

Carnegie Mellon University OHR COVID-19 Pittsburgh Campus FAQs

1. Where can I find the latest information about Coronavirus COVID-19 and the situation at Carnegie Mellon University and its campuses?

Up-to-date information on Carnegie Mellon University's response to COVID-19 is always available at [CMU-Alert Emergency Notification System: Coronavirus Information webpage](#).

2. Will my CMU-sponsored healthcare plan cover medical expenses associated with treatment for COVID-19?

Yes, you will have the same coverage that is currently available for any emergency or non-emergency illness, subject to the normal deductible, copay, or out-of-pocket amounts associated with your medical plan (if applicable). For additional coverage details visit the [CMU HR Health & Welfare Benefits webpage](#) or contact your health care plan provider.

3. What should I do if I am sick and need to see a doctor?

If you are sick, you are advised to contact a physician or medical professional.

4. How do I get tested for COVID-19?

You are advised to contact a medical professional for evaluation and testing.

5. What assistance is available to me to help me cope with the emotional impact of a COVID-19 outbreak?

CMU provides resources to help full time academic and staff employees and eligible dependents cope with these types of life events through its [GuidanceResources Employee Assistance Program](#) (EAP). Call 1-844-744-1370 (24 hours a day, 365 days a year). The EAP provides confidential, short-term counseling at no cost to the employee.

6. I have an employee who is ill and has come into work. I'm concerned about the potential for exposure to other people. Can I send this employee home?

Yes, but you must consult with your HR Business Partner before sending an employee home.

7. How do I know if I am eligible to work remotely?

All exempt, non-exempt and non-union staff members who wish to work remotely and believe that their job functions are conducive to working remotely should work with their supervisors to determine whether such an arrangement is practicable. More detail can be [found here](#). [HR business partners](#) are available to assist with these discussions.

8. Can I come onto campus even though I've been approved to work remotely?

The decision to offer alternate work arrangements was made to protect the health and safety of faculty, staff, and students. If you are approved to work remotely but have a need to return to campus, consult with your supervisor.

9. What do I do if I am not sick but am unable to report to work?

- [Work remotely if available](#)
- If you are unable to work remotely, you must use all available Paid Time off (PTO), Floating Holidays, Pittsburgh Sick Days and/or vacation in order to be eligible for Emergency Time Off. Please see details on [Emergency Time Off](#) here.

10. I am considered high-risk for complications that could be affected by COVID-19. My job duties do not allow remote work. What should I do?

Your supervisor should consult with you and your [HR business partner](#) on PTO and available [leave options and processes](#).

11. What if my children's school or day care is closed due to illness. I have no other childcare arrangements and must stay home with them. How will I be paid?

- Normally, working from home would not be permitted. For this extraordinary situation, remote work may be available. Employees should work with their supervisor.
- [PTO and other leave options are available.](#)

12. What do I do if I am sick and unable to perform my job duties?

- If you expect your illness to last more than seven consecutive days, please apply for Short Term Disability (STD) and Family Medical Leave (FML). Directions to file for STD may be found at <https://www.cmu.edu/hr/benefits/disability-insurance.html> and FML may be found at <https://www.cmu.edu/hr/benefits/time-away/fmla.html>. If you have questions on these leave types, please contact [Matt McCabe](#) at 412-268-5899.
- If you expect your illness to last less than seven consecutive days, please follow the instructions in this Quick Guide to request time off with pay (Paid Time Off (PTO), Floating Holidays, vacation, etc.) <https://www.cmu.edu/my-workday-toolkit/quick-guides/restricted/quick-guide-request-time-off.pdf>. If you have no available time off with pay, you may be eligible for [Emergency Time Off](#).

13. What do I do if I have depleted all of my paid leave options and am unable to work?

You may be eligible for Emergency Time Off. Eligibility requirements for this emergency time off include:

- All employees who currently have eligibility under one of the university's paid time off plans
- Eligible employees who are unable to work remotely, who must be off to care for themselves or their dependents, or who are in a high-risk category as defined by the CDC.
- Depletion of all other available time off and leave options and balances

[More guidelines](#) are available.

14. Does FMLA apply if I contract COVID-19? Does FMLA apply if my spouse or child contracts COVID-19, and I must stay home to care for them?

- Yes. With doctor's certification and if you have worked 12 months for the university and have worked 1,250 hours in the preceding 12 months.
- FMLA information and resources are available at the [CMU HR Family and Medical Leave webpage](#).

15. Is the Cyert center open?

Based on new guidance from the Allegheny County Health Department asking businesses to close for a minimum of two weeks to mitigate the spread of the COVID-19 disease, the Cyert Center will be closed beginning Tuesday, March 17, 2020. The center will remain closed until Monday, March 30, 2020, unless that plan needs to be adjusted based on this rapidly evolving situation.

16. Can I use my reserved sick time if I have to be out due to COVID-19? Or some combination of PTO and Reserve Sick Bank?

At this time, Reserve Sick Days (RSD) only remain available for use by someone that has an approved Short term Disability (STD) claim. If someone is sick and they expect their illness to last more than seven consecutive days, they should contact [Matt McCabe](#) (412-268-5899) for instructions on filing a STD claim with MetLife.

17. How will hourly student workers be impacted by the COVID-19 pandemic and the move to remote work requirements associated with social distancing practices?

As communicated in Saturday's [email](#) from Jim Garrett and Gina Casalegno, the university recognizes that student employment offers valuable practical experience and important income for many of our students. As such, student work will transition to remote work, where possible.

Effective March 16 through May 10, 2020:

- **Currently enrolled eligible hourly student workers, as of March 1, who are able to work remotely will continue to enter time in Workday and be paid for each hour worked through the end of the semester.** This includes any other remote work you may find within your department or division, for which you will need to input time spent working into Workday.
- **Hourly student workers who are unable to work remotely should NOT enter any time in Workday and will be paid 75% of their wages based on previously approved hours during the first eight weeks of the Spring 2020 semester.**
- **Hourly students who are able to work some but not all of their hours remotely will be paid for each hour worked.** If gross wages for the time worked is less than the equivalent of 75% of wages, you will receive the difference in addition to the time worked.
- A review will be completed bi-weekly to evaluate which positions have time worked, entered and approved in Workday. During weeks when time worked is entered and approved, you will be paid for each hour worked.