Introduction
As part of the Pitt Resilience Framework, Heinz Memorial Chapel (Chapel) has developed and submitted the following plan that is consistent with the relevant university-wide standards and guidelines for each operational posture. The plan addresses all details necessary for Chapel staff and guests to understand their responsibilities and fulfill their functions, while ensuring alignment with the relevant common elements of the Pitt Resilience Framework.

Operating Postures
Heinz Chapel will follow the University’s Operating Postures:

<table>
<thead>
<tr>
<th>High-Risk Posture</th>
<th>Elevated Risk Posture</th>
<th>Guarded Risk Posture</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meets the minimum standards of Pennsylvania’s red phase. In the High Risk Posture, the University is open, but activity is heavily restricted to help stop the spread of the virus.</td>
<td>Meets the minimum standards of Pennsylvania’s yellow phase. Under this posture, life on campus resumes at a minimal level, prioritizing activities that have high value but lower risk, such as certain research activities.</td>
<td>Meets the minimum standards of Pennsylvania’s green phase. Here, fewer restrictions are in place, while many mitigation measures remain. The activities taking place will account for chronic risk of operating during a pandemic, while continuing to prioritize health and safety.</td>
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Standards and Guidelines
Heinz Chapel will follow the University’s Standards and Guidelines that govern its operations during the COVID-19 pandemic. Heinz Chapel will be compliant with all applicable University standards and guidelines. Several of these requirements apply to all University’s operations and personnel, regardless of the University’s operating posture. These include:

**Healthcare Standards and Guidelines**

These rules govern behavior while on Pitt’s campuses and include such requirements as:

- Face coverings should be used in campus buildings, except when eating or in an enclosed private single-occupancy space such as a personal office.
- Ensure physical distancing of at least six feet between University members
  - Chairs and desks in shared spaces should be removed or marked as not for use to ensure proper physical distancing.
- Limits on gathering sizes and defaulting to remote gatherings when possible
  - In High Risk posture: no gatherings of more than ten (10) people
  - In Elevated Risk posture: no gatherings of more than twenty-five (25) people
  - In Guarded Risk posture: no gatherings of more than two-hundred and fifty (250) people
Personnel Standards and Guidelines

These rules are established to help reduce the number of people on campus, while maintaining support for students’ living and learning, and include such requirements as:

- All personnel should work from home, to the maximum extent possible, for the duration of the COVID-19 pandemic.
- Every attempt should be made to minimize the number of individuals required to be on campus to support authorized activities.
- Faculty and staff who are returning to on-campus work will be required to complete a mandatory training.
- Supervisors should follow Office of Human Resources guidance when making accommodations for personnel.

Activity Area Plan Details for Heinz Memorial Chapel

I. Overview

Activity Area Lead: Karen Sebolt, Interim Director
Submitted by: Karen Sebolt, Interim Director
Original Date of Submission: July 2, 2020

This following Activity Area Plan for Heinz Memorial Chapel (Chapel) covers the Chapel’s main areas of activity:

A. Weddings – the Chapel performs nearly 200 weddings per year for Pitt members and the general public
B. Visitors – the Chapel provides tours, concerts, lectures and other events daily for Pitt members and the general public
C. Religious Services – the Chapel hosts three religious services during the Fall and Spring terms (Lutheran Campus Ministries, Christian Student Fellowship campus ministry and Pittsburgh Compline Choir)
D. Memorials, Funerals and Baptisms – the Chapel provides a venue for these services for Pitt members and the general public
E. Chapel Office Work – staff needs access to the building from time to time to conduct Chapel business

Note: The staff of Heinz Memorial Chapel confirms that they will commit to following Healthcare Standards and Guidelines and the Personnel Standards and Guidelines.
II. Functions in Each Operational Posture

