



Interim Institutional
PROCEDURE

Last Updated 9/9/2020 2:36 PM

NAME	COVID-19 Preparedness Supplies	#	SUPSS-2
CATEGORY	Standard of CARE		
REVISION #	New		
NEXT REVIEW DATE	2021		
REVIEW FREQUENCY	As needed		

STATUS	<input type="checkbox"/> Draft <input type="checkbox"/> Under review <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Obsolete		
PREPARED BY	Joyce Squillante, Safety Policy Specialist Research Integrity, Safety, and Compliance (RISC)	DATE DRAFTED	6/23/2020
<i>Signature</i>			
APPROVED BY	Infrastructure Subcommittees to the President's Re-Opening Task Force (Robert Schwartz/Steve Mastin)	DATE APPROVED/EFFECTIVE	8/18/2020
<i>Signature</i>			

1.0 PROCEDURE SCOPE	To what policy the procedure applies	Re-Opening Policy Statement
	To whom the procedure applies	All Seattle University employees.
	When the procedure should be used	During COVID-19 or other public health pandemic circumstances, when distributing centrally supplied community protection supplies to Designated Group Coordinators.
	Purpose, goals and intended outcomes	To outline a distribution process for COVID-19-specific community protection supplies for use by members of the campus community.
	Non-compliance	Employees are expected to be active participants in creating a safe and healthy campus and comply with all applicable COVID-19 guidance.
2.0 AREAS OF RESPONSIBILITY	<p>At Seattle University, we are committed to protecting our faculty, staff, and students as we work through COVID-19. To do that, each member of our campus community must do their part. As we work toward a fall return, this procedure is intended to help promote a safe and supportive campus environment by providing a process for accessing an array of centrally procured community protection supplies. This information is subject to change.</p> <ol style="list-style-type: none"> 1. Procurement Services is responsible for: <ol style="list-style-type: none"> 1.1. Developing and maintaining the ProcureSU COVID-19 Community Protection Supply requisition form. 1.2. Approving COVID-19 Community Protection Supply Requisition forms through ProcureSU to forward the request to RISC personnel. 1.3. Placing community protection supply orders with established vendors. 1.4. Arranging deliveries to the 1313 East Columbia warehouse. 1.5. Confirming order completion and creating quantity receipts in ProcureSU. 2. Research Integrity, Safety, and Compliance (RISC) is responsible for: <ol style="list-style-type: none"> 2.1. Managing the inventory of community protection supplies secured in the 1313 East Columbia (CLMB) warehouse. 2.2. Receiving and facilitating COVID-19 Community Protection Supply Requisition requests through ProcureSU. 	



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	<p>2.3. Coordinating with Mailing Services for distribution of orders to Designated Group Coordinators.</p> <p>2.4. Providing access to safety data sheets (SDSs) for items containing a hazardous material component (e.g. hand sanitizer or sanitizing wipes).</p> <p>3. Mailing Services is responsible for:</p> <p>3.1. Collecting packaged items from RISC personnel at the 1313 East Columbia warehouse.</p> <p>3.2. Distributing <u>Institutional Provided Supplies</u> to the appropriate Designated Group Coordinator.</p> <p>3.3. Returning empty community protection supply bins to the 1313 East Columbia warehouse.</p> <p>4. Designated Group Coordinators are responsible for:</p> <p>4.1. Coordinating community protection supply order requests from their respective group.</p> <p>4.2. Receiving orders from Mailing Services and distributing items to the appropriate requesting parties.</p> <p>4.3. Placing orders using the COVID-19 Community Protection Supply Requisition form in ProcureSU.</p> <p>4.4. Returning empty community protection supply bins to Mailing Services or requesting pickups of empty bins from Mailing Services.</p> <p>5. WFF (contracted custodial service) is responsible for:</p> <p>5.1. Distributing cleaning and sanitizing items intended for common areas, such as restrooms, classrooms, and atria.</p> <p>5.2. Following enhanced cleaning and disinfecting protocols as outlined in Public Health guidance and the Reopening Response Plan.</p> <p>6. Residence Hall Custodial is responsible for:</p> <p>6.1. Distributing cleaning and sanitizing items intended for Residence Hall common areas, such as restrooms, lobbies, and lounges.</p> <p>6.2. Following enhanced cleaning and disinfecting protocols as outlined in Public Health guidance and the Reopening Response Plan.</p> <p>7. Department of Public Safety (DPS) is responsible for:</p> <p>7.1. Maintaining a limited number of distribution points for disposable masks accessible to the campus community, including faculty, staff, students and authorized visitors.</p>
<p>3.0 PROCEDURE DETAILS</p>	<p>At Seattle University, we are committed to protecting our faculty, staff, and students as we work through COVID-19. To do that, each member of our campus community must do their part. As we work toward a fall return, this procedure is intended to help promote a</p>



