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To: Temple University Officers
From: Ken Kaiser, Vice President, CFO and Treasurer
Subject: Centralization of Facemask Purchases
Date: May 4, 2020

As we begin to discuss bringing some employees back to campus, we want to be sure we are prepared to follow state and local regulations regarding worker safety, and to ensure that members of the Temple community are protected. It is likely that the requirement to wear facemasks for communal protection will continue into the foreseeable future. In order to help protect our employees, to remove the financial burden from units, and to help us track costs and inventory levels, we are centralizing the purchasing, receiving, warehousing, and distribution of facemasks. Temple's health and safety officials have vetted and approved the communal protection facemasks purchased for distribution to the University community.

The procedures outlined below only apply to communal protection facemasks. Units with employees requiring other masks or respirators should work with [Environmental Health & Radiation Safety](#) and [Purchasing Services](#) to identify and procure them.

Process to Obtain Communal Protection Facemasks:

A supply of washable and reusable facemasks for those University employees working onsite on all campuses will be maintained by the Facilities Management Storeroom. Two masks will be provided for each employee, and you should request them prior to the employee reporting to work. Outlined below is the process to follow for requesting masks for the employees in your portfolio.

- Complete a Facilities Management work order request in TUMarketplace
 - Work order requests are located under "Forms" in TUMarketplace
 - I-OFM Work Order-Main - Main Campus and Ambler
 - I-HSC OFM Work Order - HSC Campus
 - There is no charge for the masks. You must provide a valid FOAPAL for approval purposes. There is a minimum value assigned to the form which will route it according to your TUMarketplace workflow
 - Attach a list of the employees receiving the masks. Include their names and TUID number
 - The masks will be delivered to campus locations
 - Specify the delivery location (building and room number) and the name of the person who will receive them. Deliveries will occur between 8 am and 3 pm
 - You can opt to pick up the masks at the Facilities Management office on Main Campus between the hours of 7:30 am to 4:30 pm. Indicate that you prefer to pick them up on the work order. Include the name and email address to be notified when the order is available for pick-up
 - Included with the facemasks will be a set of instruction on how to wash the masks prior to reuse

- Do not combine the request for masks with any other request for Facilities Management services

Units will be charged for replacement masks above the two per employee allowance.

Below is contact information for applicable units helping with this effort:

- Questions related to facemask specifications – [Environmental Health & Radiation Safety](mailto:ehrs@temple.edu) (215-707-2520; ehrs@temple.edu)
- Questions related to the procurement of facemasks - [Purchasing Services](mailto:purchase@temple.edu) (215-204-6700; purchase@temple.edu)
- Questions related to submitting the workorder - (215-204-8439; james.breslin@temple.edu)