University of Pittsburgh | Activity Area Plan
Community Engagement Center in Homewood

I. Overview

1. Name of Activity Area: Community Engagement Center (CEC) in Homewood
2. Name of Activity Area Lead: Daren Ellerbee
3. Name of Individual Submitting Activity Area Plan: Daren Ellerbee
4. Date of Submission: September 3, 2020
5. Revision of a Previously Approved Activity Area Plan? No
6. Plan Summary:
   a. Cleaning Protocols: Contracted janitorial services will clean and disinfect all occupied spaces at the beginning and end of shifts, and will clean frequently-touched surfaces more frequently as needed, in accordance with the University’s Standards and Guidelines for Cleaning, Disinfection and Hygiene.
   b. Hand Sanitizer: Hand sanitizer dispensers, touchless whenever possible, will be placed throughout the CEC.
   c. COVID-19 Training: All employees will take the mandatory COVID-19 training
   d. Face Coverings: Face coverings will be worn by all employees and guests. These face coverings include any type of cloth or disposable material that covers the mouth and nose and can be safely secured in place (e.g., looped around ears or around the head) while in use.
      i. The CEC will provide face coverings at the front desk for staff or guests that do not enter the vestibule wearing a face covering.
      ii. Visitors who refuse to wear a face covering will not be permitted into the CEC facility.
   e. De-escalation Training: Pitt Public Safety personnel receive training which includes modules on negotiation and de-escalation.
   f. Learning Hubs at the CEC: Up to 20 Pittsburgh Public Schools’ students from the neighborhood will meet at the center, Monday through Friday, between 9 a.m. – 5 p.m. as a place for educational support. Each Hub or Pods will be led by Homewood Children’s Village and School of Education staff, respectively. “Pods” will include Students already involved in Pitt programs (Justice Scholars and PittEnrich) will be targeted for the CEC Hubs.
   g. PittEnrich: PittEnrich is a tutoring program for 1st – 4th graders held on Saturdays at the CEC. The program has transitioned to a hybrid-model. Cubs will meet once per month in groups of 12 working with Pitt student tutors, staff, and program partners. All other Saturdays will be remote.

7. I, Daren Ellerbee, on behalf of the Community Engagement Center in Homewood agree to commit to following the University’s Standards and Guidelines, including, but not limited to: Face Coverings, Personal Protective Equipment, and Personal Hygiene; Shared Spaces; and, Meetings, Conferences, Events and Guests.
II. Functions in Each Operational Posture

High Risk Posture
1. CEC Programs and Events will be virtual, only.
2. Access/Use of the CEC will be restricted to essential personnel only.
   a. CEC will be hard-shuttered and appropriate signage placed on entry-doors to notify public that the facility is closed.
   b. All in-person Events and Programs cancelled within 25-Live. Notifications will be made to appropriate parties including Staff, Room Requestors & Event Organizers, Advisory Councils, etc. Notices will be posted on the CEC website and throughout social media channels.
   c. The CEC will support programs, virtually.
   d. Learning Hub and PittEnrich will meet virtually.
3. CEC Staffing: CEC Staff will work remotely, except for 1 Welcome Attendant / Guard, who is considered essential staff per the recommendation of Commander Shawn Ellies, Pitt Police to ensure the safety of University property.

