

Cathy Yu

From: Shirin M Malekpour <malekpour@wisc.edu>
Sent: Thursday, January 13, 2022 7:56 AM
To: ls-chairs-all@lists.wisc.edu; ls-dept-admins@lists.wisc.edu
Subject: Ordering Masks for Instructors

To: L&S Department Chairs, Directors and Administrators

ACTION REQUESTED: Please review this email and order masks for in-person instructional staff.

Dear All,

I am following up on [last week's message](#) regarding campus' commitment to providing high-efficiency masks for all in-person instructors (e.g. faculty, academic staff, teaching assistants, and learning center staff) for the start of spring 2022.

Please review the following updates, directions and guidance for ordering masks:

Updates

- Campus will provide every in-person instructor with two, high-efficiency masks per week. Based on their current and projected supply, the masks will be either **N95** or **KN95**.
- Additional masks, including a large stock of surgical grade masks, will be available for all employees.
- Campus is confident that they will have access to sufficient supplies of masks as the semester progresses, yet they need to be sure that the current and future supply is distributed in a way that avoids any bottlenecks or temporary shortage.

Directions and guidance to order masks:

- Limit **initial** mask orders to **six masks per in-person instructor**. There will be opportunities to order additional masks in the future. Please use your best judgement in deciding how many masks you order.
- Order masks directly through [ShopUW+](#).
- Read and closely follow the instructions on the [ShopUW+](#) ordering landing page.
- Pay attention to the number of items per box when ordering.

What should you do if you have already submitted a request?

- No action is needed if your already submitted order covers six masks per in-person instructor.
- Order as many extra masks needed to meet your instructors' needs per above guidance.

What is the process to order masks for other public-facing employees?

There are many other employees that are in direct face to face contact with students. There are sufficient supplies for them as well through [ShopUW+](#). Please use your best judgement and moderation in ordering masks for non-instructional staff and limit initial mask orders to **six masks per person**.

Please contact me if you have any questions.

Best,
Shirin

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Pronouns: she/her