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1.0 Guiding Principles

This document is intended to guide department and unit leaders as they assess and plan for the further return of many employees to campus to prepare for the increasing availability of campus services and in-person instruction that began in the fall of 2021. This planning document is based on the following guiding principles:

- We will prioritize those areas delivering or supporting in-person student instruction, research experiences and services critical for faculty, staff and students on campus.
- We will stress adaptability, accessibility, and, most importantly, quality, creativity and innovation.
- We will reassess overall COVID-19 risk mitigation strategies in light of the ever-evolving scientific knowledge, public health guidance and regional circumstances with a goal to enable greater campus density and service delivery while continuing to protect the health and safety of the campus community.

1.1 Record of Changes

<table>
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2.0 The Next Phase of the Return to the On-Campus Workplace

July 2021 to December 31, 2022 is considered a transitional period. Unit leaders and supervisors should emphasize that this is the next phase of pandemic planning — not a return to normal operations. While the advent of vaccinations provides great hope for the future, and is the predominant reason that CMU is able to bring more activities back to campus, risks posed by COVID-19 to our campus are still present. However, these risks have been significantly reduced because of the large number of community members that have been vaccinated as well as the requirement for all students, faculty and staff to be vaccinated.

In order to meet their unique business needs, and depending upon the programs and services delivered, units may be bringing more or fewer employees back to campus or may employ staggered work schedules or other approaches. Flexible schedules will be implemented to enable a smooth transition.

2.1 Scope

This document applies to all CMU departments, unit leaders and research labs with employees whose positions will return to the on-campus workplace after operating in a remote environment for an extended period of time.

Positions that should be prioritized for this Transitional Period include:

- Positions that have a direct role in supporting students and their campus experience, including preparing campus for the fall semester.
- Positions that have a direct role in supporting essential services staff with onboarding, trainings and overall university operations.
- Positions that have a direct role in conducting/supporting research that can be safely conducted in a more efficient way on campus.
- Positions that have a direct role supporting faculty preparing for the fall semester.
- Positions whose supervisors have indicated that their departments will be returning to on-campus operations.

This guidance document may be used by campuses and programs located outside of Pittsburgh; however, government health and safety requirements and guidance specific to your location will apply.

If you are located in a leased space, this guidance document may be used based upon the CMU services that would be commonly used.
2.2 Not in Scope

Departments and units considered Essential Services-Campus that have continued to work on campus throughout the pandemic are not in scope of this planning guide. However, this guidance document can be used by all departments, unit leaders and research labs that deliver essential services to assess adjustments needed to their service delivery as a result of an increased number of community members (i.e., “their clients”) returning to campus.

One-time requests to come to campus (e.g., pick up materials to work from home) are not in scope. For these requests/consultations, please work with your department leadership for approval.

Return to Campus and/or Continuation of Work Plans that have been previously approved may be leveraged to support department and unit leaders in their plans to return additional employees to the on-campus workplace during this next transitional phase. However, these plans will not need to be submitted or approved by the COVID-19 Coordination Team.

Longer-term university policies pertaining to remote and/or flexible work arrangements are not in scope (see 2.0, bullet #2).

2.3 Approval Process

There is no formal central approval process included in this next phase of pandemic planning. As such, colleges/divisions may provide guidance to their departments, unit leaders and principal investigators regarding processes within that college/division. Departments, unit leaders and principal investigators are expected to communicate often with their employees to set reasonable expectations regarding this transition.

2.4 Campus Postures and Risk Indicators

During the COVID-19 pandemic, the university established a series of campus postures that define the level of services provided based upon a series of risk indicators closely monitored by the COVID Coordination Team. These postures are:

- **Essential Services**: Remote instruction, only essential personnel permitted to ensure continuity of campus operations
- **Restricted Services**: Remote instruction temporarily required with some exceptions, remote work, events and meetings for most academic, administrative and operational units
- **Modified Services**: Temporary adjustment of course modalities toward more remote delivery, in additional to essential functions, on-campus delivery of services supporting core education and research functions continue to be prioritized
- **Transitional Period**: In-person instruction is predominant with remote instruction on a limited basis, in additional to essential functions, on-campus delivery of services supporting core education and research functions are prioritized

The COVID Coordination Team relies on a series of risk indicators to inform and make recommendations to university leadership regarding which posture is appropriate for the health and safety of the campus community. These indicators include but are not limited to:

- COVID-19 cases in the county and hospitalization rates
- COVID-19 cases at CMU and severity (vaccinated vs unvaccinated, symptomatic vs asymptomatic)
- Vaccination rates amongst the CMU community
- Availability of isolation and quarantine housing
2.5 Transitional Period Requirements and Expectations

During the transitional period, employees and researchers are expected to continue to adhere to the university’s policies, procedures and minimum requirements to ensure the health and safety of the campus community.

