UGAmart Ordering Instructions for Cloth Face Coverings

1. Select the UGA PPE tile on the UGAmart home page.

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.

3. The three University-offered cloth face coverings will display as shown in this screen capture. **Note:** The Black Face Covering is provided in two options; one that is paid for by the University and the other which will be charged to the purchasing unit.

4. After adding the desired face coverings to your shopping cart, select the green Proceed to Final Review 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. Please only order the face coverings needed for employees returning on June 15.
5. Next, select the **External Notes and Attachments** button from the gray titles at the top of the screen.

6. Select the **Add Attachments** 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.

**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. Please only order the face coverings needed for employees returning on June 15. Departments can order face coverings at a later date for employees returning in July when the date is announced.

- Mail & Receiving will deliver all face coverings to the department/college, unless the supervisor notates in their order that they need face coverings mailed to their employees’ home addresses. Another option is for a supervisor to pick up their departments face covering order from Mail & Receiving Services. If supervisors opt to have the face coverings mailed to their employees’ home addresses, supervisors should remind their employees to update their home address information in the OneUSG Connect via the employee self-service portal. Human Resources will make addresses of employees available to departments and units to utilize for this process.

- 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)