

TO: School/Division Human Resources Officers

FROM: Matthew S. Brody, Associate Vice Chancellor for Human Resources
Mary Beth Koza, Director, Environment, Health & Safety

SUBJECT: Time Sensitive – Communicable Disease Mandatory Employees and Related Policies

In light of the current Ebola situation, the Department of Environment, Health, and Safety (EHS) and the Office of Human Resources (OHR) believe it is prudent to remind you of University policies relevant to pandemic and communicable disease emergencies, and to facilitate a timely update to the lists of “Communicable Disease Mandatory Employees” (CDME) in each work unit.

The University has a comprehensive Policy on Pandemic and Communicable Disease Emergency published on the OHR website at <http://hr.unc.edu/?p=3869>. CDMEs are University employees who perform essential functions within your units and may be required to report during a multi-week public health emergency, even if the University is otherwise closed. The following types of job duties are examples of what should be considered in designating an individual as a CDME:

- Operation or maintenance of critical University infrastructure, networks or systems that would be essential in a public health emergency
- Direct patient care or essential patient care support activities
- Provision of services which impact the safety, health, and welfare of faculty, staff, or students
- Activities which are essential to avoiding jeopardy to critical University-sponsored research and research facilities
- Responsibility for University-wide operations or decision-making that would be essential in responding to a public health emergency

While a public health emergency may not require every individual designated a CDME to report to work during a University closure, this designation does assist in planning for this potential and enables departments to provide advance notice of this status to the affected individuals. At this time, you are asked to undertake an immediate review of your unit’s CDME-designated faculty and staff and to ensure that the CDME list is fully updated and accurate.

- Instructions for updating CDME information in ConnectCarolina are now published at http://hrcommunity.unc.edu/files/2014/10/Choosing_CDME_status.pdf.
- You can also download a list of employees who are designated as CDMEs for your areas of responsibility from ConnectCarolina using the following instructions: http://hrcommunity.unc.edu/files/2014/10/How_To_Find_CDME.pdf.

Both of the linked items above are also attached to this memo.

EHS urges you to keep the list of CDME designees as small as possible, since these employees may be required to report to work under potentially difficult conditions in a declared public health emergency. It is also strongly recommended that you identify back-up CDMEs as part of your contingency planning.

The CDME field in ConnectCarolina is designed to identify an individual as either a primary or secondary CDME, to facilitate this planning.

Once you have reviewed and validated your list of CDMEs with your management chain, we will ask that you send each CDME an email or written letter (at your option) that informs them of this designation and references the University's Policy on Pandemic and Communicable Disease Emergency. EHS and OHR have developed a sample template communication, which is linked under "Related Documents" at the policy link previously noted.

We also want to inform you that EHS has now updated the "Communicable Disease Emergency Continuity of Operations" (COOP) template and has published this on the EHS web site at http://ehs.unc.edu/emergency/docs/coop_template.pdf. This template is designed to assist departments in planning for the maintenance of essential operations during public health emergencies. You are advised to review and update, as may be needed, any existing COOP that was prepared for your department, or complete this anew if one has not been previously prepared. It can then be uploaded at <http://www.ehs.unc.edu/emergency/disease.shtml>.

While we hope none of these contingencies will become necessary, advance planning and preparation is our best measure to ensure that we are well positioned to respond to any public health emergency that may arise. Given the national attention with Ebola, we urge you to give this memo and its requested steps your immediate priority.

If you have questions, please use the following resources:

- General policy questions and COOP preparation: <http://ehs.unc.edu/emergency/disease.shtml> or contact EHS at 919-962-5507.
- Updating CMDE information or generating lists of CMDEs in ConnectCarolina: Contact the ITS Business Systems Help Desk at 962-HELP or initiate a Remedy help ticket.
- Communications with CDME-designated individuals or related employee concerns: Assigned OHR Employee and Management Relations Consultant at (919) 843-3444.

Choosing an Employee's Communicable Disease Mandatory Status in ConnectCarolina

Campus Human Resources (HR) Representatives can mark which employees are designated as a Primary or Secondary health care responder or other essential employee during a communicable disease outbreak.

View the employee's status on his or her Job Data record. If the field is blank, the employee is neither a primary nor a backup essential employee during a communicable disease outbreak. Choose this menu option to view his or her status: Main Menu > HR/Payroll > HR WorkCenter > Job Data, then enter the employee's PID in the Empl ID field. This is only to view the status, not change it.

To change the employee's Communicable Disease Mandatory status, follow these steps:

1. Choose this menu option:
Main Menu > HR/Payroll > HR WorkCenter > ePAR Home Page
2. Click on the **Start a new ePAR** link.
3. Click on the **Edit Existing Job** link.
4. On the Select an Employee page, in the Empl ID field, enter the **employee's PID**.
5. On the Change Job Data Step 1 of 5: Enter Job Change Details page, in the Form Data section, in the Effective Date field, enter **today's date**.

Change Job Data Authorized by

Step 1 of 5: Enter Job Change Details

Please enter the date the change should go into effect, and verify the Employee Group that the employee should be in after the change.

Current Job Info

Name:	JANAI Trainmoore	Empl ID:	730001737
Position:	20000490 SPA Student Assistant	Empl Record:	0
Job Code:	800180 SPA Student Assistant		Historical Data
Dept ID:	800180 DES Organizational Training		
Empl Status	Active		
eForm ID:	44901		

[View original job data](#)

Form Data

*Effective Date:

6. Click on the **Next** button.
7. On the Change Job Data Step 2 of 5: Job Info UNC page, in the Communicable Disease Mandatory field, choose **Primary** or **Secondary** to set the employee's status.
8. Click on the **Next** button.

[View original UNC data](#)

Severe Weather Essential
 Subject to HIPAA
 Supervisory Duties

*UNC Long Title:

Communicable Disease Mandatory:

9. On the Change Job Data Step 3 of 5: Compensation page, click on the **Next** button.
10. On the Change Job Data Step 4 of 5: Finalize Form page, in the Actions & Action Reasons section, in the Reason Code field, look up, or enter, **JDC** for Job Data Change / Other. Then, click on the **Submit** button to send the ePAR form through approval workflow.

Actions & Action Reasons

	Action Code	Action Description	Reason Code	Action Reason Description		
1	DTA	Data Change	JDC	Job Data Change / Other	+	-

File Attachments

	Upload	View	Description	Doc ID	
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>	<input type="text"/>		<input type="button" value="Delete"/>

Comments

Your Comment:

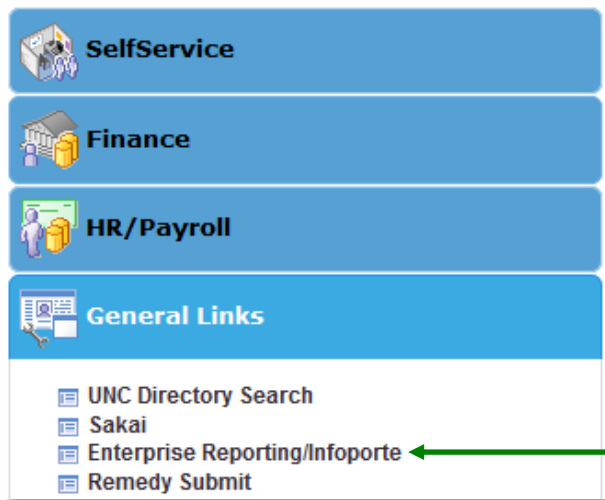
11. In response to the message:
 Submit this form? The form will be directed to the next approver, if any.
 Click on the **Yes** button.