Employees and researchers that have not uploaded their vaccination status or that have received an exemption from vaccination are recommended to participate weekly in Tartan Testing, the university’s asymptomatic COVID-19 testing program, whenever they are on campus.

Employees and researchers who have received an exemption from vaccination are required to wear a high quality well-fitting facial covering at all times indoors and whenever physical distancing of 6 feet or more cannot be maintained outdoors. If they are experiencing symptoms, employees should not come to campus and are not expected to participate in Tartan Testing but should contact their primary health care provider. Please follow this action plan when symptoms are identified.

Until further guidance is provided, vaccination status should not determine job responsibilities, work schedule or any other job-related circumstances of employees and researchers in the workplace.

3.0 COVID-19 Risk Mitigation Strategy

CMU’s risk mitigation strategy follows a classic “hierarchy of controls” approach, which is a widely accepted system from the National Institute for Occupational Safety and Health (NIOSH) used to minimize exposure to hazards.
Together, through a combination of Elimination, Substitution, Engineering Controls, Administrative Controls and Personal Protective Equipment (PPE), we can substantially reduce the risk of COVID-19 spreading on the CMU campus. Please refer to the COVID-19 Updates website for information on the university’s evolving risk mitigation strategy and minimum requirements: [https://www.cmu.edu/coronavirus/return/index.html](https://www.cmu.edu/coronavirus/return/index.html).

4.0 Office of Human Resources Guidelines for Transitioning Staff to the On-Campus Workplace

Phase III: Extension of Flexible Work Arrangements for Staff Positions December 31, 2021–December 31, 2022

In 2021, the university provided guidance to academic and division leadership which contained a framework and options for transitioning staff to on-site work during the Fall 2021 semester, including the potential for flexible work arrangements through December 31, 2021. This guidance anticipated a return to campus for all by January 1, 2022, but, considering the continued impact of the COVID-19 pandemic, the university is extending the current guidance to apply through 2022. In Fall 2022, we will re-evaluate the situation and provide further guidance to apply starting January 1, 2023.

Supervisors will continue work directly with their teams to apply this guidance based on their best judgment to develop a strategic plan of work for their units / schools / colleges which continues to advance the work and mission of the university. Supervisors will determine, based on business needs, which flexible options work best for the positions in their unit, with the recognition that some positions require full-time, on-site presence.

[VIEW THE 11/23/2021 ANNOUNCEMENT]

Phase II: Flexible Work Arrangements for Staff Positions August–December, 2021

Staff Guidelines for transitioning staff to on-site work are being shared with college and division leadership to provide a framework and options for transitioning staff back to on-campus work during the Fall 2021 semester. Please watch for communications directly from your leadership, and in the coming months, additional information about workplace flexibility beyond December 31, 2021. Flexible arrangements that are put in place during this phase are temporary should not extend beyond December 31, 2021, pending further guidance. Please refer to the related links on this page for additional tools resources for supervisors, employee support resources, and working norms for returning to campus.

Phase I (July 6–August 30): Guidance for Staff Positions Remaining Remote or Transitioning to On-Site Work Prior to August 2021

In order for the university to provide expected services to faculty and students, supervisors and unit heads will need to determine which staff positions need to return to on-campus work, what the work schedules will be, and which staff positions will temporarily continue to work remotely. When these decisions are made, supervisors should communicate these decisions to the staff. Your HR business partner is available to assist with decisions and provide communication templates.

4.1 Determining Work Arrangements by Assessing Staff Positions

When considering whether a position should be performed on- or off-site or if the position could have a flexible work schedule, the supervisor should consider whether the type of work or expectations of the work requires the staff member to be physically present on-site to do a task. Supervisors may need to review position descriptions and roles and responsibilities to make their determinations. Throughout both phase I and II, all flexible work arrangements, including remote work, are considered temporary and allow the university time to successfully transition to a post-pandemic model. This guidance applies to all staff (current and newly hired staff).
With that said, supervisors have the ability to provide flexible work schedules to allow staff to transition to on-site work and to manage appropriate campus density levels. A phased approach for return to on-site work is optimal until steady operations are achieved. This will allow the university to monitor space density and reduce risk of potential exposure. Supervisors are encouraged to stagger schedules that allow staff to resume on-site work on a rotating basis. If supervisors need assistance with return to on-campus work plans, schedules or flexible work decisions, please reach out to your HR Business Partner.

Once a supervisor makes the decision to return a position to on-site work full time or through a flexible work arrangement, that decision is business-based, final and is not debatable by the staff member. Furthermore, once a work arrangement is determined, the supervisor should notify and/or discuss the details with the staff member.

While the supervisor makes the decision based on business needs, it is expected that the supervisor consults with the staff member prior to making a decision and collaborates with the staff member to address concerns and/or challenges.

- If a staff member has concerns regarding violation of policy, the staff member should discuss with their supervisor and/or reach out to their HR Business Partner or staff ombudsperson, Jennifer Pablonis, 412-268-1018 or jpabloni@andrew.cmu.edu.

- If a staff member is needing short- or long-term accommodations and/or accessibility due to a disability, the staff member should visit the Disability Services website and reach out to the Office of Equal Opportunity Services.

4.2 Additional Tools and Resources for Supervisors

The Office of Human Resources (OHR) has resources to assist every step of the way. A summary of the resources is below; however, more details can be found on the corresponding links.

**Having conversations with your staff:**
- Your HR Business Partner (HRBP) is the best place to start to discuss conversations with your staff. Your HRBP will provide you with applicable policies and procedures and assistance to manage situations.

**Requests for short- or long-term accommodations and/or accessibility due to a disability:**
- The Office of Disability Services offers support to faculty and staff who need assistance with requests for short- or long-term accommodations and/or accessibility due to a disability. Details regarding the interactive process can be found on the Disability Services website.

**Assistance with mental health, stress and anxiety:**
- Care Resources for Staff and Faculty
- Support Resources
- HR Coronavirus News
  - HR Guidance for Transitioning Staff to On-Campus Work and Flexible Work Arrangements
- Employee Assistance Program
  - Supervisor Referrals
  - Series of podcasts for working parents who are trying to balance between home and work life
  - https://www.care.com/equalparts
- Virtual Benefits Fair
Assistance with childcare, elderly care, pet care or other types family care:

- Family Care Concierge
- COVID-19 Flexible Child Care Programs
- Care Resources for Staff and Faculty
- Care.com
- CareLink
- Employee Assistance Program

Trainings available to supervisors:

- Staff Supervisor Awareness Program
- Communication in Times of Change
- Leading Productive One-on-One Meetings
- Difficult Situations: Solutions for Managers
- Interpersonal Communications

5.0 Physical Workspace Assessment

Physical distancing and assessing workspace(s) to accommodate physical distancing requirements is no longer required. If you wish to have a consultation regarding your physical workspace(s), please contact cdfdconsult@andrew.cmu.edu.

5.1 Assess Rooms for Damage or Issues

If a space has not been occupied for some time, please assess rooms for damage and report findings to your department facility coordinator. Check for any evidence of damage to spaces such as leaks, non-functioning utilities and any other building damage. If damage is found, contact Facilities Management and Campus Services (FMCS) at fixit@andrew.cmu.edu.

Items to review include:

a. Any ceiling tile damage or sign of water infiltration?
b. Any damage to the floors or walls?
c. Are spaces appropriate temperatures?
d. Any unexpected odors?
e. Do your windows function properly?
f. Verify refrigerator/microwave/coffee maker operation.
g. Any other items not listed here can also be reported to FMCS at fixit@andrew.cmu.edu or call 412-268-2910.

5.2 Physical Workspace Modifications

If you choose to conduct a physical workspace assessment as noted in Section 5.0, you may desire modification to your workspace(s) or reconfiguration/removal of furniture. Please request FMCS support to move furniture or workstations and remove excess furniture to store in unutilized spaces or off-site storage.
5.3 Change of Space Use

Please inform FMCS if spaces will be used differently than indicated on the Property Accounting database or pre-pandemic use. For example, inform FMCS if a conference room is transitioned into a private or shared office. Different use of space may trigger a change in cleaning or other support services.

5.4 Keys and Access Control

Changes to physical workspaces, personnel changes or continued remote work may require modifications to door locks or access control programming. We recommend conducting an audit of department keys and building access cards as part of the return to campus. For support with keys or access control, please submit an FMS work order or contact FMCS at fixit@andrew.cmu.edu or call 412-268-2910.

5.5 HVAC and Ventilation

FMCS has conducted evaluations of all HVAC systems on campus and the university made significant investment in enhancements to improve filtration, ventilation and virus deactivation. The enhancements last year were focused on congregate settings and classrooms, and many adjacent spaces like offices, conference rooms and public space are served from the same upgraded central HVAC systems.

HVAC is an important part of the layered approach to mitigate virus transmission. Buildings with modern infrastructure are well equipped for supporting a full range of occupancy. However, historical buildings have a mix of systems generally aligned with past renovations. Spaces served by historical HVAC are characterized with the following FMCS ratings:

- Suitable for use in alignment with university COVID-19 protocols.
- Requires mitigation measures when occupied.

Department facility coordinators are encouraged to contact FMCS to review the HVAC ratings for any spaces with planned use to review if any mitigations are required. Portable HEPA filtration units are the CDC preferred option for auxiliary air cleaning and will be deployed in learning spaces served by historical HVAC. FMCS has procured a supply of HEPA filtration air purifiers that are *NY Times Wirecutter* rated “exceptional performer on particulates” with “an easy-to-live-with 40 decibels.”

If you have questions about ventilation, filtration or air circulation needs, please contact your department facility coordinator or FMCS at fixit@andrew.cmu.edu or call 412-268-2910.

5.6 Flushing and Cleaning Water Sources

Low use or unoccupied buildings have resulted in some areas with dormant water systems. FMCS has generally been flushing common area water sources like bathroom fixtures, water fountains and kitchenettes in common spaces weekly. These flushing activities ensure chlorine, a disinfectant used by the public water supplier, Pittsburgh Water and Sewer Authority (PWSA), continues to reach various areas in the building.

To assist in the flushing process and to ensure common use water dispensing appliances are cleaned, the following activities should be performed prior to fully occupying a space:

- Flush kitchenette sinks, private office sinks and any other commonly used sink for at least 5 minutes —
where cold and hot water are available, flush the cold water tap first followed by the hot water. Running water for this time will help move chlorine through the building.

- Identify any appliance that contains a water filtration device. These filters will need to be replaced prior to operating the appliance. Some devices may include refrigerators that dispense water/ice, plumbed water dispensers, under sink filtration devices or plumbed coffee makers with filters:
  - Replace filters. If filters cannot be replaced by the department, contact FMCS at fixit@andrew.cmu.edu.
  - If the water supply device is serviced by an outside vendor, contact the vendor so the unit can be serviced.
  - Once the filters have been replaced, the devices will need to be flushed in accordance with manufacturer’s recommendations, or long enough to pull one to two gallons of water through the filter, flushing the system.
- Discard any existing ice created by refrigerator freezers or ice makers, then discard the first two or three batches of ice created by these devices prior to consuming ice.
- Identify water coolers within the department that will need to be serviced by the appropriate vendor. Verify if any unopened water jugs have not expired and are still safe to consume — the vendor should be able to provide assistance with such information.
- Run dishwashers for one to two full cycles to assist with the flushing process prior to washing dishes.
- Drinking water fountains are public-use fixtures and a potential source of spreading the SARS-coV-2 virus. It is recommended to bring water from home for consumption, utilize contactless bottle fillers or water coolers as opposed to drinking directly from drinking water fountains.

5.7 Modified Sanitation and Disinfection

Every 24 hours, FMCS Custodial Services will conduct enhanced sanitation and disinfection in high-traffic and common areas that are in use, following CDC guidelines.

Custodial Services maintains a cleaning program focused on public health and infection prevention and control. Specific custodial service schedules can be found on the FMCS website at Custodial Service Schedules and Details – Facilities Management Services – Carnegie Mellon University (cmu.edu). If you have a specific request, or you will be utilizing a space outside of normal occupancy, please contact custodial services at cleanit@andrew.cmu.edu so we can adjust services accordingly.

As part of our commitment to green cleaning, the CMU custodial program uses disinfectants with no VOCs or added fragrance and the cleaners are not listed as asthmagens.

5.8 COVID-19 Personal Protective Equipment (PPE)

Verify your space(s) has an adequate supply of disinfectant materials, disposable paper towels and other cleaning supplies appropriate for cleaning frequently touched surfaces within office suites, shared kitchen areas, conference rooms, etc. Hand sanitizer, disinfectant wipes, towels and reactivation of custodial services for your space(s) can be requested by contacting FMCS. Costs associated with COVID-19 PPE are centrally funded.

If you have already received your department COVID-19 PPE work order number, you can continue to order supplies through the FMS website at: https://webapps.fmcs.cmu.edu/storeroom-catalog/StoresCatalog.aspx?ppe=y.

To initiate a COVID-19 PPE work order for your department, please send an email to fixit@andrew.cmu.edu.
5.9 Postal Services

Timing for postal delivery/pickup will remain similar to pre-pandemic. You will receive your department’s mail at roughly the same time each day that you have in the past.

Any changes to mail delivery require a written request initiated by the department for audit purposes. Please direct all responses and inquiries to Larry Whiteherse, Assistant Manager, Postal Services larryw@andrew.cmu.edu.

One week prior to your department’s return to campus, please inform Postal Services by email with the following information: Return date, Department name, Department location, Contact information for your department’s primary contact. Please include any special instructions for mail handling (such as leave mail in mailroom, deliver/collect mail at a designated staff member’s desk) and any other instructions about department specific COVID-19 protocols.

As always, please do not have personal mail or packages delivered to your department. If you wish to have your personal mail delivered to a departmental address, please consider renting a Post Office box at our location in the Cohon University Center.

Please have your tracking number available when inquiring about missing mail items. Note that tracking and locating missing mail items that were delivered and/or held longer than the past 30 days is challenging.

5.10 Tartan Ink

Department copiers that have been off for an extended period should be checked prior to use:

- Reboot your machine by turning the main power button off and then on again.
- Remove old paper and put in fresh unopened paper, this will help prevent jamming issues.
- Clean glass surfaces under the document feeder.
- To request service or order supplies, submit a ticket through our ticket system; an Andrew ID is required.

5.11 Ergonomic Evaluations

As employees return to the on-campus workplace, an ergonomic assessment of their workspace layout may be needed. Ergonomic design helps to prevent repetitive strain injuries and other musculoskeletal disorders, which can develop over time and can lead to long-term issues. To request an ergonomic evaluation, contact Environmental Health and Safety at safety@andrew.cmu.edu or call 412-268-8182.

5.12 Signage and Posters

Building occupants are expected to follow applicable COVID-19 signage. Directional signage including traffic flow through building entrances and exits will no longer be utilized during the transitional period. Requests for a sign to be produced and/or posted should be directed to Facilities Management and Campus Services at fixit@andrew.cmu.edu.
5.13 Electronic Scheduling and Access Control

In the fall of 2021, academic and administrative building exterior door access control schedule was updated to provide open door access Monday – Friday from 7:00 a.m. to 11:00 p.m. Warner Hall is open Monday – Friday from 7:00 a.m. to 7:00 p.m. The Cohon University Center and Tepper Atrium weekend hours are 8:30 a.m. to 5:00 p.m. The Hunt Library is open Monday–Friday from 8:00 a.m. to Midnight, Saturday from 9:00 a.m. to 5:00 p.m., and Sunday from 12:00 p.m. to 8:00 p.m. Campus buildings are on access control (requires a CMU ID to gain entry) outside of these defined hours.

6.0 Food Handling

Dining locations and daily hours of operation (which will fluctuate) are provided on the [Dining Services website](#).

Before and after eating, you should wash your hands thoroughly. If food is consumed indoors and you are up to date on your COVID-19 vaccine series, you do not need to physically distance from others. If you are eating in your workspace and are not up to date on your COVID-19 vaccine series, maintain 6 feet of distancing between others in a well-ventilated area or close your office door if you have one while not wearing a facial covering. If you are not up to date on your COVID-19 vaccine series, only remove your facial covering to eat, then put it back on. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

Food stored in shared appliances (including takeout and catered) should be individually wrapped and sealed. Eliminate shared food in breakroom areas that is not individually sealed and wrapped.

7.0 CMUSafe Ambassadors

In October of 2021, Enterprise Risk Management (ERM) transitioned hundreds of campus volunteers serving as Community Pandemic Safety Ambassadors (CPSAs) or Pandemic Safety Officers (PSOs) to CMUSafe Ambassadors. A CMUSafe Ambassador is a trained voluntary role that supports the overall safety of their on-campus workspaces by:

- Facilitating the distribution of emergency procedure information to faculty, staff and students.
- Familiarity with their building’s Emergency Action Plan.
- Facilitating the safe evacuation of campus buildings during an emergency.
- Familiarity with lifesaving device locations and emergency resources.
- Participating in fire drills.
- Supporting pandemic safety protocols and awareness.

Go to the [CMUSafe Ambassador](#) webpage for more information about the Program, to find out who your CMUSafe Ambassador is or to contact DRBC Services to volunteer as a CMUSafe Ambassador.
8.0 Technology Guidance

The CMU community experienced many changes related to technology while working remotely. As we return to campus, we will need to reverse many of these changes and return to many of our pre-pandemic practices.

Computing Services prepared a set of resources to aid the campus in returning to campus and adapting in some cases to a hybrid work environment.

Employees should review this Technology Guide at https://www.cmu.edu/computing/start/return.html for information on preparing your devices for your return to campus and for advice on effective collaboration in a hybrid work environment. This guide provides information on:

- Technology preparation for your return: This section contains information on securing your device, registering a new device with DUO, downloading needed software and getting connected.
- Best practices for hybrid meetings: This section provides some guidance on hosting mixed-presence meetings and some tips for accommodating remote participants when having hybrid meetings.
- Tools for collaborating: This section contains information on the most prevalent collaboration tools provided by Computing Services. The guide will also link out to more in-depth information on the tools.
- Help and support: This section contains information on how best to obtain support and any information on modified support approaches or hours.

9.0 University Sponsored Travel and Visitors on Campus

Effective November 1, 2021, university-sponsored domestic and international travel is permitted for all CMU community members subject to unit-based requirements and approval from the employee’s manager. Travel to countries that carry a CDC Very High or High level of risk is discouraged: COVID-19 Travel Recommendations by Destination | CDC. Per the CDC Guidance on Travel CDC's Guidance on Travel, we continue to encourage students, faculty, staff, vendors and visitors to wear a facial covering and avoid large events or crowded spaces as ways to limit your risk of exposure to COVID-19. Collegiate Travel Planners (CTP) is the university’s new preferred travel services provider as of June 24, 2021. It is strongly recommended to use CTP for all travel service needs. More information about the university’s travel protocol and CTP can be found at the COVID-19 Updates Travel Protocol webpage.

Visitors (both indoors and outdoors) for one-time visits and/or recurring meetings/events on campus are permitted. Please refer to the university’s Visitor Protocol for more information.

10.0 Business Continuity Plan Management

Your department and/or unit’s Business Continuity Plan should be updated to reflect changes in service delivery, staffing, internal and external dependencies and contingency procedures learned as a result of the pandemic. To access your Business Continuity Plan, go to the Fusion Framework or to the Disaster Recovery and Business Continuity (DRBC) Services website at https://www.cmu.edu/drbc/. If you do not have a Business Continuity Plan, contact DRBC Services at drbc@andrew.cmu.edu.
11.0 Next Phase of Pandemic Planning Checklist

