



Emergency Preparedness and Response Core Team (EPRCT) Essential Personnel Access Management Recommendations for COVID-19 Temporary Emergency Closure:

1. Essential Personnel Access Management Options (Critical Response Level)

The Emergency Preparedness and Response Core Team recommends we proceed with the “Light Lift Option” initially. If in the event of ineffective results, implementation of the “Heavy Lift Option” will be phased in over the course of a week. Importantly, neither option will fully ensure that unauthorized individuals won’t access campus buildings.

“Light Lift Option” via Policy and Communication: Maintain access for CMU community only and clearly communicate access restrictions.

- Maintain exterior door building access at Level 1 (CMU Community Only) minimum.
- Level 1 permits anyone in the CMU community with a CMU ID card with access privileges to enter campus buildings.
- When the university decides to transition campus operations to essential services only, a communication will be delivered in advance instructing that only Essential Personnel-Campus should report to campus to perform essential services.
- Employees may be provided time to gather belongings to support remote work activities depending on the nature and source of the decision for transition.
- In accordance with HR Guidelines, it is expected that supervisors will have advised Essential Personnel-Campus of the services that will need to be performed on campus.
- In accordance with HR Guidelines, it is expected that supervisors will have advised Essential Personnel-Remote to perform specific job functions.
- All non-essential employees will follow [HR Remote Work Guidance](#).
- If an employee’s job duties do not allow remote work and the employee is in one of the defined risk groups by the CDC, the employee should be counseled by their HR business partner on PTO and [leave options and process](#).
- Individual departments with access control of interior campus spaces will determine which Essential Personnel-Campus will have access to their spaces.
- University Police will increase patrols and security presence in campus buildings.

“Heavy Lift Option” via Policy, Communication, and Technology: Limit exterior door access to a restricted list of Essential Personnel-Campus.

- In the event the university decides to transition campus operations to essential services only, a communication will be delivered in advance instructing that only Essential Personnel-Campus should report to campus to perform essential services.
- University leadership will authorize Facilities Management and Campus Services to amend exterior door building access from Level 1 (CMU Community Only) to Level 4 (Essential Personnel-Campus only).
- Communication in advance to CMU community members of modified building access and when it will take place.



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Enterprise Risk Management

- Non-essential employees may be provided time to gather belongings to support remote work activities depending on the nature and source of the transition.
- In accordance with HR Guidelines, it is expected that supervisors will have advised Essential Personnel-Campus of the services that will need to be performed on campus.
- In accordance with HR Guidelines, it is expected that supervisors will have advised Essential Personnel-Remote to perform specific job functions.
- Non-essential employees will follow [HR Remote Work Guidance](#).
- Supervisors will provide Facilities Management and Campus Services a list of essential personnel authorized to come to campus to perform essential services via an Excel spreadsheet.
- Facilities Management and Campus Services will import data of essential personnel into the access management system.
- Level 4 will restrict exterior door access to anyone that is not identified as Essential Personnel-Campus within the access management system.
- In the event identified Essential Personnel-Campus come to campus and are unable to gain entry into their building, they are to notify their supervisor.
- If the employee is unable to reach their supervisor, the employee may contact University Police for assistance.
- The supervisor or University Police will contact Facilities Management and Campus Services to investigate and/or authorize Level 4 inclusion of employee into the access management system.
- Supervisors will be expected to maintain list of Essential Personnel-Campus and provide periodically to Facilities Management and Campus Services to ensure data integrity.

Exterior Door Access Levels

- Level 0 – open access
- Level 1 – CMU community only
- Level 2 – selection of student, staff or faculty
- Level 3 – department only
- Level 4 – essential support staff only