University of Pittsburgh at Bradford
and
University of Pittsburgh at Titusville

Activity Area Plan
Table of Contents

1. Academic Affairs
   a. Academic Affairs Office 1-4
   b. Academic Coaching and Tutoring Center 5-8
   c. Academic Technology Integration 9-10
   d. Advising and Academic Support 11-13
   e. Behavioral and Social Sciences 14-17
   f. Biological and Health Sciences 18-22
   g. Communications & The Arts 23-27
   h. Disability Resources and Services 28-29
   i. Freshman Seminar 30-32
   j. International Services & Study Abroad 33-34
   k. Library- Bradford 35-37
   l. Management & Education 38-40
   m. Physical & Computational Sciences 41-44
   n. TRIO Student Support Services 45-50

2. Business Affairs
   a. Business Affairs Office 51-84
   b. Dining Services 55-60
   c. Facilities Management 61-64
   d. Computing, Telecommunications and Media Services 65-69
   e. Panther Shop 70-75
   f. Mail Center 76-78
   g. Human Resources & Payroll 79-83

3. Arts Programming 84-87
4. Communications & Marketing 88-90
5. Enrollment Management 91-94
6. Office of the President 95-102
7. Student Affairs 103-107
8. Titusville
   a. Auxiliary Services 108-116
   b. Biological and Health Sciences 117-120
   c. Campus Police and Security 121-126
   d. Computing and Technology 127-131
   e. Facilities Management 132-134
   f. HUB Office Area 135-151
   g. Library 152-155

9. Athletics 156-161
10. Harriett Wick Chapel 162-164
11. Conference Services 165-167
12. Marilyn Horne Café 168-171
Office of Academic Affairs  
Activity Area Plan 
Academic Affairs Administrative Office

I. Overview

A. Office of Academic Affairs (AA) – Administrative Office
B. Name of Activity Area Lead: Dr. Emily Williams, Vice President and Dean of Academic Affairs
C. Name of individual submitting Activity Area Plan: Dr. Emily Williams
D. Date of submission: July 16, 2020
E. Revision of a previously approved Activity Area Plan? No
F. A brief summary of the most critical pieces of your plan (a few bullet points).
   - All Staff and Personnel for Academic Affairs will be notified of any operational changes by the VP and Dean of Academic Affairs (VPDA) when any of the postures change. The Division Chairs will notify their faculty and administrative assistants of the operational changes as detailed by the VPDA. The specific changes/adjustments will be for faculty and staff work functions on campus (teaching, office hours, daily administrative office operations, and administrative meetings).
   - All [formerly physical/paper] handling of documents will be processed electronically for faculty, staff, and students, including but not limited to Directed Studies Forms, Internship Forms, Purchase Order Requisitions, Journal Entries, and related operational documents.
   - DocuSign has been implemented [summer 2020] for both tracking and signatory purposes.
   - Office Hours and Teaching Schedules will be posted electronically in Microsoft Teams and Box.
   - Normal face to face meetings will be held through Zoom, MS Teams, Canvas Conference, or Skype for Business – internally and externally – for and with faculty, students, and staff.
   - Office phones will be forwarded to work cell phones.

G. A confirmation that the activity area will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines:
   As VPDA, I confirm that all Academic Affairs Office staff will follow the Healthcare Standards and Guidelines, along with the Personnel Standards and Guidelines. These discussions of guidelines and necessary adherence to the same began in open forums early in May 2020 with faculty and support staff and will continue as standards and guidelines evolve.

H. Functions in Each Operational Posture
   Given the operational postures and the uniform standards and guidelines outlined in the introduction, describe how functions in your unit will be performed in each operational posture. Functions are specific to each activity area, and include items such as teaching, research, administrative operations, clinical operations, business operations, etc. Note that each activity...
area is required to adhere to the additional standards and guidelines that are relevant to its functions.

Describe what functions your activity area will perform in each of the three operational postures by operational posture, and include the following information for each function:

1. What is being done
2. How it is being done
3. The number of people/positions required on campus to complete the function in the given posture
4. Which campus buildings the required people/positions will occupy

Outline

1. High Risk Posture
   a. Function 1
      i. All office staff in the Office of AA will work in a remote manner.
      ii. All administrative and operational work functions, normally done in the office will be managed remotely via electronic communication and transmission.
      iii. There are currently three people that work in the Office of Academic Affairs: Vice President and Dean of Academic Affairs, Administrative Assistant, and Financial Assistant. The VPDA comes into the office several times a week; the two administrative assistants primarily work at home. The VPDA is considered essential personnel.
      iv. We work in Swarts Hall, Office Suite, 230.

2. Elevated Risk Posture
   a. Function 1
      i. All office staff in the Office of AA, will work in a remote manner.
      ii. All normal administrative and operational work functions, normally done in the office will be managed remotely via electronic communication and transmission.
      iii. There are currently three people that work in the Office of Academic Affairs: Vice President and Dean of Academic Affairs, Administrative Assistant, and Financial Assistant. The VPDA comes into the office several times a week; the two administrative assistants primarily work at home. The VPDA is considered essential personnel. If the assistants need entry into the office (ex. for retrieving materials), the VPDA will review and approve (or deny) the request.
      iv. We work in Swarts Hall, Office Suite, 230.