A. Wedding Ceremonies
   a. Staffing - Heinz Chapel staff will complete Environmental Health & Safety (EH&S)/Human Resources (HR) online training before returning to work
      i. Three (3) Staff members present: Primary Wedding Coordinator (PC), Assisting Coordinator AC), Guest List attendant
      ii. Organist
      iii. One (1) Pittsburgh Police officer monitoring parking on Bellefield Ave. (free parking offered as part of the wedding fee)
      iv. One (1) University Guard outside or Chapel staff will call University Security as necessary for assistance
   b. Guests/Participants
      i. Limited to twenty-five (25) people during Elevated Risk and forty (40) people during Guarded Risk. The count includes: couple, officiant, attendants, guests, photographer(s), videographer(s), Heinz Chapel staff and organist.
      ii. Guest list must be submitted by couple one week prior to ceremony and include: contact information for each person (phone number), those needing access to the Chapel from the accessible entrance, seating arrangements – family seating and physical distance seating
   c. Physical Distancing/Safety Requirements
      i. All Chapel staff must wear masks inside and outside as required
      ii. All guests, wedding couple, wedding attendants and officiant must wear masks inside and outside as required - wedding couple is permitted to remove their masks during their vows from the Chancel
      iii. Employees will wash hands or use hand sanitizer prior to and after each wedding or walkthrough
      iv. PC will contact the couple at least one week prior to their wedding date to review Chapel guidelines
      v. Officiant will stand six (6)-feet from couple, position marked on chancel floor
      vi. University Signage inside and outside of the Chapel: mask requirement, six (6)-foot physical distancing, one person on elevator
      vii. Markings on floor throughout the chapel to guide guests and wedding participants
      viii. No ushers allowed, staff encourages guests to enter and take their seats
      ix. Seating: guests sit every fourth pew with a single unit (single individual, couple, or family) per pew. Two individuals may sit per pew with six (6)-feet of physical distancing. The couple will be asked prior to the wedding date to provide the number of pews for family members and number of pews required for physical distancing for the remaining guests. Those pews with no seating will be roped off or otherwise designated as closed.
      x. Closed use of water fountain
      xi. No drinks/food brought in from outside
      xii. Guests will enter through right front doors, exit through left front doors according to signage
xiii. Downstairs “Dressing Room” (maximum of three (3) people) & Ambulatory Waiting Area (maximum of two (2) people): used as waiting areas only. Not allowed: clothing, make-up, hair items, food/drink, personal items. Upholstered furniture and curtain removed.

d. Decorations, Extras, Chapel Items
   i. No flower deliveries to the Chapel - all personal flowers (corsages, boutonnieres and bouquets) must be obtained and pinned prior to entry
   ii. Other items not allowed to minimize touch points and cleaning: pictures, personal signs, pew bows, programs, unity candle, statues, aisle runners, kneelers, musicians (organist only)

e. Microphones:
   i. Lapel microphones will be cleaned after use
   ii. Standing microphones for couple will be cleaned after each wedding
   iii. Microphone use from the pulpit or lectern is not permitted
   iv. Microphones for singing or musical performances are not permitted

f. Wedding Process
   i. Guests enter right main doors (propped open) at access time
   ii. Guest list and mask requirement checked by Chapel staff as guests enter
   iii. Assisting Coordinator will check guests entering from accessible entrance (as noted on guest list)
   iv. Guests follow signage, markings and roped guidance
   v. Groom or secondary of couple and one (1) attendant check in with AC and take positions in south ambulatory area
   vi. Groom’s or secondary of couple’s attendants check in and line up along south aisle with room for physical distancing
   vii. Officiant checks in and takes place in left chancel area (opposite organist) until start of ceremony, at start of ceremony takes place on marking on chancel floor
   viii. Formal seating if any is limited to two (2) family couples and noted by couple prior to wedding date
   ix. Bride or primary of couple and attendants check in with PC and wait in narthex. If more than three (3) attendants, they will wait in back pews to allow for further physical distancing space.
   x. PC and AC signal couple and attendants for processional with six (6)-foot physical distancing
   xi. Attendants process singly, no escorted couples unless family members
   xii. Attendants Seating – during the walkthrough, attendants will be assigned places in the choir stalls, below the chancel and/or in the first pews in accordance with physical distance requirements
   xiii. PC can arrange the Bride’s train using gloves.
   xiv. Communion allowed for the wedding couple only and must be arranged between the couple and officiant. Gloves must be worn by the Officiant.
   xv. Attendants recess singly, no escorted couples unless family members
   xvi. Couple, attendants and family members recess in six (6)-foot distances through narthex, down south aisle to arrive back at chancel steps for photos (see photography in section g.)
xvii. Guests not part of photos, exit left main doors (propped open) after ceremony

xviii. Couples and guests must adhere to Chapel’s 1 hour and 45 minute access time which includes the Chapel grounds

