



SACRAMENTO
STATE

Business Matters @ Sac State

TOPIC: Approval for Purchase of COVID-19 Safety Equipment

DATE: August 26, 2020

TO: Campus Business Partners, Deans, Associate Deans, Department Chairs, Directors, and Managers

FROM: Gina Curry, AVP for Financial Services

As we plan for the “return to campus” for a limited number of students and employees, there is interest from departments to purchase and/or **request installation of safety equipment** (such as, but not limited to, Plexiglas barriers). These types of requests must follow a specific approval plan before the purchases will be allowed. In consultation with Procurement & Contract Services, Risk Management Services, and Facilities Management, we have outlined the process to request the assessment and possible approval for COVID-19 safety equipment.

Process:

1. Department must have submitted (and preferably received approval for) a return to work plan
 - Department personnel must have completed the online return to work training through CSU Learn
2. Department must request a **safety equipment assessment** from Risk Management Services/Environmental Health and Services (EHS) by calling x8-2020
 - Approved assessment and authorization to install safety equipment will be provided by EHS via email
3. [A work order for the installation of safety equipment](#) (such as the Plexiglas barriers as mentioned above) must be submitted to Facilities Management
 - The work order must include Risk Management/EHS’s written approval to install the safety equipment
 - If a work order is submitted to Facilities Management without Risk Management/EHS’s written approval, Facilities Management will contact EHS prior to any work being completed
4. Facilities Management will work collaboratively with Procurement and Contract Services to purchase needed equipment on behalf of the department and to review project specifications.

- This includes the purchase of simple prop-up barriers. Facilities Management will review whether barriers need to be secured to a surface for overall safety precautions; this also ensures all equipment is installed correctly, following code
5. All safety equipment that is approved by Risk Management/EHS will be charged against a campus wide use speedtype which is monitored by the Administration and Business Affairs division
- Safety equipment approved for auxiliaries and self-support entities will also be charged against this speedtype

All plan requests, training, and assessment information can be found on the Risk Management website at this link: <https://www.csus.edu/compliance/risk-management/coronavirus.html>

Important Note: This process is not required for personal protection equipment (PPE), which should be requested and acquired from Risk Management Services (see link above). PPE includes masks, sanitizer, and cleaning solution for department touch points.

If you have any questions about this process, please contact Risk Management Services at x8-2020 or rms@csus.edu.