I. Overview

1. **Name of Activity Area:** University Owned Housing
2. **Name of Activity Area Lead:** Matt Walaan
3. **Name of individual submitting Activity Area Plan:** Matt Walaan
4. **Date of submission:** August 20, 2020
5. **Revision of a previously approved Activity Area Plan?** No

6. **Summary:**
   
   The most critical pieces of this plan include accommodating student assignment, room change requests, cleaning and disinfecting rooms, maintaining interior ventilation, and enforcing physical distancing measures put in place for students and the housekeeping/maintenance staff.

7. Business and Auxiliary Services is committed to follow and exceed the University’s Standards and Guidelines for on and off campus housing.

II. Functions in Each Operational Posture

All Housing functions, with the exception of on-campus amenities, remain the same under all three operational postures. In addition, all buildings will remain the same under all three operational postures. The plan below outlines how 1) Maintenance and Housekeeping, and 2) Room Assignment Changes will be managed consistently under all three postures.

1. **University Owned Housing – Maintenance and Housekeeping**
   
   i. **What:**
   
   1. University Owned Housing will remain open and house students regardless of the designated risk posture.
   2. Housekeeping and Maintenance will perform and complete general maintenance work orders requested by students and staff.
   3. Housekeeping and Maintenance will execute general cleaning and disinfecting, deep cleaning and disinfecting, and enhance interior ventilation in all residence halls according to COVID-19 Standards and Guidelines: Cleaning, Disinfection and Hygiene.
   4. Housekeeping and Maintenance will comply with COVID-19 Standards and Guidelines: Buildings and Occupancy

   ii. **How:**
   
   1. Management will implement staggered schedules for all Housekeeping and Maintenance represented personnel. This will ensure timeclocks and lunchrooms are complying with physical distancing requirements.
2. Housekeeping and Maintenance will perform and complete emergency maintenance work orders requested by students and staff (requester) within the residence halls. The Housekeeping/Maintenance team and requester must wear facial masks when work is being performed in a student room or staff office area. Where possible, a window should be open while the work is being performed. Housekeeping/Maintenance staff must clean and disinfect all surfaces that were contacted.

3. Housing Maintenance and Housekeeping will perform general cleaning and disinfecting, deep cleaning and disinfecting, and enhanced interior ventilation in all residence halls throughout the academic semester(s). Housing will also provide cleaning kits (Pitt Shines) for shared bathrooms. Housing will deep clean all shared bathrooms over winter break.

4. Housing will install disinfectant wipes and paper towel dispensers, toe openers, touchless faucets, and touchless urinals/commodes in communal and public bathrooms. Housing will also ensure hydration station (water fountains) are for bottle-use only.

5. Housing will support social distancing guidelines by installing building signage, plexiglass barriers, and stanchions.

6. Housing will support the use of vertical travel by limiting elevator capacity, encourage use of stairs, identifying one-way stairwells (where applicable), etc.

7. Housing will support the enhanced interior ventilation guidelines by partnering with Facilities Management to ensure the appropriate modifications are completed.

iii. **Number of people/positions required on campus:**
   1. Housekeeping staff level required – 114
   2. Operating Engineers staff level required – 39
   3. Maintenance Mechanics staff level required – 18
   4. Electricians staff level required – 5
   5. Management staff level required – 12

iv. **Building(s):**
   1. Residence Halls with Communal Bathrooms – Holland Hall, Forbes Hall, Fraternities, Nordenberg Hall, Tower A, B & C, Lothrop Hall
   2. Residence Halls – Suite style with Shared Bathrooms – Amos Hall, Brackenridge Hall, Bruce Hall, McCormick Hall, Sutherland Hall, Panther Hall, Irvis Hall.
   3. Residence Halls – Apartment style with Shared Bathroom – Bouquet Gardens, Centre Plaza, Forbes-Craig, Ruskin Hall.