xix. Couples and guests must move their cars from the parking area at the end of their access time

g. Photography and Videography
   i. Couples must communicate new process and physical distancing guidelines with their photographer(s)/Videographer(s) (vendors)
   ii. Vendors will be contacted by Chapel staff prior the wedding date and notified of guidelines
   iii. Vendors must count toward the maximum allowed guests
   iv. Vendors must wear masks inside and outside as required, adhere to physical distancing guidelines and follow Chapel’s regular rules for photography including no access to chancel area
   v. Only one vendor in balcony
   vi. Vendors are allowed to coordinate live-streaming with couple
   vii. Photography after the ceremony must adhere to the Chapel’s regular rules, mask wearing inside and outside the Chapel as required and physical distancing requirements

h. Officiant
   i. Couples must communicate new process and physical distancing guidelines with their officiant
   ii. Officiant will be contacted by Chapel staff prior the wedding date and notified of guidelines
   iii. A maximum of two officiants are allowed in the Chancel area and must count toward the maximum allowed guest
   iv. Officiants must wear masks inside and outside the Chapel as required and adhere to physical distancing guidelines and follow Chapel’s regular ceremony rules

i. Cleaning
   i. Chapel staff will inform University Facilities’ staff of wedding schedule
   ii. Facility staff will clean Chapel between weddings including: wiping down railings, doorknobs, elevator buttons, pews, other high touch areas; cleaning bathrooms and checking hand sanitizer stations
   iii. Chapel will be closed and locked in between weddings and during cleaning
   iv. Chapel staff will clean microphones and organ after use
   v. Chapel staff will wipe down signaling button, phone, laptop, light buttons and other surfaces at end of day
   vi. Chapel staff will use EPA-approved disinfectants for COVID-19 in accordance with the University’s Cleaning, Disinfection and Hygiene Standards and Guidelines

j. Rehearsals
   i. Rehearsals will be conducted as walkthroughs of the wedding process by the PC and AC and reduced to thirty (30) minutes
ii. Couples will be encouraged to discuss their ceremony details with their officiant prior to their walkthrough
iii. Organist will not be present at walkthroughs
iv. Couples are limited to twenty (20) people and movement inside the Chapel will be limited, mask wearing inside and outside the Chapel as required and physical distancing will be observed by all
v. Chapel staff will wipe down any areas touched afterward each walkthrough

B. Visitors - open only to the Pitt Academic Community, University ID required
   a. Staffing - Heinz Chapel staff will complete Environmental Health & Safety (EH&S)/Human Resources (HR) online training before returning to work
      i. Staff members present: one (1) Docent in the Chapel and at least one (1) Director or Associate Director in the downstairs offices
      ii. Chapel staff will call University Security as necessary for assistance
   b. Hours - The Chapel will be open from 10:00am until 2:00pm Monday through Friday and Sunday as approved by the SVC of Engagement.
   c. Visitors
      i. Limited to twenty-five (25) people during Elevated Risk and forty (40) people during Guarded Risk including the Heinz Chapel staff.
      ii. Signage will be placed at both entrances requiring Pitt ID for entry
      iii. Visitors will be asked to show their Pitt ID’s at entry
      iv. Visitors will be counted by the Docent at the door using the counter. In addition, the Docent will do routine counts of visitors in the Chapel to monitor the number of people as some may enter through the accessible entrance.
      v. No outside groups or performances will be allowed including: musicians, lecturers, performers
   d. Physical Distancing/Safety Requirements
      i. All Chapel staff must wear masks inside and outside as required by the University’s Health Standards and Guidelines
      ii. All visitors must wear mask inside and outside as required by the University’s Health Standards and Guidelines
      iii. All printed material will be removed from Chapel. No Chapel brochures will be distributed.
      iv. Displaying and selling products will be discontinued, as well as the Chapel online shop will be closed for orders
      v. Employees will wash hands or use hand sanitizer prior to opening and as needed throughout the day
      vi. Physical distancing will be observed by Docents with visitors in accordance with the University’s Health Standards and Guidelines
      vii. University signage inside and outside of the Chapel: mask requirement, (six) 6-foot physical distancing, one person on elevator
      viii. Markings on floor throughout the Chapel to guide visitors
     ix. Pews will be open as follows: every fourth pew with two (2) people allowed to sit per pew with six (6)-feet of physical distancing. Other pews will be roped off or otherwise designated as closed. Members of a family will be allowed to sit together.
x. Closed use of water fountain
xi. No drinks/food brought in from outside
xii. Visitors will be guided to enter through right front doors and exit through left front doors according to signage