Elevated Risk Posture
1. CEC Programs and Events will be virtual whenever possible, reserving in-person operations for those activities that cannot be done virtually.
2. For programs and events occurring in-person, attendance will be limited to 25 or less, in accordance with the number of persons who can be in a CEC room given appropriate physical distance of six feet (6’). Events at the CEC will meet the following room occupancy guidelines in consultation with facilities:
   a. CEC room limits are as follows for gathering spaces:
      i. Front gallery – 6
      ii. Drop-in office space – 6
      iii. Classroom – 12 theater style
      iv. Conference rooms (upper and lower) – 2
      v. Computer lab – 18
      vi. Science lab – 9
      vii. Phase 1 seminar room – 4
      viii. Phase 2 seminar room – 5
      ix. School of Education – 19
      x. School of Pharmacy – 17
      1. Reception – 2
      2. 018A – 5
      3. 018B – 4 (1 consultant, 1 in chair, and 2 people on couch from within the same household)
      4. 018C – 3 (1 consultant, 1 in chair, and 2 people on couch from within the same household)
      5. 018D – 3 (1 consultant, 1 in chair, and 2 people on couch from within the same household)
      xi. School of Health and Rehabilitation Sciences – 28
      1. Front Desk – 1
2. Kitchen – 3
3. Exercise Room – 18
4. WPB – 2
5. WPC – 2
6. WPD – 2

b. Maximum occupancy for the entire CEC is 176.
c. Pitt Units and Schools operating dedicated spaces in the CEC will be required to submit an Activity Area Plan for approval to RSC. They are listed as follows:
   i. School of Health and Rehabilitation Sciences.
   ii. School of Pharmacy
   iii. School of Education
d. CEC Staff and Pitt Units/School Offices have been assigned occupancy limits per office, ranging from 1 – 3 persons.
e. Community / 3rd Party Use of the CEC will be permitted as this carries out a core part of the CEC purpose.
f. Facility hours will be limited to accommodate only pre-scheduled, in-person events based upon the parameters set forth in the Meetings, Conferences, Events and Guests Standards and Guidelines including approval from Senior Leadership. As a result, in-person staff schedules will be based upon programming at the CEC; during times when programming is not occurring, most staff will work virtually.
g. Appropriate signage will be placed throughout the CEC by Planning Design and Real Estate.
h. Face Coverings will be worn by all employees and guests. These face coverings include any type of cloth or disposable material that covers the mouth and nose and can be safely secured in place (e.g., looped around ears or around the head) while in use. The CEC will provide face coverings at the front desk for staff or guests who enter the vestibule not wearing a face covering. Visitors who refuse to wear a face covering will not be permitted into the CEC facility.
i. Pitt Public Safety personnel receive training which includes modules on negotiation and de-escalation.

3. Learning Hubs: Hubs will be primarily limited to 3 main spaces at the CEC and will meet the following room COVID-19 occupancy guidelines:

a. Computer lab – 18
b. Science lab – 9
c. School of Education – 19
d. **Hub #1: Justice Scholars Hub (10 high school students; 1 staff)** – The Justice Scholars is a joint program of the School of Education and the School of Social Work.
e. **Hub #2: Homewood Children’s Village Hub (10 elementary school students; 2 staff)** – This community facilitated Learning Hub will be comprised of students from Faison Elementary who are also involved in the PittEnrich tutoring program through the CEC. HCV anticipates no more than 7 students per pod.
f. **Health and Safety** – To facilitate health standards of the hubs, hubs work as same-person pods with the same children and staff participating each day. They do not mix in different children to the hub from day to day. Hubs will follow Pitt
standards for physical distancing, face coverings, and COVID-19 daily questionnaires. Pod Leaders will be responsible for ensuring compliance.

g. Working with Minors – The CEC is the responsible unit for the Homewood Children’s Village remote learning pod. The School of Education (Dr. Esohe Osai) would be the responsible unit for the Justice Scholars remote learning pod.

4. PittEnrich:
   PittEnrich will leverage space at the CEC on up to two-Saturdays per month to host up to 12 students for an experience at the center. This will permit each group of 12 to meet at the center at least once per month. Scheduling blocks will allow for two weeks of virtual programming between in-person sessions. There will be a 3:1 student-to-tutor ratio with up to 5 tutors on site, up to 8 program personnel including the CEC director, outreach coordinator, Manager of Strategic Partnerships, Student Ambassador, and/or Resident Engagement Facilitator, the Guard/Welcome Attendant, an Instructional Coach, a representative from the School of Education, and a representative of the Homewood Children’s Village, totaling no more than 25 persons in the CEC. In person programming will be primarily limited to four main spaces at the CEC and will meet the following room COVID-19 occupancy guidelines:
   i. Computer lab – 18
   ii. Science lab – 9
   iii. School of Education – 19
   iv. Classroom – 12

b. Health and Safety – To facilitate health standards of the center, Cubs will be kept in their same groups to avoid mixing different children. Everyone involved in the program, including Cubs and their families will be required to follow Pitt standards for physical distancing, face coverings, and COVID-19 daily questionnaires. Programming is hybrid so it can be pulled to a 100% virtual environment upon moment’s notice.