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	<p>safe and supportive campus environment by providing a process for accessing an array of centrally procured community protection supplies. This information is subject to change.</p> <ol style="list-style-type: none"> 1. Initial Distribution – Disposable Face Covering Kits <ol style="list-style-type: none"> 1.1. Disposable face covering kits have been assembled for use by the campus community. Each kit contains five disposable face masks and relevant public health guidance on the use of a face covering. 1.2. The Public Safety Office located in the basement of the 1313 East Columbia (CLMB) building serves as a distribution point for these disposable face coverings. <ol style="list-style-type: none"> 1.2.1. Any member of the campus community in need of a temporary disposable covering may schedule an appointment to pick up a face covering kit by calling the non-emergency number, (206) 296-5990. 1.2.2. Requesters will be asked to acknowledge receipt of a face covering kit. 1.2.3. Public Safety will notify RISC when supplies approach the 50% par level. 2. Institutional Provided Supplies <ol style="list-style-type: none"> 2.1. A list of orderable COVID-19-specific community protection supplies is available in Appendix A. 2.2. Designated Group Coordinators are detailed in Appendix B and will manage supply requests from their respective groups. Coordinators will periodically place orders via ProcureSU to acquire additional institutionally provided community protection supplies for their group. 2.3. Refill orders are placed using the COVID-19 Community Protection Supply Requisition form available to Designated Group Coordinators within ProcureSU. Screenshots of the location of this form on the ProcureSU webpage are in Appendix C. <ol style="list-style-type: none"> 2.3.1. COVID-19 Community Protection Supply Requisition forms are reviewed and approved by Procurement Services. 2.3.2. After approval by Procurement Services, requisition forms are sent to RISC personnel. 2.4. RISC personnel coordinate with Procurement Services to ensure an adequate inventory is maintained during the pandemic. 2.5. RISC personnel organize the requested items into packages for distribution by Mailing Services. 2.6. Mailing Services collects processed orders from RISC at the 1313 East Columbia warehouse on a scheduled basis. 2.7. Mailing Services delivers the packages to the appropriate Designated Group Coordinators. 2.8. Designated Group Coordinators distribute items across their groups as needed.
4.0	<p>Institutional Provided Community Protection Supply Orderable List (Appendix A) Designated Group Coordinator List (Appendix B)</p>



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REFERENCE DOCUMENTS	<p>COVID-19 Guidance Washington State Department of Health COVID-19 Guidance Purell Hand Sanitizing Gel Safety Data Sheet</p>
5.0 CONTACT / HELP	<p>Department of Public Safety Non-emergency: (206) 296-5990 Emergency: (206) 296-5911</p> <p>Procurement Services (206) 296-6998</p> <p>Research Integrity, Safety, and Compliance: Safety Policy Specialist (206) 296-6187 Chemical Hygiene and Biosafety Officer (206) 220-8273</p>
6.0 DEFINITIONS	<p>COVID-19 – coronavirus disease 2019</p> <p>Community Protection Supplies – see appendix A</p> <p>Procurement – the process of finding and agreeing to terms and acquiring goods and services from an external source.</p>
7.0 PROCEDURE HISTORY	New
8.0 KEYWORDS	COVID-19, community protection supplies, sanitizer, procurement