Identifying Communicable Disease Mandatory Employees

Important Notes on Infoporte Access

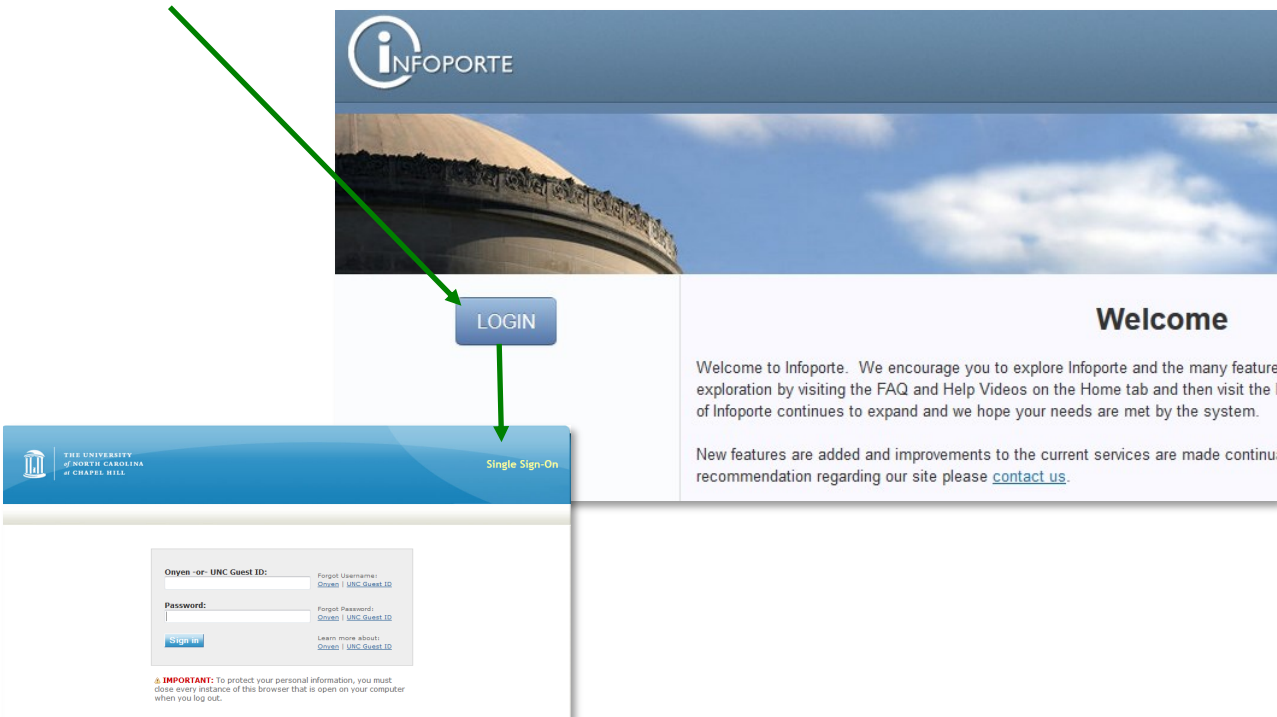
Work with your department's Infoporte Administrator to obtain the necessary security authorizations for the Infoporte website. Infoporte Administrators can also assist with acquiring the security setups for the HCM section as well as the Reports tab.

Step 1: Navigate to Infoporte by clicking the link to Enterprise Reporting/Infoporte located under the General Links section of the Connect Carolina Homepage.



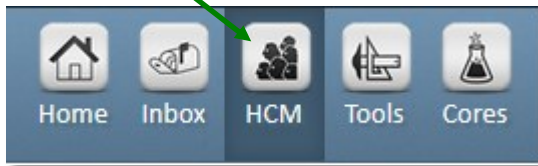
The screenshot shows a vertical navigation menu with four main categories: SelfService, Finance, HR/Payroll, and General Links. Under the General Links category, there are four sub-links: UNC Directory Search, Sakai, Enterprise Reporting/Infoporte, and Remedy Submit. A green arrow points from the text 'Click this link for Infoporte.' to the 'Enterprise Reporting/Infoporte' link.

Step 2: Click the Login button on the Infoporte Homepage and enter your Onyen id and password in the Single-Sign-On screen.

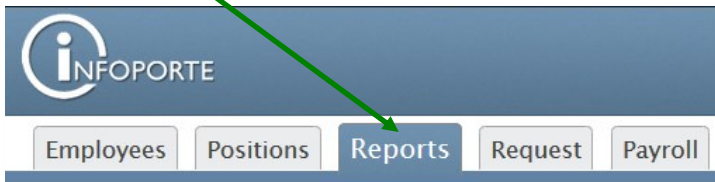


The screenshot shows the Infoporte homepage. At the top left is the 'iNFORPORTE' logo. Below it is a large image of a building dome. A blue 'LOGIN' button is positioned over the image. A green arrow points from the 'LOGIN' button to the 'Single Sign-On' button on the bottom left. The bottom left section shows the 'Single Sign-On' form with fields for 'Onyen -or- UNC Guest ID:' and 'Password:', each with a 'Forgot' link. Below the form is a 'Sign In' button and a small disclaimer: 'IMPORTANT: To protect your personal information, you must close every instance of this browser that is open on your computer when you log out.'

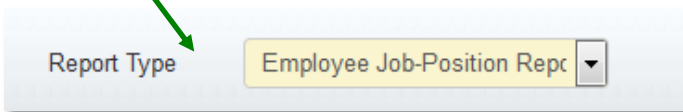
Step 3: Find and click the HCM button positioned at the top-right of the screen.