3. Guarded Risk Posture
   i. There will be a physical presence of the administrative staff in the office during the semester of at least two of the three staff (everyday) while in the Guarded Posture.
   ii. All administrative and operational work functions, normally done in the office will be done both in office, as well as remotely, via electronic communication and transmission. The VPDA will have a daily presence in the administrative office with accompaniment by one assistant during each week day. The three offices are spread out and when the three are in close contact, which is rarely, they will wear
face coverings. The front office is locked with a number to call for support so there is no ongoing traffic in and out of Academic Affairs. There will be Plexiglas shields to place at the conference room table if a meeting with someone is absolutely necessary.

iii. There are currently three people that work in the Office of Academic Affairs: Vice President and Dean of Academic Affairs, Administrative Assistant, and Financial Assistant.

iv. We work in Swarts Hall, Office Suite, 230.

I. 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 – We will continue to work remotely with physical presence in the office as needed for access to materials to serve students and faculty. If entry is needed into the office, the VPDA will approve [or not] the administrative assistants working within the office and/or retrieving materials.

2. Shift from Elevated Risk Posture to Guarded Risk Posture – We will accelerate our physical presence in the office to daily with intermittent remote work as necessary for health and safety.

As risk levels increase:

1. Shift from Guarded Risk Posture to Elevated Risk Posture – We will continue to work remotely with physical presence in the office as needed for access to materials to serve students and faculty.

2. Shift from Elevated Risk Posture to High Risk Posture – We will work remotely.

Please provide a summary of steps you plan to take when making any of the four potential shifts in posture, including how personnel will be notified of any changes and what changes in resource availability will occur.

Personnel will be notified of any changes in the four potential posture shifts by the VP and Dean of Academic Affairs via Zoom meetings, email, telephone, and texts. The Vice President will review plans for continuity in operations with all Division Chairs, Program Directors, faculty, and support staff.

J. Stakeholder Outreach

Please provide an overview of your activity area’s key stakeholder groups and how you intend to engage and communicate with each of those groups in the course of executing this plan, particularly when preparing for a shift in operational posture.

All stakeholders (students, faculty, and staff) will be communicated with by the VP and Dean of Academic Affairs via Zoom meetings, email, telephone, and texts. The Vice President will review plans for continuity in operations in all academic divisions as well as in academic support units. The VPDA will also communicate the adjustments with offices across campus including Student Affairs, Enrollment Services, Business Affairs, Human Resources, and others, as
necessary.

**K. Monitoring and Amendment**

The head of each activity area is responsible for monitoring compliance with their activity area plan. Any revisions to this plan must be approved by the Bradford Campus President and the Provost and Senior Vice Chancellor.
Office of Academic Affairs
Activity Area Plan
Academic Coaching and Tutoring Center

I. Overview
   1. Name of Activity Area: Academic Coaching & Tutoring Center (ACTC)
   2. Name of Activity Area Lead: Emily Williams, Vice President and Dean of Academic Affairs
   3. Name of individual submitting Activity Area Plan: Jean Barnard, Coordinator
   4. Date of submission: July 10, 2020
   5. Revision of a previously approved Activity Area Plan? No
   6. A brief summary of the most critical pieces of your plan (a few bullet points).
      - All individual meetings (tutoring appointments and coaching meetings) will be virtual throughout each of the postures with necessary physical presence in the office as determined with the VPDA.
   7. A conformation that the activity area will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines: Yes
      As VPDA, I confirm that all Academic Affairs Office staff will follow the Healthcare Standards and Guidelines, along with the Personnel Standards and Guidelines. These discussions of guidelines and necessary adherence to the same began in open forums early in May 2020 with faculty and support staff and will continue as standards and guidelines evolve.

II. Functions in Each Operational Posture
Given the operational postures and the uniform standards and guidelines outlined in the introduction, describe how functions in your unit will be performed in each operational posture. Functions are specific to each activity area, and include items such as teaching, research, administrative operations, clinical operations, business operations, etc. Note that each activity area is required to adhere to the additional standards and guidelines that are relevant to its functions.

Describe what functions your activity area will perform in each of the three operational postures by operational posture, and include the following information for each function:
   1. What is being done
   2. How it is being done
   3. The number of people/positions required on campus to complete the function in the given posture
   4. Which campus buildings the required people/positions will occupy

Outline
High Risk Posture
   a. Function 1: Tutoring
      i. What is being done: Peer tutors are meeting with individual students.
ii. How it is being done: Students set up a tutoring appointment using Student Navigate (App/Browser). The tutor will then meet with the student at the designated time on Zoom or another tutoring platform.

iii. Number of people/positions required on campus: 0

iv. Buildings: None

b. Function 2: Academic Coach(es) meeting with students

i. What is being done: Academic Coaches meet with general students and students in the Academic Enhancement Program (AEP) to talk about academic success strategies.

ii. How it is being done: Students set up an appointment using Student Navigate (App/Browser) or email. The coach will then meet with the student at the designated time on the phone, Zoom, or another video conferencing platform.

iii. Number of people/positions required on campus: 0

iv. Buildings: None

c. Function 3: Academic Workshops/Presentations

i. What is being done: The coordinator is presenting workshops/presentations through “Don’t Cancel That Class”, through requests from other offices/divisions on campus, and directly through the ACTC to the general student population.

ii. How it is being done: It is being scheduled via email or online form (Don’t Cancel That Class). Then the coordinator presents via a video platform.

iii. Number of people/positions required on campus: 0

iv. Buildings: 0

III. Elevated Risk Posture

a. Function 1: Tutoring

i. What is being done: Peer tutors are meeting with individual students.

ii. How it is being done: Students set up a tutoring appointment using student navigate. The tutor will then meet with the student at the designated time on Zoom or another tutoring platform.

iii. Number of people/positions required on campus: 0

iv. Buildings: None

b. Function 2: Academic Coach(es) meeting with students

i. What is being done: Academic Coaches meet with general students or students in the Academic Enhancement Program (AEP) to talk about academic success strategies.