e. Tours
i. Tours are allowed for groups of no more than six (6) people and subject to the availability of the Docent. Physical distancing must be observed in accordance with the University’s Health Standards and Guidelines.
ii. No microphones will be used for tours.
iii. Donations will be encouraged to be made via the Chapel website instead of cash donations

f. Cleaning
i. Chapel staff will inform University Facilities Management staff of Chapel visitor hours for cleaning purposes
ii. Facility staff will clean Chapel including: wiping down railings, doorknobs, elevator buttons, pews, other high touch areas; cleaning bathrooms and checking hand sanitizer stations
iii. Chapel staff will wipe down organ, phone, laptop, light buttons and other surfaces at end of day and during the day as needed
iv. Chapel staff will use EPA-approved disinfectants for COVID-19 in accordance with the University’s Cleaning, Disinfection and Hygiene Standards and Guidelines

C. Religious Services – open only to the Pitt Academic Community (University ID required)

a. Staffing - Heinz Chapel staff will complete Environmental Health & Safety (EH&S)/Human Resources (HR) online training before returning to work
i. Staff members present: one (1) Docent in the Chapel
ii. Chapel staff will call University Security as necessary for assistance

b. Hours
i. The Chapel will be open from 10:00am until 2:00 pm on Sunday for religious services.
ii. Any requests for services during Chapel weekdays will be reviewed by the Chapel Director.
iii. The schedule will be staggered to allow for cleaning in between services.
iv. Clergy can arrange for live-streaming of services.

c. Signage - Signage will be placed at both entrances requiring Pitt ID for entry