2. University Owned Housing – Room Assignment Changes
   i. **What:**
      1. Room assignment changes typically occur between semesters as new students sign housing contracts. There are also occurrences when a roommate conflict occurs, or a student cancels their housing contract which could result in the placement of new student in an occupied room type.

   ii. **How:**
      1. The Housing Department will assign students who have signed a Housing Contract and/or lease to live in University Residence Halls, designated university leased Hotels, and Apartments. Housing Maintenance and Housekeeping will coordinate the preparation of student room upon receiving new assignment request.

   iii. **Number of people/positions required on campus:**
      1. The volume of room assignment changes will dictate the number of employees needed to complete the full preparation. Typically, one room will require: 1 housekeeper, 1 maintenance mechanic, 1 electrician, 1 operating engineer, and 1 management representative to ensure room is fully prepared.

1. **High Risk Posture**

   Provision of amenities, within University Owned Housing, will vary between postures, as is noted below.

   a. **On Campus Housing Amenities**
      i. **What:**
         1. The following amenities will not be available for student use within residence halls – study rooms, student lounge, fitness center, recreation room, community kitchens within Irvis, Panther, & Lothrop Hall.
         2. The following amenities will be available for student use within residence halls – laundry rooms, bike rooms and community kitchens within Fraternity houses and Amos Hall Sororities. The Fraternities and Amos Hall act as an apartment style hall. The kitchens belong to the household that live in that building or the particular floor. Students within the Fraternities and Amos Hall will receive a Pitt Shines cleaning kit to clean kitchens.

3
Housekeeping and Maintenance will provide daily service to both the Fraternities and Amos Hall.

ii. **How:**
   1. Amenities that are unavailable for student use will either be removed or closed off with appropriate signage notifying the amenity is closed.
   2. Available amenities will have signage posted with max capacity limits as well as signage reminding individuals to adhere to the *University’s Health Standards and Guidelines*.

iii. **Number of people/positions required on campus:**
   1. 12 management representatives will be assigned to ensure appropriate amenities are available for student use.

iv. **Building(s):**
   1. All residential buildings as noted above.

2. **Elevated Risk Posture**

   a. **On Campus Housing Amenities**
      i. **What:**
         1. The following amenities will *not* be available for student use within residence halls – study rooms, student lounge, fitness center, recreation room, community kitchens within Irvis, Panther, & Lothrop Hall.
         2. The following amenities will be available for student use within residence halls – laundry rooms, bike rooms and community kitchens within Frat houses and Amos Hall Sororities. The Frats and Amos Hall act as an apartment style hall. The kitchens belong to the household that live in that building or the particular floor.
      
      ii. **How:**
         1. Amenities that are unavailable for student use will either be removed or closed off with appropriate signage notifying the amenity is closed.
         2. Available amenities will have signage posted with max capacity limits as well as signage reminding individuals to adhere to the *University’s Health Standards and Guidelines*.

   iii. **Number of people/positions required on campus:**
         1. 12 management representatives will be assigned to ensure appropriate amenities are available for student use.

   iv. **Building(s):**
         1. All residential buildings as noted above.
3. Guarded Risk Posture
   a. On Campus Housing Amenities
      i. What:
         1. The following amenities will be available for student use within residence halls – study rooms, student lounge, fitness center, recreation room, all community kitchen, computer labs, laundry rooms and bike rooms
      ii. How:
         1. Available amenities will have signage posted with max capacity limits as well as signage reminding individuals to adhere to the University’s Health Standards and Guidelines.
      iii. Number of people/positions required on campus:
         1. 12 management representatives will be assigned to ensure appropriate amenities are available for student use.
      iv. Building(s):
         1. All residential buildings as noted above.

