Fairbanks COVID-19 supplies ordering instructions

Departments should not order supplies independently. Submit a single COVID-19 order form. Please be considerate and order only what you need for the start of the semester. Do not request supplies to stockpile for future use. Additional supplies will be available throughout the academic year. Supplies can either be delivered to the requesting department or picked up Monday through Friday at the Facilities Services warehouse, Door W13, by appointment. Please allow five days for orders to be filled or delivered. Following are some guidelines for ordering specific items:

**Face coverings**
- Cloth masks: Order one UAF branded cloth mask for each employee. Cloth masks are intended for long-term use.
- Disposable masks: If needed, departments can order a supply of disposable face masks to have on hand for:
  - Visitors, employees and students arriving without a mask
  - Employees with approved accommodations to receive them
  - Employees who require them due to the nature of their work
- Face shields: Limit one per person.

**Cleaning and disinfecting supplies**
Order disinfecting supplies for the location types listed below:
- Conference rooms
- Kitchenette or break rooms
- Shared equipment (such as copiers)
- Reception and service areas
- Research laboratory and workshop areas
Order one spray bottle of disinfectant and box of paper towels per every five employees in your department. Due to supply shortages, a separate bottle cannot be provided for each employee. Do not request supplies for academic teaching spaces and computer laboratories. Facilities Services will take care of those spaces.

**Hand Sanitizer**
In locations where access to a sink or the building hand sanitizer stations is not readily available, departments may order one bottle of hand sanitizer to have available centrally in the area.

**Gloves**
Departments may order one box of gloves for cleaning to be kept in communal use areas.

Questions? Contact Kellie Fritze at kfritze@alaska.edu.

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