I. Overview
The COVID-19 pandemic created a great surge in demand worldwide for supplies that are also needed for safe in-person operations at UW Oshkosh. These items have been identified by the Recovery Task Force (RTF) and include but are not limited to face coverings, plexiglass, classroom modifications, and hand sanitizer. Federal and state resources may be available to help offset some of the supply expenses; however, the requirements for applicability and reimbursement are very strict. The purchasing and distribution of these supplies is centralized as outlined in this standard operating procedure (SOP) to consolidate resources and time while ensuring greater financial recovery by the University. The distribution of items to campus will be the responsibility of Central Stores, Risk & Safety, and Custodial.

II. Applicability:
This policy is applicable to any UW Oshkosh department or program that has a need for the supplies identified by the RTF in order to operate safely as outlined in the University-wide SOPs.

III. Procedure (to be used during all alert levels):
a. All items identified by the RTF are to be purchased centrally by the Purchasing office through purchase requisitions.
   i. Acceptable parties that can place a requisition for an order include: Director of Planning and Construction, Central Stores Personnel, Risk and Safety Personnel, and Custodial Supervisors.
b. Project codes have been created and will be used with the correct corresponding account number set by UWSA.
c. Oversight of expenditures will be monitored by the Grant Accountant.
d. Items will be delivered by vendors to Receiving and most items will be inventoried by Central Stores. All other COVID supplies will be inventoried in a second warehouse in TMA.
e. Requesting these items from Central Stores is limited to Custodial staff and the Inventory Control Coordinator (via work order requests). They will have a $0 inventory value and will not have a chargeback associated with them.
   i. Exceptions include:
1. Requests for physical barriers (also referred to as “plexiglass”) can be made by anyone on campus through the Renovation/Furniture Request. Fulfillment of the request will be dependent upon Risk and Safety analysis.

2. Risk and Safety is handling an initial distribution of two cloth face coverings and one 2 oz. hand sanitizer bottle with a carabiner to all UW Oshkosh employees and students. These items will not be inventoried or offered by Central Stores.

f. Once COVID supplies are in the possession of Custodial staff, the distribution of supplies around our campuses is determined on a reasonable as-needed basis. This is defined in the University hygiene and disinfection SOPs (see Guidance Documents below).

IV. Guidance Documents/Policy Links:
   - PPE Tracker – Provided by RTF
   - UW Oshkosh SOP PND-20-01: Hygiene Practices
   - UW Oshkosh SOP PND-20-02: Disinfecting Practices (Non-Custodial)
   - UW Oshkosh SOP PND-20-10: Disinfecting Practices (Custodial)

V. Templates/Forms:
   - Renovation/Furniture Request

VI. Revision History:
Created: 6-30-20
Revised/Reviewed: