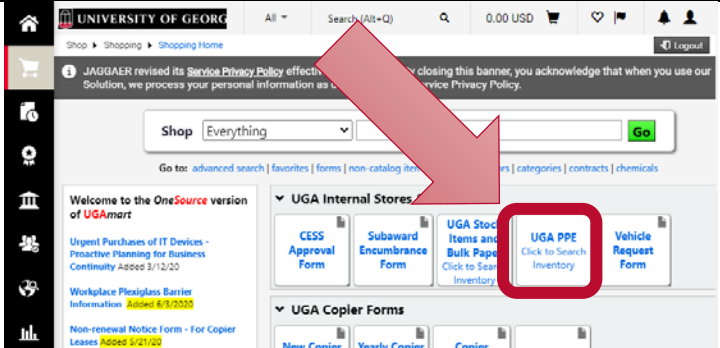
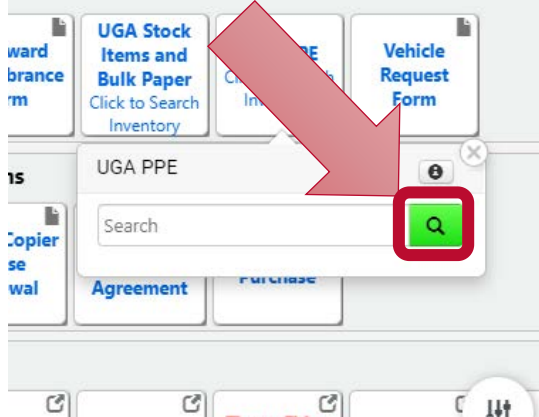
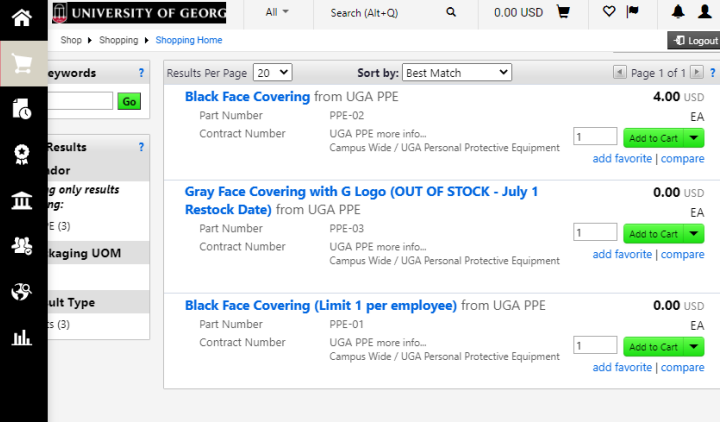
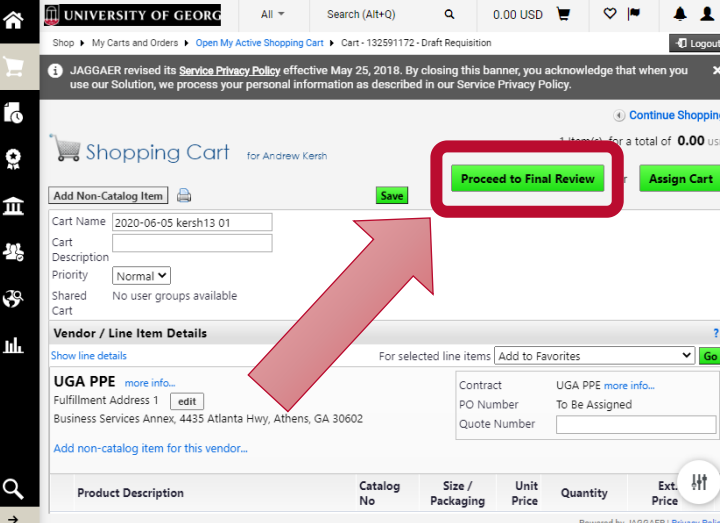
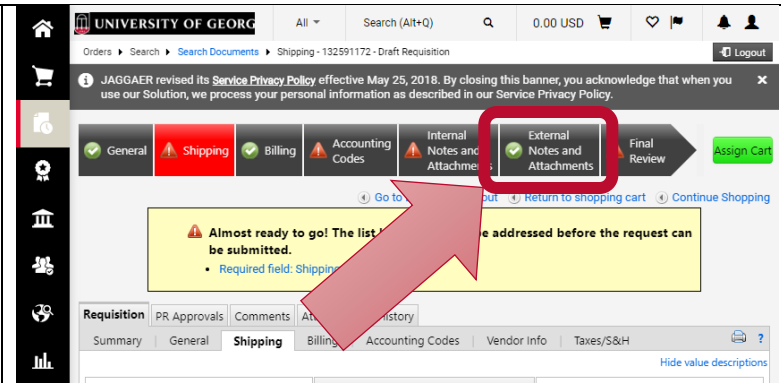
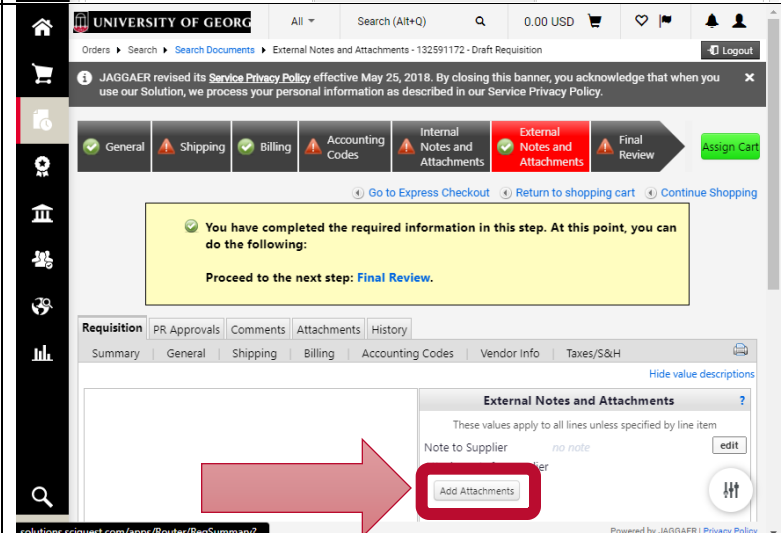


UGAmart Ordering Instructions for Cloth Face Coverings

<p>1 Select the <i>UGA PPE</i> tile on the UGAmart home page.</p>	
<p>2 Select the green magnifying glass icon. Note: Do not type any text into the Search field. Adding text to the search field will display all matching results from within UGAmart.</p>	
<p>3 The three University approved cloth face coverings will display as shown in this screen capture. Note: The <i>Black Face Covering</i> is provided in two options; one that is paid for by the University and the other which will be charged to the purchasing unit.</p>	
<p>4 After adding the desired face coverings to your shopping cart, select the green <i>Proceed to Final Review</i> button from the Shopping Cart screen. Note: A speedtype or chart string is a requirement for your UGAmart order, the face coverings are \$0.00 and the system will not charge your account.</p>	

<p>5 Next, select the <i>External Notes and Attachments</i> button from the gray titles at the top of the screen.</p>	
<p>6 Select the <i>Add Attachments</i> button on the right side of the screen. Here you can attach a list of any employee names and addresses if you wish to have the face coverings delivered to a home address.</p>	

Additional Instructions:

- All students, staff, and faculty will be issued two (2) reusable and washable cloth face coverings. To order cloth face coverings for your department or college, supervisors will submit an order in the UGAmart PPE punch out. Although a speedtype or chart string is required for your UGAmart order, the face coverings are \$0.00 and the system will not charge your account.
- Mail & Receiving will deliver all face coverings to the department/college, unless the supervisor notes in the order that they need face coverings mailed to their employees' home addresses. A file containing home addresses was securely distributed to each designated unit HR Liaison. Please include the address information of each employee in your order if you prefer that the coverings are delivered directly to your employees. If you have not received your employees' address information, please contact your [designated HR Liaison](#) prior to ordering for secure delivery via [Sendfiles](#). Another option for delivery is for a supervisor to pick up the order for their department from Mail & Receiving Services.
- Departments/units may order additional black face coverings, in addition to the 2 being provided by the University, and other types of PPE (if needed) via regular Procurement purchasing processes using their own departmental funds to purchase for visitors, guest speakers, etc. The additional black coverings are available in the UGAmart PPE punch out.
- Graduate students and student workers will receive their two face coverings along with the other students through a mail distribution in July. For graduate students or student workers who will be returning to campus prior to July 1, their supervisor may pick up a face covering from Environmental Safety Division or the Office of Emergency Preparedness.

- Masks and face coverings protect others from asymptomatic shedding of the virus, but they do not lessen the importance of social distancing.
- According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene.
- Staff do not need to wear goggles and face shields on campus unless their normal work environment requires this type of enhanced protection (e.g., teaching laboratory)