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: February 11, 2021
5. Revision of a previously approved Activity Area Plan? Yes
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.
7. 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.

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: Dine-in allowed with physical distancing protocol. No more than 50% of occupancy in any location will be allowed, with a total maximum of no more than 250 people per designated indoor area.
      ii. How it is being done: All meals will be either to go, or dine-in. Dine-in will allow no more than 50% occupancy. Pick up service available at
all locations. 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 and dine-in service. Total occupancy includes anyone in the specific area at any one time (including: dine-in, pick-up and staffing)
2. Queuing for guests,

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: 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 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. In-person dining will limit the occupancy of any location to no more than 50% occupancy.
      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 (when available) and take-out will continue to be the preferred option for dining. Limited in-person seating will now be allowed with strict enforcement of distancing policies in-place. 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 continue to operate at 50% occupancy. Dining staff will maintain positions in the dining halls. Cleaning protocols will be strictly enforced.

As risk levels increase:
3. Shift from Guarded Risk Posture to Elevated Risk Posture: The to-go model will remain at all locations, and will be the preferred method of dining. Limited in-person seating is still in-place with no more than 50% occupancy.
4. Shift from Elevated Risk Posture to High Risk Posture: Staff will be notified of the possible 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.