d. Service Clergy, Assistants, Organist and Participants
i. Services will be allowed by Pitt Campus Ministry groups only
ii. External religious groups will be allowed only upon approval of SVC of Engagement
iii. Pittsburgh Compline Choir will not be allowed due to singing, choir size and the late hour of the service which impacts availability of Facility Staff for cleaning and Chapel staff to monitor Pitt ID requirement.
iv. Limited to twenty-five (25) people during Elevated Risk and forty (40) people during Guarded Risk including clergy, assistants, organist, participants and Heinz Chapel staff.
v. Clergy, assistants and organist will check in with Docent upon entry
vi. Signage will be placed at both entrances requiring Pitt ID for entry
vii. Participants will be asked to show their Pitt ID’s at entry
viii. Participants will be counted by the Docent at the door using the counter. In addition, the Docent will do routine counts to monitor the number of people in the Chapel as some may enter through the accessible entrance.
ix. No outside groups or performances will be allowed including: musicians, lecturers, performers or singers
e. Physical Distancing/Safety Requirements
i. All Chapel staff must wear masks inside and outside as required
ii. All clergy, assistants, organist and participants must wear masks inside and outside as required and follow six (6)-feet physical distancing
iii. All printed material will be removed from Chapel. No Chapel brochures will be distributed. No hymnals or printed material will be allowed.
iv. One microphone can be used by clergy and will be cleaned afterwards by Chapel staff.
v. Displaying and selling products will be discontinued, as well as the Chapel online shop will be closed for orders
vi. Employees will wash hands or use hand sanitizer prior to opening and as needed throughout the day
vii. Physical distancing will be observed by Docents with visitors
viii. University signage inside and outside of the Chapel: mask requirement, six (6)-foot physical distancing, one person on elevator
ix. Markings on floor throughout the Chapel to guide visitors
x. Pews and choir stalls will be open as follows: every fourth pew with two (2) people allowed to sit per pew with six (6)-feet of physical distancing. Other pews will be roped off or otherwise designated as closed. Members of a family will be allowed to sit together.
xi. Water fountain will be closed.
xii. No drinks/food brought in from outside.
xiii. Visitors will be guided to enter through right front doors and exit though left front doors according to signage
f. Communion and Offering
i. Gloves and masks will be worn by those serving Communion.
ii. Communion must be administered as single enclosed servings opened by individuals. Trash cans will be provided for empty containers.
iii. Offerings should be accepted electronically.
g. Cleaning
i. Chapel staff will inform University Facilities’ staff of Chapel religious services schedule
ii. Facility staff will clean Chapel in between services including: wiping down railings, doorknobs, elevator buttons, pews, other high touch areas; cleaning bathrooms and checking hand sanitizer stations
iii. Chapel staff will wipe down organ, phone, laptop, light buttons and other surfaces at end of day and during the day as needed
iv. Chapel staff will use EPA-approved disinfectants for COVID-19 in accordance with the University’s Cleaning, Disinfection and Hygiene Standards and Guidelines
D. Memorials, Funerals and Baptisms
a. Staffing - Heinz Chapel staff will complete Environmental Health & Safety (EH&S)/Human Resources (HR) online training before returning to work
   i. At least two (2) Heinz Chapel Staff members present
   ii. Organist (if requested and paid)
   iii. One (1) Pittsburgh Police officer monitoring parking on Bellefield Ave. (if requested and paid)
   iv. One (1) University Guard outside or Chapel staff will call University Security as necessary for assistance
b. Guests/Participants
   i. Limited to twenty-five (25) people during Elevated Risk and forty (40) people during Guarded Risk. The count includes: all family members, guests, officiant, photographer(s), videographer(s), Heinz Chapel staff and organist.
   ii. Guest list must be submitted by the family one week prior to service and include: contact information for each person (phone number), those needing access to the Chapel from the accessible entrance, seating arrangements – family seating and physical distance seating
c. Physical Distancing/Safety Requirements
   i. All Chapel staff must wear masks inside and outside as required by the University’s Health Standards and Guidelines
   ii. All family members, guests, and officiant must wear masks inside and outside as required by the University’s Health Standards and Guidelines
   iii. Employees will wash hands or use hand sanitizer prior to and after each service
   iv. The Chapel Director or Associate Director will inform the family of the Chapel guidelines
   v. University signage inside and outside of the Chapel: mask requirement, six (6)-foot physical distancing, one person on elevator
   vi. Markings on floor throughout the chapel to guide guests
   vii. No ushers allowed, staff encourages guests to enter and take their seats
   viii. Seating: guests sit every fourth pew with a single unit (single individual, couple, or family) per pew. The family will be asked prior to the service to provide the number of pews for family members and number of pews required for physical distancing for the remaining guests. Those pews with no seating will be roped off or otherwise designated as closed.
   ix. Water fountain will be closed.
   x. No drinks/food brought in from outside
   xi. Participants and guests will enter through right front doors, exit through left front doors according to signage
   xii. Downstairs “Dressing Room” (maximum of three (3) people) & Ambulatory Waiting Area (maximum of two (2) people): used as waiting areas only. Not allowed: clothing, make-up, hair items, food/drink, personal items. Upholstered furniture and curtain removed.
d. Decorations, Extras, Chapel Items
   i. No flower deliveries to the Chapel - all personal flowers (corsages, boutonnieres and bouquets) must be obtained and pinned prior to entry
ii. Other items not allowed to minimize touch points and cleaning: pictures, personal signs, pew bows, programs, candles, statues, kneelers, musicians (organist only)
e. Microphones:
   i. Lapel microphones will be cleaned after use
   ii. Microphone use from the pulpit or lectern is not permitted unless there is only one speaker
   iii. Microphones for singing or musical performances are not permitted
f. Service Process:
   i. Guests enter right main doors (propped open) at access time
   ii. Guest list and mask requirement checked by Chapel staff as guests enter
   iii. Chapel staff will check guests entering from accessible entrance (as noted on guest list)
   iv. Guests follow signage, markings and roped guidance
   v. Officiant checks in and takes place in left chancel area (opposite organist side) until start of service
   vi. Any processionals or recessions are conducted as singles, no escorted couples unless they are family members
   vii. Chancel choir stalls closed for use.
   viii. Couples and guests must adhere to their access time which includes the Chapel grounds.
   ix. Guests must move their cars from the parking area (if used) at the end of their access time
g. Communion and Offering:
   i. Gloves and masks will be worn by those serving Communion.
   ii. Communion must be administered as single enclosed servings opened by individual guests. Trash cans will be provided for empty containers.
   iii. Offerings should be accepted electronically.
h. Photography and Videography:
   i. Family members must communicate new process and physical distancing guidelines with their photographer(s)/videographer(s) (vendors)
   ii. Vendors must count toward the maximum allowed guests
   iii. Vendors must wear masks inside and outside as required, adhere to physical distancing guidelines and follow Chapel’s regular rules for photography including no access to chancel area
   iv. Only one vendor in balcony
   v. Vendors are allowed to coordinate live-streaming with family
   vi. Photography after the service must adhere to the Chapel’s regular rules, mask wearing inside and outside the Chapel as required and physical distancing requirements
i. Officiant:
   i. Family members must communicate new process and physical distancing guidelines with their officiant
   ii. A maximum of two officiants are allowed in the Chancel area and must count toward the maximum allowed guest
iii. Officiants must wear masks inside and outside the Chapel as required and adhere to physical distancing guidelines and follow Chapel’s regular service rules

