I. **Overview**

1. **Name of Activity Area:** Petersen Events Center (PEC) Lawn
2. **Name of Activity Area Lead:** Heather Lyke, Department of Athletics
3. **Name of individual submitting Activity Area Plan:** Heather Lyke
4. **Date of Submission:** September 25, 2020
5. **Revision of a previously approved Activity Area Plan?** No
6. **Summary of Plan:** This Activity Area Plan for the PEC Lawn covers any organized events or activities sponsored by a University department and scheduled on the PEC Lawn. Such activities could include, but are not limited to:

   a. Academic Classes or Sessions (example includes hosting a Department of Recreation outdoor fitness classes for students and staff)
   b. Development and Fundraising Events (example includes a department hosted luncheon)
   c. Organized Social Gatherings (example includes student movie night using a large projector)

This AAP for the PEC Lawn does not cover informal University community member recreation or leisure events or activities that are not sponsored by a University department. Such activities could include, but are not limited to: pick-up games (catch, volleyball, ultimate frisbee, etc.), picnics, lounging, reading, studying, yoga, meditation, etc.

7. **As the lead of this Activity Area:** I hereby confirm the Department of Athletics will oversee the PEC Lawn and commit to ensuring that organized events or activities sponsored by a University department on the PEC Lawn follow the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines.

   Note: All hosted events at the PEC and PEC Lawn are approved by, and ultimate oversight is with, the Department of Athletics. Day-to-day management of such events are delegated to ASM Global staff. Herein, for purposes of this Activity Area Plan, the oversight and management partnership between the Department of Athletics and ASM Global will be referred to as “PEC Lawn Staff.”

II. **Functions in Each Operational Posture**

1. **High Risk Posture**
   a. **Function 1 – Academic Classes or Sessions**
      i. **What:** Academic Classes or Sessions
      ii. **How:** Scheduled events or activities will not occur on PEC Lawn during High Risk Posture
      iii. **Number of people/positions required on campus:** Zero (0) staff members required to operate PEC Lawn during High Risk Posture
iv. Buildings: PEC Lawn

b. Function 2 – Development and Fundraising Events
   i. What: Development and Fundraising Events
   ii. How: Scheduled events or activities will not occur on PEC Lawn during High Risk Posture
   iii. Number of people/positions required on campus: Zero (0) staff members required to operate PEC Lawn during High Risk Posture

iv. Buildings: PEC Lawn
c. Function 3 – Organized Social Gatherings
   i. What: Organized Social Gatherings
   ii. How: Scheduled events or activities will not occur on PEC Lawn during High Risk Posture
   iii. Number of people/positions required on campus: Zero (0) staff members required to operate PEC Lawn during High Risk Posture

iv. Buildings: PEC Lawn

2. Elevated Risk Posture
   a. Function 1 – Academic Classes or Sessions
      i. What: Academic Classes or Sessions
      ii. How: Academic Classes or Sessions would occur within the following parameters:
         • Defined Space
            a. PEC Lawn Staff will be responsible for setting up a defined space, meeting the event needs of the requesting department
            b. The defined space will adhere to all physical distancing guidelines outlined within the University’s COVID-19 Standards and Guidelines
         • Capacity
            o Will adhere to the capacity limitations for each of the University’s Operating Postures. The capacity count includes all persons within the defined space. In the Elevated Risk Posture, this is 50 people outdoors.
         • Participants
            o Participants are limited to University students, faculty, or staff. No guests during Elevated Risk Posture
            o A participant list must be submitted by sponsoring department to PEC Lawn Staff one-week prior to the event occurring and include: first and last name, indication if they are faculty, staff, or student as well as Pitt ID#, and contact information for each person (i.e., email, telephone number)
         • Materials and Decorative Items
            o PEC Lawn Staff will provide, clean, and maintain necessary event materials (e.g. tables, stanchions)
• PEC Lawn Staff may accommodate limited decorative requests (e.g. table skirts) but additional outside materials and decorations will not be allowed in order to minimize touch points

