University of Pittsburgh | Activity Area Plan  
Community Engagement Center in the Hill District

I. Overview

1. **Name of Activity Area:** Community Engagement Center in the Hill District (the Hill District CEC)
2. **RC Area:** SVC Engagement
3. **Name of Activity Area Lead:** Kirk Holbrook, Hill District CEC Director
4. **Name of Individual Submitting Activity Area Plan:** Kirk Holbrook, Hill District CEC Director
5. **Date of Submission:** September 15, 2020
6. **Revision of a previously approved Activity Area Plan?** No
7. **Plan Summary:**

   The Hill District CEC will continue to work remotely under all three of the [University’s operational postures](#) until normal operations resume, except in these instances:

   - Working collaboratively with the Pitt Facilities Management department to prepare for light renovations at the Hill District CEC @ Blakey Program Center, including pre-bid meetings and walk-throughs.

   - Preparing and monitoring functional operations at the Hill District CEC @ Blakey Program Center, including set-up of technology, janitorial and sanitization procedures, and building maintenance repairs by landlord.

Staff members from the Hill District CEC, which includes the director of the community engagement center and the assistant director of operations, have successfully conducted its day-to-day operations remotely since March 17, 2020. The following is a summary of activities from the different initiatives of the Hill District CEC:

- **Convened or participated in:**
  - Neighborhood weekly virtual meetings during Pandemic for residents, stakeholders and community-based organizations in the Hill District
  - Regular meetings of the Neighborhood Advisory Council
  - STEAM Studio planning process meetings, including working with faculty and staff to develop plans for STEAM studio
  - Meetings on behalf of the Digital Inclusion Center at the Hill District CEC
  - Faculty, staff and community partners to develop programming for the Digital Inclusion Center
  - Meetings on behalf of our occupancy at the New Granada Theater
  - Meetings to plan for remote engagements in the fall of 2020 with Pitt staff and faculty
  - Meetings to facilitate collaborations between Pitt units and community collaborators
• Adjusted all programming for the Fall from in-person to virtual.

As the lead of this activity area, I hereby confirm that the Hill District CEC will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while at the Hill District CEC, employees will:

1. Wear face coverings in the presence of any other individual, and in full accordance with the University’s COVID-19 Standards and Guidelines: Face Coverings, Personal Protective Equipment, and Personal Hygiene.
2. Adhere to all physical distancing, safety, and hygiene signage.
3. Use physical barriers or maintain six feet of physical distance while engaging with others.
4. Clean their personal workspaces at the beginning and the end of each work period.

II. Functions in Each Operational Posture

1. High Risk Posture

a. Function 1: Continue the mission of Pitt’s Community Engagement Center in the Hill District: The Hill District CEC maintains relationships with community residents, leaders and stakeholders and University collaborators in order to foster mutually beneficial collaborations between the community and the University. By leveraging Pitt’s mission of teaching, research and service, we aim to attach resources to community identified agendas to cultivate sustainable, impactful partnerships.

   • **What:** All Hill District CEC staff are working remotely
   • **How:** Virtually
   • **Number of people/positions required at Hill District CEC:** None
   • **Building(s):** Blakey Program Building, 1908 Wylie Avenue

b. Function 2: Preparing and monitoring day-to-day functional operations at the Hill District CEC @ Blakey Program Center: Hill District CEC staff, including the director of the Hill District CEC and assistant director of operations, will manage and monitor the set-up of technology, janitorial and sanitization procedures, and building maintenance repairs by landlord.

   • **What:** All Hill District CEC staff are working remotely
   • **How:** Virtually
   • **Number of people/positions required at Hill District CEC:** None
   • **Building(s):** Blakey Program Building, 1908 Wylie Avenue
c. **Function 3: Working collaboratively with Pitt Facilities Management team to undergo light renovations: in preparation for occupancy at the Hill District CEC @ Blakey Program Center:** The Hill District CEC will work with Pitt Facilities Management to participate in, and convene, pre-bid meetings, walk-throughs, and monitor the completion of renovations.

- **What:** All Hill District CEC staff are working remotely, and no walkthroughs or any related activities will take place
- **How:** Virtually
- **Number of people/positions required at Hill District CEC:** None
- **Building(s):** Blakey Program Building, 1908 Wylie Avenue

2. **Elevated Risk Posture**

a. **Function 1: Continue the mission of Pitt’s Community Engagement Center in the Hill District:** The Hill District CEC maintains relationships with community residents, leaders and stakeholders and University collaborators in order to foster mutually beneficial collaborations between the community and the University. By leveraging Pitt’s mission of teaching, research and service, we aim to attach resources to community identified agendas to cultivate sustainable, impactful partnerships.

