University of Pittsburgh | Activity Area Plan Template
Office of Engagement

I. Overview

1. Name of Activity Area: Office of Engagement
2. Name of Activity Area Lead: Kathy Humphrey, Senior Vice Chancellor for Engagement and Secretary of the Board of Trustees
3. Name of individual submitting Activity Area Plan: Christine Trotman
4. Date of Submission: August 19, 2020
5. Revision of a previously approved Activity Area Plan? No
6. Plan Summary: With limited exceptions highlighted below, personnel within the Office of Engagement will work from home for the duration of the COVID-19 pandemic, regardless of the University’s operating posture. The vast majority of core functions of the Office of Engagement listed below and detailed in Section II will continue to be executed remotely under all operational postures, including:
   - Executive administrative support
   - Other administrative activities
   - Engagement events

7. The Office of Engagement will commit to following the University’s Standards and Guidelines.

II. Functions in Each Operational Posture

There is no change in Office of Engagement staffing or on-campus presence when shifting between the postures, except that, during the Guarded Risk Posture, if it is necessary for a staff member to be on campus to conduct other administrative activities (Function 2), a written request must be submitted via email and approved by Kathy Humphrey, SVC for Engagement and Secretary of the Board of Trustees.

1. High Risk, Elevated Risk, and Guarded Risk Postures

   a. Function 1: Executive administrative support
      i. What: Executive administrative support for the Senior Vice Chancellor for Engagement and Secretary of the Board of Trustees
      ii. How: Staff working remotely, and all meetings held via videoconferencing or teleconferencing.
      iii. Number of people/positions required on campus: None
      iv. Building(s): N/A

   b. Function 2: Other administrative activities
      i. What: Other day-to-day administrative activities (e.g. scheduling, planning, correspondence, budget/finance work, and procedures.)
      ii. How: Staff working remotely.
      iii. Number of people/positions required on campus: None; except, during the Guarded Risk Posture, if it is necessary for a staff member to be on campus, a written request must be submitted via email and approved by
Kathy Humphrey, SVC for Engagement and Secretary of the Board of Trustees. All requests should include the date and time that the staff member needs to be on campus and their on-campus location. Once on campus, all staff must wear a face covering and follow the University’s Standards and Guidelines. Before departing the office space, staff members will contact facility department to ensure that the space is cleaned immediately after their departure in order to ensure University safety standards.

iv. Building(s): Cathedral of Learning (Rooms 132) and 116 Webster Hall

c. Function 3: Engagement events
   i. What: Engagement events (e.g. retreats, forums, etc.)
   ii. How: Virtually
   iii. Number of people/positions required on campus: None
   iv. Building(s): N/A

2. Travel

   a. Office of Engagement does not anticipate having to travel during the pandemic. All University-related travel for all will be restricted in accordance with the University’s COVID-19 Standards and Guidelines on Safe Mobility.

   b. All staff will be asked keep travel during the pandemic to the absolute minimum, as requested in the University’s COVID-19 Standards and Guidelines on Safe Mobility.

   If personal travel is unavoidable, all staff members will familiarize themselves with the risks of each type of travel and take precautions as they are able, including quarantining in place for the allotted time (14 days).

   All staff members are responsible for adhering to the University’s COVID-19 Standards and Guidelines on Safe Mobility.

   c. All University-related travel, in both the High and Elevated Operating Posture, will be prohibited unless approved by the Senior Vice Chancellor for Engagement and Secretary of the Board of Trustees.

   d. University-related travel, in the Guarded Operating Posture, will be restricted and only that travel which is essential (and approved by the Senior Vice Chancellor for Community Engagement and Secretary of the Board of Trustees) will be authorized.

III. Transitions between Operational Postures

As the environment shifts, the University’s Senior Leadership Team will make determinations about when the University’s operational posture must also shift to either more or less restricted.
As risk levels decline:

1. Shift from High Risk Posture to Elevated Risk Posture: Office of Engagement will continue to work remotely.

2. Shift from Elevated Risk Posture to Guarded Risk Posture: Office of Engagement will continue to work remotely. If a staff member must return to campus for work related supplies, etc., he/she must request permission via email from the SVC.

As risk levels increase:

1. Shift from Guarded Risk Posture to Elevated Risk Posture: Office of Engagement will continue to work remotely. No returning to campus.

2. Shift from Elevated Risk Posture to High Risk Posture: Office of Engagement will continue to work remotely. No returning to campus.

As mentioned earlier, there is no change in Office of Engagement staffing or on-campus presence when shifting between the postures, except that, during the Guarded Risk Posture, if it is necessary for a staff member to be on campus to conduct other administrative activities (Function 2), a written request must be submitted via email and approved by Kathy Humphrey, SVC for Engagement and Secretary of the Board of Trustees.

IV. Stakeholder Outreach

As the Senior Vice Chancellor for Engagement and Secretary of the Board of Trustees the primary stakeholders include, Trustees, the Senior Leadership Team, and various external boards/committees (e.g. Leadership Pittsburgh, Inc, Urban Leagues of Greater Pittsburgh). All participation in meetings/events will continue virtually throughout the duration of the pandemic. The Senior Vice Chancellor for Engagement and Secretary of the Board of Trustees will communicate any change in operational posture to all primary stakeholders via email or by telephone.

V. Monitoring and Amendment

Any revisions to this plan must be approved by Kathy Humphrey, Senior Vice Chancellor for Engagement and Secretary of the Board of Trustees.