

The information below will assist you in preparing your workspaces to manage COVID-19-related concerns. Our goal is to maintain a healthy and safe work environment while facilitating the efficient and effective use of available resources. While there are still shortages and delivery delays, we feel the plan below will help meet this goal.

1. **Cloth Face Coverings** – Cloth face coverings provide a sustainable way to provide protection and compliance with current requirements. These may be requested through the Facilities Management (FM) Warehouse.

Healthy Together Kits have been ordered for employees and students and will be available in August. The kit will include two cloth face coverings, a 2 oz. refillable, personal bottle of hand sanitizer, alcohol wipes and a message about community expectations.

For any employees on campus prior to that kit distribution, cloth face coverings are available through the Facilities Management (FM) Warehouse. Please retain one–two cloth face coverings for employees or students working or studying on campus or in the field over the summer months.

Disposable surgical masks should only be used when an individual, such as a visitor, does not have a cloth face covering. For long-term needs, re-usable cloth face coverings will be used. Handmade cloth face coverings that meet the CDC guidelines are satisfactory.

2. **Hand Hygiene** – Everyone is expected to maintain good hand hygiene and to follow proper hand washing procedures. When hand washing is not possible, hand sanitizer should be used. Please ensure you have at least one bulk container that has a pump or squirt bottle cap in a central, accessible location for departmental members. Containers and refills can be obtained through the FM Warehouse.

The kits arriving in August will have a 2 oz. personal use bottle. One-ounce bottles are available through FM if individuals would like to have a refillable, personal container prior to the kits becoming available.

3. **Disinfectant Wipes** – Please place a tub in a centralized location for departmental members. We do not have sufficient supplies to stock every desk with a container. These may be requested through the FM Warehouse.
4. **Gloves** – Gloves are not recommended for general protective use against COVID-19 and are not needed for routine work on campus. Being mindful of not touching your face and good hand hygiene (hand washing and hand sanitizer use) are appropriate measures for protection..

If you are following a new work procedure due to COVID concerns and would like to address the potential need for gloves, contact EH&S at safety@wm.edu for assistance.

If your department normally uses gloves, such as for laboratories, please continue to procure them in a routine manner. If facing challenges with sourcing or delivery times, contact Procurement at procur@wm.edu for assistance.

5. **Acrylic Barriers/Sneeze Guards** - Before purchasing acrylic barriers consider the following:

- An acrylic barrier may be desired in areas of frequent transactions between individuals that cannot occur while maintaining appropriate distancing. Examples may include reception/welcome desks, cash registers, ticket booths and other locations where individuals may interact with “customers” outside of their normal department.
- Acrylic barriers **DO NOT** remove the requirement to wear face coverings when social distancing requirements cannot be maintained when interacting with customers.
- Barriers that involve permanent mounting to building structures should be approved through Facilities Management.

Hackworth and TSRC are W&M strategic suppliers for acrylic barriers. Both offer standard sized products and can accommodate custom orders. To place orders, visit:

- Hackworth: <https://printshop.wm.edu/>
- TSRC: Mike Robertson at (757) 685-7906 or mrobertson@thesupplyroom.com.

Orders should be placed using department routine index, with identification of COVID orders.

Only approved buyers will be able to order items through the FM Warehouse. If you have questions about your approved buyer, contact Alice Manis at armani@wm.edu .