



## University of Pittsburgh COVID-19 Standards and Guidelines: Accommodations for Employees Returning to Campus

### I. Purpose

This document details the University of Pittsburgh's (University) Standards and Guidelines on Accommodations for Employees Returning to Campus. These Standards and Guidelines are applied to each of the University's COVID-19 operational postures (High Risk, Elevated Risk and Guarded Risk). More information on these operational postures and their gating criteria can be accessed at the following website: <https://www.coronavirus.pitt.edu/operational-postures>.

The Standards and Guidelines outlined below are subject to change as deemed necessary by the Vice Chancellor for Human Resources recommendation to the Senior Leadership Team and approval of the chancellor. Communication about the University's current Standards and Guidelines will be announced by and posted on the following website: <https://coronavirus.pitt.edu/>.

The University will always operate in compliance with federal, state and local health standards and restrictions, including Pennsylvania Department of Health guidance. The University reserves the right to implement additional health standards and restrictions that reflect the needs of the University and the health, safety and well-being of its community.

**As conditions and circumstances change, this set of Standards and Guidelines may need to be revised.**

### II. Scope

The Standards and Guidelines below apply to the all employees (as defined below) on all campuses of the University.

*The Standards and Guidelines regarding Accommodations for Employees Returning to Campus will remain the same for each of the University's Operational Postures.*

### III. Definitions

A. **Employees:** Refers to all full- and part-time faculty, staff and fellows on all campuses

### IV. Accommodations

Modifications to work schedules during the pandemic are available for employees in the following categories: (1) employees who have COVID-19 and/or are under isolation or quarantine due to exposure to COVID-19; (2) employees who fit the definition of a Vulnerable Employee; and (3) employees requesting a Courtesy Accommodation.

**A. Employees diagnosed with COVID-19 and/or quarantining due to exposure to COVID-19:** For those who have been diagnosed with COVID-19, are experiencing symptoms consistent with COVID-19 and/or employees who have been directed by a healthcare provider or government official to self-isolate or self-quarantine, employees must be permitted to continue working remotely. If remote work is not available for such an employee (or the employee is not able to work, even remotely), the employee will be eligible for a leave of some type. The employee should work with their supervisor, department chair or dean to determine available options.

**B. Vulnerable employees:** In the event that an employee self-identifies as a vulnerable employee, the employee will be entitled to a reasonable accommodation, which may include remote work. The employee should work with their supervisor, department chair or dean to determine available options. Vulnerable employees are a classification of employees created by the United States Equal Employment Opportunity Commission (EEOC) that includes (1) employees age 65 or older; (2) employees with a medical condition identified in the CDC's COVID-19 guidelines; and/or (3) employees with a qualifying disability within the meaning of the ADA adversely impacted by COVID-19.

**C. Employees requesting courtesy accommodations:** Modifications to working conditions (known as "Courtesy Accommodations") can be provided to employees who express a desire not to return to campus for the following reasons: (1) the employee lives with a person fitting the EEOC's definition of a Vulnerable Employee; (2) although under age 65, the employee believes that their age puts them at greater risk for complications of COVID-19; (3) the employee has an unavoidable need to take public transportation to/from work and is concerned about the associated risk of contracting COVID-19, or (4) the employee is unable to obtain child care due to a COVID-related school/care center closure. The employee should work with their supervisor, department chair or dean to determine available options.

## **V. Voluntary Work Reduction for Staff Members**

A temporary voluntary effort reduction program is available to provide flexibility for staff members during the COVID-19 pandemic. The voluntary effort reduction program allows staff members to voluntarily reduce their effort effective May 1, 2020. Through this program, staff members have the option to request a reduction in working hours with a corresponding reduction in salary for family care or other personal or family needs. Eligible staff members include all full-time exempt and non-exempt staff members, except for staff members covered by a collective bargaining agreement.

## **VI. Related Authorities**

[Centers for Disease Control and Prevention \(CDC\) Guidance: Face Coverings](#)

[Pennsylvania Department of Health COVID-19 guidance](#)  
[Process to Reopen Pennsylvania](#)  
[University's COVID-19 Operational Postures and Gating Criteria](#)  
[University's Health and Facilities Standards and Guidelines](#)

## **VII. Contact Information and Public Accessibility**

This document is posted on the University of Pittsburgh COVID-19 Standards and Guidelines website and can be found at: <https://www.policy.pitt.edu/university-policies-and-procedures/covid-19-standards-and-guidelines>. For questions related to this document, please contact: Resilience Steering Committee at [ResilienceSteeringCommittee@pitt.edu](mailto:ResilienceSteeringCommittee@pitt.edu).