

April 13 – FM Face Cover Request Process

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Date: Monday, April 13, 2020 at 3:09 PM

To: "fm-all-directors-managers-supervisors@virginia.edu"

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Subject: FM Face Cover Request Process

Directors, Managers, Supervisors,

In an effort to consolidate multiple efforts in procuring, storing and distributing face covers throughout FM, the Logistics team will oversee these functions until further notice. See important details/instructions below:

- Operations and CC&R currently have on-hand inventory of fabric and paper (disposable) face covers. Those units with on-hand inventory should set aside enough for their teams to cover this week and next week. Any surplus inventory needs to be turned in to the Logistics warehouse team starting this Wednesday 4/15. This includes orders pending delivery to FM.
 - o Orders pending delivery should be coordinated with the Logistics team. An initial list has already been compiled.
 - o Does not apply to N95 masks which are being reserved for medical staff and those where it is a job requirement.
- The Logistics team will utilize the inventory turned in and pending deliveries to issue to all FM groups going forward. Additional bulk orders have been placed, but may be affected by supply chain constraints.
- See process for requesting face covers from the Logistics team:
 - o Only fabric and paper face cover requests will be processed by the Logistics team.
 - o It will be at the Manager/Supervisor discretion on face cover type and quantity issued per employee.
 - o Requests should be emailed by Manager/Supervisor and can be for an entire group of team members
 - o Utilize the Face Cover Request Form attached
 - o Email weekly requests to Sheila Jones (sdp4z@virginia.edu) and cc' fm-logistics@virginia.edu
 - o Team orders received by Tuesday will be prepared and ready for pick-up that following Friday (pick-up between 8am-2pm).
 - o Team packages should be picked-up by the manager/supervisor, or his/her designee
 - o Pick-up location: FM Logistics Warehouse, 500 Edgemont Rd
 - o Delivery options are available, but must be coordinated directly with Sheila Jones

- Emergency requests will be processed accordingly and as inventory allows

The Logistics team will start processing order requests on next week; however, if you have an urgent need, please email Sheila Jones or call her at 982-5866 or 434-989-0710.

Please notify your teams of this request process.

This is an ever-evolving situation; therefore, this process is subject to change. Your patience is appreciated as we work through this together.

Let me know if you have any questions.

Thanks,

June Bates

Program Manager

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