j. Cleaning
   i. Chapel staff will inform University Facilities’ staff of the service
   ii. Facility staff will clean Chapel after services including: wiping down railings, doorknobs, elevator buttons, pews, other high touch areas; cleaning bathrooms and checking hand sanitizer stations
   iii. Chapel staff will clean microphones and organ after use
   iv. Chapel staff will wipe down signaling button, phone, laptop, light buttons and other surfaces at end of day
   v. Chapel staff will use **EPA-approved disinfectants for COVID-19** in accordance with the University’s Cleaning, Disinfection and Hygiene Standards and Guidelines

k. Walkthrough Meetings
   i. Family members can request to meet the Director or Associate Director at the Chapel to walkthrough the service
   ii. Walkthroughs are limited to twenty (20) people and movement inside the Chapel will be limited, mask wearing inside and outside the Chapel as required and physical distancing will be observed by all
   iii. Family members should discuss their service details with their clergy prior to their walkthrough
   iv. Organist will not be present at walkthroughs
   v. Chapel staff will wipe down any areas touched afterward each walkthrough

E. Office Work - Heinz Chapel staff will complete Environmental Health & Safety (EH&S)/Human Resources (HR) online training before returning to work
   a. Chapel staff will continue to work remotely but will be allowed access to the Chapel and downstairs offices for the following: running credit card transactions, procuring supplies, picking up mail, performing tasks that require access to Chapel computers or files, conducting wedding walkthroughs, weddings, memorials, funerals and baptisms, allowing Pitt Academic Community access, overseeing religious services access
   b. University Notification - Chapel staff will notify the appropriate University authorities and request permission prior to accessing the Chapel and/or office
   c. Chapel staff will complete a Health Attestation each time they return to the Chapel for work
   d. Physical Distancing/Safety Requirements - Chapel staff will follow by the University’s Health Standards and Guidelines for wearing masks inside and outside the Chapel as required and physical distancing when more than one (1) staff member is present
   e. Cleaning
      i. Chapel staff will inform University Facilities’ staff of Chapel office work schedules
      ii. Facility staff will clean Chapel during work hours and after the staff leaves the Chapel
      iii. Chapel staff will wipe down work stations after use
iv. Chapel staff will use EPA-approved disinfectants for COVID-19 in accordance with the University’s Cleaning, Disinfection and Hygiene Standards and Guidelines

Risk Posture
1. **High Risk Posture** – Heinz Chapel will close for all weddings, events and visitors and close access to the Chapel office for Staff

2. **Elevated Risk Posture** –
   a. **Weddings**
      i. Twenty-five (25) maximum total guests (including wedding couple, officiant, attendants, guests, photographer(s), videographer(s), Heinz Chapel staff and organist.
      ii. All guidelines as outlined above (II. A.) for weddings will be followed
      iii. All health standards and guidelines established by the University of Pittsburgh will be followed
   b. **Visitors**
      i. Twenty-five (25) maximum total people will be allowed at one time and includes Heinz Chapel staff
      ii. All guidelines as outlined above (II. B.) for visitors will be followed
      iii. All health standards and guidelines established by the University of Pittsburgh will be followed
   c. **Religious Services**
      i. Twenty-five (25) maximum total in attendance including the ministry group, participants, organist and Heinz Chapel staff
      ii. All guidelines as outlined above (II. C.) for religions services will be followed
      iii. All health standards and guidelines established by the University of Pittsburgh will be followed
   d. **Memorials, Funerals and Baptisms (Other Services)**
      i. Twenty-five (25) maximum total people allowed including family, guests, officiant, organist and Heinz Chapel staff
      ii. All guidelines as outlined above (II. D.) for other services will be followed
      iii. All health standards and guidelines established by the University of Pittsburgh be followed
   e. **Chapel Office Work**
      i. Twenty-five (25) maximum total University Staff allowed
      ii. All guidelines as outlined above (II. E.) for Chapel Office Work will be followed
      iii. All health standards and guidelines established by the University of Pittsburgh be followed

