I) Overview

1) Activity Area – Office of Sustainability (Sustainability)
2) Activity Area Lead – Aurora Sharrard, Director of Sustainability
3) Individual Submitting Activity Area Plan – Aurora Sharrard, Director of Sustainability
4) Date of Submission – August 4, 2020
5) Revision of a previously approved Activity Area Plan? No
6) Summary:
   • With limited exceptions highlighted below, personnel in and associated with the Office of Sustainability will work from home to the maximum extent possible for the duration of the COVID-19 pandemic, regardless of the University’s operating posture.
   • Some student-facing Sustainability staff will generally work remotely, except as needed and required by their home offices / departments / division for support of authorized on-campus operations related to student occupancy, use, and interaction.
   • Portions of this plan reference the Activity Area Plans of other areas that have or accommodate Sustainability employees, interns, students, and activities

7) As the lead of this activity area, I, Aurora Sharrard, hereby confirm that Sustainability will commit to following the University’s COVID-19 Standards and Guidelines. In particular, prior to returning to campus, employees will be required to complete a mandatory training. While on campus, Sustainability employees will:
   a) Wear face coverings in the presence of any other individual, when they enter and exit buildings, and in full accordance with the University’s Standards and Guidance on PPE, Face Coverings, and Hygiene.
   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) Wear face coverings in the presence of any other individual, and as they enter and leave buildings
   e) Clean their personal and office spaces at the beginning and end of work periods

II) Functions in Each Operational Posture

1) HIGH RISK POSTURE
   a) Function 1: Sustainability Program, Project, and Activity Planning & Management
      i) What: Provision of all Sustainability services to university students and employees, including stewardship, exploration, community, and culture efforts.
      ii) How: Remote work posture
      iii) # of people/positions required on campus: Zero
      iv) Building(s): n/a
   b) Function 2: Meetings & Events – Defaulting to remote gatherings.
c) **Function 3: Ad-Hoc Access for Pitt Sustainability Employees**
   i) **What:** Ad hoc access for Pitt Sustainability staff when needed to accept deliveries; collect equipment, supplies, and files; other needs that may arise.
   ii) **How:** Pick up mail, files, equipment, and supplies from designated offices.
   iii) **# of people/positions required on campus:** 1 to 2 people per instance; physical presence required infrequently. Permission for access must be granted by Director of Sustainability and facilitated in cooperation with Facilities Management.
   iv) **Building(s):** Benedum 153, Cathedral 124, and other buildings as applicable to home office, department, or division.

d) **Function 4: Responsible Materials Diversion from Landfill**
   i) **What:** Support responsive materials diversion from landfill by Dining, events, and campus-wide use.
   ii) **How:** On-demand, infrequent trips to various campus locations by 1 to 2 Sustainability representatives embedded in Auxiliaries.
   iii) **Number of people/positions required on campus:** 1 person, on-demand by Dining; access facilitated in cooperation with Facilities Management and/or Auxiliaries.
   iv) **Building(s):** Litchfield Towers, Sutherland Hall, William Pitt Union, Posvar Hall, Sutherland Hall, and other locations students select as dining hubs.

e) **Function 5: Dining Sustainability** (Reference *Dining Services Activity Area Plan*)

f) **Function 6: Center for Sustainable Business** (Reference *School of Business*)

g) **Function 7: Mascaro Center for Sustainable Innovation** (Due to physical location, reference *Swanson School of Engineering Activity Area Plan*)

h) **Function 8: Pitt Bike Cave** (Reference *Student Affairs Activity Area Plan*)

i) **Function 9: Pitt Pantry** (Reference *Student Affairs Activity Area Plan*)

j) **Function 10: Pittsburgh Water Collaboratory** (Reference *Dietrich School of Arts & Science Activity Area Plan*)

k) **Function 11: Student Office of Sustainability** (Reference *Student Affairs Activity Area Plan*)

l) **Function 12: University of Thriftsburgh Thrift Shop:** (Reference *Student Affairs Activity Area Plan*)

m) **Function 13: Other Sustainability Activities may need to reference the Activity Plans of other areas,** including, but not limited to:
   i) Athletics
   ii) Facilities Management
   iii) Housing
   iv) Panther Central
   v) Parking & Transportation
   vi) Petersen Events Center

2) **ELEVATED RISK POSTURE**
a) **Function 1: Sustainability Program, Project, and Activity Planning & Management**
   i) **What:** Provision of all Sustainability services to university students and employees, including stewardship, exploration, community, and culture efforts.
   ii) **How:** Remote work posture
   iii) **# of people/positions required on campus:** Zero
   iv) **Building(s):** n/a

b) **Function 2: Meetings & Events** – Defaulting to remote gatherings when possible; no in-person gatherings of more than 25 people

c) **Function 3: Ad-Hoc Access for Pitt Sustainability Employees**
   i) **What:** Ad hoc access for Pitt Sustainability staff when needed to accept deliveries; collect equipment, supplies, and files; other needs that may arise.
   ii) **How:** Pick up mail, files, equipment, and supplies from designated offices.
   iii) **# of people/positions required on campus:** 1 to 2 people per instance; physical presence required infrequently. Permission for access must be facilitated in cooperation with Facilities Management.
   iv) **Building(s):** Benedum 153, Cathedral 124, and other buildings as applicable to home office, department, or division.

d) **Function 4: Responsible Materials Diversion from Landfill**
   i) **What:** Support responsive materials diversion from landfill by Dining, events, and campus-wide use.
   ii) **How:** Once-per-week trips to various campus locations by 1 to 2 Sustainability representatives embedded in Auxiliaries and/or Student Affairs
   iii) **Number of people/positions required on campus:** 2 people, one visit each per week; access facilitated in cooperation with Facilities Management, Student Affairs, and/or Auxiliaries.
   iv) **Building:** Litchfield Towers, Sutherland Hall, William Pitt Union, Posvar Hall, Sutherland Hall, and other locations students select as dining hubs, and/or other waste diversion hubs listed here: sustainable.pitt.edu/zerowaste

e) **Function 5: Dining Sustainability** (Reference Dining Services Activity Area Plan)

f) **Function 6: Center for Sustainable Business** (Reference School of Business)

g) **Function 7: Mascaro Center for Sustainable Innovation** (Due to physical location, reference Swanson School of Engineering Activity Area Plan)

h) **Function 8: Pitt Bike Cave** (Reference Student Affairs Activity Area Plan)

i) **Function 9: Pitt Pantry** (Reference Student Affairs Activity Area Plan)

j) **Function 10: Pittsburgh Water Collaboratory** (Reference Dietrich School of Arts & Science Activity Area Plan)

k) **Function 11: Student Office of Sustainability** (Reference Student Affairs Activity Area Plan)
1) **Function 12**: University of Thriftsburgh Thrift Shop: (Reference Student Affairs Activity Area Plan)

m) **Function 13**: Other Sustainability Activities may need to reference the Activity Plans of other areas, including, but not limited to:
   i) Athletics
   ii) Facilities Management
   iii) Housing
   iv) Panther Central
   v) Parking & Transportation
   vi) Petersen Events Center

3) GUARDED RISK POSTURE

a) **Function 1**: Sustainability Program, Project, and Activity Planning & Management
   i) **What**: Provision of all Sustainability services to university students and employees, including stewardship, exploration, community, and culture efforts.
   ii) **How**: Remote work posture
   iii) **# of people/positions required on campus**: Zero
   iv) **Building(s)**: n/a

b) **Function 2**: Meetings & Events – Defaulting to remote gatherings when possible; no in-person gatherings of more than 250 people

c) **Function 3**: Ad-Hoc Access for Pitt Sustainability Employees
   i) **What**: Ad hoc access for Pitt Sustainability staff when needed to accept deliveries; collect equipment, supplies, and files; other needs that may arise.
   ii) **How**: Pick up mail, files, equipment, and supplies from designated offices.
   iii) **# of people/positions required on campus**: 1 to 2 people per instance; physical presence required infrequently. Permission for access must be facilitated in cooperation with Facilities Management.
   iv) **Building(s)**: Benedum 153, Cathedral 124, and other buildings as applicable to home office, department, or division.