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Appendix A-Summary of Orderable COVID-19 Community Protection Supplies

Item	Vendor	Product #	Product Description	Product Type	Unit
1	Amazon-Hanes	348ER7 Blk	Reusable Cloth Face Coverings	Face Covering	each
2	Amazon	56JD44	3 PLY Facial Mask ASTM Level 1	Face Covering	50/ bx
3	Variety	Variable	Surgical Mask ASTM Level 3	Face Covering	each
4	Grainger	8AA82	Face Shields MCT Safety PETG	Face Covering	each
5	Safe life Defense		KN95 Face Masks	Face Covering	each
6	Grainger	3RRH2	Gloves -3.5 mil Nitrile Medium	Gloves	100/bx
7	Grainger	3RRH2 Large	Gloves -3.5 mil Nitrile Large	Gloves	100/bx
8	Grainger	3RRH2	Gloves -3.5 mil Nitrile XL	Gloves	100/bx
9	Office Depot	450073	Hand Sanitizer PURELL pump top	Sanitizer	8+ oz bottle
11	Variety	Variety	Disposable Sanitizer Wipes	Wipes	160/tub



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Appendix B: Designated Group Coordinators

First Name	Last Name	Phone	Email	Location/Building	Group
Tim	Albert	(206) 296-6322	albertt@seattleu.edu	Residence Life/Halls	Housing and Residence Life
Jennifer	Arcuri	(206) 296-5699	arcurij1@seattleu.edu	Pigott	Albers School of Business
Rachael	Belvin	(206) 296-2104	belvin@seattleu.edu	MarCom OBRN	MarCom
Richard	Bird	(206) 398-4060	rbird@seattleu.edu	Sullivan Hall Law School SLLH 210E	School of Law
Denise	Burns	(206) 220-8081	burnsd@seattleu.edu	CLMB Facilities Administration 2nd floor	Facilities
Melissa	Chamberlain	(206) 296-6222	chambmel@seattleu.edu	LEML 663 Library Services	Library Services
Joyce	Cubelo	(206)296-5880	cubeloj@seattleu.edu	OBRN	Controller's Office
Julieanne	Culver	(206) 296-8477	culverj@seattleu.edu	ADAL	ADAL Building
Amanda	Deml	(206) 296-6017	ademl@seattleu.edu	Redhawk Center 172A UREC	RedHawk Center/UREC
Robin	Evans	(206) 296-5502	evansr@seattleu.edu	COSE	College of Science & Engineering
Lisa	Ferrin	(206) 296-5987	ferrinl@seattleu.edu	CASY	College of Arts and Sciences
Lindsay	Fox	(206) 296-6150	foxl@seattleu.edu	Administration 114	Administration
Kim	Johnson	(206) 296-2966	kjohnson1@seattleu.edu	Rianna	Human Resources
Lauren	Johnson	(206) 296-5849	johnsonlaure@seattleu.edu		Registrar, Student Financial Services, Admissions, Summer Programs
Zoe	Haywood	(206) 296-2384	haywoodzoe@seattleu.edu	James Tower 410 College of Nursing CPL	College of Nursing
Bernard	Liang	(206) 295-7128	liangb@seattleu.edu	Student Center-Student Involvement	Student Development
Eunice	MacGill	(206) 296-5758	macgille@seattleu.edu	Loyola 500C College of Education	College of Education
Kit	Morse	(206) 296-5569	kmorse@seattleu.edu	CLMB 108	Conference and Event Services
Donna	Obuchowski	(206) 296-5710	dobuchowski@seattleu.edu	CLMB 103	IT Services
Eric	Raustein	(206) 296-5594	eraustein@seattleu.edu		Athletics
Arsenio	Roddy-Little	(206) 296-2658	roddylit@seattleu.edu	STCN PO20C Mailing Services	Mailing Services, Reprographics, Super Copy
Tammy	Shadair	(206) 220-8554	shadairt@seattleu.edu	Douglas	Center for Community Engagement
Kim	Thompson	(206) 296-5554	thompsok@seattleu.edu	Loyola	Disability Services
Chris	Wilcoxon	(206) 296-5990	cbw@seattleu.edu	CLMB basement	Department of Public Safety



