As staff and faculty gradually return to campus, maintaining physical distancing will be vital for our collective health and for specific supplies needed as staff and faculty adapt processes and spaces to our new circumstances. The University Machine Shop (UMS) is contributing its dynamic production capability by managing requests for temporary Plexiglas barriers and face shields for the campus community. As a Faculty/unit ‘designated requestor’, please review the following guidance to purchase these supplies on behalf of your respective areas:

**What do I need?**

Refer to Western’s posted [COVID-19 Health & Safety Guidance](https://www.uwo.ca/healthsafety/covid-19/) to help determine your area’s requirements of the following products:

**Plexiglas Barriers**
- Temporary Plexiglas Barriers may be useful when physical distancing is challenging such as higher frequency customer service/reception areas, and other common-use space applications.
- Composed of clear acrylic sheets, precision cut to sit on a sturdy free-standing base without the use of any adhesive or tape. Material is easy to clean and sanitize, shatterproof, and easy to assemble and disassemble for storage.
- Standard sizes and pricing:
  - 32”h x 36”w - $125.00 each, subject to change based on material supplies.
  - 32”h x 22”w - $120.00, subject to change based on material supplies.
- Standard sizes should appropriate for most applications, however if there are specific requirement for permanent or customized barriers, UMS will review and advise while working with Facilities Management as appropriate. A CPTED (Crime Prevention Through Environmental Design) Review will be required for permanent solutions and will be coordinated by Campus Community Police Services once contacted by UMS.

**Face Shields**
- Clinical and other specialty areas may require face shields when maintaining physical distancing is challenging and individual mobility is a necessity.
- Product is composed of clear PETG plastic sheets, with adjustable Velcro head strap.
- Material is easy to clean and is reusable.
- Priced at $14.50 each, subject to change based on material supplies.

**How do I request?**

Only Designated Requisitioners should be submitting requests through ums@uwo.ca with specifics including speed code, quantity, ship to location and preferred contact information. Pricing, availability and estimate delivery timing will confirmed by UMS once product need is requested. Priority will be given to units returning to campus in early stages; central inventory levels is actively managed to support those returning in later phases.

**How do I pay for these items?**

Items ordered through UMS will be charged to your departmental speed code. Pricing will be confirmed by UMS at the time your request. UMS will ensure their pricing for barriers is comparable to the external sourced pricing.

**How will these items be delivered?**

UMS will require a ship to location with product requests and they will deliver to your campus location. Please allow 2 weeks for production and delivery.