<table>
<thead>
<tr>
<th>√</th>
<th>Personal Protective Equipment</th>
<th>Resources</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Are facial coverings available?</td>
<td>Contact FMCS for facial coverings (disposable and reusable) <a href="mailto:fixit@andrew.cmu.edu">fixit@andrew.cmu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Does the workspace have hand sanitizer dispensers (bottles or freestanding dispensers or wall dispensers) placed near common suite entrance/exits, near conference rooms, kitchen areas, etc.?</td>
<td>Contact FMCS for hand sanitizer dispensers <a href="mailto:fixit@andrew.cmu.edu">fixit@andrew.cmu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Have disinfectant wipes been staged near shared equipment or high touch surfaces, such as printer/copiers, kitchenette items, counters, etc.?</td>
<td>Contact FMCS for disinfectant wipes <a href="mailto:fixit@andrew.cmu.edu">fixit@andrew.cmu.edu</a></td>
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<tr>
<th>√</th>
<th>Administrative Controls</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Have flexible work schedules been created and communicated to employees?</td>
<td>Contact HR Business Partner with questions</td>
</tr>
<tr>
<td></td>
<td>Have existing department CMUSafe Ambassadors been identified and communicated to others within the department as a resource for questions and assistance?</td>
<td>For a current list of CMUSafe Ambassadors visit the CMUSafe Ambassador page</td>
</tr>
<tr>
<td></td>
<td>Are other department members interested in becoming CMUSafe Ambassadors?</td>
<td>Interested individuals can sign up for training by contacting <a href="mailto:DRBC@andrew.cmu.edu">DRBC@andrew.cmu.edu</a></td>
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<tr>
<th>√</th>
<th>Engineering Controls</th>
<th>Resources</th>
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</thead>
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<td></td>
<td>Has FMCS been contacted regarding HVAC capabilities, additional filtration or air circulation needs, and any other specialized air moving, dehumidification equipment that needs to be evaluated, cleaned or turned back on within the space or building.</td>
<td>Contact <a href="mailto:fixit@andrew.cmu.edu">fixit@andrew.cmu.edu</a> for support</td>
</tr>
<tr>
<td></td>
<td>Have kitchenette sinks, private office sinks and any other commonly used sink been flushed for at least 5 minutes?</td>
<td>Assistance with flushing activities contact <a href="mailto:fixit@andrew.cmu.edu">fixit@andrew.cmu.edu</a></td>
</tr>
<tr>
<td></td>
<td>If a water supply device is managed by a third party, contact them and request that the device(s) is serviced. Reactivate any services that may have been placed on hold.</td>
<td>Procurement Services <a href="mailto:procurement-inbox@andrew.cmu.edu">procurement-inbox@andrew.cmu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Discard any ice within existing ice makers and discard first two or three batches of ice.</td>
<td>For assistance contact <a href="mailto:fixit@andrew.cmu.edu">fixit@andrew.cmu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Flush dishwashers by running them through a full cycle one or two times.</td>
<td>For assistance contact <a href="mailto:fixit@andrew.cmu.edu">fixit@andrew.cmu.edu</a></td>
</tr>
<tr>
<td>Re-engage with Custodial Services to reactivate cleaning servicing of space(s) if needed.</td>
<td>Contact Custodial Services <a href="mailto:cleanit@andrew.cmu.edu">cleanit@andrew.cmu.edu</a></td>
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<tr>
<td>√</td>
<td>Elimination</td>
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<tr>
<td>Remind employees that those who have received an exemption from vaccination/booster are required to participate in the Tartan Testing program weekly.</td>
<td>Visit COVID-19 Testing for more details</td>
<td></td>
</tr>
<tr>
<td>Prompt employees to contact their primary care provider if they experience symptoms of COVID-19. Report any diagnosis or exposure to Community Health and Well-Being.</td>
<td>To report COVID-19 diagnosis, contact <a href="mailto:CHWB@andrew.cmu.edu">CHWB@andrew.cmu.edu</a></td>
<td></td>
</tr>
<tr>
<td>√</td>
<td>Office Preparations – Technology Needs</td>
<td></td>
</tr>
<tr>
<td>Instruct returning employees to gather any equipment taken home for remote work (remember any cables, power supplies, user manuals, etc.).</td>
<td>Review Tech Quick Start Guides</td>
<td></td>
</tr>
<tr>
<td>Review with employees/department what computing capabilities they will need to return to the office.</td>
<td>Review Tech Quick Start Guides</td>
<td></td>
</tr>
<tr>
<td>Provide employees with steps needed to reconnect to network/printers, tutorials for using conference room video conferencing and video technologies.</td>
<td>Computing Services Resources: Print to Campus Printers Connecting to Wireless Network Communication and Collaboration</td>
<td></td>
</tr>
<tr>
<td>Determine if new computer monitors, docking stations, etc. are needed and work with Computing Services to determine the needed products.</td>
<td>Reach out to End-Point Computing for support, or your department’s IT Computing Team</td>
<td></td>
</tr>
<tr>
<td>Recycle any old electronic equipment.</td>
<td>To recycle electronic equipment, email <a href="mailto:safety@andrew.cmu.edu">safety@andrew.cmu.edu</a></td>
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</table>
### Office Preparation – HR Support

<table>
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<th>Resources</th>
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<tbody>
<tr>
<td><strong>HR Business Partner</strong></td>
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</table>

- **Office Preparation** – **HR Support**
  
  Decide which positions will have a flexible work arrangement and the schedules of these positions (days, hours, schedule, work location).