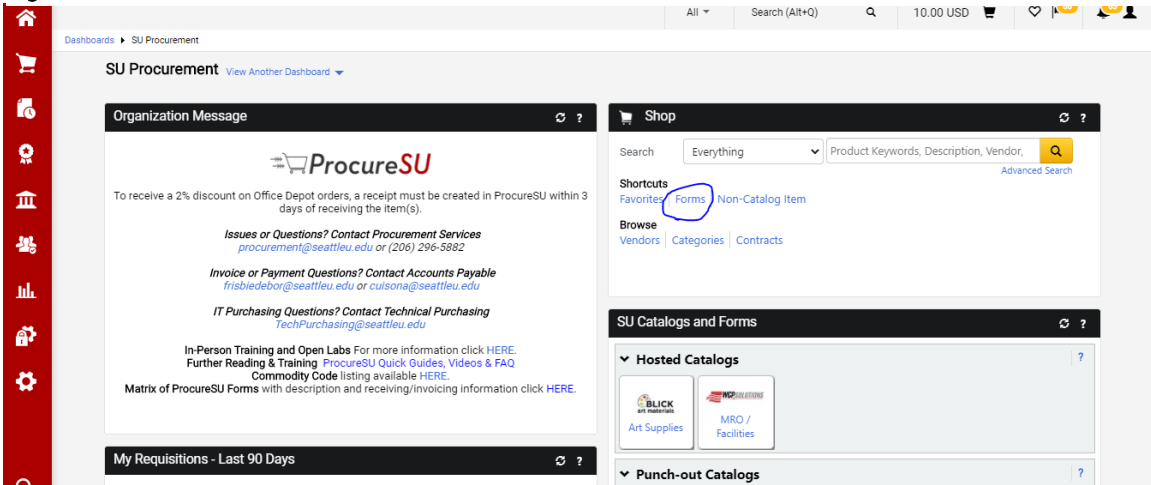
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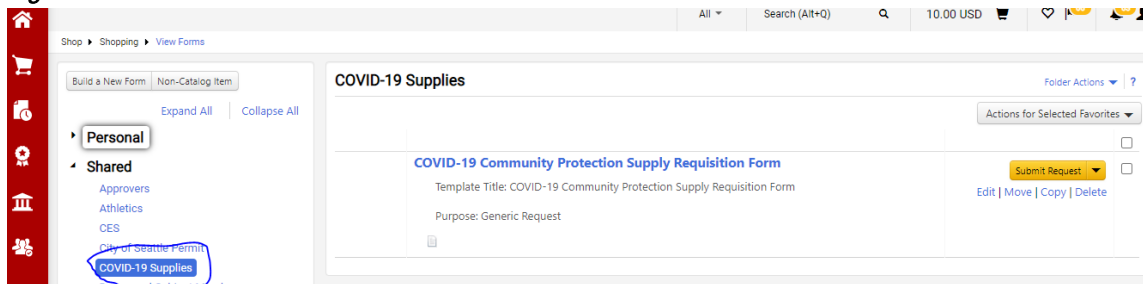
Appendix C: Screenshots of the location of the ProcureSU COVID-19 Community Protection Supply Requisition Form

Figure 1



When a Designated Group Coordinator logs onto ProcureSU, the above image, Figure 1, is what the user initially sees. In the top right corner of the webpage, in the “Shop” section, there are clickable links for Shortcuts and Browse options. To get to the COVID-19 Community Protection Supply Requisition form, the user must click the “Forms” link under the Shortcuts label.

Figure 2



After clicking the “Forms” link, the above image, Figure 2, should appear on the user’s screen. The COVID-19 Community Protection Supply Requisition form can be accessed by clicking on its name in the left sidebar.