

Email Re: Safety Supplies
May 22, 2020

All,

I hope all of you are doing well during these crazy times. I know some of your departments/units are starting to make plans to come back to campus in June and July. As you prepare your plans, I want to make sure you have the information below. Please know we are still working on a larger plan for the entire university which will include information on what Physical Plant will be providing on a regular basis this fall for classrooms, common areas and various departmental office spaces. As that information is confirmed, a communication will be sent out to the campus community. If you have questions regarding supplies that need to be procured for reopening, please direct your questions to Lisa Ennis. If there are questions regarding custodial services, please connect with Shawn Kenney in Physical Plant. Be safe and have a great weekend!

Stockroom PPE Safety Product Distribution Plan

The Stockroom will be providing the following items free of charge for departments as they begin to open:

- **Masks:**
 - One (1) washable mask per full-time employee – item #4240-1050
 - Two (2) boxes of disposable masks if a department has visitors – item #4240-1030

To order, use the Stockroom requisition order form, <https://louisville.edu/stockroom/forms/stockreqform/> Please provide your department ID and speedtype. Your department will not be charged for this one-time issue of masks. We are using the information for tracking purposes. Departments should have one person place the order for all their employees then secure and distribute.

The Stockroom has cleaning products that departments can purchase as they become available:

- **Lysol Disinfectant Spray** – item #7930-0790 – limit one (1) per department
- **Nitrile Gloves** – for laboratory use:
 - small – item #8415-0400
 - medium - item #8415-0410
 - large – item #8415-0420
 - x-large – item #8415-0430
- **Wypall Boxed Towels** – item #7920-0710

The following items will be available but are in limited supply - the Stockroom will control distribution:

- **Oxivir Wipes** – item 8540-0720 - currently holding 240 for athletic facilities, labs & IT Services
- **Kimberly Clark refillable wipe bucket system** - currently out of stock - projected availability July 6th.
- **Hand Sanitizer 64 oz (liquid)** – item #6508-0116 - one (1) for every visitor reception area. Custodial will be responsible for placing these - 360 currently available.
- **Hand Sanitizer 16 oz (gel)** – pallet program with monthly commitment – information forthcoming from Staples.

All departments should check the stockroom catalog

<https://louisville.edu/stockroom/ordering/stockroom-catalog> for items in stock before purchasing outside of the university.

Physical Plant Disinfectant Spray Service

Each unit will be able to request spray bottles of disinfectant for use in disinfecting the unit's work areas and equipment. Custodial services will provide daily disinfection of high touch surfaces (door handles, light switches, water fountains, elevators, all restroom fixtures, hand railings, and common area tables and chair arms). Departments or individuals will be responsible for additional disinfection if they deem it necessary. Boxes of Wypall paper towels will be available through the stock room.

Due to the COVID-19 pandemic, spray bottles are extremely limited in supply. Bottles shall be saved and exchanged for a refill. Units will be limited to 1 bottle per 10 employees in the unit (i.e., a unit size of 1-10 people may have 1 bottle, unit size of 11-20 may have 2 bottles, etc.). Refills are available as needed with no set limit.

How to place your request:

Please click or paste the link below in your browser to place your request. Physical Plant will monitor requests to enforce the limit and deliver orders.

<https://louisville.edu/physicalplant/forms/non-chargeable-service-request>

You may call Work Control Center at 502-852-6241 for any questions or assistance.

Building and room number for delivery location are essential to be included in the request, and in the "Description of Job Request", please include the following information:

1. Your Unit name/Description
2. "New bottle" or "Refill"
3. For refill deliveries outside business hours, location of empty bottle to be exchanged

Empty bottles must be exchanged at the time of delivery of the refill bottles.

Physical Plant Sneeze Guards Service

Sneeze guards are effective barriers for protecting yourself, staff, students and visitors from the spread of bacteria or virus caused by sneezing and coughing. Sneeze guards are designed to act as a physical barrier to stop the spread of disease. These protective acrylic shields are suggested as a defensive barrier that allows for face-to-face interactions in a safe manner.

These sneeze guards have been deployed in a variety of settings on the Health Sciences and Belknap campuses. We recommend that all departments and units that have service and reception counters should consider shields as part of their reopening plan for fall.

Physical Plant is currently equipped with resources to provide and install the following three different sizes of sneeze guards at your request with lead-time of one to two weeks.

SNEEZE GUARD SIZE AND PRICE INFORMATION	
3' x 3'	\$200
4' x 3'	\$225
5' x 3'	\$250

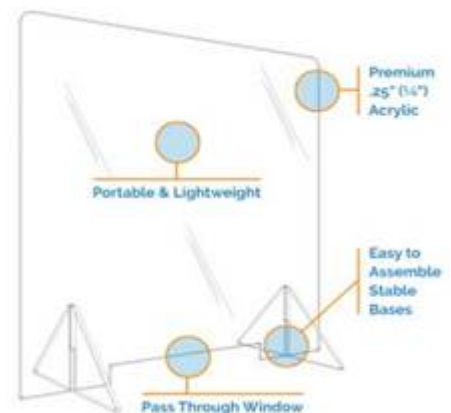
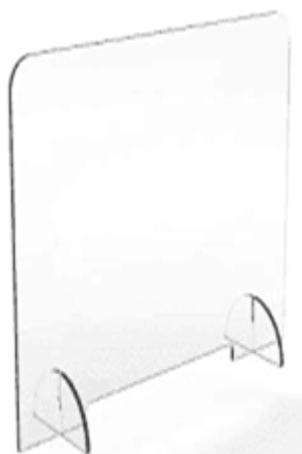
How to place your order:

Please click or paste the link below in your browser to place your request for the installation for a sneeze guard.

<https://louisville.edu/physicalplant/forms/chargeable-service-request>.

You may call Work Control Center at 502-852-6241 for any questions or assistance.

Sample pictures of sneeze guards for reference only:



MARK J WATKINS
UNIVERSITY OF LOUISVILLE
CHIEF OPERATING OFFICER