  - **HR Business Partner**

- **Prepare unit level communications:** messaging, audience, timeline. Your HR Business Partner has templates you can use.

  - **HR Business Partner**

- **Prepare specific staff communications:** (outlines work schedule, location, expectations, equipment procedures, etc.).

  - **HR Business Partner**
  - Change in work schedule and/or location templates

- Reach out at any time for help addressing any challenges associated with returning to campus. Your HR Business Partner has templates you can use.

  Reach out to your [HR Business Partner](#) or the Employee Assistance Program (EAP) 1-844-744-1370 for help.

- **Office Preparation – Office Spaces (see also Administrative Controls)**

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<td><strong>HR Business Partner</strong></td>
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</table>

  - **Office Preparation** – **Office Spaces** (see also Administrative Controls)
    
    Check for any evidence of damage to spaces such as leaks, non-functioning utilities and any other building damage.

    - **FMCS** fixit@andrew.cmu.edu

    Confirm with FMCS that cleaning activities will be resumed and the frequency required.

    Contact FMCS through fixit@andrew.cmu.edu

    Contact and resume third-party services that may have been previously paused, such as Tartan Ink (copier and printer), paper shredding, courier services, water and coffee, vending machine, etc.

    For assistance with contracts contact Procurement Services procurement-inbox@andrew.cmu.edu

    Check any office chemical containers, for example, cleaning supplies, replacement ink cartridges or backup battery units for damage, passed expiration dates, leaks, pressure build up, etc.

    To dispose of expired chemicals contact EHS Safety@andrew.cmu.edu
    Contact FMCS to order any new products fixit@andrew.cmu.edu

    Check all electrical cords are in good working order and are properly plugged in.

    If problems are identified contact fixit@andrew.cmu.edu

    Go through your workspace and throw away any expired items (e.g., food).

    **Office Preparation – Employee Activities**

    | Resources |
    |-----------|
    | **HR Business Partner** |

    - **Office Preparation** – **Employee Activities**
      
      Identify child/family care needs or challenges.

      For assistance contact/reference:
      - **HR Business Partner**
      - CareLink
      - Care@Work Family Care Benefits
<table>
<thead>
<tr>
<th>Task</th>
<th>Support/Contact Information</th>
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<tbody>
<tr>
<td>Determine best commute to work, personal vehicle care, public</td>
<td>Public Transportation support through <a href="#">Port Authority</a>, <a href="#">CMU Shuttle Services</a>,</td>
</tr>
<tr>
<td>transportation and reinstate parking if applicable.</td>
<td><a href="#">CMU Parking Permit</a></td>
</tr>
<tr>
<td>Conduct audit of Building Access Cards and access control privileges.</td>
<td>Need CMU ID assistance visit <a href="#">ID Card Services</a> page</td>
</tr>
<tr>
<td>Is your CMU ID Card still valid?</td>
<td></td>
</tr>
<tr>
<td>Conduct audit of keys.</td>
<td>Questions about keys, contact <a href="#">fixit@andrew.cmu.edu</a></td>
</tr>
<tr>
<td>Prepare to bring back files and/or office equipment.</td>
<td>Coordinate with supervisor. Contact <a href="#">fixit@andrew.cmu.edu</a> if carts are needed to transport</td>
</tr>
<tr>
<td></td>
<td>items from your vehicle to your workspace.</td>
</tr>
<tr>
<td>Disinfect personal office surfaces frequently touched including desk,</td>
<td>For cleaning supplies contact <a href="#">FMCS fixit@andrew.cmu.edu</a></td>
</tr>
<tr>
<td>keyboard, touch screens, light switches, door handles, faucet</td>
<td></td>
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<tr>
<td>handles, chair handles, cell/desk phones, etc.</td>
<td></td>
</tr>
<tr>
<td>Declutter office spaces as needed so areas can be properly</td>
<td>Contact Custodial Services for assistance <a href="#">cleanit@andrew.cmu.edu</a>, or for disposal of</td>
</tr>
<tr>
<td>disinfected regularly.</td>
<td>large items or a lot of items, contact FMCS <a href="#">fixit@andrew.cmu.edu</a></td>
</tr>
<tr>
<td>Verify no additional office equipment is necessary so personnel</td>
<td></td>
</tr>
<tr>
<td>do not share or borrow phones, desks or private offices.</td>
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</tbody>
</table>