

SA COVID-19 Purchasing Guidelines

COVID-19 Return to Work Purchasing

As of July 2020

WHAT ITEMS SHOULD BE PURCHASED

Preparing spaces for returning to work may require Personal Protective Equipment (PPE), cleaning supplies, hand sanitizer, Plexiglass (acrylic) barrier shields, and disinfecting supplies. Most departments will not need every item available in order to allow students and staff to return safely to campus. For example, face shields and shoe covers may be listed but these items are typically required only for lab or medical environments.

Housing Facilities Services (HFS) and Facilities Management (FacMan or FM) are working to assess overall COVID-19 ready facility needs for their respective buildings to provide recommendations to departments. Requests for on-site reviews for departments can be submitted through either <https://fixit.colorado.edu/> or https://famis.colorado.edu:4444/ecfss_prod/fweb.home?p_navid=101. Following the on-site review your department will receive written recommendations regarding barrier shields, traffic flow, directional signage and floor markings.

Departments should assess their individual needs to evaluate purchasing for PPE, sanitizer and cleaners and apply tests of reasonableness and fiscal propriety.

WHO IS RESPONSIBLE FOR PURCHASING ITEMS

CUSG cost centers and Wardenburg Health Center will purchase their COVID-19 materials and supplies following the processes described below and in following recommendations received from facilities.

Other Divisional Departments: HFS will be responsible for purchasing cleaning supplies, disinfectants, and hand sanitizer refills (for wall mounted or free standing dispensers) for all general areas that are currently supported by HFS Environmental Services. For example, they will be providing sanitizer stations near elevators and building entrances. Following the on-site reviews HFS will also provide specific direction on how to acquire barrier shields and directional signage and floor markings.

Departments will be responsible for acquiring supplies that will be used within their department specific areas and for their staff. For example, departments will be responsible for acquiring staff face masks, gloves, small bottles of hand sanitizer for general use and multi-purpose disinfectant wipes for cleaning desks and wiping down phones, work stations, etc. Departments should follow the processes described below and follow recommendations received from HFS.



WHEN TO PURCHASE ITEMS

Lead times in receiving certain items can be two months or more. Availability is dependent upon the market but CU is implementing ways to minimize such timeframes. Once recommendations are received from facilities, departments may begin planning and placing orders.

WHERE TO CHARGE ITEMS

Please contact Kelly Smith (Kelly.I.smith@colorado.edu) for speedtype guidance

HOW TO PURCHASE ITEMS

Below is campus specific guidance on how to purchase the most common items. For most items the process will be to first check the new “COVID Supplies” section in Marketplace to place an order. If the specific item is not available in this section, then it can be purchased through existing vendors and methods. The campus PPE Task Force and the PSC may be able to help in situations where items continue to be unavailable. No brand or vendor selection options will be available for orders in the “COVID Supplies” section as the PSC will consolidate orders and place them according to market availability. This may also lead to price variations over time and we may see changes in the items available to order through this section.

FACE MASKS

Face masks should be requested through the “Non-Medical Face Mask Order Form” hosted by Facilities Management (FacMan). Basic disposable, non-medical face masks with elastic ear loops are available in bundles of 50. Donated cloth masks are also available. Medical grade face masks should continue to be ordered through existing vendors. Though the order form requests a speedtype, departments will not currently be charged for requested masks.

Face mask order form: <https://www.colorado.edu/fm/face-mask-order-form>

DELIVERY: Orders for face masks will be available for pick-up at the CU Distribution Center per their modified operations described [here](#).

Additionally, each SA staff member will receive two (2) reusable cloth masks; one (1) CU branded and one (1) plain. Keep this in mind when determining how many masks to order.

HAND SANITIZER

Hand Sanitizer for Large Dispensers/Refills (such as wall dispensers or large free standing dispensers):

Will be managed by HFS and FacMan building custodial staff for all common areas.

Hand Sanitizer Small Bottles for Office Spaces:

Purchase through the new “COVID Supplies” catalog section in Marketplace. Bottles are available in the following sizes but please note that some options require minimum orders that may be greater quantities than desired: 1.75oz bottle, 4oz bottle, 8oz bottle, 16oz bottle.



DELIVERY: Orders should include your Ship-To address as you ordinarily would in CU Marketplace. All packages are currently being routed to the CU Distribution Center. Per their modified operations, the Distribution Center is only delivering packages directly to some campus buildings which currently include the C4C, UMC and Wardenburg. Departments with “Ship-to” addresses in other locations may require pick-up at the CU Distribution Center as described [here](#).

GLOVES

Purchase through the new “COVID Supplies” catalog section in Marketplace. Gloves are available in various sizes but please note that some options require minimum orders that may be greater quantities that desired.

DELIVERY: Orders should include your Ship-To address as you ordinarily would in CU Marketplace. (See the “Delivery” section under “Hand Sanitizer” above for additional details)

DISINFECTING MULTI-SURFACE WIPES

As stock becomes available, continue to purchase through existing vendors and methods (usually Staples). Items may be on back order for a few weeks but you should receive an estimated delivery date. “CaviWipes” may be another option which can be found in the Fisher or McKesson catalogs.

DELIVERY: Orders should include your Ship-To address as you ordinarily would in CU Marketplace. (See the “Delivery” section under “Hand Sanitizer” above for additional details)

ADDITIONAL ITEMS PURCHASED THROUGH “COVID SUPPLIES” IN MARKETPLACE

- Disinfectant spray bottle (16 oz) or disinfectant refills gallon
 - Janitorial cleaner (disinfectant and multi-purpose) in large quantities should continue to be purchased through existing vendors and methods.
- Bouffant caps
- Shoe covers
- Safety glasses
- Disposable face shields

PLEXIGLAS (ACRYLIC) BARRIER SHIELDS

Many types and sizes of barrier shields exist. Depending upon your particular space, they may or may not require modification or installation. Consult the appropriate facilities department for the building for recommendations and direction on acquiring these items.

In general, the HFS recommendation for Plexiglas (acrylic) barrier shields is to have them only at customer service transaction locations. Also they must not interfere with building systems (HVAC, fire sprinklers, etc.) to avoid Life, Safety and Building Codes issues.

NOTE: The use of these shields does not replace the need to wear masks nor eliminate social distancing precautions. They are simply an added risk-reducing item. They are considered personal items and the owner/user has the personal responsibility for cleaning.



DIRECTIONAL SIGNAGE AND FLOOR MARKINGS

Consult the appropriate facilities department for the building for recommendations and direction on acquiring these items in collaboration with SA COMM.

FAQs

Can I purchase more items than what HFS recommends? Can I order 4 barrier shields instead of the recommended 1 shield?

Answer: Departments should adhere to the recommendations provided. Any purchases in addition to the recommendations will require Cabinet member approval.

Who should I contact for questions?

Answer: For facility related questions contact James T. (JT) Allen, Director of HFS, at JTAllen@Colorado.edu.

For procurement related questions please contact Student Affairs Business Services through Kelly Smith, Director of Business Services, at Kelly.L.Smith@colorado.edu.