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:** 2/21/2021
6. **Revision of a previously approved Activity Area Plan?** Yes

7. **Plan Summary:**

   a. **Cleaning Protocols:** Additional contracted janitorial services will clean and disinfect all occupied spaces at end of shifts and will clean frequently touched surfaces more frequently as needed, in accordance with the University’s Standards and Guidelines for Cleaning, Disinfection, and Hygiene. This cost will be incurred by Freedom House 2.0 and UPMC.

   b. **Hand Sanitizer:** Hand sanitizer dispensers or bottles, touchless whenever possible, will be placed throughout the CEC. This cost will be incurred by Freedom House 2.0 and UPMC.

   c. **COVID-19 Training:** All employees will take the mandatory COVID-19 training.

   d. **Face Coverings:** Face coverings will be worn by all employees and guests. These face coverings include any type of cloth or disposable material that covers the mouth and nose and can be safely secured in place (e.g., looped around ears or around the head) while in use.

      i. The CEC will provide face coverings at the front desk for staff or guests that do not enter the vestibule wearing a face covering. Freedom House 2.0 will provide N95 masks to be worn at all times.

      ii. Visitors who refuse to wear a face covering will not be permitted into the CEC facility. This mandate is enforced by front-desk security contracted by the Allegheny County Health Department upon entry and by CEC director, outreach coordinator inside CEC spaces.

      iii. All users of CEC spaces, internal and external to the University of Pittsburgh, will sign a user agreement indicating their adherence to the mask mandate by all individuals associated with their programming.

   e. **De-escalation Training:** Pitt Public Safety personnel receive training which includes modules on negotiation and de-escalation.

   f. **Freedom House 2.0:** up to 15 adults between the ages of 18-24, and up to 3 adult program instructors, from the Hill District and surrounding areas will participate in a 10-week training program, Monday through Friday, between 9am and 4pm, beginning Monday, March 29th and run through Friday, June 4th. The training is conducted by UPMC and prepares participants for a career as an EMT. The majority of the trainings are conducted lecture style and a classroom minimum size of 540 square feet is needed to accommodate 6 feet of social distancing. Desks have been equipped with plexiglass barriers to provide a physical barrier between people and to help capture respiratory droplets when individuals are in close contact. There are 16 lab sessions over the course of the ten weeks during the afternoons from 1-4pm which may require 2 trainees to work closer than 6 feet. UPMC provides all training participants N95 masks that will be required any time in the building. UPMC also will offer the Moderna vaccine to participants while supplies last.
8. 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. 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. CEC programs and events will be virtual, only

   b. Access/Use of the CEC will be restricted to essential personnel only

      i. CEC will post signage on entry door to building and CEC space within building to notify visitors facility is closed.

      ii. All in-person events cancelled via email/phone call to programmatic contacts.

      iii. The CEC will support programs, virtually

      iv. Freedom House 2.0 will not be permitted to operate on-site, in-person, encouraged to operate virtually

   c. CEC staffing: CEC staff will work remotely.

      • How: Virtually

      • Number of people/positions required at Hill District CEC: None

      • Building(s): Blakey Program Building, 1908 Wylie Avenue

   d. Building(s): The CEC in the Hill District @ Blakey Center, 1908 Wylie Avenue, Pittsburgh PA 15219

      • 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

2. Elevated Risk Posture

   a. CEC programs and events will be virtual whenever possible, reserving in-person operations for those activities that cannot be done virtually

   b. For programs and events occurring in-person, attendance will be limited to 34 or less, in accordance with the number of persons who can be in a CEC room given appropriate
physical distance of six feet (6’), not to exceed the state guidelines for indoor gatherings. Events at the CEC will meet the following room occupancy guidelines in consultation with facilities:

i. Front vestibule: 2 persons
ii. Reception area: 3 persons
iii. Multi-purpose room A (1st floor): 18 persons
iv. Multi-purpose Room B (2nd floor): 34 persons
v. Classroom: 17 persons
vi. Office A (1st floor): 2 persons
vii. Office B (1st floor): 2 persons
viii. Office C (2nd floor): 2 persons
ix. Office D (2nd floor): 2 persons
x. Computer Lab: 17 persons
xi. Kitchenette: 2 persons
xii. Conference Room: 9 persons

- Maximum occupancy for the CEC is 110

- CEC staff and Pitt Units/School Offices have been assigned occupancy limits per office, ranging from 1-3 persons

- Community/3rd party use of the CEC will be permitted in accordance with occupancy limits and COVID-19 mask and cleaning protocols

- Facility hours will be limited to accommodate only pre-scheduled, in-person events based upon the parameters set forth in the meetings, conferences, events and guests standards and guidelines including approval from Senior Leadership.

- The CEC staff can host a soft-opening event, with staggered attendance and adherence to occupancy limits and COVID safety protocols outlined herein. Attendance not to exceed state guidelines for indoor gatherings.

- The CEC staff, including the director and outreach coordinator, can plan and facilitate small group tours of the facility taking into account the occupancy limits and COVID safety protocols outlined herein and within the state guidelines for indoor gatherings.

- Appropriate signage has been placed throughout the CEC by Planning and Design and Real Estate.

