



March 15, 2021

To: Amanda Harbinger
SUNY System Administration

From: Beth Del Genio, Chief of Staff
UB Office of the President

Re: **Addendum to the SUNY Continuity of Operations Plan for a State Disaster
Emergency Involving a Communicable Disease**

The University at Buffalo hereby submits the following Addendum to the **SUNY Continuity of Operations Plan for a State Disaster Emergency Involving a Communicable Disease**:

A. Essential Personnel

Additional mission essential positions specific to the University at Buffalo include:

Mission Essential Position	Description
Lab Animal Facility Personnel	Provide animal care, feeding and support for research animals
High Containment Biological Laboratory Personnel	Maintain active research interests in high containment labs

Deans and department heads for individual units, in consultation with Human Resources, will inform employees of their essential designation.

D. Personal Protective Equipment

Deans and department heads will determine PPE needs for individual units and job tasks within units. EH&S will be consulted to ensure appropriate selection and designation of PPE. EH&S will train unit heads on storage, inspection, and rotation of PPE, and these unit heads will then oversee the application and use of PPE for their personnel.

F. Documenting Work Hours and Locations

Erie County Department of Health (ECDOH) will be responsible for contact tracing and orders for isolation of employees. Human Resources, EH&S, and Student Health will coordinate to ensure that ECDOH orders for isolation are appropriately carried out for campus personnel and will assist with providing information to contact tracers as needed.

All other sections of the SUNY Plan of the SUNY Plan apply as written.

CC: Mark Coldren, Director Human Resources
Chris Bartolomei, Chief of Police
Joe Raab, Director EH&S, Interim Emergency Manager