ii. How it is being done: Students set up an appointment using Student Navigate (App/Browser) or email. The coach will then meet with the student at the designated time on the phone, Zoom, or another video conferencing platform.

iii. Number of people/positions required on campus: 0

iv. Buildings: None

c. Function 3: Academic Workshops/Presentations

i. What is being done: The coordinator is presenting workshops/presentations through “Don’t Cancel That Class”, through
requests from other offices/divisions on campus, and directly through the ACTC to the general student population.

ii. How it is being done: It is being scheduled via email or online form (Don’t Cancel That Class). Then the coordinator presents via a video platform.

iii. Number of people/positions required on campus: 0

iv. Buildings: 0

IV. Guarded Risk Posture

a. Function 1: Tutoring

i. What is being done: Peer tutors are meeting with individual students.

ii. How it is being done: Students set up a tutoring appointment using student navigate. The tutor will then meet with the student at the designated time on Zoom or another tutoring platform.

iii. Number of people/positions required on campus: 0

iv. Buildings: Tutors have the option to use the ACTC (Hanley Library 149) if they schedule ahead of time with the Coordinator. A limited number of tutors will be allowed in the center at one time. Note: Tutees will not be in the center during the appointment. Tutors will conduct tutoring sessions remotely.

b. Function 2: Academic Coach(es) meeting with students

i. What is being done: Academic Coaches meet with general students or students in the Academic Enhancement Program (AEP) to talk about academic success strategies.

ii. How it is being done: Students set up an appointment using Student Navigate (App/Browser) or email. The coach will then meet with the student at the designated time on the phone, Zoom, or another video conferencing platform.

iii. Number of people/positions required on campus: 0

iv. Buildings: None

c. Function 3: Academic Workshops/Presentations

i. What is being done: The coordinator is presenting workshops/presentations though “Don’t Cancel That Class”, through requests from other offices/divisions on campus, and directly through the ACTC to the general student population.

ii. How it is being done: It is being scheduled via email or online form (Don’t Cancel That Class). The coordinator will generally do her work remotely, though may present in-person if the class meets in person. In such an instance, the coordinator would follow the instructor’s normal practices to maintain physical distance in the classroom.

iii. Number of people/positions required on campus: 0 or 1

iv. Buildings: None or whichever building is requested for a presentation

V. 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
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

Please provide a summary of steps you plan to take when making any of the four potential shifts in posture, including how personnel will be notified of any changes and what changes in resource availability will occur.

The coordinator will e-mail the tutors when we shift into and out of the Guarded Risk Posture to notify that they are able to or not able to (respectively) be in the physical Academic Coaching & Tutoring Center (Hanley Library Room 249).

VI. Stakeholder Outreach
Please provide an overview of your activity area’s key stakeholder groups and how you intend to engage and communicate with each of those groups in the course of executing this plan, particularly when preparing for a shift in operational posture.

The key stakeholders are tutors and students. The mode of communication will be through email, phone, Zoom, and other tutoring platforms throughout each operational posture.

VII. Monitoring and Amendment
The head of each activity area is responsible for monitoring compliance with their activity area plan. Any revisions to this plan must be approved by the Bradford Campus President and the Provost and Senior Vice Chancellor.
I. Overview
1. Name of Activity Area: Academic Technology Integration/Academic Affairs
2. Name of Activity Area Lead: Emily Williams, Vice President and Dean of Academic Affairs
3. Name of individual submitting Activity Area Plan: Bernie Picklo Date of submission: July 14, 2020
4. Revision of a previously approved Activity Area Plan? No
5. A brief summary of the most critical pieces of your plan (a few bullet points).
   • Due to medical issues, I will be working from home for the duration of the pandemic until a vaccine is produced or I am required to be on campus for my job duties
   • Almost all of my job duties can be performed remotely, and discussions will occur via Zoom
6. I will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines

As VPDA, I confirm that all Academic Affairs Office staff will follow the Healthcare Standards and Guidelines, along with the Personnel Standards and Guidelines. These discussions of guidelines and necessary adherence to the same began in open forums early in May 2020 with faculty and support staff and will continue as standards and guidelines evolve.

II. Functions in Each Operational Posture Remain the Same
   a. Support Faculty with Instructional Technology Usage
      i. What is being done: Discuss technology and how it is used
      ii. How it is being done: Remote connections via Zoom
      iii. Number of people/positions required on campus: 0
      iv. Buildings: None
   b. Support Faculty Canvas Usage, Issues, and Course Design
      i. What is being done: Troubleshoot problems and brainstorm ideas for courses
      ii. How it is being done: Remote connections via Zoom
      iii. Number of people/positions required on campus: 0
      iv. Buildings: None

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
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

Please provide a summary of steps you plan to take when making any of the four potential shifts in posture, including how personnel will be notified of any changes and what changes in resource availability will occur.

- Because I am the only person in my area, I will get my information from my supervisor and university communications and continue to work from home in all cases. Faculty will be aware of my decision to work remotely and will be able to contact me via email, Zoom, or other methods.

IV. Stakeholder Outreach
Please provide an overview of your activity area’s key stakeholder groups and how you intend to engage and communicate with each of those groups in the course of executing this plan, particularly when preparing for a shift in operational posture.

- I will keep faculty informed via postings on the Pitt-Bradford Instructional Continuity Repository on Canvas, email via the faculty email distribution list, and information distributed via the Academic Dean and Division Chairs.

