

**ADDENDUM FOR CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER
EMERGENCY INVOLVING A COMMUNICABLE DISEASE**

SUNY Canton follows the procedures and plans as set forth in the SUNY Continuity of Operations Plan for a State Disaster Emergency Involving a Communicable Disease.

Process for Notice of “Essential Employee Designation”

The area vice president\director\supervisor, and/or the Director of Human Resources will notify the employee via phone, email, and/or written memo when they are designated as essential for the purposes of the SUNY Continuity of Operations Plan.

Process for PPE (Personal Protective Equipment)

At SUNY Canton PPE (Personal Protective Equipment) is stored within a sanitary temperature-controlled area of the Cooper Service Complex Storehouse. An inventory of PPE items is maintained by SUNY Canton EH&S (Environmental Health and Safety) and is updated on a daily basis and monitored to make sure there is an adequate supply.

The SUNY Canton EH&S office will monitor emergent public health situations and procure appropriate PPE for the situation. The EH&S office is responsible for ensuring that the PPE process is followed.

Additional PPE supplies are procured through SUNY Canton vendors including W.W. Grainger Co., Hill & Markes Inc., Medline Industries, Inc. and Fisher Scientific Company L.L.C. In addition, SUNY Canton is participating in the NY SOGS (New York State Office of Government Services) aggregate buy program to assist with acquiring PPE items that may be in short supply.

Requests for PPE required for an emergency involving a communicable disease are made through EH&S and those items are delivered in person or through the intercampus mail system.

Process for Contact Tracing and Isolation

SUNY Canton’s Human Resources office, the Director of Human Resources, and the Sr. Human Resources Generalist will coordinate employee contact tracing, and isolation of employees.