I. Overview

1. Name of Activity Area School of Nursing [SoN]
2. Name of Activity Area Lead Jacqueline Dunbar-Jacob, Dean
3. Name of individual submitting Activity Area Plan Submitted by Jacqueline Dunbar-Jacob, Dean
4. Date of submission September 10, 2020 final draft [original draft: July 29, 2020]
5. Revision of a previously approved Activity Area Plan? (Yes or no) Yes
6. A brief summary of the most critical pieces of your plan (a few bullet points).
   • Clinical - will be consistent with clinical agency guidelines for faculty, students and staff
   • Teaching – didactic and lab, will be consistent with Univ. guidelines
   • Research -- will be consistent with Univ. guidelines

7. An conformation that the activity area will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines
   The School of Nursing is committed to following the Health Standards and Guidelines and Personnel Standards and Guidelines, as well as all other Standards and Guidelines set forth by the University in carrying out its operations.

II. Functions in Each Operational Posture

Given the operational postures and the uniform standards and guidelines outlined in the introduction, describe how functions in your unit will be performed in each operational posture. Functions are specific to each activity area, and include items such as teaching, research, administrative operations, clinical operations, business operations, etc. Note that each activity area is required to adhere to the additional standards and guidelines that are relevant to its functions. Describe what functions your activity area will perform in each of the three operational postures by operational posture, and include the following information for each function:

1. What is being done - School of Nursing work is being done remotely
2. How it is being done - School of Nursing work is being done remotely
3. The number of people/positions required on campus to complete the function in the given posture – High Risk: 6, Elevated Risk: 26, Guarded Risk: 230
4. Which campus buildings the required people/positions will occupy – Victoria Building
### School of Nursing [SoN]

#### Activity Area Items

<table>
<thead>
<tr>
<th>Posture</th>
<th>Description</th>
<th>Remote didactic &amp; lab instruction</th>
<th>Clinical experiences will occur in-person in institutions and safety guidelines are equal to or more conservative, or with special permission from the dean.</th>
<th>Students will have this opportunity at least 1x per week, using small classrooms or rotated cohort or fully remote, depending on program, class size and room capacity. In the classroom where faculty choose to be remote, the onsite class will be facilitated by a designated student. Clinical experiences will occur in person in institutions and safety guidelines are equal to or more conservative, or with special permission from the dean.</th>
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<tbody>
<tr>
<td>High-Risk Posture</td>
<td>Meets the minimum standards of PA’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>Remote didactic &amp; lab instruction. Clinical instruction will be remote if possible, or if not possible, it will be suspended. 6 people have access to the Victoria Bldg. Persons, that are not School of Nursing personnel, are able to enter Victoria Bldg., for which SoN cannot be responsible for, nor entirely limit their access.</td>
<td>Remote didactic &amp; lab instruction. Clinical experiences will occur in-person in institutions and safety guidelines are equal to or more conservative, or with special permission from the dean. 26 people have bldg. access at varying days and hours, Monday through Friday. That will include: research lab personnel, dept. personnel, and skills lab personnel who are teaching students. Persons, that are not School of Nursing personnel, are able to enter Victoria Bldg., for which SoN cannot be responsible for, nor entirely limit their access.</td>
<td>Students will have this opportunity at least 1x per week, using small classrooms or rotated cohort or fully remote, depending on program, class size and room capacity. In the classroom where faculty choose to be remote, the onsite class will be facilitated by a designated student. Clinical experiences will occur in person in institutions and safety guidelines are equal to or more conservative, or with special permission from the dean.</td>
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<td>Elevated Risk Posture</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>Remote didactic &amp; lab instruction. Clinical instruction will be remote if possible, or if not possible, it will be suspended. 6 people have access to the Victoria Bldg. Persons, that are not School of Nursing personnel, are able to enter Victoria Bldg., for which SoN cannot be responsible for, nor entirely limit their access.</td>
<td>Remote didactic &amp; lab instruction. Clinical experiences will occur in-person in institutions and safety guidelines are equal to or more conservative, or with special permission from the dean. 26 people have bldg. access at varying days and hours, Monday through Friday. That will include: research lab personnel, dept. personnel, and skills lab personnel who are teaching students. Persons, that are not School of Nursing personnel, are able to enter Victoria Bldg., for which SoN cannot be responsible for, nor entirely limit their access.</td>
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<tr>
<td>Guarded Risk Posture</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>
<td>Remote didactic &amp; lab instruction. Clinical instruction will be remote if possible, or if not possible, it will be suspended. 6 people have access to the Victoria Bldg. Persons, that are not School of Nursing personnel, are able to enter Victoria Bldg., for which SoN cannot be responsible for, nor entirely limit their access.</td>
<td>Remote didactic &amp; lab instruction. Clinical experiences will occur in-person in institutions and safety guidelines are equal to or more conservative, or with special permission from the dean. 26 people have bldg. access at varying days and hours, Monday through Friday. That will include: research lab personnel, dept. personnel, and skills lab personnel who are teaching students. Persons, that are not School of Nursing personnel, are able to enter Victoria Bldg., for which SoN cannot be responsible for, nor entirely limit their access.</td>
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</table>

