Unit Purchases of COVID-19 Safety Supplies and Equipment

June 4, 2020

In anticipation of faculty, staff, and students potentially returning to campus for the fall semester and the complexities related to the COVID-19 supply chain, Mason is centralizing the acquisition, storage, and distribution of safety supplies and equipment. Centralized procurement allows strategic sourcing and ensures product standardization, favorable pricing, and safety standards are met.

**Effective Immediately:** Departments are **not permitted** to order the following safety supplies directly with vendors (including Amazon) and should await distribution instructions:

- Plastic Barriers (to separate office spaces or customer service counters)
- Reusable Face Coverings
- Hand Sanitizer
- Hand Sanitizer Dispensers
- Disinfectant Wipes
- Door openers (hands free or foot activated)
- Disinfectant

The following are considered specialized items and **should not be ordered unless part of the units’ existing medical/research related activities:**

- N95 or other Medical Grade Masks
- Disposable Face Coverings including all types of surgical masks
- Isopropyl Alcohol
- Air Purification Systems
- Thermometers
- Non-latex disposable gloves

The following are **prohibited items** and should not be ordered under any circumstances:

- Latex Gloves
- KN95 Masks

Department expense report reviewers should not approve expense reports requesting reimbursement for supplies noted above. Health and safety items such as hand soap or other cleaning supplies usually purchased during the course of normal, routine work are still allowed. However, units are strongly encouraged not to purchase items that are not needed or essential to their operations.

Purchases will be consolidated in Central Receiving and distributed by Safety, Emergency, and Enterprise Risk Management (SEERM). Distribution of supplies will begin upon each unit’s completion of their Unit/Department Return to Campus Plan. Communication regarding the Unit/Department Return to Campus Plan will be distributed by mid-June. Units that have a need for items earlier than this timeframe should contact SEERM who will work with units/Purchasing to utilize what is on hand or procure additional PPE to meet your needs.

Additional questions related to safety supplies and equipment needs should contact SEERM at safety@gmu.edu. All purchasing related questions should be directed to the Purchasing Department at purch1@gmu.edu.