University of Pittsburgh

I. Overview

1. Name of Activity Area: Dining Services
2. Name of Activity Area Lead: Joe Beaman-Director of Dining Services
3. Name of individual submitting Activity Area Plan: Joe Beaman
4. Date of submission: July 28, 2020
5. Revision of a previously approved Activity Area Plan? No
6. A brief summary of the most critical pieces of your plan
    a. Dining Services staff will be mobilized to different areas depending upon the risk posture.
    b. The three possible models include: delivery, take-out only and a modified dine-in experience with occupancy to follow recommendations from our healthcare professionals.
    c. Three specific teams of staff in the highest risk posture, allowing for a rotation of essential personnel.
    d. Face coverings and gloves will be worn at all times, and cleaning equipment provided for staff.
    1. All communication of this plan in its entirety is available to all stakeholders. This plan is designed for maximum safety for not only the students/faculty/staff, but also for the employees of both Pitt and our third-party contracted partners.
7. A confirmation that the activity area will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines
   All areas will follow the University's Food Services and Shared Space Standards and Guidelines:
   https://www.policy.pitt.edu/sites/default/files/covid/HCAG.%20Shared%20Spaces..pdf
   As the lead of this activity area, I hereby confirm that Dining Services and their contracted partners will commit to following the University's Healthcare Standards and Guidelines and Personnel Standards and Guidelines. While on campus, dining representatives and 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 whenever possible
   d. Clean their personal and office spaces at the beginning and end of work periods
   e. Clean all areas thoroughly following Compass Standards as set forth in Compass reopening plan (confidential):
   https://www.dropbox.com/s/tc7zju60xx16nb8/Pitt_ReOpenPlan_MM_V6.pdf?dl=0

II. Functions in Each Operational Posture

Given the operational postures and the uniform standards and guidelines outlined in the introduction, describe how functions in your unit will be performed in each operational posture. Functions are specific to each activity area, and include items such as teaching, research, administrative operations, clinical operations, business operations, etc. Note that each activity

area is required to adhere to the additional standards and guidelines that are relevant to its functions.

1. **High Risk Posture**
    a. Function 1: Food preparation and provision (Compass, the food services vendor for the Pittsburgh campus)
        i. What is being done: Food Delivery provided by Campus Catering and Starship Deliveries, or Take-Out food options only. Staffing to continue, but moves exclusively to a deliver/takeout model protocol
        ii. How it is being done: Shifting staff to a "team and location" process. Ghost kitchens, which will provide all food services for the campus, are enacted at: Market Central, the Perch, the Petersen Event Center and The William Pitt Union (if necessary). We will have three (Gold, Blue, Gray) Shelter-in-Place teams. The purpose of these teams is to ensure that if there is a positive case, the entire team will quarantine until test results are in. Should one of the team members get sick or contact tracing indicates that someone sick has been in contact with a member of our staff we can pivot quickly to ensure safety. Example: Should team Gold need to be quarantined, the entire team will go into a two-week quarantine. The space that they were working from will go offline for 24-hours for full sanitation. The Blue team would move to an alternate Ghost Kitchen location for the 24-hour sanitation period so they can safely and efficiently prepare meals. Once the potentially infected space is sanitized, they will move back to the primary Ghost Kitchen.
        iii. Number of people/positions required on campus: All staff (Up to 450) would remain on campus but be assigned to an area within dining of greatest need.
        iv. Buildings: All dining locations to remain operational, but with no seating available for dine-in.
    b. Function 2: Staffing needs and safety protocol Pitt Dining employees:
        i. What is being done: Brackenridge Hall available only to Director of Dining and Dining Coordinator
        ii. How it is being done: It is necessary for either the Director of Dining or Dining Coordinator to be onsite. There will be a rotation to ensure that one of these individuals is onsite every day.
        iii. Number of people/positions required on campus: 2
        iv. Buildings: Brackenridge Hall
2. **Elevated Risk Posture**
    a. Function 1: Food preparation and provision (Compass Staff)
        i. What is being done: Take out food only. No dine in allowed
        ii. How it is being done: All meals will be executed using To-Go (Curbside) pick up service leveraging kitchens at Market Central, The Perch, The Petersen Event Center, William Pitt, Coffee Carts and Cathedral. Staff training focusing on safe food handling, packaging, and guest hand-offs will be conducted. masks and gloves will be