  • Catering
    o Food may be provided only through the catering partnership with the University’s dining services partner, Chartwells
    o Chartwells will follow its catering protocols and will adhere to the University’s COVID-19 Standards and Guidelines for food services
    o Outside food will not be permitted in all postures

  • Cleaning
    o PEC Lawn Staff will clean any materials used (e.g. tables, table skirts, stanchions) upon setup and after tear-down before putting it back in storage
    o In the instance with multiple events during one day, appropriate time will be scheduled allowing for cleaning of all materials before the next event
    o PEC Lawn Staff will use EPA-approved disinfectants for COVID-19 in accordance with the University’s Cleaning, Disinfection and Hygiene Standards and Guidelines

iii. Number of people/positions required on campus: Two to fifteen (2-15) staff members required to operate the PEC Lawn dependent on the scope of event

iv. Buildings: PEC Lawn

b. Function 2 – Development and Fundraising Events
   i. What: Development and Fundraising Events
   ii. How: Development and Fundraising Events may occur on a very limited basis within the following parameters:
     • Defined Space
       o PEC Lawn Staff will be responsible for setting up a defined space, meeting the event needs of the requesting department
       o The defined space will adhere to all physical distancing guidelines outlined within the University’s COVID-19 Standards and Guidelines

     • Participants
       o Limited to the capacity limitations for each of the University’s Operating Postures. The capacity count includes all persons within the defined space
       o A participant list must be submitted by sponsoring department to PEC Lawn Staff one week prior to the event occurring and include: first and last name, indication if they
are faculty, staff, or student as well as Pitt ID#, and contact information for each person (i.e. email, telephone number)
  o A designated PEC Lawn Staff member will log all guests and will ensure the University’s COVID-19 Standards and Guidelines for guests are followed

• Materials and Decorative Items
  o PEC Lawn Staff will provide, clean, and maintain necessary event materials (e.g. tables, stanchions)
  o PEC Lawn Staff may accommodate limited decorative requests (e.g. table skirts) but additional outside materials and decorations will not be allowed in order to minimize touch points

• Catering
  o Food may be provided only through the catering partnership with the University’s dining services partner, Chartwells
  o Chartwells will follow its catering protocols and will adhere to the University’s COVID-19 Standards and Guidelines for food services
  o Outside food will not be permitted in all postures

• Cleaning
  o PEC Lawn Staff will clean any materials used (e.g. tables, table skirts, stanchions) upon setup and after tear-down, before putting it back in storage
  o In the instance with multiple events during one day, appropriate time will be scheduled to allow cleaning of all materials before the next event
  o PEC Lawn Staff will use EPA-approved disinfectants for COVID-19 in accordance with the University’s Cleaning, Disinfection and Hygiene Standards and Guidelines

iii. Number of people/positions required on campus: Two to fifteen (2-15) staff members required to operate the PEC Lawn dependent on the scope of event.

iv. Buildings: PEC Lawn

c. Function 3 – Organized Social Gatherings
   i. What: Organized Social Gatherings
   ii. How: Organized Social Gatherings would occur within the following parameters:
      • Defined Space
        o PEC Lawn Staff will be responsible for setting up a defined space, meeting the event needs of the requesting department
        o The defined space will adhere to all physical distancing guidelines outlined within the University’s COVID-19 Standards and Guidelines
• Capacity
  o Will adhere to the capacity limitations for each of the University’s Operating Postures. The capacity count includes all persons within the defined space. In the Elevated Risk Posture, this is 50 people outdoors.