c. Working with Minors – The CEC is the responsible unit for PittEnrich.

CEC Staffing:

a. Full time CEC staff will be scheduled to work according to the needs of the CEC. Work stations will be separated to allow for maximum distancing. All staff will follow University safety guidelines including wearing face coverings.

b. COVID-19 mitigation supplies will be provided to staff, including proper sanitization products to ensure work areas and high touch areas are sanitized based upon University guidelines.

c. In the elevated risk posture, only necessary CEC staff will be on-site for limited hours to accommodate in-person events. This does not include the faculty and staff of Units/Schools/Departments operating space at the CEC. The in-person staffing schedule will be posted/communicated to staff one week in advance. Actions are broken down based upon each position as follows:
   i. Welcome Attendant / Guard (in-person)
   ii. Outreach Coordinator (in-person) will continue to support programs and initiatives of the CEC while working in person and virtually, depending upon the needs of the center. This includes implementing a resident engagement strategy, supporting recruitment efforts and administrative tasks for Pitt’s community engaged programs.
iii. **Director (in-person)** will stagger in-person presence with AVC for Community Engagement.

iv. **AVC, Community Engagement (in-person)** will stagger in-person presence with Director.

v. **Asst. Director of Operations (remote; possibility of in-person)** will work mostly remotely supporting the operations of the CECs. There may be times when in-person presence (e.g. assessing a facility need) will be required as a function of the role or to provide staffing coverage if another staff is unavailable.

vi. **Manager of Strategic Projects (in-person and remote)** will work in person to support PittEnrich (as needed) and remotely.

vii. **PittEnrich Tutors (in-person and remote)** will work in person to support PittEnrich Saturdays and remotely to support the virtual aspects of the program.

viii. **PittEnrich Instructional Coach (in-person and remote)** will work in person to support PittEnrich Saturdays (as required) and remote to support the virtual aspects of the program.

ix. **Receptionist (remote)** will continue to support the administrative needs of the director, of the CEC including responding to correspondence from Pitt and Community stakeholders, and will provide project assistance for Community & Governmental Relations.

x. **Student Ambassadors (remote)** will support the work of the Outreach Coordinator, virtually, promoting Pitt community-engaged work and assisting with administrative tasks.

xi. **Student Resident Engagement Facilitators (remote)** will work with the CEC director to support initiatives to connect residents to resources, especially during the Pandemic. This work will be done, virtually.

**Building(s):** The CEC in Homewood, 622. N. Homewood Avenue, Pittsburgh, PA, 15208.

**Guarded Risk Posture**

1. CEC will open for Monday through Saturday operations with limited evening hours. In all postures, from the Standards and Guidelines: In-person Meetings, Conferences and Events that are on-campus and any such Gatherings that are hosted by a University member, whether on-campus or off-campus, should be held only when there is an identifiable function that cannot be achieved when holding the gathering remotely in compliance with the University’s Standards and Guidelines.

2. Facility hours will be limited to accommodate only pre-scheduled, in-person events based upon the parameters set forth in the Meetings, Conferences, Events and Guests Standards and Guidelines including approval from Senior Leadership. As a result, in-person staff schedules will be based upon programming at the CEC; during times when programming is not occurring, most staff will work virtually. New room occupancy numbers will be maintained.