- **What:** The Hill District CEC director may report to Hill District CEC for activities that cannot be performed effectively by remote means, observing all University Standards and Guidelines including those regarding face coverings, hygiene practices and sanitization protocols.
- **How:** The Hill District CEC will be cleaned/sanitized 3 days per week per the janitorial services agreement detailed in our facility lease. If the assistant director of operations needs to report to Hill District CEC, University Standards and Guidelines including those regarding face coverings and physical distancing between the director and assistant director will be followed.
- **Number of people/positions required at the Hill District CEC:** two: The Hill District CEC director will be as needed, up to a daily presence, assistant director of operations will be as needed. Virtual meetings and events will continue to be the standard.
- **Building(s):** Blakey Program Building, 1908 Wylie Avenue

b. **Function 2: Preparing and monitoring day-to-day functional operations at the Hill District CEC @ Blakey Program Center:** the Hill District CEC staff, including the director of the Hill District CEC and assistant director of
operations, will manage and monitor the set-up of technology, janitorial and sanitization procedures, and building maintenance repairs by landlord.

- **What is being done:** The Hill District CEC director may report to the Hill District CEC for activities that cannot be performed effectively by remote means, observing all University Standards and Guidelines including those regarding face coverings, hygiene practices and sanitization protocols.

- **How is it being done:** The Hill District CEC will be cleaned/sanitized 3 days per week per the janitorial services agreement detailed in our facility lease. If the assistant director of operations needs to report to the Hill District CEC, University Standards and Guidelines including those regarding face coverings and physical distancing between the director and assistant director will be followed.

- **Number of people/positions required at the Hill District CEC:** two: The Hill District CEC director will be as needed up to a daily presence, assistant director of operations will be as needed. Virtual meetings and events will continue to be the standard.

- **Building(s):** Blakey Program Building, 1908 Wylie Avenue

c. **Function 3:** Working collaboratively with Pitt Facilities Management team to undergo light renovations: in preparation for occupancy at the Hill District CEC @ Blakey Program Center: the Hill District CEC will work with Pitt Facilities Management to convene and participate in pre-bid meetings, walk-throughs, and monitor the completion of renovations.

- **What:** The Hill District CEC director may report to the Hill District CEC in connection with the light renovations to be undertaken in the Hill District CEC space in the Blakey Program Center, observing all University Standards and Guidelines including those regarding face coverings, hygiene practices and sanitization protocols. Contractors will be working on site under the direction and control of Pitt’s Facilities Management Department.

- **How:** The Hill District CEC will be cleaned/sanitized 3 days per week per the janitorial services agreement detailed in our facility lease. If the assistant director of operations needs to report to the Hill District CEC, University Standards and Guidelines including those regarding face coverings and physical distancing between the director and assistant director will be followed.
  - The Hill District CEC director and all Pitt facilities and construction professionals and contractors/tradespeople
will retain appropriate physical distance. Pitt Facilities Management will require any contracted construction workers/tradespeople to file and follow a COVID-19 plan.

- **Number of people/positions required at the Hill District CEC:** two: The Hill District CEC director will be as needed up to a daily presence, assistant director of operations will be as needed. Relevant Pitt facilities and construction professionals and contractors/tradespeople will be on site. Otherwise, virtual meetings and events will continue to be the standard.

- **Building(s):** Blakey Program Building, 1908 Wylie Avenue

### 3. Guarded Risk Posture

#### a. **Function 1: Continue the mission of Pitt’s Community Engagement Center in the Hill District:** The Hill District CEC maintains relationships with community residents, leaders and stakeholders and University collaborators in order to foster mutually beneficial collaborations between the community and the University. By leveraging Pitt’s mission of teaching, research and service, we aim to attach resources to community identified agendas to cultivate sustainable, impactful partnerships.

- **What:** (While we would have normally sought to pursue in-person events and meetings that could not have been done virtually, we do not expect the facility renovations to be completed in a manner to facilitate these at this time. We will plan to amend this Activity Area Plan as renovations are completed.) The Hill District CEC director will report to the Hill District CEC, observing all University Standards and Guidelines, including those regarding face coverings, hygiene practices and sanitization protocols.

