SAFE TOGETHER:
COVID-19 GUIDELINES FOR PROCUREMENT OF PLEXIGLASS PARTITIONS

07.15.2020
PLEXIGLASS PROCEDURES

If plexiglass is desired to be installed in a building, the request should be reviewed prior to ordering.

The facility manager should follow the procedure outlined here:

1. **EH&S REVIEW**
   Contact Dick Sun of EH&S dicksun@usc.edu to schedule a review of proposed plexiglass location.

2. **SUBMIT REQUEST TO FMS**
   After the review by EH&S, provide details of the material needed (sizes and locations) to Flo Langilotti of FMS langilot@usc.edu for ordering. NOTE: currently delivery of material is expected 8/17/20 or later, with fabrication to be scheduled after delivery.

3. **ALTERNATIVES TO FMS**
   - Order plexiglass through Jacob Patapoff patapoff@usc.edu from Iovine and Young Academy
   - Order plexiglass through Graphic Spider www.graphicspider.com or (310) 997-0185

4. **INSTALLATION ARRANGEMENTS**
   Maintain all procurement information and cost details for potential submittal to FEMA for reimbursement. Submit this information to Allyson Gipson Gipsono@usc.edu to have costs included in the USC filing with FEMA.

* For orders for plexiglass through FMS, requests should be submitted by 7/17/2020
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WE FIGHT
AS ONE