

College of Arts and Sciences

Department Contact Information during COVID-19 Pandemic

UNIT: _____

List primary and secondary contact persons for your unit who will be available and responsive during normal business hours:

Primary Contact

Name: _____

Title: _____

Work Phone: _____

Other Phone: _____

Email: _____

Secondary Contact

Name: _____

Title: _____

Work Phone: _____

Other Phone: _____

Email: _____

Department Staffing

Please indicate below the hours when your department will be open and staffed:

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|--------|
| | | | | |

NOTE: For any periods the department is not staffed during regular business hours please use appropriate signage and voicemail messages. Contact Gina Cali-Misterkiewicz (ginacali@buffalo.edu) for information.

Will any department staff work remotely? YES NO

If yes, please list below and ensure each individual has a *Temporary Alternate Work Assignment/Location Plan* form on file with CAS-HR. Contact Michelle Scott (msscott2@buffalo.edu) with questions.