1. **Teaching - Didactic, Clinical, Lab, T32s [Grad & Undergrad]**
   - Remote didactic & lab instruction.
   - Clinical instruction will be remote if possible, or if not possible, it will be suspended. 6 people have access to the Victoria Bldg. Persons, that are not School of Nursing personnel, are able to enter Victoria Bldg., for which SoN cannot be responsible for, nor entirely limit their access.

2. **Research - Lab, Clinical, Secondary Data Analysis, HUBs**
   - All remote or suspended activity. HUBs & secondary data analysis will continue to work remotely.

3. **Advisement [Grad & Undergrad]**
   - All advising activity is remote. All faculty/advisors must post office hours remotely.
<table>
<thead>
<tr>
<th>4. Alumni Activities</th>
<th>Activity via email only</th>
<th>Alumni activities are handled remotely and reduced in quantity.</th>
<th>Alumni activities are handled remotely and reduced in quantity or with small face-to-face options</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Student Organizations [Grad &amp; Undergrad]</td>
<td>Email or remote activity only</td>
<td>Email or remote activity only</td>
<td>SoN will hold virtual meetings, small group meetings by permission, if necessary. Each conference room will have physical distance of 6 feet marked/ maintained with face masks worn &amp; sanitizer &amp; wipes available. Occupancy limits for each room have been posted in each room and size of meeting would depend on social distancing occupancy of room. Conference rooms must be reserved in advance, and will be cleaned by attendees, before and after each use.</td>
</tr>
<tr>
<td>6. Marketing</td>
<td>remote activity only</td>
<td>remote activity only</td>
<td>SoN will have remote activity and/or persons in office for mailings</td>
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<tr>
<td>7. Recruitment</td>
<td>remote activity only</td>
<td>remote activity only</td>
<td>SoN will follow Univ. travel posture</td>
</tr>
<tr>
<td>8. Internal Service Committees - Councils, P&amp;B, ARPT, TFO, etc.</td>
<td>remote activity only</td>
<td>remote activity only</td>
<td>SoN will hold Virtual meetings and small group meetings by permission, if necessary. Each conference room will have physical distance of 6 feet marked/ maintained with face masks worn &amp; sanitizer &amp; wipes available. Occupancy limits for each room have been posted in each room and size of meeting would depend on social distancing occupancy of room. Conference rooms must be reserved in advance, and will be cleaned by attendees, before and after each use.</td>
</tr>
<tr>
<td>9. Technology Support – Classrooms, Meetings, Work at Home, Software, Hardware</td>
<td>utilize school IT support with remote and essential personnel</td>
<td>utilize school IT support with remote and essential personnel</td>
<td>SoN will utilize IT support with remote and onsite</td>
</tr>
<tr>
<td>10. Graduation</td>
<td>virtual ceremony</td>
<td>virtual ceremony</td>
<td>SoN will follow Univ. guidelines</td>
</tr>
<tr>
<td>11. Faculty Practice</td>
<td>depends on clinical agency guidelines</td>
<td>depends on clinical agency guidelines</td>
<td>This depends on clinical agency guidelines and we would follow Univ. guidelines for faculty onsite who are in clinical practice</td>
</tr>
<tr>
<td>12. Community Engagement Activities</td>
<td>virtual activity only</td>
<td>virtual activity only</td>
<td>SoN will not exceed the number allowable at the time in the guarded condition, which is capped at 250 people. SoN will follow the mitigation plan of the community engagement office with limited face-to-face activity.</td>
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<tr>
<td>13. Communication</td>
<td>electronic mail</td>
<td>electronic mail</td>
<td>electronic mailing or in person mail</td>
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<tr>
<td>14. Office Activities such as Mail, Phone and Reception</td>
<td>remote call forwarding to answer phones remotely</td>
<td>limited activity in sorting the mail call forwarding to answer phones remotely</td>
<td>Limited staff will be in the building for 4 hour blocks of time while other staff work remotely. Staff in the building can cover activities such as mail, phone calls and student drop-ins.</td>