3. The CEC in Homewood will operate on a modified schedule, Monday through Saturday. Evening hours will be scheduled on an as-needed basis to accommodate programming.
4. Greeter/guard will keep track of the number of people in spaces and rooms to ensure occupancy numbers are maintained.

5. COVID-19 mitigation supplies will be provided to staff, including proper sanitization products to ensure work areas and high touch areas are sanitized based upon University guidelines.

6. Face coverings will be worn by all employees and guests. These face coverings include any type of cloth or disposable material that covers the mouth and nose and can be safely secured in place (e.g., looped around ears or around the head) while in use. The CEC will provide face coverings at the front desk for staff or guests who enter the vestibule not wearing a face covering. Visitors who refuse to wear a face covering will not be permitted into the CEC facility.

5. Pitt Public Safety personnel receive training which includes modules on negotiation and de-escalation.

7. Appropriate signage will be placed throughout the CEC by Planning Design and Real Estate.

8. Learning Hubs: We will retain the same plans within the Elevated Risk Posture in the Fall 2020.
   a. Learning Hubs: Hubs will be primarily limited to 3 main spaces at the CEC and will meet the following room COVID-19 occupancy guidelines:
      i. Computer lab – 18
      ii. Science lab – 9
      iii. School of Education – 19
      iv. Hub #1 – Justice Scholars Hub (10 of high school; 2 staff) – The Justice Scholars is a joint program of the School of Education and the School of Social Work.
      v. Hub #2 – Homewood Children’s Village Hub (Two groups of up to 10 elementary school students; 2 staff) – This community facilitated Learning Hub will be comprised of students from Faison Elementary who are also involved in the PittEnrich tutoring program through the CEC. HCV anticipates no more than 7 students per pod.
      vi. Health and Safety – To facilitate health standards of the hubs, hubs work as same-person pods with the same children and staff participating each day. They do not mix in different children to the hub from day to day. Hubs will follow Pitt standards for physical distancing, face coverings, and COVID-19 daily questionnaires. Pod Leaders will be responsible for ensuring compliance.

9. PittEnrich: We will retain the same plans within the Elevated Risk Posture in the Fall 2020.
   a. PittEnrich will leverage space at the CEC on up to two-Saturdays per month to host up to 12 students for an experience at the center. This will permit each group of 12 to meet at the center at least once per month. Scheduling blocks will allow for two weeks of virtual programming between in-person sessions. There will be a 3:1 student-to-tutor ratio with up to 5 tutors on site, up to 8 program personnel including the CEC director, outreach coordinator, Manager of Strategic Partnerships, Student Ambassador, and/or Resident Engagement Facilitator, the Guard/Welcome Attendant, an Instructional Coach, a representative from the School of Education, and a
representative of the Homewood Children’s Village, totaling no more than 25 persons in the CEC. In person programming will be primarily limited to four main spaces at the CEC and will meet the following COVID-19 room occupancy guidelines:

i. Computer lab – 18
ii. Science lab – 9
iii. School of Education – 19
iv. Classroom – 12

b. Health and Safety – To facilitate health standards of the center, Cubs will be kept in their same groups to avoid mixing different children. Everyone involved in the program, including Cubs and their families will be required to follow Pitt standards for physical distancing, face coverings, and COVID-19 daily questionnaires. Programming is hybrid so it can be pulled to a 100% virtual environment upon moment’s notice.

c. Working with Minors – The CEC is the responsible unit for PittEnrich.

**CEC Staffing:**

d. CEC staff will resume regular work schedules. Work stations will be separated to allow for maximum distancing. All staff will follow University safety guidelines, including wearing face coverings.

e. Up to 9 CEC staff will rotate through the space at any given time. This does not include the faculty and staff of Units/Schools/Departments operating space at the CEC. Actions are broken down based upon each position as follows:

i. **Welcome Attendant / Guard (in-person)**

ii. **Outreach Coordinator (in-person)** will continue to support programs and initiatives of the CEC in person. This includes implementing a resident engagement strategy, supporting recruitment efforts and administrative tasks for Pitt’s community engaged programs, virtually.