3. **Guarded Risk Posture**
   a. **Weddings**
i. Forty (40) maximum total guests (including wedding couple, officiant, attendants, guests, photographer(s), videographer(s), Heinz Chapel staff and organist.

ii. All guidelines as outlined above (II. A.) for weddings will be followed

iii. All health standards and guidelines established by the University of Pittsburgh will be followed

b. Visitors

i. Forty (40) maximum total people will be allowed at one time and includes Heinz Chapel staff

ii. All guidelines as outlined above (II. B.) for visitors will be followed

iii. All health standards and guidelines established by the University of Pittsburgh will be followed

c. Religious Services

i. Forty (40) maximum total in attendance including the ministry group, participants, organist and Heinz Chapel staff

ii. All guidelines as outlined above (II. C.) for religious services will be followed

iii. All health standards and guidelines established by the University of Pittsburgh will be followed

d. Memorials, Funerals and Baptisms (Other Services)

i. Forty (40) maximum total people allowed including family, guests, officiant, organist and Heinz Chapel staff

ii. All guidelines as outlined above (II. D.) for other services will be followed

iii. All health standards and guidelines established by the University of Pittsburgh be followed

e. Chapel Office Work

i. Forty (40) maximum total University Staff allowed

ii. All guidelines as outlined above (II. E.) for Chapel Office Work will be followed

iii. All health standards and guidelines established by the University of Pittsburgh be followed

III. Transitions between Operational Postures

Heinz Memorial Chapel reports to the Senior Vice Chancellor (SVC) of Engagement. The Interim Director attends routine staff meetings and will be notified of any transition between the University’s Operating Postures. In addition University announcements will be monitored and all Chapel staff will be notified. In the event of a declining risk level, the Interim Director will request permission of the SVC before allowing an increase in the number of guests. Any impacted guest with a scheduled event at the Chapel will be contacted by email and phone when the University is transitioning between operational postures.

IV. Stakeholder Outreach
Heinz Chapel’s Key Stakeholders

Weddings Couples
The Interim Director has worked with members of Pitt’s General Council to create a new Event Space License Agreement with Public Health and Safety Measures which is consistent with the health standards and guidelines established by the University of Pittsburgh. This new agreement is sent to each couple. They must reply with their acceptance before their wedding date. In the next few months the Agreement will be added to the Chapel’s website where the couple will electronically accept the terms. The Agreement states that the Chapel’s public health safety measures are enacted until further notice and may change. In addition, Heinz Chapel staff constantly communicates with its wedding couples and routinely updates its website.

Other Wedding Participants
Chapel organists, wedding photographers, videographers, and officiants will be informed of the Chapel’s Public Health and Safety Measures and the health standards and guidelines established by the University of Pittsburgh. New agreements with organists will address the new safety measures.

Visitors
Signs will be posted when the Chapel is open to the Pitt Academic Community only and the number of guests allowed based on the current Operational Posture. University IDs will be required to enter and checked by Chapel staff. This information will also be provide on the Chapel’s website.

Religious Services Clergy
The Interim Director will contact campus ministries clergy to discuss the Chapel’s Public Health and Safety Measures and the health standards and guidelines established by the University of Pittsburgh. If the campus ministries groups can comply with these guidelines, services will be allowed based on the current Operational Posture of the University. Live-streaming of services will also be encouraged.

Other Event Space Use Clients
The Chapel’s new Event Space License Agreement also covers guidelines for memorials, funerals and baptisms. Requests for use of the Chapel for those services will be communicated in the same manner as those for wedding couples.

V. Monitoring and Amendment
The Heinz Chapel Interim Director will be responsible for monitoring compliance with this activity area plan. Any revisions to this plan will be submitted to the Senior Vice Chancellor for Engagement for approval.