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<tr>
<td>15. Financial Support for School And Research</td>
<td>Continue remotely</td>
<td>Continue remotely</td>
<td>Continue remotely</td>
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<tr>
<td>16. Personnel Management</td>
<td>Continue remotely</td>
<td>Continue remotely</td>
<td>Continue remotely</td>
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<tr>
<td>17. Faculty Recruitment &amp; Hiring</td>
<td>Continue remotely</td>
<td>Continue remotely</td>
<td>Continue remotely</td>
</tr>
<tr>
<td>18. CE Professional Development &amp; Evaluation</td>
<td>Continue remotely</td>
<td>Continue remotely</td>
<td>Continue remotely</td>
</tr>
<tr>
<td>19. International Affairs – Student &amp; Faculty Scholars</td>
<td>No new scholars</td>
<td>No new scholars</td>
<td>No new scholars</td>
</tr>
<tr>
<td>20. Clinical Compliance Monitoring – Health Forms, COVID Monitoring, Mandatory Reporting, CPR</td>
<td>Continue remotely</td>
<td>Continue remotely</td>
<td>Continue remotely</td>
</tr>
<tr>
<td>21. Student Testing – comps, overview, Kaplan, prelims</td>
<td>Continue remotely</td>
<td>Continue remotely</td>
<td>SoN will not exceed the number allowable at the time in the guarded condition, which is capped at 250 people. SoN will continue remotely or in small face-to-face groups. Where onsite testing is necessary, scheduling of students will be done to accommodate the computer lab occupancy. The lab has been organized to have physical distance of 6 ft. marked/maintained with face masks worn &amp; sanitizer &amp; wipes available. Occupancy limits for each room have been posted in each room and size of mg would depend on social distancing occupancy of room. Students will be required to clean keyboard, mouse, and other surfaces they occupy before and after each use.</td>
</tr>
<tr>
<td>22. Presentations – defenses [PhD, DNP, honors college]</td>
<td>Continue remotely</td>
<td>Continue remotely</td>
<td>SoN will not exceed the number allowable at the time in the guarded condition, which is capped at 250 people. SoN will continue remotely or in small face-to-face groups. Where onsite presentations is necessary, scheduling of students will be done to accommodate the room occupancy. The room has been organized to have physical distance of 6 ft. marked/maintained with face masks worn &amp; sanitizer &amp; wipes available. Occupancy limits for each room have been posted in each room and size of mtg. would depend on social...</td>
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</table>
distancing occupancy of room. Students will be required to clean keyboard, mouse, and other surfaces they occupy before and after each use.

<table>
<thead>
<tr>
<th>23. Admissions</th>
<th>Continue remotely</th>
<th>Continue remotely</th>
<th>Continue remotely</th>
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</thead>
<tbody>
<tr>
<td>24. Facilities- Building Operations, construction, open space/study space</td>
<td>Closed except for essential personnel</td>
<td>Closed except for essential personnel plus skills lab teaching faculty and approved research essential personnel.</td>
<td>Reduce density of number persons in bldg. and open for classes. Building renovations will resume as approved by Facilities Management. Open areas will be closed except for 1st floor study/food café space which will be open to students in bldg. for class, faculty and staff. The areas has been organized to have physical distance of 6 feet marked/maintained with face masks worn &amp; sanitizer available. Occupancy limits for each area have been posted. Doctoral study spaces will be available with limited occupancy, at pre-scheduled times, arranged by staff.</td>
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</tbody>
</table>

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. Please provide a summary of steps you plan to take when making any of the four potential shifts in posture, including how personnel will be notified of any changes and what changes in resource availability will occur.

