



Dear colleagues,

As UCI continues to prepare for the gradual phase-in return to campus, the COVID-19 Logistical Support Team has been established to coordinate inventory and supply-chain processes for items needed to support the work being done by various departments to ensure local requirements are met before returning to campus.

To avoid competing with ourselves in procuring common commodities, the following supplies will be purchased centrally and redistributed to the areas returning to campus:

- Disinfectant Spray
- Disposable Gloves
- Paper Towels
- Sanitizing Wipes (limited supply for areas with shared computers)
- [Washable Face Coverings](#)

The transition to [phase 2 for research activities](#) is underway. Point-persons from each department/unit that have received authorization to return to campus will need to complete the following form to help coordinate logistics for the above items: [Supplies Needed to Return to Campus](#).

Wall-mounted and free standing hand sanitizer dispensers are being ordered with the goal of being placed at building entrances, common areas, and classroom spaces. However, there is considerable lead time on procuring and installing these dispensers and it may be a while until we can get them on our campus. For the groups that are returning to campus in the coming weeks, bottles of alcohol-based sanitizers will be distributed.

We understand that some workplaces may require physical barriers such as plexiglass or other impermeable dividers or partitions to help physically separate people. Please email your request to [LogisticalSupportTeam@uci.edu](mailto:LogisticalSupportTeam@uci.edu) so an evaluation of the workspace can be conducted.

In addition, custodial services has increased its frequency for cleaning and disinfecting common areas in campus buildings. All high-traffic areas are cleaned twice daily, Monday – Friday. Employees are responsible for routinely cleaning their workspace such as keyboards, mouse, desktops, chair arms, telephones, etc. Visit [Facilities Management's website](#) for more information.

If you need any guidance or have questions, please email [LogisticalSupportTeam@uci.edu](mailto:LogisticalSupportTeam@uci.edu).

Sincerely,

**Ronald S. Cortez, JD, MA**

Chief Financial Officer

Vice Chancellor, Division of Finance and Administration