

### **Obtaining PPE for Employees Working on Campus Now**

**For PPE and supplies that were being used pre-COVID**, such as gloves, goggles, lab coats, face shields (limited use), please continue to order these items as you have in the past, typically through Falcons Purch. Your department can place these orders themselves, and the orders will be processed as usual. Please note: there may be delays in receiving shipments due to inventory shortages.

**For COVID-related PPE and Supplies**, such as face coverings, hand sanitizer, signage, partitions, etc., an ordering and delivery process will be established once university guidelines and protocols are determined for reopening. Please do not try and order these supplies now in advance of reopening in an attempt to stockpile supplies. These will be made available to all units from a centralized purchasing and delivery effort.

**If you are an essential employee working on campus now or if you are conducting critical research on campus and you need COVID-related PPE** such as sanitizing products, face coverings, etc., please submit a Maintenance Request using the Submit a Maintenance Request button on the Campus Operations website. <https://www.bgsu.edu/campus-operations.html> Outline what you need, quantity, and where to deliver supplies (disposable masks come in boxes of 50) and Campus Operations will coordinate with Purchasing to meet your needs as supplies become available. There is no cost to the department for COVID-related PPE at this time. A sample work order request may look like: Please deliver 100 disposable masks and sanitizing supplies for work surfaces to Overman room 123.