In all transition cases, upon learning of change in posture from Senior Leadership Team, the Dean of Nursing will notify all nursing faculty and staff via email of the transition. Dept. chairs/Directors will ensure nursing faculty and staff in their area, are aware whether they are able to access to Victoria Bldg. with or without special permission. Faculty will notify students, by email, of any changes in instructional posture. We will follow the standards and guidelines for each posture as posted on [https://www.policy.pitt.edu/university-policies-and-procedures/covid-19-standards-and-guidelines](https://www.policy.pitt.edu/university-policies-and-procedures/covid-19-standards-and-guidelines)

As risk levels decline:
1. Shift from High Risk Posture to Elevated Risk Posture
2. A shift from the High to Elevated Risk posture will trigger an increase in personnel in Victoria Bldg for approved research purposes and clinical and skills teaching purposes. Clinical and Clinical Skills Lab will resume. School meetings will be remote.
3. Shift from Elevated Risk Posture to Guarded Risk Posture

A shift from the Elevated Risk to Guarded Risk posture will trigger an increase in personnel in Victoria Bldg. for expanded research and face to face teaching. Face to face teaching will resume as scheduled. School meetings will be remote.

As risk levels increase:
4. Shift from Guarded Risk Posture to Elevated Risk Posture
5. A shift from the Guarded Risk to Elevated Risk posture will trigger a decrease in personnel in Victoria Bldg, to those essential personnel including essential personnel for approved research and faculty for clinical and clinical Skills Lab. School meetings will be remote.
6. Other onsite classes will move to remote instruction.
7. Shift from Elevated Risk Posture to High Risk Posture
8. The Victoria Bldg will be closed to all but essential personnel. Clinical and Skills Lab will move to remote instruction. All teaching instruction and school meetings will be remote. Only re-approved research projects will continue.
IV. Stakeholder Outreach

Please provide an overview of your activity area’s key stakeholder groups and how you intend to engage and communicate with each of those groups in the course of executing this plan, particularly when preparing for a shift in operational posture.

SoN key stakeholder groups include, but are not limited to, students, faculty, staff, clinical preceptors, research subjects, alumni, visitors and the surrounding community. A coordinated communications plan is in place to inform our key stakeholders of shifts in operational postures in the following ways:

1. Faculty and Staff
   - Informational emails distributed as needed
   - Weekly update meetings via Zoom with faculty and staff
   - SoN Website home page and Faculty & Staff Resources pages updated as needed
   - Social media notices posted as needed
   - Building signage posted as needed

2. Students
   - Informational emails distributed as needed
   - Nursing Website home page updated as needed
   - Social media notices posted as needed
   - Building signage posted as needed
   - Direct communication from clinical instructor

3. Clinical Agencies / Clinical Preceptors
   - Dean’s Office will contact Chief Nursing Officer of clinical agencies with any change in Univ. posture that have implications for students within the agency.
   - Direct communication from clinical instructors

4. Research Subjects/Participants
   - Research Subjects/Participants are notified by the Principal Investigator of any changes in expectations
   - Principal Investigators will submit changes in any research plan to department’s vice chair for research and request approval

5. IRB
   - Principal Investigator will notify the IRB of any modification in research procedure and request approval as necessary

V. Monitoring and Amendment

- The head of each activity area is responsible for monitoring compliance with their activity area plan.
- Any revisions to this plan must be approved by the Senior Vice Chancellor for the Health Sciences.
- The SoN plan will be monitored for compliance by the members of Nursing’s Dean’s Council.
- Dean’s Council will act under the direction of the Dean of Nursing.