- **How:** The Hill District CEC will be cleaned/sanitized 3 days per week per the janitorial services agreement detailed in our facility lease. If the assistant director of operations needs to report to the Hill District CEC, University Standards and Guidelines including those regarding face coverings and physical distancing between the director and assistant director will be followed.

- **Number of people/positions required at the Hill District CEC:** two: The Hill District CEC director will be as needed up to a daily presence, assistant director of operations will be as needed.

- **Building(s):** Blakey Program Building, 1908 Wylie Avenue
b. **Function 2: Preparing and monitoring day-to-day functional operations at the Hill District CEC @ Blakey Program Center:** The Hill District CEC staff, including the director of the Hill District CEC and assistant director of operations, will manage and monitor the set-up of technology, janitorial and sanitization procedures, and building maintenance repairs by landlord.

- **What:** The Hill District CEC director will report to Hill District CEC observing guidelines regarding face coverings, hygiene practices and sanitization protocols.
- **How:** The Hill District CEC will be cleaned/sanitized 3 days per week per the janitorial services agreement detailed in our facility lease. If the assistant director of operations needs to report to Hill District CEC, University Standards and Guidelines including those regarding face coverings and physical distancing between the director and assistant director will be followed.
- **Number of people/positions required at Hill District CEC:** two: The Hill District CEC director will be as needed up to a daily presence, assistant director of operations will be as needed.
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c. **Function 3: Working collaboratively with Pitt Facilities Management team to undergo light renovations: in preparation for occupancy at the Hill District CEC @ Blakey Program Center:** The Hill District CEC will work with Pitt Facilities Management to convene and participate in pre-bid meetings, walk-throughs, and monitor the completion of renovations.

- **What:** The Hill District CEC director will report to Hill District CEC observing guidelines regarding face coverings, hygiene practices and sanitization protocols. The Hill District CEC will be cleaned/sanitized 3 days per week. Should assistant director of operations need to report to The Hill District CEC, University Standards and Guidelines including those regarding face coverings and physical distancing between the director and assistant director will be followed. Contractors will be scheduled, and COVID-19 Standards and Guidelines followed, under the direction of Pitt’s Facilities Management Department.
- **How:** The Hill District CEC will be cleaned/sanitized 3 days per week per the janitorial services agreement detailed in our facility lease. If the assistant director of operations needs to report to the Hill District CEC, University Standards and Guidelines including those regarding face coverings and physical distancing between the director and assistant director will be followed.
The Hill District CEC director and all Pitt facilities and construction professionals and contractors/tradespeople will retain appropriate physical distance. Pitt facilities and construction will require any contracted construction workers/tradespeople to file and follow a COVID-19 plan.

- **Number of people/positions required at the Hill District CEC:**
  two: The Hill District CEC director will be as needed up to a daily presence, assistant director of operations will be as needed. Relevant Pitt facilities and construction professionals and contractors/tradespeople will be on-site. Otherwise, virtual meetings and events will continue to be the standard.

- **Building(s):** Blakey Program Building, 1908 Wylie Avenue

### 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: The Hill District CEC director will be permitted to report to the Hill District CEC to perform function 1 & 2
2. Shift from Elevated Risk Posture to Guarded Risk Posture: The Hill District CEC director will report daily to the Hill District CEC.

**As risk levels increase:**
3. Shift from Guarded Risk Posture to Elevated Risk Posture: The Hill District CEC director will be permitted to report to the Hill District CEC to perform function 1 & 2
4. Shift from Elevated Risk Posture to High Risk Posture: The Hill District CEC director and all associated staff will work remotely, and all renovations or building improvement projects will cease.

**Communication/Notification:**

As the environment shifts, Kirk Holbrook, director of the Hill District CEC, will communicate with staff via email and telephone and remind staff members of specific requirements.

### IV. Stakeholder Outreach

The Hill District CEC director will inform the CEC’s Neighborhood Advisory Council (NAC) of this plan. As postures change, communications will be sent to the NAC, and the University’s posture status will be regularly updated on social media and changes communicated via email to the Hill District CEC’s mailing list.
V. Monitoring and Amendment

The Hill District CEC Director, Kirk Holbrook, is responsible for implementation of and adherence to this plan. Any revisions to this plan must be approved by Dr. Kathy Humphrey, Senior Vice Chancellor for Engagement.