The Office of the Secretary (hereinafter referred to as “OSEC”) has been successfully conducting its day-to-day activities remotely since March 17, 2020. This includes:

- Holding numerous meetings of the Board and its Committees via videoconferencing.
- OSEC is responsible for all communications to the Board by the Chancellor and other members of the Senior Leadership Team. Communications take the form of emails and/or news posted to BoardEffect (a web-based portal for the Trustees).
- OSEC is also using its recently launched website to provide the public with information regarding previously held and upcoming public meetings of the Board and/or Board Committees.
- OSEC also posts notices of upcoming public meetings of the Board and/or Board Committees to the University calendar and advertises the same in the *Pittsburgh Post-Gazette*.

OSEC will continue to work remotely under all three of the University’s operational postures until the campus is cleared to open for normal operations. OSEC commits to following the University’s Standards and Guidelines as outlined below:

1. **High Risk Posture**
   a. Function 1: Support of the Board and Board Committees and Senior Administration.
      i. What is being done: All OSEC staff is working remotely, including holding all Board and Board Committee meetings via videoconferencing or teleconferencing.
      ii. How it is being done: Virtually
      iii. Number of people/positions required on campus: None
      iv. Buildings: None
   b. Function 2: Day-to-Day activities, including drafting resolutions, correspondence, budget work, and research.
      i. What is being done: All OSEC staff is working remotely, including holding all Board and Board Committee meetings via videoconferencing or teleconferencing. OSEC staff occasionally travels to the Thomas Boulevard Office of Mailing Services to retrieve mail and/or packages. In those instances, only one staff member goes to the Thomas Boulevard, wears a mask and gloves, has the mail placed into a plastic bag and then lets it sit for a day or so before opening.
      ii. How it is being done: Virtually
      iii. Number of people/positions required on campus: None
      iv. Buildings: None
2. **Elevated Risk Posture**
   
a. Function 1: Support of the Board and Board Committees and Senior Administration.
   
i. What is being done: All OSEC staff is working remotely, including holding all Board and Board Committee meetings via videoconferencing or teleconferencing.
   
ii. How it is being done: Virtually
   
iii. Number of people/positions required on campus: None
   
iv. Buildings: None
   
b. Function 2: Day-to-Day activities, including drafting resolutions, correspondence, budget work, and research.
   
i. What is being done: All OSEC staff is working remotely.
   
ii. How it is being done: Virtually
   
iii. Number of people/positions required on campus: None
   
iv. Buildings: None

3. **Guarded Risk Posture**
   
a. Function 1: Support of the Board and Board Committees and Senior Administration.
   
i. What is being done: All OSEC staff is working remotely, including holding all Board and Board Committee meetings via videoconferencing or teleconferencing.
   
ii. How it is being done: Virtually
   
iii. Number of people/positions required on campus: None
   
iv. Buildings: None
   
b. Function 2: Day-to-Day activities, including drafting resolutions, correspondence, budget work, and research.
   
i. What is being done: All OSEC staff is working remotely.
   
ii. How it is being done: Virtually
   
iii. Number of people/positions required on campus: None; however, when Guarded Risk Posture is reached, the two OSEC staff members may go into the office to get additional supplies so that they can continue working remotely. OSEC staff will notify the Senior Vice Chancellor for Engagement and Secretary of the Board of Trustees of the date they would like access to the office prior to going. When OSEC staff enters the Cathedral, they will ensure that they are wearing masks and gloves and will practice social distancing. Staff will also bring disinfecting wipes with them.
   
iv. Buildings: Cathedral of Learning (Rooms 159 and G-30)

4. **Travel**
   
a. OSEC does not anticipate having to travel prior to campus reopening. However, OSEC also hereby confirms that University-related travel (regardless of who is paying the travel expenses) for OSEC employees will be restricted in accordance with the University’s Standards and Guidelines on “Safe Mobility.”
   
b. Additionally, OSEC staff will be asked to avoid personal travel during the Pandemic to the extent possible until after the Academic session is over. OSEC employees will notify their supervisor in advance of any personal travel to ensure proper precautions can be taken before returning to work if the campus has reopened. Otherwise, OSEC staff members will quarantine in place following any travel that may be need for
urgent reasons. The OSEC staff members will adhere to the University’s Standards and Guidelines on “Safe Mobility.”

c. All University-related travel, in both the High and Elevated Operating Posture, will be prohibited unless approved by both the Senior Vice Chancellor for Engagement and Secretary of the Board of Trustees.

d. University-related travel, in the Guarded Operating Posture, will be restricted and only that travel which is essential (and approved by the Senior Vice Chancellor for Community Engagement and Secretary of the Board of Trustees) will be authorized.

I. 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: OSEC will continue to work remotely.
2. Shift from Elevated Risk Posture to Guarded Risk Posture: OSEC will continue to work remotely; however, staff may occasionally request permission to enter the Cathedral to get additional supplies so that they can continue working remotely.

As risk levels increase:

1. Shift from Guarded Risk Posture to Elevated Risk Posture: OSEC will continue to work remotely and will not return to campus for supplies.
2. Shift from Elevated Risk Posture to High Risk Posture: OSEC will continue to work remotely.

We will ensure that the two OSEC staff members are aware when there are shifts in the University’s operational posture. Notification will be made via email or phone.

II. Stakeholder Outreach

OSEC’s primary stakeholders include: Trustees, the Senior Leadership Team, and Support Teams involved with Board Committees. We have been successfully conducting its day-to-day activities remotely and will continue to do so. We will communicate any change in operational posture to the Board via email and news posted to BoardEffect (the Board web portal). We communicate any change in operational posture to with the Senior Leadership Team and Support Teams via email and phone.

III. Monitoring and Amendment

Kathy W. Humphrey, Senior Vice Chancellor for Engagement and Secretary of the Board of Trustees, oversees the Office of the Secretary and will monitor compliance by staff.