d) **Function 4**: Responsible Materials Diversion from Landfill
   i) **What**: Support responsive materials diversion from landfill by Dining, events, and campus-wide use.
   ii) **How**: Trips to various campus locations by 1 to 5 Sustainability representatives associated with in Auxiliaries and/or Student Affairs
   iii) **# of people/positions required on campus**: 1 to 5 people; access facilitated in cooperation with Facilities Management, Student Affairs, and/or Auxiliaries.
   iv) **Building**: Litchfield Towers, Sutherland Hall, William Pitt Union, Posvar Hall, Sutherland Hall, and other locations students select as dining hubs, and/or other waste diversion hubs listed here: [sustainable.pitt.edu/zerowaste](http://sustainable.pitt.edu/zerowaste)
e) **Function 5: Dining Sustainability** (Reference *Dining Services Activity Area Plan*)

f) **Function 6: Center for Sustainable Business** (Reference *School of Business*)

g) **Function 7: Mascaro Center for Sustainable Innovation** (Due to physical location, reference *Swanson School of Engineering Activity Area Plan*)

h) **Function 8: Pitt Bike Cave** (Reference *Student Affairs Activity Area Plan*)

i) **Function 9: Pitt Pantry** (Reference *Student Affairs Activity Area Plan*)

j) **Function 10: Pittsburgh Water Collaboratory** (Reference *Dietrich School of Arts & Science Activity Area Plan*)

k) **Function 11: Student Office of Sustainability** (Reference *Student Affairs Activity Area Plan*)

l) **Function 12: University of Thriftsburgh Thrift Shop:** (Reference *Student Affairs Activity Area Plan*)

m) **Function 13: Other Sustainability Activities may need to reference the Activity Plans of other areas**, including, but not limited to:
   i) Athletics
   ii) Facilities Management
   iii) Housing
   iv) Panther Central
   v) Parking & Transportation
   vi) Petersen Events Center

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. Sustainability’s activities will directly reflect these shifts, with very few changes in Function locations, as indicated above. In general, employees will work remotely when at all possible for the duration of the pandemic and all meetings and events will be remote.

As risk levels decline, employees returning to campus for any of the above functions will complete training modules and comply with the University’s [COVID-19 Standards and Guidelines](#). Employees will be notified at least one week in advance of the potential need to return to campus.

- **Shift from High Risk Posture to Elevated Risk Posture**
  - Likely changes in Other Functions, requiring reference of other Activity Area Plans listed above.

- **Shift from Elevated Risk Posture to Guarded Risk Posture**
  - Likely changes in Other Functions, requiring reference of other Activity Area Plans listed above.
As risk levels increase, a return to High Risk Posture will result in corresponding decrease in employee on-campus presence with the least number of staff possible on-site for the least amount of time to maintain critical service and activity.

- **Shift from Guarded Risk Posture to Elevated Risk Posture**
  - Move all remaining meetings & events to remote where possible; no in-person gatherings of more than 25 people.
  - Likely changes in Other Functions, requiring reference of other Activity Area Plans listed above.
- **Shift from Elevated Risk Posture to High Risk Posture**
  - Move all remaining meetings & events to remote where possible; no in-person gatherings of more than 10 people.
  - Likely changes in Other Functions, requiring reference of other Activity Area Plans listed above.

Sustainability reports to the Senior Vice Chancellor (SVC) of Business & Operations (B&O). The Director of Sustainability attends weekly B&O staff meetings and will be notified of any transition between the University’s Operating Postures. In addition, University announcements will be monitored and all Sustainability staff will be notified. In the event of a declining risk level, the Director will request permission of the SVC before adjusting any in-person, on-campus efforts.

**IV) Stakeholder Outreach**

Stakeholders of Sustainability include all University employees and students. Notification of Sustainability’s remote-work status has been communicated broadly. All Sustainability requests are routed either through our [website](mailto:sustainability@pitt.edu) to sustainability@pitt.edu or our primary office number: 412-624-5122.

Any changes in risk posture that affect the Sustainability team’s status will be communicated to the entire team by the Director of Sustainability.

**V) Monitoring and Amendment**

The Director of Sustainability will be responsible for monitoring compliance with this activity area plan. Any revisions to this plan will be submitted to the Senior Vice Chancellor for Business & Operations for approval.