V. Monitoring and Amendment
The head of each activity area is responsible for monitoring compliance with their activity area plan. Any revisions to this plan must be approved by the Bradford Campus President and the Provost and Senior Vice Chancellor
Office of Academic Affairs  
Activity Area Plan  
Academic Coaching and Tutoring Center  

I. Overview  

1. Name of Activity Area: Academic Advising Center  
2. Name of Activity Area Lead: Emily Williams, Vice President and Dean of Academic Affairs  
3. Name of individual submitting Activity Area Plan: Susan R. Gleason, Director  
4. Date of submission: July 12, 2020  
5. Revision of a previously approved Activity Area Plan? No  
6. A brief summary of the most critical pieces of your plan (a few bullet points).  
   - All individual meetings (advising appointments and coaching meetings) will be virtual throughout each of the postures.  
7. A confirmation that the activity area will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines: Yes  
8. As VPDA, I confirm that all Academic Affairs Office staff will follow the Healthcare Standards and Guidelines, along with the Personnel Standards and Guidelines. These discussions of guidelines and necessary adherence to the same began in open forums early in May 2020 with faculty and support staff and will continue as standards and guidelines evolve.

II. Functions in Each Operational Posture Remain the Same  

a. Function 1: Advising  
   i. What is being done: Advisor will meet individually with students. Advising of undeclared, General Studies, Liberal Studies, and all students in absence of faculty advisor. Transfer credit evaluation, clarifying degree requirements, create 2- and 4-year graduation plans, course registration, schedule changes, course withdrawals, and assisting in major or career exploration.  
   ii. How it is being done: Students set up an advising appointment using Student Navigate (App/Browser). The advisor will then meet with the student at the designated time on Zoom or another video conferencing platform.  
   iii. Number of people/positions required on campus: 0  
   iv. Buildings: None  

b. Function 2: Academic Advisor/Coach meeting with students  
   i. What is being done: Advise students in the Academic Enhancement Program (AEP) about academic success strategies.  
   ii. How it is being done: Students set up an appointment using Student Navigate (App/Browser) or email. The advisor will then meet with the student at the designated time on the phone, Zoom, or another video conferencing platform.
c. Function 3: Early Intervention Referral System
   i. What is being done: The director receives notification from a faculty or staff member regarding a concern for a student (academic or personal concern). The director then reaches out to the student to assist the student.
   ii. How it is being done: Communication is being sent via email and a meeting is scheduled via email or using the Student Navigate (App/Browser). The meeting will take place on the phone, Zoom or another video conferencing platform.
   iii. Number of people/positions required on campus: 0
   iv. Buildings: None

d. Function 4: Major or Minor Changes Request
   i. What is being done: The director receives request from a student to change major/minor. Director begins the electronic form to change major/minor submits to student to sign electronically, once student completes it is automatically submitted back to director to assign new advisor. Once director is finished form is submitted electronically to the Registrar’s office for the official change to record. The process is completely contactless.
   ii. How it is being done: Communication is being sent via email and if necessary, a meeting is scheduled via email or using the Student Navigate (App/Browser). The meeting will take place on the phone, Zoom or another video conferencing platform.
   iii. Number of people/positions required on campus: 0
   iv. Buildings: 0

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
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

Please provide a summary of steps you plan to take when making any of the four potential shifts in posture, including how personnel will be notified of any changes and what changes in resource availability will occur.

The director will e-mail the staff when we shift into and out of the Risk Postures to notify that they are able to or not able to (respectively) be in the physical Academic Advising Center (Hanley Library Room 218). Staff will all work remotely in all current operational postures. Meetings with students will be virtual using the Zoom platform.
Personnel will be notified of any changes in the potential posture shifts by the VP and Dean of Academic Affairs via Zoom meetings, email, telephone, and texts. The Vice President will review plans for continuity in operations with all Division Chairs, Program Directors, faculty, and support staff.

IV. Stakeholder Outreach

Please provide an overview of your activity area’s key stakeholder groups and how you intend to engage and communicate with each of those groups in the course of executing this plan, particularly when preparing for a shift in operational posture.

The key stakeholders are staff, students, and faculty. The mode of communication will be through email, phone, Zoom, and other video conferencing platforms throughout each operational posture.

V. Monitoring and Amendment

The head of each activity area is responsible for monitoring compliance with their activity area plan. Any revisions to this plan must be approved by the Bradford Campus President and the Provost and Senior Vice Chancellor
Office of Academic Affairs
Activity Area Plan
Division of Behavioral and Social Sciences

I. Overview

1. Name of Activity Area: Behavioral and Social Sciences Division (BSSD)
   Main Activity Center: Swarts Hall (Faculty & Administrative Assistant offices, Classrooms)
2. Name of Activity Area Lead: Emily Williams, Vice President and Dean of Academic Affairs
3. Name of individual submitting Activity Area Plan: Warren Fass
4. Date of submission July 13, 2020
5. Revision of a previously approved Activity Area Plan? (Yes or no) No; New Plan
6. A brief summary of the most critical pieces of your plan (a few bullet points).
   • Division Chair will contact all members of the BSSD via email, and zoom of all changes in in risk levels.
   • Division Chair will inform members of the BSSD of the instructional activity associated with the current risk level.
   • Division Chair will inform faculty to contact students of changes associated with the current risk level.
7. A conformation that the activity area will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines: Yes, we will follow the Healthcare Standards and Guidelines, and the Personnel Standards and Guidelines. Functions in Each Operational Posture. BSSD Chair and PSO will be responsible. As VPDA, I confirm that all Academic Affairs Office staff will follow the Healthcare Standards and Guidelines, along with the Personal Standards and Guidelines. These discussions of guidelines and necessary adherence to the same began in open forums early in May 2020 with faculty and support staff and will continue as standards and guidelines evolve.

