Temporary Emergency Closing Guidelines

This purpose of this document is to set forth guidelines in support of the university's Temporary Emergency Closing of the University Policy (the "TEC Policy").

These guidelines include:

(1) the process by which a partial or complete temporary emergency closing of the university is declared under the TEC Policy (each instance of which is referred to herein as a "TEC"),

(2) the manner in which the Essential Services necessary for each particular TEC will be determined (understanding that the Essential Services for each TEC will vary depending upon the circumstances of the TEC and likely will be divided between Essential Services which are to be performed on campus or at a specific university location [hereinafter referred to as "Essential Services-Campus] and Essential Services which are to be performed remotely [hereinafter referred to as "Essential Services-Remote"];

(3) the process for establishing access to campus buildings during a TEC;

(4) the manner by which Essential Personnel-Campus and Essential Personnel-Remote (both as hereafter defined) will be identified; and

(5) Specific expectations for Essential Personnel-Campus, and the sanctions for failure to report (with exceptions identified in Section 5 below).

All capitalized terms used in these guidelines will have the definitions set forth herein.

1. **The process by which a TEC is declared**:

Per the TEC Policy, only the president (or the president's designated representative) has the authority to close the university, in whole or in part, and to specify those persons free to leave or refrain from coming to campus. These guidelines clarify that the president, during a TEC, delegates the authority for the identification of Essential Personnel as described in Sections 4 and 5 below.

2. **The Identification of Essential Services for a TEC**

For purposes of these guidelines, "Essential Services" means those **services that need to be performed** to ensure the health, safety and welfare of the university community, and to ensure the continuation of the university's core missions during a declared TEC.

Essential Services will vary depending on the circumstances of the TEC and may change, with or without notice, throughout the course of a TEC. For each specific TEC, the Emergency Preparedness and Response Core Team (EPRCT) will advise the university on the list of essential services which must be performed on campus or at another university location (hereinafter referred to as "Essential Services-Campus"), to be approved by the president and/or the Executive Management Team (EMT), and then communicated as appropriate to the Community. The EPRCT is composed of leaders from key university departments who make coordination decisions necessary to support the full Emergency Preparedness and Response Team (EPRT). Additionally, they provide EMT with recommendations regarding emergency preparedness and response decision making.

Separately, and depending upon the nature of the TEC, the EMT may approve a set of Essential Services which are to be performed remotely (hereinafter referred to as "Essential Services-Remote").

3. **The process for establishing access to campus buildings**:

For each TEC, the Emergency Preparedness and Response Core Team (EPRCT) will recommend **campus access management implementation options** depending on the nature of and response to the emergency to EMT for consideration and approval. **These options will vary depending on the TEC but, upon approval of the EMT, will constitute the implementation and operation plan**. The options will include, for example: exterior and interior door access, essential service and personnel guidance, and police and other safety measures. If in the event of ineffective results of a less restrictive (light lift) option, a more restrictive (heavy lift) option will be phased in over the course of the emergency.

4. **HR guidelines on identifying and deploying Essential Personnel**

Once the EMT has approved Essential Services-Campus and Essential Services-Remote, it will be necessary to identify Essential Personnel, and to designate into which category they are placed. These guidelines establish the rules and procedures related to the identification, categorization, training, and deployment of Essential Personnel (including faculty and staff, as appropriate for each TEC) as well as the performance expectations for Essential Personnel during a TEC.

Because a TEC rarely will require that CMU's campus operations will shut down completely — students may need to remain on campus and key operations continue — it is vital that CMU's Essential Personnel are well prepared to perform the work necessary to maintain Essential Services during extraordinary situations.

University leadership will provide timely communications through various communications means, including the Carnegie Mellon University homepage, community-wide email announcements, and text/ voice messaging on the university's CMU-Alert system.

