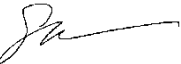




**TO:** All Deans and Directors

**FROM:** Sam Adams, Co-Chair  
URI COVID Task Force 

**DATE:** June 25, 2020

**RE:** Ordering COVID-related supplies and PPE

As the University prepares to welcome our employees and students back to campus this fall, we anticipate a large need for cleaning supplies and personal protective equipment (PPE). To meet this demand, the University's COVID Task Force is establishing a central stockpile of these items. Please see the attached list of supplies that are (or will shortly be) available from the stockpile.

Procurement of these COVID-related supplies is being funded through the URI Office of Emergency Management and the supplies will be provided to all University departments at no cost, including auxiliaries. To streamline the purchasing process and avoid scenarios where University departments are competing with each other for products from the same vendors, all departments are asked to obtain these supplies from the stockpile rather than attempting to procure them on their own.

### Supply Orders

Each department must designate a point person (the Department Supply Lead) who will handle all COVID-related supply orders for the entire department. (Our team doesn't have the capacity to manage multiple orders from the same department.)

Beginning Monday, June 29, each Department Supply Lead may begin submitting supply requests (based on the attached list) using our online order form at <https://veoci.com/veoci/p/w/xev4vmfufvy>. Once the request has been reviewed and approved, the Department Supply Lead will be notified that they may pick up their department's supplies from the Distribution Center at a scheduled date and time, typically within 48 hours. (Delivery can also be arranged for larger supply orders.)

Departments should only submit those supplies needed to sustain operations for the next 30 days. Supply requests that appear to exceed this timeframe may not be fulfilled.

### Supply Pickup

The COVID Supply Distribution Center will be located at Pastore Hall in Room 236 (the old chemical stockroom.) All pickups will be scheduled in advance; to ensure everyone's health and safety, walk-ins will not be accommodated. The first supply pickups will be scheduled for the week of July 6.

IMPORTANT: All supply orders must be made through the designated Department Supply Lead for each department. Any requests submitted by other individuals within the department will not be processed unless prior arrangements have been made.

### **Availability**

Many items being handled by the Stockpile have extremely limited availability as a result of the ongoing pandemic. We are working with multiple vendors to obtain what we can but some items we've ordered won't arrive until August or September. All University departments are asked to prioritize needs and work with us as we try to allocate supplies fairly to those who need them most. If certain items a department has requested are not currently available, the Distribution Center will "backorder" them and notify the Department Supply Lead when they are restocked. Additionally, the Task Force may need to limit quantities on certain items from time to time depending on availability.

### **Additional Information**

For non-auxiliary buildings on the Kingston Campus, Custodial Services will distribute, install, and maintain hand sanitizer, disinfecting wipes, and related supplies as identified in the COVID-19 Building Reopening Worksheet for each building. Departments do not need to request these supplies from the Stockpile except in cases where there is a specific, justified need over and above what's supplied by Custodial Services.

For the Narragansett Bay Campus, GSO Facilities will handle all supply requests for the campus. Separate requests should not be submitted to the Stockpile.

### **Contact Information**

URI's Office of Environmental Health & Safety is managing the COVID Supply Distribution Center. Any questions about the supply ordering process should be emailed to [srm@etal.uri.edu](mailto:srm@etal.uri.edu).

**UNIVERSITY OF RHODE ISLAND  
COVID TASK FORCE  
STOCKPILE PRODUCT LIST**

<b>ITEM</b>	<b>UNIT</b>	<b>AVAILABILITY</b>
Face coverings, reusable	Pack/5 per person	Ordered, avail. 7/5/2020
Disposable surgical masks, FDA-approved *	Box/50	Not currently available
Disposable surgical masks, non-FDA	Box/50	Available now
N95 respirators *	Box/10	Not currently available
KN95 respirators *	Box/10	Not currently available
Nitrile gloves, Small *	Box/100	Ordered, avail. 6/30/2020
Nitrile gloves, Medium *	Box/100	Ordered, avail. 6/30/2020
Nitrile gloves, Large *	Box/100	Ordered, avail. 6/30/2020
Nitrile gloves, X-Large *	Box/100	Ordered, avail. 6/30/2020
Vinyl gloves, Small	Box/100	Ordered, avail. 6/30/2020
Vinyl gloves, Medium	Box/100	Ordered, avail. 6/30/2020
Vinyl gloves, Large	Box/100	Ordered, avail. 6/30/2020
Vinyl gloves, X-Large	Box/100	Ordered, avail. 6/30/2020
Disinfecting wipes, medium container	Each	On order, avail. TBD
Face shields, reusable	Each	Available now
Safety glasses	Each	Available now
Disposable gowns	Each	Not currently available
Touchless hand sanitizer dispensers	Each	Not currently available
Touchless hand sanitizer cartridges	Each	Not currently available
Individual hand sanitizer, 4 oz	Each	Not currently available
Hand sanitizer with pump, 1/2 gal	Each	Available now

*\*Limited availability, requires demonstrated necessity (i.e. direct patient care, etc.)*