I. Overview

1. Activity Area: Academic Ceremonies and University Events (ACUE)
2. Lead: Jason Morrill
3. Submitter of Area Activity Plan: Jason Morrill
4. Date of Submission: October 23, 2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary: Academic Ceremonies and University Events (ACUE) has two basic functions – Administrative matters and Events and Programming. Under the High and Elevated Risk Postures, all administrative functions and all events and programming will be conducted remotely. Under the guarded risk posture, events and programming should still be remote except where there is an identifiable function or purpose for holding the event in-person, and it is approved in writing by the Senior Vice Chancellor for Engagement. Since events are normally planned one to two months in advance, all plans will be built with flexibility in the event of changing conditions and risk postures. Also, it is worth noting that functions conducted remotely are dependent on a strong University technical support team.
7. As the Director of University Events, I, Jason Morrill, hereby confirm that ACUE will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines.

II. Functions in Each Operational Posture

1. High Risk Posture
   a. Function 1 – Administrative
      i. What: Office procedures, budget reporting and information research. Community outreach by way of phoning/emailing neighbors.
      ii. How: Staff is remote. Equipment and support are in place.
      iii. Number of people/positions required on campus: None; the ACUE team will continue to work remotely.
      iv. Building(s): None; work done from home.
   b. Function 2 – Events and Programming
      i. What: All in-person events are postponed. In their place are virtual programs and Zoom meetings. Staff works remotely, assisting senior staff on virtual events, Pittwire Live programs, meetings with campus partners.
      ii. How: Remotely and virtually.
      iii. Number of people/positions required on campus: None
      iv. Building(s): N/A
2. Elevated Risk Posture
   a. Function 1 – Administrative
      i. What: Office procedures, budget reporting and information research. Community outreach by way of phoning/emailing neighbors.
      ii. How: Staff is remote.
      iii. Number of people/positions required on campus: Non; the ACUE team will continue to work remotely.
      iv. Building(s): N/A.

   b. Function 2 – Events and Programming
      i. What: All in-person events are postponed. In their place are virtual programs and Zoom meetings. Staff works remotely, assisting senior staff on virtual events, Pittwire Live programs, meetings with campus partners.
      ii. How: Remotely and virtually.
      iii. Number of people/positions required on campus: None
      iv. Building(s): N/A

3. Guarded Risk Posture
   a. Function 1 – Administrative
      i. What: Office procedures, budget reporting and information research. Community outreach by way of phoning/emailing neighbors.
      ii. How: Staff is remote. Equipment and support are in place.
      iii. Number of people/positions required on campus: None; ACUE team will continue to work remotely.
      iv. Building(s): N/A

   b. Function 2 – Events and Programming
      i. What: Pittwire Live programming, virtual alternatives being engaged, fall events postponed until 2021. Potential limited exception for in-person events as described below.
      ii. How: Virtual and remotely with some limited in-person events; see below.
      iii. Number of people/positions required on campus: None for remote events. One to two for limited, approved in-person events.
      iv. Building(s): N/A, except as described below.

In-person events may occur when there is an identifiable function or purpose for holding the event in-person, and it is approved in writing by the Senior Vice Chancellor for Engagement. Such events must comply with all applicable Commonwealth and County regulations, including limits on size of gatherings. Any such events must also comply with all applicable University Standards and Guidelines, including but not limited to, Meetings, Conferences, Events and Guests Standards and Guidelines; Shared Spaces Standards and Guidelines; Health and Safety Guidelines; and Food Service Guidelines.
As all University buildings are generally closed to the public, regardless of the University’s Operational Posture, only those who have been explicitly invited to campus are allowed and the number of Guests should be limited for the duration of the COVID-19 pandemic.

Guests may be permitted on campus, subject to the approval process set forth by the department, school, or unit that wishes to host Guests. If approval is granted, a designated University member from the department, school, or unit must be assigned to host the Guest and it is that University member’s responsibility to:

- Document the Guest’s name and contact information for potential contact tracing use;
- Review the University’s standards and guidelines, and access permissions with the Guest, ensuring understanding of all requirements;
- Ensure the Guest completes the Daily COVID-19 Health Check before reporting to (or circulating on) campus; and
- Oversee the Guest throughout their campus visit, ensuring adherence to all health and safety requirements.

Additionally, the SLT member must retain a log of currently approved Guests for their department, school, or unit.

Guests traveling to the local region are required to comply with all applicable state and local health guidance pertaining to travel and are encouraged to quarantine after their travel, in accordance with the University’s Safe Mobility standards and guidelines.

### 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
2. Shift from Elevated Risk Posture to Guarded Risk Posture

**As risk levels increase:**
3. Shift from Guarded Risk Posture to Elevated Risk Posture
4. Shift from Elevated Risk Posture to High Risk Posture

As events are planned, guest comfort and safety will be evaluated.

- **High to Elevated:** Events are virtual; ACUE staff works remotely.
• **Elevated to Guarded:** Any in-person events involving faculty, staff and students will comply with physical distancing and all other University standards and guidelines accommodated, as outlined above. Staff works remotely unless facilitating in-person events, in which case one-two staff members are on location. Registration requirements for guests will be implemented as required by Standards and Guidelines.

• **Guarded to Elevated:** In-person events are moved to virtual event; ACUE staff facilitate event and office procedures remotely.

• **Elevated to High Risk:** In-person events will continue to be postponed or repositioned as virtual events; ACEU staff works remotely.

### IV. Stakeholder Outreach

Internal stakeholders (such as Catering, Facilities, Schools, Hosts) be advised when remote operation status changes. No external personnel will be permitted on campus until the University’s Operational Posture allows. Stakeholders will continue to be included in our planning process for events that have been postponed to 2021 or have been recommended for a different format.

### V. Monitoring and Amendment

Any revisions to this plan must be approved by the Senior Vice Chancellor for Engagement, Dr. Kathy Humphrey. All event preparations will be guided by the approvals.