I. Overview

1. Activity Area: Office of University Counsel (OUC)
2. Lead: Geovette E. Washington, Senior Vice Chancellor and Chief Legal Officer
3. Submitter of Area Activity Plan: Jennifer R. Seng, Assistant Vice Chancellor and Deputy Chief Legal Officer
4. Date of Submission: August 26, 2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary of Plan: With limited exceptions highlighted below, personnel within OUC will work from home for the duration of the COVID-19 pandemic, regardless of the University’s operating posture. The following core functions of the OUC will continue to be executed remotely under all operational postures:
   • Legal advice and counsel
   • Administrative support to OUC
Periodically, individual employees may need to be physically present on campus for the following functions, listed below and detailed in Section II:
   • On-campus administrative and document management
   • On-campus mail collection and distribution

7. As the Deputy Chief Legal Officer, I hereby confirm that OUC will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. While on campus, OUC employees will:
   a. Wear face coverings in the presence of any other individual, and as they enter and leave buildings
   b. Adhere to all physical distancing, safety, and hygiene signage
   c. Use physical barriers or maintain six feet of physical distance while engaging with others
   d. Clean their personal and office spaces at the beginning and end of work periods

II. Functions in Each Operational Posture

There is no change in OUC staffing or on-campus presence when shifting between the postures.

High Risk, Elevated Risk, and Guarded Risk Postures

a. Function 1: On-Campus Administrative and Document Management
   i. What: Ad hoc access to building to obtain supplies, files, documents, maintain computer equipment, and address other needs that may arise
   ii. How: On-site, physical handling of supplies, files, documents and equipment
   iii. Number of people/positions required on campus: 1-2 people per instance of need; physical presence required only infrequently; permission for access must be granted by Deputy Chief Legal Officer, facilitated in cooperation with Facilities Management
iv. **Building**: Cathedral of Learning 24th and 25th floors

b. **Function 2: On-Campus Mail Collection and Distribution**
   i. **What**: Collection and distribution of mail, faxes, etc. directed to the OCU
   ii. **How**: Once-per-week trips to OUC by two representatives of the Department
   iii. **Number of people/positions required on campus**: 2 people (currently designated as Stephen Boyd and Emily Wichmann), one visit each per week; access facilitated via the Authority to Operate process and procedure

IV. **Stakeholder Outreach**

Stakeholders of OUC include all University employees. Notification of OUC’s remote-work status has been communicated broadly.

V. **Monitoring and Amendment**

Any revisions to this plan must be approved by the Senior Vice Chancellor and Chief Legal Officer.