

GUIDELINES FOR COVID-19 PARTITIONS

SELECTING

- First consider arranging reception or other seating area chairs by turning, draping (covering chair with tape or fabric so seats cannot be used), spacing, or removing chairs to maintain social distance 6 feet.
- If seating, workstations and furniture cannot be arranged to maintain a social distance of 6 feet between individuals then the installation of transparent partitions where possible and practical can be installed.
- Transparent partitions can be used in work and common areas where employees and staff cannot maintain a social distance of 6 feet with others — for example meeting rooms, break rooms, service counters, check-in areas and waiting areas.
- Typical Partitions come in increments of 6 inches in height and 6 inches in width.
- Partitions should be a minimum of 24 inches wide.
- Partition should be at least 12 inches higher than the range that any face-to-face contact is expected.
 - If two people sitting at a study table have the top of their head 24 inches above the table surface, on average, then the top of the partition should be 36 inches high so that it is 12 inches above the top of their heads.
 - If two people are sitting in a waiting area chairs and the top of their heads are 54 inches above the floor, on average, then the top of the partition should be 66 inches high from the floor so that it is 12 inches above the top of their heads.
- Partitions can be made of Glass, Acrylic (Plexiglas) or Polycarbonate (Lexan).
Depending on the specific application Glass is the most expensive, Acrylic is usually less expensive and more scratch resistant, and Polycarbonate is more expensive but has a higher impact resistance. All are acceptable for our use.
- Partitions should be made from a minimum of ¼ inch thick material.
- Facilities Management Personnel are available in helping measure and decide best application of partitions.

ORDERING

- Purchases will be funded by the respective departments.
- Purchases can be made directly by departments using University Procurement Card for orders less than \$5,000, or a standard Purchase order request to Purchasing. See the following section for approved contracted suppliers.
- Note: Purchases can be made directly from UK Supply Center solely for raw materials for use in fabricating solutions; the Supply Center is not a provider of ready-made glass dividers or partitions. Visit the UK Supply Center [website](#) for information.

OFFERINGS FROM CONTRACTED FURNITURE PROVIDERS OF GLASS DIVIDERS, PARTITIONS, AND SCREENS

Following is information on glass dividers, partitions, and screens that are on existing University of Kentucky price contracts available for ordering by departments. Brochures are available for viewing via web links for each contract(s) listing. Each of these providers also may have other customized offerings for micro-purchases.

Due to requirements for measurements and quote preparation, contact dealer(s) of your choice for pricing options.

Keith Daniel and Associates (KDA Office Solutions)

Jennifer King | Sr. Project Manager
a: KDA Office Furniture | 1161 Red Mile Road |
Lexington, KY 40504
e: jennifer@kdaofficefurniture.com |
w: kdaofficefurniture.com
m: 859-806-7588 | p: 859-317-8131

Items Available on Contract: [AIS](#), [JSI](#), [Kimball](#), [National](#)

Office Resources Inc. (ORI)

Emory Attig | [Office Resources, Inc.](#) | Workplace Consultant
2472 Fortune Dr. | Lexington, KY 40509 |
Cell: 404-663-9014
eattig@oriusa.com
www.oriusa.com

Items Available on Contract: [Steelcase and National](#) + [Steelcase Design Guide](#)

KPC Architectural Products

Angie Smith, President
KPC Architectural Products, Inc.
2464 Fortune Drive, Suite 150
Lexington, KY 40509
P: (859) 269-3646 F: (859) 269-3648
www.kpcarch.com
Email: a.smith@kpcarch.com

Items Available on Contract: [Versteel](#)

Furniture Solutions for the Workplace

David Ware
859-338-2952 Mobile
david@furnitureolutionsftw.com
tristan@furnitureolutionsftw.com

Items Available on Contract: [Teknion](#)