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**
   a. All processes and procedures will remain the same as risk levels decline

2. **Shift from Elevated Risk Posture to Guarded Risk Posture**
   a. All Housing amenities become available for student use when risk level shifts to the Guarded Risk Posture. Housing leadership team will request maintenance staff to open amenities with proper signage and physical distancing requirements. Panther Central will notify Residence Life and Residential students to let them know that the amenities are available for their use with protocol outlining social distancing requirements. All other processes and procedures will remain the same as risk levels decline.

As risk levels increase:

3. **Shift from Guarded Risk Posture to Elevated Risk Posture**
   a. All Housing amenities be made unavailable for student use when risk level shifts to the Elevated Risk Posture. Housing leadership team will request maintenance staff to close applicable amenities with proper signage. Panther Central will notify Residence Life and Residential students to let
them know that the amenities will be unavailable for use. All other processes and procedures will remain the same as risk levels decline.

4. **Shift from Elevated Risk Posture to High Risk Posture**
   a. All processes and procedures will remain the same as risk levels increase.

IV. **Stakeholder Outreach**

The Housing Department’s key stakeholders include students and staff which include, but are not limited to, Residence Life, Pitt Dining Services, University Stores, Wellness Center, Planning, Design & Real Estate, and Parking Services. The Housing leadership team will notify all students via Panther Central and will email all appropriate staff. Panther Central also manages a website (www.pc.pitt.edu) that will be a hub of student information for residence halls.

V. **Monitoring and Amendment**

Matt Walaan is responsible for monitoring compliance within this activity area. Any revisions to this plan must be approved by the Vice Chancellor for Business Services and the Senior Vice Chancellor for Business and Operations.
APPENDIX A
Approach to Housing

1. Residential Rooms with Communal Bathrooms will typically house one student per room. Double occupancy will be used for a small number of larger square footage rooms which typically house three to four students. In the event double occupancy occurs, physical distancing of beds and desks will occur to meet 6 foot minimum spacing. Bunk beds will be prohibited. Floors and wings with communal bathrooms are estimated to provide housing for up to 33 students. Communal bathrooms use will be limited to no more than ten students at one time; signage to be posted of each bathroom. Signage on proper handwashing techniques will be posted.

2. Residential Suites with Shared Bathrooms will be utilized at full capacity and are estimated to house between 2 and 8 students each. Physical distancing of beds and desks will occur to meet 6 foot minimum spacing. Bunk beds will be prohibited. Shared bathrooms should be cleaned, by the student residents, regularly using EPA-registered disinfectants. Housing will provide students with a cleaning kit and instructions on how to properly clean a bathroom. This program will be known as Pitt Shines. Students will be instructed avoid storing personal items in bathrooms. Signage on proper handwashing techniques and instructing students to avoid placing toothbrushes directly on counter surfaces and recommending use of totes for personal items will be posted in shared bathrooms.

3. Hotel Rooms with Shared bathroom will accommodate two students per room with a shared in room bathroom. Physical distancing of beds and desks will occur to meet 6 foot minimum spacing. Bunk beds will be prohibited. Shared bathrooms should be cleaned, by the student residents, regularly using EPA-registered disinfectants. Housing will provide students with a cleaning kit and instructions on how to properly clean a bathroom. This program will be known as Pitt Shines. Students will be instructed avoid storing personal items in bathrooms. Signage on proper handwashing techniques and instructing students to avoid placing toothbrushes directly on counter surfaces and recommending use of totes for personal items will be posted in shared bathrooms.

4. Apartments with Shared Bathrooms will be utilized at full capacity and are estimated to house between 2 and 4 students each. Apartments have single bedrooms therefore bunking and physical distancing of furniture will not occur. Shared bathrooms should be cleaned, by the student residents, regularly using EPA-registered disinfectants. Housing will provide students with a cleaning kit and instructions on how to properly clean a bathroom. This program will be known as Pitt Shines. Students will be instructed avoid storing personal items in bathrooms. Signage on proper handwashing techniques and instructing students to avoid placing toothbrushes directly on counter surfaces and recommending use of totes for personal items will be posted in shared bathrooms.