iii. **Director (in-person)**

xiv. **AVC, Community Engagement (remote)** will work in-person only as needed. Adequate staffing at the center within this posture will greatly diminish the need for an AVC presence.

iv. **Asst. Director of Operations (in-person and remote)** will work mostly remotely supporting the operations of the CECs. There may be times when in-person presence (e.g. assessing a facility need) will be required as a function of the role or to provide staffing coverage if another staff is unavailable.

v. **Manager of Strategic Projects (in-person)** will work in person to support PittEnrich.

vi. **PittEnrich Tutors (in-person and remote)** will work in person to support PittEnrich Saturdays and remote to support the virtual aspects of the program.

vii. **PittEnrich Instructional Coach (in-person and remote)** will work in person to support PittEnrich Saturdays (as required) and remote to support the virtual aspects of the program.

viii. **Receptionist (in-person)** will continue to support the administrative needs of the director, of the CEC including responding to correspondence from Pitt and Community stakeholders, and will provide project assistance for Community & Governmental Relations.
ix. **Student Ambassadors (in-person)** will support the work of the Outreach Coordinator, virtually, promoting Pitt community-engaged work and assisting with administrative tasks.

x. **Student Resident Engagement Facilitators (in-person)** will work with the CEC director to support initiatives to connect residents to resources, especially during the Pandemic. This work will be done, virtually and in-person.

**Building(s):** The CEC in Homewood, 622. N. Homewood Avenue, Pittsburgh, PA, 15208.

### III. Transitions between Operational Postures

1. **Shift from High Risk Posture to Elevated Risk Posture**
   a. CEC personnel including tenants will be notified via email of the shift in posture and will be directed to [www.coronavirus.pitt.edu](http://www.coronavirus.pitt.edu) for up-to-date information on University Operational Postures. The email will include max occupancy for CEC spaces (classroom, conference rooms, lobby, labs, etc.) and changes in hours of operation. Notices will be posted on CEC website and throughout social media channels.
   b. CEC Advisory Council, CEC tenants, and frequent Pitt faculty/staff users will be notified that limited in-person events may occur and will be asked to discuss scheduling in-person events with the CEC director.
   c. Learning Hubs: Learning Pod Leaders will be notified via email of the shift in posture and will be directed to [www.coronavirus.pitt.edu](http://www.coronavirus.pitt.edu) for up-to-date information on University Operational Postures and how this will impact their use of the center.
   d. PittEnrich: PittEnrich families will be contacted via email, phone and text message notifying them of the shift in posture and will be directed to [www.coronavirus.pitt.edu](http://www.coronavirus.pitt.edu) for up-to-date information on University Operational Postures and how this will impact programming.

2. **Shift from Elevated Risk Posture to Guarded Risk Posture**
   a. CEC personnel including tenants will be notified via email of the shift in posture and will be directed to [www.coronavirus.pitt.edu](http://www.coronavirus.pitt.edu) for up-to-date information on University Operational Postures. The email will include max occupancy for CEC spaces (classroom, conference rooms, lobby, labs, etc.) and changes in hours of operation. Notices will be posted on CEC website and throughout social media channels.
   b. CEC Advisory Council, CEC tenants, and frequent Pitt faculty/staff users will be notified that they may schedule the facility for in-person events using the CEC room reservation system.
   c. Learning Hubs: Learning Pod Leaders will be notified via email of the shift in posture and will be directed to [www.coronavirus.pitt.edu](http://www.coronavirus.pitt.edu) for up-to-date information on University Operational Postures and how this will impact their use of the center.
   d. PittEnrich: PittEnrich families will be contacted via email, phone and text message notifying them of the shift in posture and will be directed to [www.coronavirus.pitt.edu](http://www.coronavirus.pitt.edu) for up-to-date information on University Operational Postures and how this will impact programming.
3. **Shift from Guarded Risk Posture to Elevated Risk Posture**
   a. CEC personnel including tenants will be notified via email of the shift in posture and will be directed to [www.coronavirus.pitt.edu](http://www.coronavirus.pitt.edu) for up-to-date information on University Operational Postures. The email will include max occupancy for CEC spaces (classroom, conference rooms, lobby, labs, etc.) and changes in hours of operation. Notices will be posted on CEC website and throughout social media channels.
   b. Sponsors of in-person events and programs will be contacted via email and phone to discuss if their event could be moved to a virtual format. CEC hours will be posted based on the remaining in-person events.
   c. Learning Hubs: Learning Pod Leaders will be notified via email of the shift in posture and will be directed to [www.coronavirus.pitt.edu](http://www.coronavirus.pitt.edu) for up-to-date information on University Operational Postures and how this will impact their use of the center.
   d. PittEnrich: PittEnrich families will be contacted via email, phone and text message notifying them of the shift in posture and will be directed to [www.coronavirus.pitt.edu](http://www.coronavirus.pitt.edu) for up-to-date information on University Operational Postures and how this will impact programming.