Outline

1. High Risk Posture
   a. Function 1: Teaching and Academic Advising
      i. What is being done: All courses in the BSSD will be taught remotely. Office hours held remotely. Advising will occur remotely.
      ii. How it is being done: Courses taught remotely via Canvas. Use of Zoom for synchronous/asynchronous lectures, office hours, and advising sessions. Use of email when appropriate.
      iii. Number of people/positions required on campus: 0
      iv. Buildings Swarts Hall (2nd floor)
   b. Function 2: BSSD Business-related Activities.
      i. What is being done: All business conducted remotely: Faculty
meetings; Ordering of supplies.

ii. How it is being done: Online via Zoom, email

iii. Number of people/positions required on campus 0

iv. Buildings Swarts Hall (2nd floor)

2. Elevated Risk Posture
   a. Function 1 Teaching and Academic Advising
      i. What is being done: Most courses taught remotely, limited number of
         Hybrid courses. Office hours held remotely. Advising will occur
         remotely.
      ii. How it is being done: Courses taught remotely via Canvas. Use of
          Zoom for synchronous/asynchronous lectures, office hours, and
          advising sessions. Use of email when appropriate. Limited number
          Hybrid courses (if course cannot be fully remote), in designated
          classrooms appropriately setup based on social distancing
          requirements and with only 25 people in a classroom. We are
          working forward to see if virtual labs can be offered to eliminate
          face-to-face contact. Classes are currently set up with 40 sq ft
          between students. President/designee will approve such classes to
          occur in person.
      iii. Number of people/positions required on campus 2 (Division Chair,
           Administrative Assistant/Personal Safety Officer) and 8 faculty
           teaching Hybrid courses.
      iv. Buildings: Swarts Hall, Fisher Hall, Blaisdell Hall
      v. Crime Scene Investigation House will not be in use
   b. Function 2 BSSD Business-related Activities.
      i. What is being done All Business conducted remotely: Faculty
         meetings; Ordering of supplies
      ii. How it is being done Online via Zoom; email
      iii. Number of people/positions required on campus 2 (Division Chair,
           Administrative Assistant/Personal Safety Officer) and faculty teaching
           Hybrid courses. Faculty meetings will be held virtually.
      iv. Buildings Swarts Hall

3. Guarded Risk Posture
   a. Function 1 Teaching and Academic Advising
      i. What is being done: Face-to-face, Hybrid, and Remote Instruction
      ii. How it is being done Courses taught remotely via Canvas. Use of
          Zoom for synchronous/asynchronous lectures, office hours, and
          advising sessions. Use of email when appropriate. Hybrid courses, for
          face-to-face instruction, and exclusively face-to-face instruction in
          designated classrooms appropriately setup based on social distancing
          requirements.
      iii. Number of people/positions required on campus 2 (Division Chair,
           Administrative Assistant/Personal Safety Officer), and all BSSD
           faculty (12 full-time, 2 adjuncts).
      iv. Buildings Swarts Hall, Fisher Hall, Blaisdell Hall
      v. Crime Scene Investigation House will not be in use
   b. Function 2 BSSD Business-related Activities.
      i. What is being done Faculty meetings; Ordering of supplies. Mail
         pickup
ii. How it is being done Online via Zoom; email; in person for mail pickup

iii. Number of people/positions required on campus 2 (Division Chair, Administrative Assistant/Personal Safety Officer), and all BSSD faculty (12 full-time, 2 adjuncts).

iv. Buildings Swarts Hall Faculty and staff will work remotely and only access materials as needed and as approved by the VPDA. Meetings will be held remotely.

II. 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
   All BSSD full-time faculty, adjuncts, and administrative assistant will be notified via email, possibly via a zoom Division meeting. Some instruction will shift from all remote to hybrid. Individuals designated in 2iii will be informed via email/or zoom that they can return to campus for teaching, and must wear masks while teaching, and maintain social-distancing.

2. Shift from Elevated Risk Posture to Guarded Risk Posture
   All BSSD full-time faculty, adjuncts, and administrative assistant will be notified via email, possibly via a zoom Division meeting. Face-to-face instruction is allowed. All BSSD members informed via email/or zoom that they can return to campus for teaching, and must wear masks while teaching, and maintain social-distancing.

As risk levels increase:

3. Shift from Guarded Risk Posture to Elevated Risk Posture
   All BSSD full-time faculty, adjuncts, and administrative assistant will be notified via email, possibly via a zoom Division meeting. Some hybrid instruction occurs. Only faculty who are teaching hybrid classes, and the administrative assistant allowed to be in on campus.

4. Shift from Elevated Risk Posture to High Risk Posture
   All BSSD full-time faculty, adjuncts, and administrative assistant will be notified via email, possibly via a zoom Division meeting. All instruction will now be remote. Only administrative assistant and division chair allowed to enter building after receiving approval from appropriate administrators, and campus police will unlock door to building.

III. Stakeholder Outreach

   All BSSD full-time faculty, adjuncts, and administrative assistant will be notified via email, possibly via a zoom Division meeting.

