University of Pittsburgh | Activity Area Plan
Disability Resources and Services

I. Overview

1. **Area:** Disability Resources and Services
2. **Area Lead:** Leigh Culley, Director of the Office of Disability Resources and Services
3. **Submitter of Activity Area Plan:** Leigh Culley, Director of the Office of Disability Resources and Services
4. **Date of Submission:** August 19, 2020
5. **Revision of a previously approved Activity Area Plan?** No
6. **Summary of Plan:** Disability Resources and Services (hereinafter referred to as “DRS”) has been successfully conducting its operations remotely since March 17, 2020. With limited exceptions highlighted below, personnel within DRS will continue to work remotely for the duration of the COVID-19 pandemic, regardless of the University’s operating posture. The following core functions of the DRS will continue to be executed remotely under all operational postures:
   • Ensuring equal access to the educational content, campus community, and workplace for students, staff and faculty with disabilities.
   • Educating the campus community on disability-related topics.
   • Coordinating disability-related services

Periodically, individual employees may need to be physically present on campus for the following functions, listed below and detailed in Section II:
   • Collection of mail and faxes, etc.

7. Leigh Culley, Director of the DRS, hereby confirms that DRS will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines.

II. Functions in Each Operational Posture

There is no change in the DRS staffing or on-campus presence when shifting between postures.

**High Risk, Elevated Risk, and Guarded Risk Postures**

a. **Function 1 – Collection of mail and faxes, etc.**
   i. **What:** Collect mail and fax in support of DRS functions.
   ii. **How:** One trip to office every two weeks by one representative of DRS
   iii. **Number of people/positions required on campus:** 1
   iv. **Building(s):** William Pitt Union (140 for fax retrieval and lobby for mail retrieval)
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: DRS will continue to work remotely.
2. Shift from Elevated Risk Posture to Guarded Risk Posture: DRS will continue to work remotely.

As risk levels increase:
3. Shift from Guarded Risk Posture to Elevated Risk Posture: DRS will continue to work remotely.
4. Shift from Elevated Risk Posture to High Risk Posture: DRS will continue to work remotely.

As mentioned earlier, there is no change in DRS staffing or on-campus presence when shifting between the postures.

IV. Stakeholder Outreach

Until such time as risk levels shift, we will continue communication with our stakeholders, including students, staff, and faculty of the University, as we have been since mid-March, through web and email messages directing people on how to engage with DRS.

V. Monitoring and Amendment

Leigh Culley is responsible for monitoring compliance with this activity area plan.

Any revisions to this plan must be approved by Dr. Kathy Humphrey, SVC for Engagement, the member of the Senior Leadership Team that oversees this area.