• Participants
  o Participants are limited to University students, faculty, or staff. No guests during Elevated Risk Posture
  o A participant list must be submitted by sponsoring department to PEC Lawn Staff one-week prior to the event occurring and include: first and last name, indication if they are faculty, staff, or student as well as Pitt ID#, and contact information for each person (i.e. email, telephone number)

• Materials and Decorative Items
  o PEC Lawn Staff will provide, clean, and maintain necessary event materials (e.g. tables, stanchions)
  o PEC Lawn Staff may accommodate limited decorative requests (e.g. table skirts) but additional outside materials and decorations will not be allowed in order to minimize touch points

• Catering
  o Food may be provided only through the catering partnership with the University’s dining services partner, Chartwells
  o Chartwells will follow its catering protocols and will adhere to the University’s COVID-19 Standards and Guidelines for food services
  o Outside food will not be permitted in all postures

• Cleaning
  o PEC Lawn Staff will clean any materials used (e.g. tables, table skirts, stanchions) upon setup and after tear-down before putting it back in storage
  o In the instance with multiple events during one day, appropriate time will be scheduled allowing for cleaning of all materials before the next event
  o PEC Lawn Staff will use EPA-approved disinfectants for COVID-19 in accordance with the University’s Cleaning, Disinfection and Hygiene Standards and Guidelines

iii. Number of people/positions required on campus: Two to fifteen (2-15) staff members required to operate the PEC Lawn dependent on the scope of event.

iv. Buildings: PEC Lawn

3. Guarded Risk Posture
   a. Function 1 – Academic Classes or Sessions
i. **What:** Academic Classes or Sessions

ii. **How:** Academic Classes or Sessions would occur within the following parameters

- **Defined Space**
  - PEC Lawn Staff will be responsible for setting up a defined space that meets the event needs of the requesting department
  - The defined space will adhere to all physical distancing guidelines outlined within the [University’s COVID-19 Standards and Guidelines](#).

- **Capacity**
  - Will adhere to the capacity limitations for each of the University’s [Operating Postures](#). The capacity count includes all persons within the defined space. In the Guarded Risk Posture, this is 250 people outdoors.

- **Participants**
  - Limited to the capacity limitations for each of the University’s [Operating Postures](#). The count includes all persons within the defined space.
  - Guests of the University may only be in attendance during Guarded Risk and must adhere to the established [University’s COVID-19 Standards and Guidelines](#).
  - A participant list must be submitted by sponsoring department to PEC Lawn Staff one week prior to the event occurring and include: first and last name, indication if they are faculty, staff, or student as well as Pitt ID#, and contact information for each person (i.e. email, telephone number).
  - A designated PEC Lawn Staff member will log all guests and will ensure the [University’s COVID-19 Standards and Guidelines](#) for guests are followed.

- **Materials and Decorative Items**
  - PEC Lawn Staff will provide, clean, and maintain necessary event materials (e.g. tables, stanchions).
  - PEC Lawn Staff may accommodate limited decorative requests (e.g. table skirts) but additional outside materials and decorations will not be allowed in order to minimize touch points.

- **Catering**
  - Food may be provided only through partnership with the University’s dining services partner, Chartwells.
  - Chartwells will follow its catering protocols and will adhere to the [University’s COVID-19 Standards and Guidelines](#) for food services.
  - Outside food will not be permitted in all postures.

- **Cleaning**
PEC Lawn Staff will clean any materials used (e.g. tables, table skirts, stanchions) upon setup and after tear-down before putting it back in storage.

In the instance with multiple events during one day, appropriate time will be scheduled to allow cleaning of all materials before the next event.

PEC Lawn Staff will use EPA-approved disinfectants for COVID-19 in accordance with the University’s Cleaning, Disinfection and Hygiene Standards and Guidelines.

iii. Number of people/positions required on campus: Two to fifteen (2-15) staff members required to operate the PEC Lawn dependent on the scope of event.

iv. Buildings: PEC Lawn

b. Function 2 – Development and Fundraising Events

i. What: Development and Fundraising Events

ii. How: Development and Fundraising Events may occur on a limited basis within the following parameters:

- Defined Space
  - PEC Lawn Staff will be responsible for setting up a defined space, meeting the event needs of the requesting department.
  - The defined space will adhere to all physical distancing guidelines outlined within the University’s COVID-19 Standards and Guidelines.