provided for both associates and guests as mandated. Plexiglass barriers providing protection for all associates and guests as approved by Business and Auxiliary Services.
1.Proper Social Distancing for in-store pick up
2. Queuing for guests,
3. Kitchen and service spacing measures for associates.
4. Social Distancing Deliverables: Signage, Floor Decals, Queueing Lines, Hand Sanitizer Stations.

iii. Number of people/positions required on campus: All Staff to remain on campus. (Up to 450)
iv. Buildings: All dining locations to remain operational.

b. Function 2: University Dining Staff
   i. What is being done: Brackenridge Hall available only to Director of Dining and Dining Coordinator
   ii. How it is being done: It is necessary for either the Director of Dining or Dining Coordinator to be onsite. There will be a rotation to ensure that one of these individuals is onsite every day.
   iii. Number of people/positions required on campus: 2
   iv. Buildings: Brackenridge Hall

3. Guarded Risk Posture

a. Function 1: Food preparation and provision (Compass Staff)
   i. What is being done: Dine-in service as well as take out services available.
   ii. How it is being done: Staff Training focusing on: safe food handling, packaging and guest hand-offs. Face coverings required for: Students/Faculty/Staff Per Standards and Guidelines.
   Plexiglass Barriers Providing protection for all associates and guests as approved by University facility department.
   iii. Number of people/positions required on campus: All staff to remain on Campus (up to 450)
   iv. Buildings: All dining locations to remain on-line.

b. Function 2: University Dining Staff
   i. What is being done: Brackenridge Hall available only to Director of Dining and Dining Coordinator
   ii. How it is being done: Either the Director of Dining Services or the Dining Services Coordinator to be on-campus.
   iii. Number of people/positions required on campus: 2
   iv. Buildings: Brackenridge only.

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: Delivery options and take-out only will continue to be the options for dining. If it is decided that a delivery-only model

is necessary in a high-risk posture based on an isolation-only model, this document will be updated to reflect this. The change that will occur under this change is the disbandment of the three shelter-in-place teams. The members of these teams will continue to work in their assigned areas.

2. Shift from Elevated Risk Posture to Guarded Risk Posture: Communication with all dining staff will happen when moving to the guarded risk posture. Dining halls will again be able to be open with up to 25% occupancy. Dining staff will resume positions in the dining halls, moving from their "ghost kitchen" operations to their regular station duties. Cleaning protocols will be strictly enforced.

As risk levels increase:

3. Shift from Guarded Risk Posture to Elevated Risk Posture: Staff will be notified that the dining halls will shut down for in-person dining. The to-go model will begin at all locations.
4. Shift from Elevated Risk Posture to High Risk Posture: Staff will be notified of the change to the three distinct shelter-in-place teams. To-go model and delivery will remain at all locations.

The decision to move risk postures for dining, will be made by Senior Vice Chancellor of Business and Operations (currently David DeJong). Compass will be notified and will notify their staff and unions. Stakeholder outreach to follow:

IV. Stakeholder Outreach

The decision on changing risk postures will be communicated to the Dining Staff (both Compass and University) by the Vice Chancellor for Business Services (currently Matthew Sterne). The Director of Dining Services (currently Joe Beaman) will notify:

1. Compass Group Vice President of Operations
2. Director of Housing
3. Associate Dean and Director of Residence Life
4. Deputy Athletics Director
5. All Collective Bargaining Unit Leadership.

V. Monitoring and Amendment

The head of each activity area is responsible for monitoring compliance with their activity area plan. Any revisions to this plan must be approved by the Senior Vice Chancellor for Business and Operations.