IV. Monitoring and Amendment
The head of each activity area is responsible for monitoring compliance with their activity area plan. Chair: Warren Fass will be responsible to ensure compliance. Any revisions to this plan must be approved by the Bradford Campus President and the Provost and Senior Vice Chancellor.
Office of Academic Affairs  
Activity Area Plan  
Division of Biological and Health Sciences - Bradford

I. Overview

1. Name of Activity Area: Biological and Health Sciences (BHS) Division – Bradford Campus
2. Name of Activity Area Lead: Emily Williams, Vice President and Dean of Academic Affairs
3. Name of individual submitting Activity Area Plan: Lauren Yaich, Division Chair
4. Date of submission: July 13, 2020
5. Revision of a previously approved Activity Area Plan? No
6. A brief summary of the most critical pieces of your plan (a few bullet points).
   - In the Elevated and High-risk postures, most instructional, advising, research, and service activities will be done remotely. The instructional exceptions will be for a select sub-set of clinicals and labs for which a remote delivery would compromise the students’ ability to progress towards graduation.
   - In the Guarded risk posture, there will be a significant amount of in-person instruction, although many classes will have to be run in a HyFlex hybrid format because of classroom enrollment cap limitations created by the social distancing guidelines. To keep the campus de-densified, advising, research, and service will be conducted remotely as much as possible. A limited amount of lab research may occur if documentation of safety plans is provided and permissions are received from the appropriate administrators following review.
7. The BHS Division will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines

II. Functions in Each Operational Posture

1. What is being done
2. How it is being done
3. The number of people/positions required on campus to complete the function in the given posture
4. Which campus buildings the required people/positions will occupy

Outline

1. High Risk Posture
   a. Teaching
      i. Faculty will instruct students in lecture, lab, and clinical classes.
      ii. Almost all instruction will be remote. It is unlikely that off-campus clinical sites will permit students in their facilities in this posture, but if they do, that activity would need to be evaluated on a case-by-case basis by the appropriate administrators before permission is granted.
If clinical sites have additional requirements, those will also be followed. There will be no on-campus instruction in this posture.

iii. No faculty will be on campus, with the possible exception of faculty teaching select labs and clinicals (estimate is less than 15 faculty and often at different days/times).

iv. Fisher Hall, Swarts Hall, Sport and Fitness Center (Bradford Campus) will only be accessible to essential staff and those faculty given special permission for select clinicals and labs. The situation will be similar at the Titusville campus.

b. Student advising
   i. Faculty will advise students on class selection and career planning.
   ii. All advising will be remote (phone call or Zoom)
   iii. No faculty will be on campus for this purpose.
   iv. Fisher Hall, Swarts Hall, Sport and Fitness Center (Bradford Campus) will not be used for advising. This will occur via phone call or Zoom meetings. The situation will be similar at the Titusville campus.

c. Research
   i. Faculty will continue to conduct research when feasible.
   ii. Lab research will not be permitted during the high-risk posture. Any ongoing research must be done remotely.
   iii. No faculty will be on campus for this purpose.
   iv. Fisher Hall, Swarts Hall, Sport and Fitness Center (Bradford Campus) will not be used for research. The situation will be similar at the Titusville campus.

d. Service
   i. Faculty and staff will continue to conduct university service. Service most typically involves committee work, but may also include program administration by some individuals.
   ii. Service functions will be done remotely.
   iii. No faculty or staff will be on campus for this purpose.
   iv. Fisher Hall, Swarts Hall, Sport and Fitness Center (Bradford Campus) will not be used for service functions. The situation will be similar at the Titusville campus.

2. Elevated Risk Posture
   a. Teaching
      i. Faculty will instruct students in lecture, lab, and clinical classes.
      ii. Most instruction will still be remote. There may be a few additional clinicals and labs that are deemed permissible under this posture, compared to the high-risk posture, which will be approved by the President and will have a class size of no more than 25. Likewise, there may be more clinical sites that will permit our students entry in this situation. University social distancing and PPE requirements will be followed. If clinical sites have additional requirements, those will also be followed.
      iii. Most faculty will be working off campus, with the exception of faculty teaching select labs and clinicals that were given permission to be on campus (estimate is less than 15 faculty and often at different days/times).
iv. Fisher Hall, Swarts Hall, Sport and Fitness Center (Bradford Campus) will only be accessible to essential staff and those faculty given special permission for select clinicals and labs. Special permission will be sought from the President and Vice President with use of PPE (if access is approved – masks, face shields, goggles, etc.) The situation will be similar at the Titusville campus.

b. Student advising
   i. Faculty will advise students on class selection and career planning.
   ii. All advising will be done via phone call or Zoom. Students will not be permitted in faculty offices.
   iii. Faculty will be encouraged to conduct advising from home as much as possible. Special permission will be sought from the President and Vice President with use of PPE (if access is approved – masks, face shields, goggles, etc.)
   iv. Fisher Hall, Swarts Hall, Sport and Fitness Center (Bradford Campus) will not be used for advising per se. This will occur via phone call or Zoom meetings, and conducted from home as much as possible. The situation will be similar at the Titusville campus.

c. Research
   i. Faculty will continue to conduct research when feasible.
   ii. Lab research will be permitted for only a very limited number of faculty in an elevated risk posture. Most ongoing research will still be done remotely.
   iii. A very limited number of faculty may be permitted in the labs for this purpose, but only after submission of a safety plan and review by the appropriate administrators (estimate is fewer than 4-5). Undergraduate research projects supervised by the faculty should be online or outside whenever possible, and extremely limited in scope if it must be done in the lab, and will require permission of the Campus President.
   iv. Fisher Hall, Swarts Hall, Sport and Fitness Center (Bradford Campus) will only be used for a very limited amount of research after review by the appropriate administrators. The situation will be similar at the Titusville campus.

d. Service
   i. Faculty and staff will continue to conduct university service. Service most typically involves committee work, but may also include program administration by some individuals.
   ii. Service functions will be done remotely.
   iii. Faculty will be encouraged to conduct service work from home as much as possible.
   iv. Fisher Hall, Swarts Hall, Sport and Fitness Center (Bradford Campus) will not be used for service functions. The situation will be similar at the Titusville campus.