- Face coverings will be worn by all employees and guests. These face coverings include any type of cloth or disposable material that covers the mouth and nose and can be safely secured in place (e.g., looped around ears or around the head) while in use. The CEC will provide face coverings at the front desk for staff or guests that do not enter the vestibule wearing a face covering. Freedom House 2.0 will provide N95 masks to be worn at all times. Visitors who refuse to wear a face covering will not be permitted into the CEC facility.
o **Freedom House 2.0** will be permitted to operate in-person, with all participants required to wear a face covering at all times. Freedom House/UPMC will cover the costs of daily COVID-19 cleaning before and after engagement, daily.

c. **CEC staffing**: CEC staff will work in-person including director and outreach coordinator

- Outreach Coordinator (in-person) will support programs and initiatives of the CEC in person. This includes implementing a resident engagement strategy, supporting recruitment efforts and administrative tasks for Pitt’s Community engaged programs, virtually.
- Director (in-person) will support programs and initiatives of the CEC in person. This includes holding planning meetings with community-based and university stakeholders in accordance with occupancy limits and university guidelines
- Asst. Director of Operations (in-person and remote) will support the day-to-day operations of the CEC including maintenance issues, monitoring supplies, and attending in-person meetings as needed
- AVC, Community Engagement (in-person and remote) will support the overall operations of the CEC
- Freedom House 2.0 instructors (in-person) will support the implementation of the Freedom House training program
- HR Workforce Specialist (in-person) will support workforce initiatives of the university by hosting intermittent office hours in accordance with university guidelines and occupancy limits.

d. **Building(s)**: The CEC in the Hill District @ Blakey Center, 1908 Wylie Avenue, Pittsburgh PA 15219

- **What**: All Pitt CEC staff are working in-person
- **How**: In-person following office occupancy guidelines
- **Number of people/positions required at Hill District CEC**: two
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3. **Guarded Risk Posture**

a. CEC will open Monday through Saturday with limited hours. In all postures, from the standards and guidelines: In person Meetings, Conferences, and Events that are on-campus and any such gatherings that are hosted by a University member, whether on-campus or off-campus, should be held only when there is an identifiable function that cannot be achieved when holding the gathering remotely in compliance with the University’s Standards and Guidelines

b. For programs and events occurring in-person, attendance will be limited to 34 or less, in accordance with the number of persons who can be in a CEC room given appropriate physical distance of six feet (6’). Events at the CEC will meet the following room occupancy guidelines in consultation with facilities:
i. Front vestibule: 2 persons  
ii. Reception area: 3 persons  
iii. Multi-purpose room A (1st floor): 18 persons  
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- CEC staff and Pitt Units/School Offices have been assigned occupancy limits per office, ranging from 1-3 persons
- Community/3rd party use of the CEC will be permitted in accordance with occupancy limits and COVID-19 mask and cleaning protocols

- Facility hours will be limited to accommodate only pre-scheduled, in-person events based upon the parameters set forth in the meetings, conferences, events and guests standards and guidelines including approval from Senior Leadership.
- The CEC staff can host a soft-opening event, with staggered attendance and adherence to occupancy limits and COVID safety protocols outlined herein. Attendance not to exceed state guidelines for indoor gatherings.
- The CEC staff, including the director and outreach coordinator, can plan and facilitate small group tours of the facility taking into account the occupancy limits and COVID safety protocols outlined herein and within the state guidelines for indoor gatherings.
- Appropriate signage has been placed throughout the CEC by Planning and Design and Real Estate.
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i. Outreach Coordinator (in-person) will continue to support programs and initiatives of the CEC in person. This includes implementing a resident engagement strategy, supporting recruitment efforts and administrative tasks for Pitt’s Community engaged programs, virtually.

ii. Director (in-person) will continue to support programs and initiatives of the CEC in person. This includes holding planning meetings with community-based and university stakeholders in accordance with occupancy limits and university guidelines

iii. Asst. Director of Operations (in-person and remote) will continue to support the day-to-day operations of the CEC including maintenance issues, monitoring supplies, and attending in-person meetings as needed

iv. AVC, Community Engagement (in-person and remote) will continue to support the overall operations of the CEC

v. Freedom House 2.0 instructors (in-person) will continue to support the implementation of the Freedom House training program

vi. HR Workforce Specialist (in-person) will continue to support workforce initiatives of the university by hosting intermittent office hours in accordance with university guidelines and occupancy limits.

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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 Pitt CEC staff will be permitted to report to the Hill District CEC to perform functions outlined in the plan summary

2. Shift from Elevated Risk Posture to Guarded Risk Posture: The Pitt CEC staff will be permitted to report to the Hill District CEC to perform functions outlined in the plan summary

**As risk levels increase:**
1. Shift from Guarded Risk Posture to Elevated Risk Posture: The Pitt CEC staff will be permitted to report to the Hill District CEC to perform functions outlined in the plan summary

2. Shift from Elevated Risk Posture to High-Risk Posture: The Pitt CEC staff will not be permitted to report to the Hill District CEC and must work remotely.
Communication/Notification:

As the environment shifts, Kirk Holbrook, director of the Hill District CEC, will communicate with all CGR and CEC staff, and activity leaders, 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) and Internal Advisory Council (IAC) of this plan. As postures change, communications will be sent to both councils, 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.

CEC staff will post hours of operation, closures, and COVID-19 Safety Plan on the CEC’s website at www.cec.pitt.edu including appropriate links to http://www.coronavirus.pitt.edu/ for up-to-date information on University Operational Postures.

Signage placed by Planning Design and Real Estate will prompt CEC visitors of University Operational Postures will in the center including distancing and face covering requirements

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.