University of Pittsburgh | Activity Area Plan
University Club

I. Overview

1. Name of Activity Area: University Club
2. Name of Activity Area Lead: Adrianne Holmes, Director of Conference Services
3. Name of individual submitting Activity Area Plan: Adrianne Holmes
4. Date of submission: 1/6/2021
5. Revision of a previously approved Activity Area Plan: Yes
6. Summary of Plan: Explained in the plan below, staff will work to execute events and manage the restaurants and fitness facility at the University Club. Otherwise, staff will work from home during the COVID 19 Pandemic until further notice.
   a. Physical Distancing: Staff will practice physical distancing by standing at least six feet away from each other
   b. Cleaning Protocols: Staff will clean and disinfect all occupied spaces at the beginning and end of shifts, and will clean frequently-touched surfaces more frequently as needed, in accordance with the University’s Standards and Guidelines for Cleaning, Disinfection and Hygiene.
   c. Hand Sanitizer: Hand sanitizer dispensers, touchless whenever possible, will be placed throughout the University Club
   d. Pandemic Safety Ambassador: A Pandemic Safety Ambassador, who is tasked with monitoring the health, cleaning, planning, facilitation and social distancing measures for staff and each event, will be one of the staff members already present, and assigned and responsible for ensuring compliance with the University’s Standards and Guidelines for Cleaning, Disinfection and Hygiene.
   e. COVID-19 Training: All employees will receive training on COVID-19 safety and sanitation protocols
   f. Face Coverings: Face Coverings will be worn by all employees and guests. These face coverings include any type of cloth or disposable material that covers the mouth and nose and can be safely secured in place (e.g., looped around ears or around the head) while in use.

7. I, Adrianne Holmes, on behalf of the University Club agree to commit to following the University’s Standards and Guidelines.
II. Functions in Each Operational Posture

Under all operational postures, the Supervisor will submit an email to the Vice Chancellor for Business and Operations requesting permission for employees to be on campus, and including the following information: dates, times, purpose, location of personnel, number of personnel. All employees must submit their Self-Attestation form before arriving on campus. Postures are subject to change by determination of the University’s Senior Leadership Team. All outside guest attending an in-person meeting, conference and/or event must go through the guest exception process, as articulated in the Meetings, Conferences, Events and Guests Standards and Guidelines.

High Risk Posture

a. Function 1 – Execution of Events- for University personnel only, no outside guests allowed.
   i. **What:** Execution of Events (7) guests, not including staff
   ii. **How:** Staff on site for set up and execution of events
   iii. **Number of people/positions required on campus:** (3) Staff Members – (1) Event Manager/Catering Manager (1) Housekeeper (1) Houseman
   iv. **Building(s):** University Club (various locations throughout)

b. Function 2 – Operation of Restaurant- for University personnel and outside guests
   i. **What:** Operation of Restaurant – Café 1923 only, Grab and Go options only in accordance with the University’s Standards and Guidelines on Food Services
   ii. **How:** Staff on site for food prep and operation of Café 1923
   iii. **Number of people/positions required on campus:** (4) Staff Members – (1) Café Staff (2) Culinary Staff (1) Housekeeper
   iv. **Building(s):** University Club; Café 1923

c. Function 3 – Management of Fitness Facility-for University personnel only
   i. **What:** Management of Fitness Facility (Fitness Facility Closed)
   ii. **How:** Virtual Classes Only – Staff on site to broadcast from gym facility
   iii. **Number of people/positions required on campus:** (3) Staff Members - (2) Fitness Instructors (1) Housekeeper
   iv. **Building(s):** University Club; Fitness Center

2. Elevated Risk Posture

a. Function 1 – Executive of Events-for University personnel and outside guests
   i. **What:** Execution of Events (20) guests, not including staff
ii. **How:** Staff on site for set up, and execution of events  
iii. **Number of people/positions required on campus:** (5) Staff Members-  
     (1) Event Manager/Catering Manager (1) Housekeeper (1) Houseman (2)  
     Kitchen Staff  
iv. **Building(s):** University Club; Various locations throughout

b. **Function 2 – Operation of Restaurant-for University Personnel and  
outside guests**  
i. **What:** Operation of Restaurant – Café 1923 with the additional option  
to open the College Room, Grab and Go, take out options only in  
accordance with the [University’s Standards and Guidelines on Food  
Services](#)  
ii. **How:** Staff on site for food prep and operation of Café 1923 and  
College Room  
iii. **Number of people/positions required on campus:** (9) Staff Members  
     – (2) Café Staff (2) College Room Staff (4) Culinary Staff (1)  
     Housekeeper  
iv. **Building(s):** University Club; Café 1923 and College Room

c. **Function 3 – Management of Fitness Facility-for University Personnel  
only**  
i. **What:** Management of Fitness Facility – Fitness Facility will open at  
(12) people or less to accommodate social distancing requirements not  
including staff  
ii. **How:** Virtual and Onsite Instructions – Staff on site to broadcast from  
gym facility and instruct workout sessions. Group Fitness spaces  
limited to 4 people including staff to accommodate social distancing  
requirements  
iii. **Number of people/positions required on campus:** (4) Staff Members  
     – (3) Fitness Instructors (1) Housekeeper  
iv. **Building(s):** University Club; Fitness Center

