

Yale University continues to monitor the evolving outbreak of the 2019 Coronavirus (COVID-19) and will continue to provide guidance as necessary. For additional information please check the Yale Health website (<https://yalehealth.yale.edu/>) for updated information about COVID-19 for the university community. You may also wish to check the CDC for more information about COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/>)

The below FAQ's are the result of a number of questions that have arisen over the past few weeks that impact units' operations. If you have a question or concern, please report it to your Lead Administrator. In turn, Lead Administrators should email all questions to [lisa.merola@yale.edu](mailto:lisa.merola@yale.edu).

**When will we know if we should engage in our business continuity plan?**

The university is monitoring the progress of COVID-19 very closely. The Yale Alert system will be used and notifications will be sent to all faculty, staff and students in the case of an emergency. From a budget standpoint we are "business as usual" at this time.

**Should we be tracking expenditures related to COVID-19?**

Yes. If supplies are needed in your area that are directly related to keeping the faculty, staff and students safe and operations functioning in the event of an outbreak of COVID-19, please direct your staff to [use the project PJ107293](#) to capture the COVID-19 related expenses. At this time, the expenses should be charged directly to your planning unit.

**What happens if I do not have the budget for COVID-19 related expenses?**

At this time, all units should operate within their FY20 budget. If it is determined that you will have an unfavorable variance due to the preparation of COVID-19, please follow the standard process to request an out of budget variance.

**How do I request an out of budget variance due to COVID-19?**

Lead Administrators should send an email to Lisa Merola-Grimm ([lisa.merola@yale.edu](mailto:lisa.merola@yale.edu)) which describes the reason for the variance. This will be addressed by the Provost, SVP of Operations, and CFO in their weekly budget meeting. Once a determination has been made, a communication will be sent directly to the Lead Administrator.

**Who/how are we going to pay for lost deposits on cancelled trips?**

If you have lost deposits that are not refundable, there is nothing that can be done. The university is in agreement with keeping our faculty, staff and students safe and supports the decision to cancel travel. You should try to work within your budget but if that is not adequate, you may consider requesting an out of budget variance.

**If the university cancels a trip but an individual wants to go independently, are they required to reimburse the university for the travel expenses (i.e. flights, hotel reservations, etc)?**

Yes, if the university cancels a trip but the individual goes independently, all expenses are required to be reimbursed to the university.

**If I travel with the university and I am exposed and need to be quarantined, will the university cover the expenses that I incur due to the quarantine?**

Yes, the university will reimburse expenses due to the quarantine if the university required you to travel.

**What is the guidance on taking out trip insurance?**

Currently the university is asking that insurance that covers the cancellation of trip (“cancel for any reason”) be taken for all travel (domestically and internationally). With regards to charging grants, The Office of Sponsored Programs (OSP) is reviewing questions relating to the allowability of costs associated with any disruptions to sponsored projects stemming from the coronavirus. The federal funding agencies are working on a unified message in this regard. Once it is published, OSP will share it with the Yale community.

**What can and can't be charged to grants?**

The Office of Sponsored Programs (OSP) is reviewing questions relating to the allowability of costs associated with any disruptions to sponsored projects stemming from the coronavirus. The federal funding agencies are working on a unified message in this regard. Once it is published, OSP will share it with the Yale community.

**What do we do about lost revenue?**

We ask that you manage to the best of your ability to your FY20 budget and keep your budget analyst informed if there are variances to your Q2 projection. There is always an option to seek an out of budget variance if needed.

**What is the guidance/expectations of availability, compensation, for people working from home?**

Human Resources is currently working on guidance for people to work at home if needed.

**If I work from home, will the university reimburse me for direct (i.e. phone calls) and indirect (use of existing home broadband connection) expenses?**

No, this is not a university expense that will be reimbursed.

**What is being done at the university level to ensure timely delivery of products?**

The University is working closely with our Suppliers to minimize disruption in delivery of products needed for health and safety. Over the past few weeks, Procurement has been in contact with our key Suppliers that provide cleaning, health and safety supplies to discuss the availability of products as well as their Business Continuity Plans.

In some cases we are aware that there are limited allocations of certain items available to the University. These items include PPE (personal protective equipment) which mainly comprises of masks, gloves and disinfectants. We have been notified by our Suppliers that they will continue to try and fulfill our supply needs. Please note that medical facilities, hospitals, and blood laboratories are currently taking priority. We will continue to monitor the situation and keep in close contact with our Suppliers. Please connect with your sourcing/purchasing leader if you have any immediate needs and during this time please be mindful in your usage of these products.

**If we need to purchase laptops, is there a backlog?**

The University is working closely with Lenovo and Apple and at this point we are not anticipating any major disruption in delivery of products. Connection, our Lenovo distributor, has plenty of stock of Yale's standard laptops and desktops. Normal delivery is expected in 5 to 7 days. Customized configurations have a 4 to 8 week lead time. Please expect a 2 to 3 week lead time for Apple products. We will continue to monitor the situation and keep in close contact with our Suppliers. Please connect with your sourcing/purchasing leader if you have any immediate needs and units should continue to operate within their FY20 budget.