



March 26, 2020

**Emergency Preparedness and Response Core Team (EPRCT) Essential Services-Campus
Recommendations for COVID-19 Temporary Emergency Closure:**

EPRCT is seeking approval by the EMT on the **Essential Services-Campus**. This list includes all services we are currently performing as of the date above.

Should the nature of this TEC change, and it then becomes necessary to reduce the Essential Services-Campus, the EPRCT would then provide a reduced services list to EMT for approval.

The following is a list of service areas that have been determined Essential Services-Campus to be performed on campus or at another university location in preparation for and response to the COVID-19 emergency.

Please note that this list is not intended to be all inclusive and certain services may not be essential during all phases of the emergency closure.

- Accounts Payable/Payroll
 - Check printing only
- Computing Services
 - Critical network and data center operations-only if necessary, to be on-site
- Counseling and Psychological Services
 - 2 FTE only rotating personnel on campus, all others remote
- Dining Services
 - Take-out only
- Emergency Preparedness and Response-only if necessary, to be on-site
- Environmental Health and Safety
- Facilities Management and Campus Services
 - Central Receiving and Warehouse
 - Custodial Services
 - Facilities Operations and Maintenance
 - Parking and Transportation
 - Postal Services/Campus Mail
- Housing Services and Residential Education
 - Includes residential staff
- Research Continuity including:
 - Sustaining living organisms and perishable specimens
 - Maintaining the facilities and equipment necessary to allow remote operation
 - Critical short-term access needed to maintain irreplaceable, long-term research studies that cannot be conducted remotely with approval from their dean and the vice president for research
- University Health Services
- University Police
- Others as deemed essential by University leadership [these would include all of the services currently being performed remotely—teaching, research, etc.]



Carnegie Mellon University
Enterprise Risk Management

Note: Graduate student researchers MAY be deemed essential for the purposes of research continuity. However, they must consent to doing so. Under NO circumstances may a student be compelled to report to campus if they do not wish to do so.

The above-services listed are permitted under the Pennsylvania Governor's 'Stay at Home' Order in response to the COVID-19 pandemic.