Consistent with the UW’s Back to Work(place) planning for a gradual and phased approach, a Safe and Clean Storefront has been established as a central resource for ensuring that employees and others visiting campus can do so in a manner consistent with guidelines from University and public health agencies. To ensure adequate personal protective equipment (PPE) and cleaning and disinfection supplies are available, and so that the needs can be gauged as the return to work process evolves, only authorized individuals will be provided access to the Storefront.

Items such as masks, gloves, eye and face protection, and cleaning supplies for employee workstations will be available from the site. Because of the current global shortage of many of these items, units are encouraged to use this site as their primary purchase source. Due to the UW’s size and buying power with bulk purchases, the Storefront is able to negotiate optimal pricing with reputable, properly vetted suppliers. Other specialty items not available at the Storefront can be coordinated with central Procurement Services.

Workplace modifications, such as installation of plastic barriers, should be requested through UW Facilities via their Customer Care Team (UW Seattle) who will work in coordination with EH&S to assess and process the requests. All units should consult with EH&S if they have questions or plans to install plexiglass or other barriers.

**NOTE regarding masks:** Cloth face coverings will be available for purchase for all employees. Disposable face masks and respirators (i.e., N-95 or medical/procedure mask) should be prioritized for work tasks that require them. See the EH&S COVID-19 PPE Selection guide for these specific job requirements. Contact EH&S for any questions for assistance in selecting PPE. Separate communication will be sent to those departments who, up to this point, have been provided surgical masks to alert them of this change.

The FAQs below provides details on accessing the storefront, what will be available and how to obtain additional guidance.

- **When will the Safe and Clean Storefront be “live”?**

  The Safe and Clean Storefront will be “live” Tuesday, June 2, 2020. It can be accessed at the following site:

  [http://c2.washington.edu/safeclean](http://c2.washington.edu/safeclean)

  While the site will be operational, some items are currently in limited supply, such as cloth masks and disinfectant wipes for surfaces. It is recommended to visit the site often as supplies will be updated frequently, as orders are received.

- **Who will be authorized to place orders at the site?**

  Group 1 includes unit representatives and Building Coordinators, who were included in the initial group placing orders for masks. These individuals have already been provided accounts and will be notified of their credentials during the week of June 1.

  Senior leadership may request access for additional individuals to place orders for their units (or multiple units) by completing the form at the following site:

  [https://forms.gle/yxwwcvWwydrG9Prs9](https://forms.gle/yxwwcvWwydrG9Prs9)

  Authorized individuals will have an account established and a credential emailed by Creative Communications (C2).

- **Who should be contacted for additional information?**

  Questions regarding ordering and delivery logistics should be directed to C2 at dsfhelp@uw.edu. Questions to regarding type and selection PPE needed and how to use should be directed to Environmental Health and Safety at ehsdept@uw.edu