3. Guarded Risk Posture
   a. Teaching
      i. Faculty will instruct students in lecture, lab, and clinical classes.
      ii. Instruction will be mostly in person, but many classes will need to be
run as HyFlex hybrids, due to the reduced classroom cap limitations, created by social distancing requirements. There will also be some classes that will be taught remotely. Off-campus clinical teaching will be dependent on permission from the clinical agencies. University social distancing and PPE requirements will be followed. If clinical sites have additional requirements, those will also be followed.

iii. Although faculty are allowed on campus, work from home will be encouraged as much as possible. It is estimated that about 50-75% of faculty in this Division might be on campus at any given time in this posture (equivalent to approximately 12-18 faculty across both the Bradford and Titusville campuses).

iv. Fisher Hall, Swarts Hall, Sport and Fitness Center (Bradford Campus) will be accessible to faculty. Building access will be similar at the Titusville campus.

b. Student advising
   i. Faculty will advise students on class selection and career planning.
   ii. All advising will be remote (phone call or Zoom).
   iii. Faculty will be encouraged to advise students remotely via phone or Zoom. Students will not be permitted in faculty offices. No on-campus advising will take place.
   iv. Fisher Hall, Swarts Hall, Sport and Fitness Center (Bradford Campus) will not usually be used for advising per se. This will occur via phone call or Zoom meetings, and conducted from home.

c. Research
   i. Faculty will continue to conduct research when feasible.
   ii. Lab research is permitted, based upon submission of a restart safety plan, followed by approval by the appropriate administrator.
   iii. A limited number of faculty will be conducting lab research (estimated to be less than 10). They may supervise a limited number of undergraduate students conducting lab research. Online or outdoor research projects will be encouraged.
   iv. Fisher Hall, Swarts Hall, Sport and Fitness Center (Bradford Campus) will be used for research. A similar situation would occur on the Titusville campus.

d. Service
   i. Faculty and staff will continue to conduct university service. Service most typically involves committee work, but may also include program administration by some individuals.
   ii. Service functions will be carried out remotely, as much as possible.
   iii. All faculty or staff will be encouraged to conduct service activities remotely when feasible.
   iv. Fisher Hall, Swarts Hall, Sport and Fitness Center (Bradford Campus) will not be used for service functions. A similar situation would occur on the Titusville campus.

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
   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

When I receive a notification from the President and/or Dean of Academic Affairs about a change in operational posture, I will notify the faculty and staff in my Division by email, and I will ask for a response to ensure that everyone has been notified. I will then reach out by phone to any faculty or staff that has not responded within a short period of time.

Some faculty and students may need help acquiring laptops and/or internet access, if we move to a remote instructional status again. I will help coordinate that as needed, with the guidance of the Dean of Academic Affairs and CTM. We have identified virtual lab resources that could be used by the faculty for instructing certain labs in an online environment.

IV. Stakeholder Outreach

The key stakeholders are the faculty, staff, clinical agencies, accrediting agencies, students, and parents. I will follow the guidance of the Pitt-Bradford President and Dean of Academic Affairs in regards to how best to communicate with these stakeholders, and also communicate that guidance to the faculty in my Division. We will also notify the accrediting bodies for any of our accredited programs, when appropriate.

V. Monitoring and Amendment

The head of each activity area is responsible for monitoring compliance with their activity area plan. Any revisions to this plan must be approved by the Bradford Campus President and the Provost and Senior Vice Chancellor.
Office of Academic Affairs
Activity Area Plan
Division of Communication and the Arts

Overview

1. Name of Activity Area: The Division of Communication and the Arts
2. Name of Activity Area Lead: Emily Williams, Vice President and Dean of Academic Affairs
3. Name of individual submitting Activity Area Plan: Jeffrey Guterman
4. Date of submission: July 13, 2020
5. Revision of a previously approved Activity Area Plan? (Yes or no) No
6. A brief summary of the most critical pieces of your plan (a few bullet points).
   *High Risk: All remote instruction.
   *Elevated Risk: Remote except for certain labs, art studios.
   *Moderate Risk: Blend of in-person, hybrid, and remote instruction. Administrative Assistant 50% effort on campus, 50% effort from home.
7. A confirmation that the activity area will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines: The pandemic control officers (Guterman, Catherine Kula) regularly attend informational meetings and training meetings. The division chair (Guterman) keeps division faculty updated about evolving procedures through Zoom meetings.

As VPDA, I confirm that all Academic Affairs Office staff will follow the Healthcare Standards and Guidelines, along with the Personnel Standards and Guidelines. These discussions of guidelines and necessary adherence to the same began in open forums early in May 2020 with faculty and support staff and will continue as standards and guidelines evolve.

I. Functions in Each Operational Posture

Given the operational postures and the uniform standards and guidelines outlined in the introduction, describe how functions in your unit will be performed in each operational posture. Functions are specific to each activity area, and include items such as teaching, research, administrative operations, clinical operations, business operations, etc. Note that each activity area is required to adhere to the additional standards and guidelines that are relevant to its functions.