- Participants
  - Limited to the capacity limitations for each of the University’s Operating Postures. The capacity count includes all persons within the defined space.
  - Guests of the University may only be in attendance during Guarded Risk and must adhere to the established University’s COVID-19 Standards and Guidelines.
  - A participant list must be submitted by sponsoring department to PEC Lawn Staff one week prior to the event occurring and include: first and last name, indication if they are faculty, staff, or student as well as Pitt ID#, and contact information for each person (i.e. email, telephone number).
  - A designated PEC Lawn Staff member will log all guests and will ensure the University’s COVID-19 Standards and Guidelines for guests are followed.

- Materials and Decorative Items
  - PEC Lawn Staff will provide, clean, and maintain necessary event materials (e.g. tables, stanchions).
  - PEC Lawn Staff may accommodate limited decorative requests (e.g. table skirts) but additional outside materials and decorations will not be allowed in order to minimize touch points.
• Catering
  o Food may be provided only through the catering partnership with the University’s dining services partner, Chartwells
  o Chartwells will follow its catering protocols and will adhere to the University’s COVID-19 Standards and Guidelines for food services
  o Outside food will not be permitted in all postures

• Cleaning
  o PEC Lawn Staff will clean any materials used (e.g. tables, table skirts, stanchions) upon setup and after tear-down, before putting it back in storage
  o In the instance with multiple events during one day, appropriate time will be scheduled to allow cleaning of all materials before the next event
  o PEC Lawn Staff will use EPA-approved disinfectants for COVID-19 in accordance with the University’s Cleaning, Disinfection and Hygiene Standards and Guidelines

iii. Number of people/positions required on campus: Two to fifteen (2-15) staff members required to operate the PEC Lawn dependent on the scope of event.

iv. Buildings: PEC Lawn

c. Function 3 – Organized Social Gatherings
i. What: Organized Social Gatherings
ii. How: Organized Social Gatherings would occur within the following parameters
  • Defined Space
    o PEC Lawn Staff will be responsible for setting up a defined space, meeting the event needs of the requesting department
    o The defined space will adhere to all physical distancing guidelines outlined within the University’s COVID-19 Standards and Guidelines

• Participants
  o Limited to the capacity limitations for each of the University’s Operating Postures. The capacity count includes all persons within the defined space
  o Guests of the University may only be in attendance during Guarded Risk and must adhere to the established University’s COVID-19 Standards and Guidelines
  o A participant list must be submitted by sponsoring department to PEC Lawn Staff one week prior to the event occurring and include: first and last name, indication if they are faculty, staff, or student as well as Pitt ID#, and contact information for each person (i.e. email, telephone number)
o A designated PEC Lawn Staff member will log all guests and will ensure the University’s COVID-19 Standards and Guidelines for guests are followed

- Materials and Decorative Items
  o PEC Lawn Staff will provide, clean, and maintain necessary event materials (e.g. tables, stanchions)
  o PEC Lawn Staff may accommodate limited decorative requests (e.g. table skirts) but additional outside materials and decorations will not be allowed in order to minimize touch points

- Catering
  o Food may be provided only through the catering partnership with the University’s dining services partner, Chartwells
  o Chartwells will follow its catering protocols and will adhere to the University’s COVID-19 Standards and Guidelines for food services
  o Outside food will not be permitted in all postures

- Cleaning
  o PEC Lawn Staff will clean any materials used (e.g. tables, table skirts, stanchions) upon setup and after tear-down before putting it back in storage
  o In the instance with multiple events during one day, appropriate time will be scheduled to allow cleaning of all materials before the next event
  o PEC Lawn Staff will use EPA-approved disinfectants for COVID-19 in accordance with the University’s Cleaning, Disinfection and Hygiene Standards and Guidelines

iii. Number of people/positions required on campus: Two to fifteen (2-15) staff members required to operate the PEC Lawn dependent on the scope of event

iv. Buildings: PEC Lawn

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 restrictive.

