University of Pittsburgh | Activity Area Plan Template
Parking Operations and Office

I. Overview

1. Area: Parking Operations, includes all the lots and garages, enforcement and Ruskin Hall Office
2. Area Lead: Tony Lang
3. Submitter of Activity Area Plan: Jonathan Pearson
4. Date of Submission: August 1, 2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary of Plan:
The Parking Department will work to ensure operations are safe for everyone on campus. Physical distancing and cleanliness are the two key items. Signage has been installed in the parking garage to communicate elevator capacity. There have also been hand sanitizing stations installed in the facilities.

Key factors:
- Parking operations are needed on a daily basis at the university
- Parking Management staff can work remotely the majority of the time
- Parking will remain flexible as parking does impact the majority of the individuals coming to campus
- Mobile payments are available to maximize physical distancing

7. As the Director of Parking and Transportation I commit to ensure that the University’s Health Standards and Guidelines and Personnel Standards and Guidelines are met by the University parking operation.

II. Functions in Each Operational Posture

1. High Risk Posture
   a. Parking Facility Operations
      i. Operations:
         - All locations are left unattended and people can park in any unmarked space on campus.
      ii. Action Items:
         - Parking attendants to cone off/close any spaces that are unavailable for parking during the high-risk posture
         - All gate arms to be raised to the open position
         - Elevator signage has been installed at parking garage
         - Hand sanitizer stations have been installed in parking garages
      ii. Staffing:
         - 1 parking manager to monitor safety and all operations throughout the campus
      iii. Buildings:
         - Parking manager will be based out of the SO garage (private office)
• If additional management needs to be on campus, they will be at Ruskin Hall

b. Parking Office Operations
   i. Operations:
   • Remote Working
   ii. How it is being done:
   • If staff is needed onsite it will need to be approved by the Director of Parking and Transportation and the Assistant Vice Chancellor of Auxiliary Operations and Finance. If staff must be onsite, they will ensure physical distance and only work in their private office.
   • All payments are being taken through the appropriate web portal.
   iii. Number of people/positions required on campus:
   • No regular staff in the office working
   iv. Buildings:
   • Ruskin Hall, if needed

2. Elevated Risk Posture
   a. Parking Facility Operations
   i. Operations:
   • All university parking permits must park in their designated parking location.
   • A flat daily rate will be available for daily parkers at the following locations:
     a. OC, OH, SO, U, RA, PH, A, MP
   ii. Action Items:
   • Place ParkMobile signs at all mobile payment locations
   • Parking Enforcement Assistants return to work wearing face coverings and physical distancing
   • Lot attendants return to work at the following lots
     OC, SO, PH, OH
   • Elevator signage has been installed at parking garage
   • Hand sanitizer stations have been installed in parking garages
   • High touch areas are being cleaned throughout the day
   iii. Staffing:
   • 2 Parking Enforcement Associates: Field Operations
   • 1 Parking Manager: Ruskin Hall
   • 4 Attendants: SO, OC, OH, PH
   iv. Buildings:
   • Parking Manager to be located at Ruskin Hall

   b. Parking Office Operations
   i. Operations:
• Remote Working

ii. Action Items:
   • If staff is needed onsite it will need to be approved by the Director of Parking and Transportation and the Assistant Vice Chancellor of Auxiliary Operations and Finance. If staff must be onsite, they will ensure physical distance and only work in their private office. Parking enforcement activities will need the Parking Enforcement Assistants to be onsite.
   • All payments are being taken through the appropriate web portal.

iii. Number of people/positions required on campus:
   • 1 Parking Manager onsite to handle on campus requests

iv. Buildings:
   • Ruskin Hall, if needed

3. Guarded Risk Posture
   a. Parking Facility Operations
      i. Operations:
         • All university parking permits must park in their designated parking location.
         • A flat daily rate will be available for daily parkers at the following locations:
            a. OC, OH, SO, U, RA, PH, A, MP
      ii. Action Items:
         • Place ParkMobile signs at all mobile payment locations
         • Parking Enforcement Assistants A’s return to work wearing masks and physical distancing
         • Lot attendants return to work at the following lots
            OC, SO, PH, OH
         • Elevator signage has been installed at parking garage
         • Hand sanitizer stations have been installed in parking garages
         • High touch areas are being cleaned throughout the day
      iii. Staffing:
         • 2 Parking Enforcement Assistants: Field Operations
         • 1 Parking Manager: Ruskin Hall
         • 4 Attendants: SO, OC, OH, PH
      iv. Buildings:
         • Parking Manager to be located at Ruskin Hall

   b. Parking Office Operations
      i. Operations:
         • Primarily Remote Working
      ii. Action Items:
         • Parking enforcement activities will need the Parking Enforcement Assistants to be onsite. If staff is needed onsite it
will need to be approved by the Director of Parking and Transportation and the Assistant Vice Chancellor of Auxiliary Operations and Finance. If staff must be onsite, they will ensure physical distance and only work in their private office.

- All payments are being taken through the appropriate web portal.

iii. Number of people/positions required on campus:
- 1 Parking Manager onsite to handle on campus requests
- A maximum of 2-3 people management staff will be permitted in the office per day on a rotating schedule which will still need to be approved by the Director of Parking and Transportation and the Assistant Vice Chancellor of Auxiliary Operations and Finance.

iv. Buildings:
- Ruskin Hall

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. Parking attendants/ Parking Enforcement Associates /Parking Manger return to campus
   b. Parking fees are reinstated.
2. Shift from Elevated Risk Posture to Guarded Risk Posture
   a. Management returns to campus 2-3 days per week if needed

As risk levels increase:
3. Shift from Guarded Risk Posture to Elevated Risk Posture
   a. Management works remotely
4. Shift from Elevated Risk Posture to High Risk Posture
   a. Gates are lifted, parking fee will be determined and only one parking manager remains on campus

IV. Stakeholder Outreach

All communication will be shared via email, social media, and websites.

V. Monitoring and Amendment

The Director of Parking and Transportation will monitor all activities on a daily basis. Any changes to this plan will be approved by the Senior Vice Chancellor for Business and Operations.