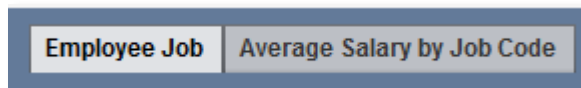
Step 4: Select the Infoporte tab called “Reports”.



Step 5: From the Report Type drop down menu choose the report called “Employee Job-Position Report”.



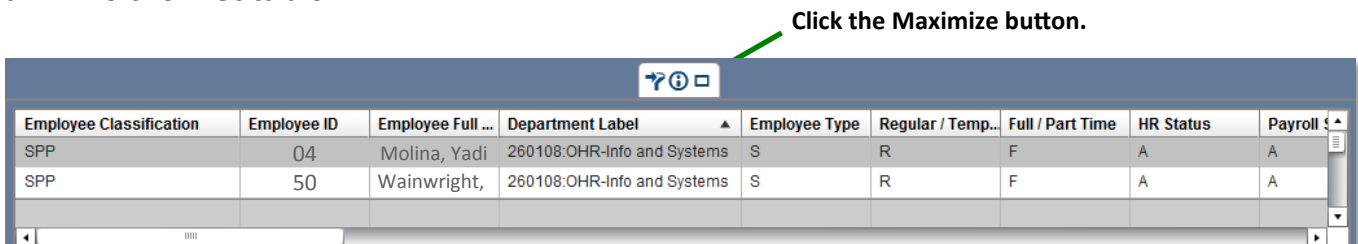
Step 6: On the “Employee Job” tab find the HR Status drop down box.



Select “A” from the HR Status drop down box.



Step 7: Navigate to the bottom of the report and click on the table with results to enable and select the Maximize button. Click the Rectangular button on the far right of the tab to maximize the List table.

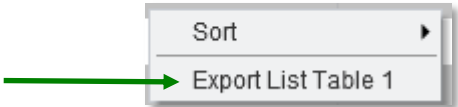


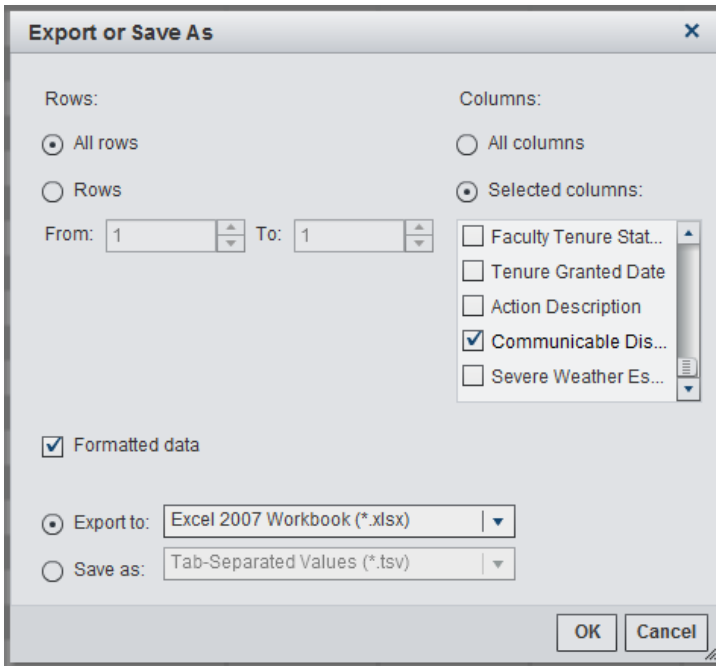
Step 8: Scroll your list table all the way to the right to find the Communicable Disease column.

Communicable Disease
PRI
SEC

PRI = Primary
SEC = Secondary

Step 9: Export the List Table results:

- Right Click on List Table and select “Export List Table: 
- On the Export or Save menu, choose to export “All Rows”
- Export “All Columns” or use the “Selected columns” option to choose specific columns for the file.
- Export to Excel or Save your results as a CSV.



Export or Save As

Rows:

All rows

Rows

From: 1 To: 1

Columns:

All columns

Selected columns:

- Faculty Tenure Stat...
- Tenure Granted Date
- Action Description
- Communicable Dis...
- Severe Weather Es...

Formatted data

Export to: Excel 2007 Workbook (*.xlsx)

Save as: Tab-Separated Values (*.tsv)

OK Cancel