

***Posted on Behalf of Sharon Campbell, Director of Facilities Services***

In these unprecedented times, we know that feeling safe and being able to stay healthy in the work environment is important to everyone. Maintaining a healthy environment during this health crisis requires that we all accept and take personal responsibility for behavior changes in our work areas.

To assist with those efforts, Meredith is providing cleaning supplies that you can use to clean your own office/work space between the routine cleanings that our housekeeping staff provides. Meredith will provide these supplies through the Meredith Post Office and you may request supplies by using the request form found on My Meredith at

[https://www.google.com/url?q=https://meredithcollege.formstack.com/forms/covid\\_cleaning](https://www.google.com/url?q=https://meredithcollege.formstack.com/forms/covid_cleaning)

The request does require approval by a budget manager but there are no costs to departments. We welcome you to request what you need while being respectful of everyone's need by only requesting those items that you currently need. To aid in that effort of tracking and managing inventory, we are limiting the number of items requested at one time. We appreciate the wise use of these supplies in helping keep everyone safe and healthy.

These supplies will be replenished and continue to be available for office use as long as needed during health issues with Covid19. You may complete your request form beginning on Monday, July 6. Once a request is submitted, check your email and have a supervisor sign the pdf form. The pdf can be signed electronically or physically. Once signed, print the form and take it to the Post Office to pick up your requested supplies. Please allow one day for the Post Office to prepare your order for pick-up.

The items being provided are

- Sanitizing wipes (currently we have Clorox wipes)
  - Sanitizing wipes are for wiping surfaces only (i.e. desks, counters, telephones, door handles, **computer keyboards and mice only**)
  - **PLEASE NEVER DISPOSE OF WIPES IN THE TOILET BOWL AS THEY CAUSE MAJOR PLUMBING CLOGS AND ISSUES.**
  - **PLEASE DO NOT USE THESE WIPES ON COMPUTER SCREENS OR OTHER SENSITIVE TECHNOLOGY TO PREVENT DAMAGE.**
- 8 oz. bottles of hand sanitizer
- Masks - box of 50
  - These are for areas that have high need i.e. campus security, Johnson Hall visitation desk, Admissions, Library for visitors or those who may forget their mask and need one, not to fulfill the requirement that employees and students wear masks.
- Face coverings (cloth) - individually packaged
  - These are for individuals who may have forgotten their own mask
- 70% alcohol wipes - small packets of wipes

- These are for use on computer touch screens, cell phones, copier panels, keyboards, and any technology that needs cleaning

Safety Data Sheets (SDS) for any cleaning products available through the Post Office can be accessed at <https://my.meredith.edu/CampusSites/cleaning/Pages/default.aspx>

For instructions on the safe use of cleaning products and the proper use and care of masks/face coverings can be accessed at <https://www.meredith.edu/staying-strong/staying-strong-community-standards#coverings>

***PLEASE USE THESE PRODUCTS SAFELY AND ONLY AS INTENDED.***

The Cleaning Supplies subgroup includes Sharon Campbell, Laura Davidson, Karen Mooney, Tony Riddick, John Wilson, and Alysia Davis. Special thanks to the Post Office staff for taking on the responsibility of managing distribution of these supplies.

*Posted July 6, 2020*