

UUP Buffalo Center Chapter
COVID Concerns/Issues Q&A Guideline
August 2020

Colleagues,

Following our Chapter's Membership Survey, UB's Town Hall on Health & Safety, and our recent Labor Management Meeting; the Buffalo Center Chapter, in partnership with the Chapter's Health and Safety Committee, has developed this Q&A to address your COVID related concerns and issues with regards to the Fall 2020 semester.

Open and continuing communication with your immediate Supervisor is vitally important during this unprecedented time. In all cases, your first step in addressing almost all of these concerns is to contact your immediate supervisor. You are encouraged to do this via e-mail so that an accurate timeline can be established, if an issue needs to be pursued further. You are also being encouraged to allow time for your immediate supervisor to respond to your concerns. If at any time you feel you are not receiving a timely response, or your concern is ignored, please contact the Buffalo Center UUP office at buffalocenter@uupmail.org and/or (716) 276-3377.

Keep in mind that every department is managed differently, and may be handling specific issues according to departmental operational needs. You are encouraged to focus on your individual department concerns rather than "What if...?" scenarios. In some cases, you may not be able to address a specific issue until you actually report to campus. Focus on as many points as you can, and be prepared to bring answers you have received to UUP.

Working From Home

- Continued Use of the Telecommuting Option - "Why am I reporting to work to do the same thing I am currently doing at home?" The University has expressed on many different occasions that the use of telecommuting is encouraged and preferred. However, it may not be practicable in all situations. If you feel you can continue to provide productive work via the telecommuting option:
 1. Contact your Immediate Supervisor and ask why. If denied...
 2. Contact Employee Relations, Joan Brant at brant@buffalo.edu and copy the Buffalo Center UUP.

- High Risk Individuals - You are considered a “High Risk Individual” (i.e. yourself/living with someone who is high risk/childcare issues).
 1. Contact your immediate supervisor. Remember that you are not required to provide medical documentation to your supervisor. If denied...
 2. Contact the University Benefits Office at 645-7777, e-mail: ub-hr@buffalo.edu. You may be required to provide a doctor’s note to the benefit office. That confidential information will not be shared. Your supervisor will be notified it was approved by HR and not provided the reason. If denied...
 3. ...or do not get a timely response contact the Buffalo Center UUP.
- IT Support for Telecommuting - You are utilizing the telecommute option, but need additional IT Technical Support (printer/camera/etc.)
 1. Contact your immediate supervisor for requested additional support. If denied...
 2. Contact the Buffalo Center UUP.

Working On Campus

- Reopening Plans - Each individual Department at the university had to have submitted a reopening plan. You are encouraged to get a copy of this plan before returning to campus.
 1. Contact your immediate supervisor for a copy of the department specific plan. If denied...
 2. Contact Joan Brant at brant@buffalo.edu and copy the Buffalo Center UUP.
- Masks ...
 - ..for You - The University is required to provide a mask to you. If it is the wrong size, or the one issued to you wears out:
 1. Contact your immediate supervisor for a replacement. If denied...
 2. Contact the Buffalo Center UUP.
 - ...for Others (students/visitors) - The University requires masks to be worn at all times while on campus, both indoors and outdoors (a few exemptions have been identified). Please use your discretion and judgement when dealing with this particular situation. If you encounter individuals failing to follow University policy on masks:
 1. Engage in a direct dialog with those not wearing mask. You can ask where their mask is, and remind them of the need to wear one while on campus. If individuals refuse...
 2. You may politely ask them to leave and/or refuse to provide service. If the individual(s) become aggressive, abusive, belligerent, or disruptive; a call to UPD may be justified. Be ready to identify the location of the incident, and a description of the individual(s) involved.

- Cleaning Concerns/Issues. - While adjustments and additions with regards to cleaning frequencies and schedules are in place, you may come across the following situations:
 - Public Areas – You identify that bathrooms are in need of cleaning, sanitation stations are in need of refilling:
 1. Contact University Facilities at 645-2025 immediately.
 - Personal Office - There is a certain degree of personal responsibility to maintain cleanliness in your personal office space. You may ask for the necessary supplies to complete this task (i.e. Disinfectant wipes, sprays). Individual Department budgets are NOT to be utilized to supply these items. Options to obtain supplies include:
 1. Contact your immediate supervisor to request these supplies.
 2. Contact your departments Facilities Planning and Management Officer. The most updated list of Facilities Planning & management Officers by Unit can be found here: <https://drive.google.com/file/d/1jMCJMpoXBzIXvX9DcB-S6XPIGfVvtQf3/view?usp=sharing>
 3. Contact University Facilities at 645-2025.
 - Multi-Office Area/Lounges/Public area(s) . You can be expected to wipe down shared equipment after you use it. It is inappropriate to ask you to either clean (vacuum, mop, etc.), or be a part of a team, who will now be cleaning these types of large group office settings or public areas. If you are now being asked to clean these types of areas:
 1. Contact your immediate supervisor. If still required to do so...
 2. Contact Employee Relations - Chris Putrino at putrino@buffalo.edu, and copy the Buffalo Center UUP.
- Classroom/Public Area Density – If you find that a specific area is not in compliance with the University decreased density guidelines:
 1. Contact your immediate supervisor (Asst. to the Chair), to identify non-compliance location.
 2. Contact your departments Facilities Planning and Management Officer.
- HVAC/Plumbing Concerns – If you have questions /concerns regarding whether or not a specific area is in compliance with the University response regarding Building Operations (HVAC/plumbing concerns):
 1. Contact your immediate supervisor.
 2. Contact your departments Facilities Planning and Management Officer.
 3. Contact the University Environmental Health and Safety Department at 829-3301.

Additional Resources for you to contact:

1. University at Buffalo:
<http://www.buffalo.edu/administrative-services/return-to-campus.health-wellbeing.html>
2. Erie County Department of Health:
<https://www2.erie.gov/health/index.php?q=covid-19-information-businesses-0#complaints>
3. New York State COVID-19 Hotline: 1-822-789-0470