As risk levels decline:
1. Shift from High Risk Posture to Elevated Risk Posture
2. Shift from Elevated Risk Posture to Guarded Risk Posture

As risk levels increase:
3. Shift from Guarded Risk Posture to Elevated Risk Posture
4. Shift from Elevated Risk Posture to High Risk Posture
The Director of Athletics who serves on the Chancellor’s Senior Leadership Team delegates oversight responsibilities of the PEC Lawn Staff to the Executive Associate AD for Administration. The Deputy Athletics Director, Chief Operating Officer is the Department of Athletics Pandemic Coordinator and liaison to the Resilience Steering Committee. The Executive Associate AD for Administration will work with the Director of Athletics and Deputy Athletics Director, Chief Operation Officer and will monitor University announcements in order to notify PEC Lawn Staff of any transition between operational postures.

**Shift from High Risk Posture to Elevated Risk Posture**

In the event of a declining risk level, the Executive Associate AD for Administration will request permission of the Director of Athletics before allowing an increase in the number of guests.

Point persons for any impacted scheduled event will be contacted by email and telephone when the University is transitioning between any operational postures. Staff scheduled to work the event will be notified of changes by email.

**Shift from Elevated Risk Posture to Guarded Risk Posture**

In the event of a declining risk level, the Executive Associate AD for Administration will request permission of the Director of Athletics before allowing an increase in the number of guests.

Point persons for any impacted scheduled event will be contacted by email and telephone when the University is transitioning between any operational postures. Staff scheduled to work the event will be notified of changes by email.

**Shift from Guarded Risk Posture to Elevated Risk Posture**

In the event of an increasing risk level, the Executive Associate AD for Administration will immediately postpone or cancel Development and Fundraising Events and will alter Academic Classes or Sessions and Organizing Social Gatherings to fit the Elevated Risk Posture.

Point persons for any impacted scheduled event will be contacted by email and telephone when the University is transitioning between any operational postures. Staff scheduled to work the event will be notified of changes by email.

**Shift from Elevated Risk Posture to High Risk Posture**

In the event of an increasing risk level, the Executive Associate AD for Administration will immediately postpone or cancel Academic Classes or Sessions and Organizing Social Gatherings to fit the High Risk Posture.

Point persons for any impacted scheduled event will be contacted by email and telephone when the University is transitioning between any operational postures. Staff scheduled to work the event will be notified of changes by email.
IV. Stakeholder Outreach

The PEC Lawn has several key stakeholders that will require necessary information to execute this plan, in particular when preparing for a shift in operation postures.

Event Organizers and Participants: PEC Lawn Staff will review all requests to utilize the PEC Lawn and communicate whether or not the request is approved or denied the designated point person for each event. PEC Lawn Staff will communicate the University’s COVID-19 Standards and Guidelines with the appropriate point person for each individual event. Point persons for any impacted scheduled event will be contacted by email and telephone when the University is transitioning between any operational postures.

Guests: For approved events, the PEC Lawn Staff will communicate the University’s COVID-19 Standards and Guidelines with the appropriate point person for each individual event as well as any guests. Point persons for any impacted scheduled event will be contacted by email and telephone when the University is transitioning between any operational postures. PEC Lawn Staff will utilize submitted participant lists to communicate through email with any guests.

Campus Departments: PEC Lawn Staff will ensure the PEC Lawn is uploaded into the Event Management Scheduling system, outlining appropriate PEC Lawn Staff for scheduling events. PEC Lawn Staff will share established rental guidelines and the University’s COVID-19 Standards and Guidelines with any inquiring campus department. Point persons for any impacted scheduled event will be contacted by email and telephone when the University is transitioning between any operational postures.

Staff: The Executive Associate AD for Administration will be responsible for notifying PEC Lawn management to disseminate all pertinent information to PEC Lawn staff, including any transition between operational postures.

Unorganized Gatherings: Outside of approved scheduled events, the PEC Lawn will remain a University open space. Signs will be posted when on and around the PEC Lawn indicating any persons on the lawn must following the University’s COVID-19 Standards and Guidelines.

V. Monitoring and Amendment

The Executive Associate AD for Administration will be responsible for monitoring compliance with this activity area plan. Any revisions to this plan must be approved by the Director of Athletics.