A. **Definition of Essential Personnel**. "Essential Personnel" are employees who have been designated by the process provided in this Paragraph 4 to provide Essential Services during a TEC. "Essential Personnel-Campus" are those whose jobs have been designated by the process described below to be performed either on the campus or at another designated university location. "Essential Personnel-Remote" are those who jobs have been designated by the process described below to be performed remotely. It is important to realize that Essential Personnel-Campus and Essential Personnel-Remote may change throughout a TEC and employees' access to campus or other university locations may change throughout the TEC.

B. **Identifying Essential Personnel.** Identifying and categorizing Essential Personnel is the responsibility of the deans and vice presidents**.** Guidance on this process is as follows:

1. Deans (assisted by department heads or other designees) and vice presidents (assisted by designees) are responsible for identifying employees who serve functions within their respective college or division to be designated Essential Personnel-Campus during a TEC and notify them that they are required to be on campus or at a specific university worksite. Similarly, deans and vice presidents are responsible for identifying employees whose functions are to be performed remotely during a TEC and notifying those employees that they are required to work remotely. The lists of employees designated as Essential Personnel-Campus or Essential Personnel-Remote for each TEC will be provided to HR. Deans and vice presidents will include themselves on the appropriate list.
2. Considerations for determining which personnel are essential, and whether they are Essential Personnel-Campus or Essential Personnel-Remote:
   - Continuation of critical services and essential operations;
   - The integrity of property and systems;
   - Staffing, systems and services that might be needed during a closure;
   - [add here the considerations previously developed by HR to guide the decision as to whether employees may work remotely];
   - Whether governmental authorities have determined that travel between the individual's location and the assigned work area creates a risk of harm to the individual or others, or is prohibited;
   - Whether the individual has a medical condition that would likely put the individual or others at risk;
   - Whether, because of the individual's personal circumstances, reporting to duty or remaining at work would likely cause undue hardship for the employee or others.

C. **Deploying Designated Essential Personnel-Campus**
   1. During a TEC, CMU reserves the right to require personnel, not previously designated essential, to report to campus or a worksite for work as Essential Personnel-Campus on an ad hoc basis based on the nature of the emergency and/or the availability of other personnel.
   2. The number and types of Essential Personnel-Campus deployed during a TEC will vary according to the nature and severity of the extraordinary situation.
   3. As part of a TEC, deans and vice presidents are responsible for identifying which Essential Personnel-Campus will be deployed.
      a. Using the TEC template [docx], notify employees in writing when, because of their essential job functions, they have been designated Essential Personnel-Campus.
      b. It is incumbent upon the supervisor to inform and confirm with all Essential Personnel-Campus that they will be required to report to campus or a worksite for work during the TEC.
      c. Notification and confirmation of the expectation of Essential Personnel-Campus to report to work will be executed with as much advance notice as possible via email.

5. **Specific Considerations for Essential Personnel-Campus**
    a. The ability of Essential Personnel-Campus to report to and/or remain at work during a TEC is considered an essential function of the position.
    b. Essential personnel may be excused from work during a TEC only with the specific authorization of their department supervisor. As with all employment decisions, HR will work with supervisors on these through a case-by-case process.
    c. Essential Personnel-Campus who fail to report to and/or remain at work when required to do so may have their absence charged to their paid time off and are subject to disciplinary action.
    d. Essential personnel are expected to maintain their normal work schedule, or their schedule as adjusted to accommodate the TEC, unless or until otherwise notified.
    e. Essential personnel are responsible for monitoring official CMU communications related to the TEC.
    f. Essential personnel are compensated for their work during a TEC at their regular salary/hourly rate of pay. In the case of any union employees they will be compensated in accordance with their applicable collective bargaining agreement.
    g. All applicable employment policies remain in effect for employees who report to campus for work during a TEC.
    h. All employees have access to Employee Assistance Program (EAP) Resources

Questions

The Office of Human Resources is responsible for managing implementation of and assuring compliance with these guidelines. Please contact your HR business partner with questions related to these guidelines.