4. **Shift from Elevated Risk Posture to High Risk Posture**
   a. CEC personnel including tenants will be notified via email of the shift in posture and will be directed to [www.coronavirus.pitt.edu](http://www.coronavirus.pitt.edu) for up-to-date information on University Operational Postures. The email will indicate that the CEC is closed and all events and programming will be conducted virtually.
   b. All in-person Events and Programs cancelled within 25-Live. Notifications will be made to appropriate parties including Staff, Room Requestors & Event Organizers, Advisory Councils, etc. Notices will be posted on the CEC website and throughout social media channels.
   c. Learning Hubs: Learning Pod Leaders will be notified via email of the shift in posture and will be directed to [www.coronavirus.pitt.edu](http://www.coronavirus.pitt.edu) for up-to-date information on University Operational Postures and how this will impact their use of the center.
   d. PittEnrich: PittEnrich families will be contacted via email, phone and text message notifying them of the shift in posture and will be directed to [www.coronavirus.pitt.edu](http://www.coronavirus.pitt.edu) for up-to-date information on University Operational Postures and how this will impact programming.

IV. **Stakeholder Outreach**

1. **Faculty, Staff, Students**

   CEC staff will post hours of operation, closures, and COVID-19 Safety Plan on the CEC’s website at [www.cec.pitt.edu](http://www.cec.pitt.edu) including appropriate links to [https://www.coronavirus.pitt.edu/](https://www.coronavirus.pitt.edu/) for up-to-date information on University Operational Postures.

   Signage placed by Planning Design and Real Estate will prompt CEC visitors of University Operational Postures while in the center including distancing and face covering requirements.
In addition to leveraging the CEC Website as a mode of communication to University audiences around access to the center, CEC staff will also utilize Social Media Channels including Facebook, Twitter, and Instagram, along with Community & Governmental Relations e-newsletter.

2. Community Stakeholders including Residents, Organizational Leaders, Elected Officials, Alumni

CEC staff will post hours of operation, closures, and COVID-19 Safety Plan on the CEC’s website at www.cec.pitt.edu including appropriate links to https://www.coronavirus.pitt.edu/ for up-to-date information on University Operational Postures.

Signage placed by Planning Design and Real Estate will prompt CEC visitors of University Operational Postures while in the center including distancing and mask wearing requirements.

In addition to the CEC website, modes of communication will include Social Media (as described above) and center newsletters. In addition, community wide meetings (now gone virtual) such as the monthly Homewood Community Development Collaborative’s monthly meeting, will be leveraged as a platform to update the community of University Postures and of modified access to the center. Guidance related to operational posture shifts including messaging will be provided by University Communications.

V. Monitoring and Amendment

Daren A. Ellerbee, Director, Community Engagement Center in Homewood, Community and Governmental Relations

Any revisions to this plan must be approved by the Senior Vice Chancellor for Engagement, Dr. Kathy Humphrey.