University of Pittsburgh | Activity Area Plan Template
Office of Policy Development and Management

I. Overview

1. Activity Area: Office of Policy Development and Management (Policy Office)
2. Lead: Geovette E. Washington, Senior Vice Chancellor and Chief Legal Officer
3. Submitter of Area Activity Plan: Thomas Hitter, Assistant Vice Chancellor
4. Date of Submission: August 26, 2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary of Plan: With limited exceptions highlighted below, personnel within the Policy Office will work from home for the duration of the COVID-19 pandemic, regardless of the University’s operating posture.
7. As the Assistant Vice Chancellor, I hereby confirm that the Policy Office will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. While on campus, Policy Office employees will:
   a. Wear face coverings in the presence of any other individual, and as they enter and leave buildings;
   b. Adhere to all physical distancing, safety, and hygiene signage;
   c. Use physical barriers or maintain six feet of physical distance while engaging with others; and
   d. Clean their personal and office spaces at the beginning and end of work periods.

II. Functions in Each Operational Posture

1. High Risk Posture
   a. Function 1
      i. **What**: Ad hoc access to building to obtain supplies, files, maintain computer equipment, and address other needs that may arise
      ii. **How**: On-site, physical handling of supplies, files and equipment
      iii. **Number of people/positions required on campus**: 1-2 people per instance of need; physical presence required only infrequently; permission for access must be granted by Assistant Vice Chancellor, in consultation with Facilities Management
      iv. **Building**: Hieber Building, Suite 301
   b. Function 2
      i. **What**: Collection of mail, faxes, etc. directed to the Policy Office
      ii. **How**: once every other week trips to the Policy Office by a representative of the Policy Office
      iii. **Number of people/positions required on campus**: 2 people (currently designated as Thomas Hitter and Sarah Houser), one
visit each per month; access must be granted by Assistant Vice Chancellor, in consultation with Facilities Management
iv. **Building**: Hieber Building, Suite 301

c. **Function 3**
i. **What**: Provision of policy development and management services to university clients.
ii. **How**: Remote work posture
iii. **Number of people/positions required on campus**: 0
iv. **Building**: NA

2. **Elevated Risk Posture**
   a. **Function 1**
i. **What**: Ad hoc access to building to obtain supplies, files, maintain computer equipment, and address other needs that may arise
ii. **How**: On-site, physical handling of supplies, files and equipment
iii. **Number of people/positions required on campus**: 1-2 people per instance of need; physical presence required only infrequently; permission for access must be granted by Assistant Vice Chancellor, in consultation with Facilities Management
iv. **Building**: Hieber Building, Suite 301

b. **Function 2**
i. **What**: Collection of mail, faxes, etc. directed to the Policy Office
ii. **How**: once every other week trips to the Policy Office by two representatives of the Policy Office
iii. **Number of people/positions required on campus**: 2 people (currently designated as Thomas Hitter and Sarah Houser), one visit each per month; access must be granted by Assistant Vice Chancellor, in consultation with Facilities Management
iv. **Building**: Hieber Building, Suite 301

c. **Function 3**
i. **What**: Provision of policy development and management services to university clients.
ii. **How**: Remote work posture
iii. **Number of people/positions required on campus**: 0
iv. **Building**: NA

3. **Guarded Risk Posture**
   a. **Function 1**
i. **What**: Ad hoc access to building to obtain supplies, files, maintain computer equipment, and address other needs that may arise
ii. **How**: On-site, physical handling of supplies, files and equipment
iii. **Number of people/positions required on campus**: 1-2 people per
instance of need; physical presence required only infrequently; permission for access must be granted by Assistant Vice Chancellor, in consultation with Facilities Management.

iv. **Building**: Hieber Building, Suite 301

b. **Function 2**
   i. **What**: Collection of mail, faxes, etc. directed to the Policy Office
   ii. **How**: once every other week trips to the Policy Office by a representative of the Policy Office (currently designated as Thomas Hitter and Sarah Houser)
   iii. **Number of people/positions required on campus**: 2 people (currently designated as Thomas Hitter and Sarah Houser), one visit each per month; access facilitated via the Authority to Operate process and procedure
   iv. **Building**: Hieber Building, Suite 301

c. **Function 3**
   i. **What**: Provision of policy development and management services to university clients.
   ii. **How**: Remote work posture
   iii. **Number of people/positions required on campus**: 0
   iv. **Building**: NA

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
2. Shift from Elevated Risk Posture to Guarded Risk Posture

**As risk levels increase:**
3. Shift from Guarded Risk Posture to Elevated Risk Posture
4. Shift from Elevated Risk Posture to High Risk Posture

There is no change in staffing or on-campus presence when shifting between the postures.

IV. **Stakeholder Outreach**

Stakeholders of the Policy Office include all University employees. Notification of Policy Office’s remote-work status has been communicated broadly.

V. **Monitoring and Amendment**
Any revisions to this plan must be approved by the Senior Vice Chancellor and Chief Legal Officer.