the official return date(s). For those departments that have not yet returned, we will work with Facilities Maintenance to make sure we have the proper access to the department. We will try to determine the best location in which to leave these items for each area and the best contact to send notification of such.

Boxes will be delivered by UofSC Postal Services, Consolidated Services, or Facilities Services. An e-mail notice will be sent to the appropriate person to document delivery. We will attempt to place enough of each item as recommended by our health and safety experts.

Our plans are for each package to include the following items:

1. Hand sanitizer
2. Wipes
3. Disinfectant spray
4. Nitrile gloves
5. Disposable masks

Boxes will also contain: (1) procedures for reordering supplies and (2) costs charged for the items. There will be an online form for subsequent orders uploaded to Purchasing's webpage. There is a dedicated email inbox for these special orders, and we will be monitoring it throughout each workday. Consolidated Services staff will make every attempt to resolve your needs quickly. Subsequent orders for items will be packaged and delivered by Consolidated Services, UofSC Postal Service, or Facilities Services.

➤ **Employees:**

The Purchasing Department has ordered face coverings for faculty and staff. These items are washable and reusable. Once these face coverings are received, we will post instructions for proper use of the masks on the Purchasing website under the COVID-19 Supplies menu as well as other information.