3. **Guarded Risk Posture**

a. **Function 1 – Execution of Events-for University Personnel and outside  
guests**  
i. **What:** Execution of Events: events will not exceed the maximum  
number of people allowed in a given space, as determined by  
Facilities Management in alignment with the [Shared Spaces  
Standards and Guidelines](#).  
ii. **How:** Staff on site for set up, food prep and execution of events  
iii. **Number of people/positions required on campus:** (10) Staff  
     Members – (2) Event Manager/Catering Manager (2) Catering  
     Manager (2) Catering Supervisor (2) Housekeeper (2) Culinary Staff  
iv. **Building(s):** University Club; Various locations throughout
b. Function 2 – Operation of Restaurant-for University Personnel and outside guests
   i. **What:** Operation of Restaurant – Dine-in services are available in Café 1923. College Room and Fraternity Grill may choose to open but only at 25% Capacity including staff. University’s Standards and Guidelines on Food Services
   ii. **How:** Staff on site for food prep and operation of the café, College Room and Fraternity Grill.
      a. Customer presence will be safely managed by staff to ensure
         i. Capacity is not exceeded
         ii. Physical Distancing is maintained
         iii. Hygiene and face coverings and maintained
   iii. **Number of people/positions required on campus:** (13) Staff Members – (2) Café Staff (2) Fraternity Gill Staff (4) College Room Staff (4) Culinary Staff (1) Housekeeper
   iv. **Building(s):** University Club; Café 1923, College Room and Fraternity Grill

c. Function 3 – Management of Fitness Facility-for University Personnel only
   i. **What:** Management of Fitness Facility – Fitness Facility will open at (12) people or less to accommodate social distancing requirements not including staff
   ii. **How:** Virtual and Onsite Instructions – Staff on site to broadcast from gym facility and instruct workout sessions. Group Fitness spaces limited to 4 people including staff to accommodate social distancing requirements
   iii. **Number of people/positions required on campus:** (4) Staff Members – (3) Fitness Instructors (1) Housekeeper
   iv. **Building(s):** University Club; Fitness Center

III. Transitions between Operational Postures

As conditions and guidance shift, 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 Posture**
   a. Ability to host events up to (20) people, not including staff
   b. Increase in staff on site to support the University Club functions
c. Notify staff at least one week in advance of schedule change and need to report to campus or remote work options
   a. Notification will take place via scheduling software, email, and staff meetings
d. Employees returning to work will complete training and comply with the University’s Health and Personnel Standards and Guidelines

2. **Shift from Elevated Risk Posture to Guarded Risk Posture**
   a. Ability to host events up to the determined capacity of a given location.
   b. Increase in staff on site to support the University Club functions
   c. In-house dining available for Café 1923 and College Room
   d. Notify staff at least one week in advance of schedule change and need to report to campus or remote work options
      a. Notification will take place via scheduling software, email, and staff meetings
e. Employees returning to work will complete training and comply with the University’s Health and Personnel Standards and Guidelines

**As risk levels increase:**

3. **Shift from Guarded Risk Posture to Elevated Risk Posture**
   a. Ability to host events up to 20 people, not including staff
   b. Decrease in staff on site
   c. In-house dining facilities will be closed to customers
   d. Notify staff of immediate closures and adjustments of hours; remote work options implemented
      a. Notification will take place via email, and staff meeting
e. Notify University communications of updated operational hours and services

4. **Shift from Elevated Risk Posture to High Risk Posture**
   a. Ability to host events up to (7) people, not including staff
   b. Decrease in staff on site
   c. Notify staff of immediate closures and adjustments of hours; remote work options implemented
      a. Notification will take place via email, and staff meeting
d. Notify University communications of updated operational hours and services

**IV. Stakeholder Outreach**

The University Club key stakeholders include: University Club Members, University Faculty and Staff, External Clients.
1. University Club hours, Status of Operating Posture Transitions, and member amenities, will be communicated to all stakeholders through multiple channels including:

   o Signage
   o Website information
   o Read Green
   o Email
   o Social media
   o University shared communication websites and notifications
   o Phone
   o University Club Newsletter
V. Monitoring and Amendment

The Director of Conference Services, Adrianne Holmes is responsible for monitoring compliance with all plans and policies. Any revision to this plan will be reviewed and assessed by Matthew Sterne, Vice Chancellor for Business Operations, and approved by the Senior Vice Chancellor for Business and Operations.