

Guidance on PPE – Personal Protective Equipment

Please see guidance related to Personal Protective Equipment (PPE) that is outlined by Environmental Health and Safety (EH&S) for Lab Occupancy Under COVID-19 Conditions:

[Lab Occupancy Under COVID-19 Conditions](#)

Points to be aware of:

Item #3 – Applicable Codes:

“...The university will provide one cloth face covering for each person returning to campus. Individual labs are responsible for PPE required to perform laboratory activities.”

Item #4 – Applicable Guidelines:

NYS Executive Order 202.16, PPE - *Employers must provide personal protective equipment (PPE).*

NYS Executive Order 202.17, Masks - *Any individual who is able to tolerate a face-covering shall be required to cover their nose and mouth with a mask or cloth face covering when in a public place when not able to maintain social distance.*

Item #5 – Responsibilities:

Department

- ***Adhere to the highest standards for the safe operation of the laboratory and protection of employees, students, and visitors. This includes all department/laboratory rules and precautions about working alone, lab work environment, time at work, and use of personal protective equipment (PPE).***
- ***The Department must provide PPE to their employees.***

Item #7 – Procedures

Preparing

1. ***Confirm stock of PPE (gloves, glasses, face shields) on site. PPE should be ordered by the Department and maintained by PI. The PPE (masks and gloves) should be available for all lab personnel. Personal masks and gloves should not be shared between users. If a respirator or N95 is needed for work related duties, unrelated to COVID-19, contact Environment, Health and Safety for guidance.***
2. ***Secure PPE if necessary, to prevent theft.***

The Administrative Gateway offers guidance on procuring PPE:

[Central Purchasing of Personal Protective Equipment and Disinfectants](#)

For the following reasons, the university has temporarily paused all COVID-19-related PPE purchasing by individual units:

1. To ensure that the local supply of PPE remains available to others with greater need, such as healthcare professionals, hospitals, COVID-19 testing centers, and first responders
2. To ensure that we do not engage in “panic buying”, “over-buying” or “hoarding” of PPE

This purchase pause does NOT affect units that need to procure PPE as part of their normal operation (i.e., not related to COVID-19).

Units that wish to procure additional COVID-19-related PPE, beyond what will be provided by EH&S, are asked to have their request approved by EH&S. To request approval:

1. Ensure you have funding and approval from your senior leadership
2. Send an email to Joe Raab, Director, EH&S (jtraab@buffalo.edu) that includes:
 - Reason for your request
 - Types of PPE you wish to purchase
 - Quantity (based on expected use rate)

If your request is approved:

3. EH&S will inform you and UB Purchasing
4. Purchasing will work with you to complete your purchase, based on your funding source

NOTE: Purchases of PPE for *regular operations* (i.e., not related to COVID-19 protection) are not affected by this purchase pause and do not require EH&S approval. In these instances, units may contact Purchasing as they normally would; Purchasing will apply its standard review and approval process.