1. High Risk Posture
   a. Function 1
      i. What is being done: Faculty deliver courses remotely. Any faculty research is remote only.
      ii. How is it being done: Faculty will use the LMS Canvas, and Zoom. Classes with labs/studios make use of Pitt’s Virtual Lab as possible.
iii. Number of people/positions required on campus: None, with the exception of perhaps an occasional ad hoc building entry by the division chair and/or the administrative assistant. Faculty seek clearance to offices by requesting a day and time from the Division Chair who then forwards the request to the VPDA. She then notifies Chief Harsen and VP Esch of approval for entry.

iv. Buildings: Swarts Hall, Blaisdell Hall, Hanley Library (for the Writing Center)

b. Function 2

i. What is being done: The administrative assistant works exclusively from home.

ii. How is it being done: The administrative assistant has her work computer at home with full access. CTM arranges this relocation of technology.

iii. Number of people/positions required on campus: None, with a possible occasional ad hoc building entry. Same approval as above and very limited.

iv. Buildings: Swarts Hall, Blaisdell Hall, Hanley Library (Writing Center)

c. Function 3

i. What is being done: Performance and art exhibition areas closed – no live instruction.

ii. How is it being done: The theater (BH 164), art gallery (BH 167), scene shop (BH 176, and music lesson room (BH 116) are all closed, locked and inaccessible for any form of instruction.

iii. Number of people/positions required on campus: None, with the exception of perhaps an occasional ad hoc building entry by the division chair and/or the administrative assistant. Same approval as above and very limited.

iv. Buildings: Blaisdell Hall

2. Elevated Risk Posture

a. Function 1

i. What is being done: Remote instruction with hybrid instruction as needed.

ii. How is it being done: Mostly remote course delivery (using Zoom/Canvas), with the labs/studios functioning live but with reduced less than 25 students density. BH 135 (TV studio) will hold the number of students required, as will BH 144 (painting studio). BH 144 (drawing studio) and BH 147 (Mac computer lab) must each operate under reduced capacity. Experiential theatre classes take place in the scene shop. Remote delivery of these classes takes place whenever and as much as possible. Approval of the Campus President will be sought, yet the plan is for no in-person instruction in labs and studios during this elevated posture.

iii. Number of people: Six division faculty in Blaisdell Hall: the division chair, the theatre professor, four of the five art professors. No division faculty in both Hanley Library and Swarts Hall.

iv. Swarts Hall (remote only), Blaisdell Hall (some hybrid), Hanley Library (Writing Center - remote only)
b. Function 2
   i. What is being done: Administrative Assistant works from home.
   ii. How it is being done: Her office computer is moved to her home by CTM.
   iii. Number of people/positions required on campus: None. Only very occasional entry for activities such as securing a file. Approval by VPDA with notice to Chief of Police and VP of Facilities.
   iv. Buildings: Blaisdell Hall – occasional ad hoc entry only by the administrative assistant.

c. Function 3
   i. What is being done: Very limited in-person theater instruction. Instruction remains mostly remote.
   ii. How is it being done: Only the scene shop (BH 176) is used for limited, theater lab-based activities only that cannot be replicated online. All other performance/exhibition areas remain closed for in-person instruction. Remote instruction is employed to the fullest extent possible.
   iii. Number of people/positions required on campus: One theater instructor and a small group of students 25 or fewer, if allowable by the current University guidelines at the time, and approved by the Campus President/designee.
   iv. Buildings: Blaisdell Hall 40 sq ft distancing between students and professors – masks (and where needed face shields)

3. Guarded Risk Posture
   a. Function 1
      i. What is being done: Faculty choose their instructional delivery mode, resulting in a mix of live, live remote, and hybrid classes.
      ii. How is it being done: Remote classes and partial remote classes delivered mostly on Zoom. Labs/studios functioning live but with reduced density. BH 135 (TV studio) will hold the number of students required, as will BH 144 (painting studio). BH 144 (drawing studio) and BH 147 (Mac computer lab) must each operate under reduced capacity. Experiential theatre classes take place in the scene shop.
      iii. Number of people/positions required on campus: 28 division faculty.

   b. Function 2
      i. What is being done: Administrative Assistant is in the building 50% effort, remaining 50% is remote.
      ii. How is it being done: The Administrative Assistant has linked, remote access to her office computer from home.
      iii. Number of people/positions required on campus: 1
      iv. Buildings: Blaisdell Hall

   c. Function 3
      i. What is being done: Experiential learning occurs in the performance areas, as long as the rooms are available and social distancing is in place. Hybrid delivery is used for these courses.
      ii. How is it being done: The theater director makes greater use of the
scene shop to allow the theater to be used for other, larger classes such as nursing classes. The dressing rooms remain closed and inaccessible. Instead of using the art gallery (which is also used for classes from a variety of disciplines), the art professors use the extensive wall space in the west half of Blaisdell Hall for any student art displays. This allows for far greater social distancing.

iii. Number of people/positions required on campus: Five – the theater director, four of the five art professors.

iv. Buildings: Blaisdell Hall.

II. Transitions between Operational Postures

Actions taken by the Division of Communication and the Arts:

As risk levels decline:
1. Shift from High Risk Posture to Elevated Risk Posture: The general announcement form the Pitt-Bradford administration is followed up by the division chair. The division chair will immediately notify all instructors teaching in labs and/or studios of the ability to return to their facilities in a reduced-capacity basis. These faculty are encouraged to offer their classes in a hybrid configuration.

2. Shift from Elevated Risk Posture to Guarded Risk Posture: The general announcement from the Pitt-Bradford administration is followed up by the division chair. The division chair distributes respective portions of the Excel sheet as a reminder of the course-specific instructional delivery mode choices made by faculty. Most faculty return to at least some in-person instruction. The administrative assistant returns in-person for 50% of her work week.

As risk levels increase:
3. Shift from Guarded Risk Posture to Elevated Risk Posture: The general announcement from the Pitt-Bradford administration is followed up by the division chair. The division chair instructs faculty to pivot from in-person instruction to Zoom/Canvas delivery. Labs and studio classes remain partially in-person. The administrative assistant changes to working only from home.

4. Shift from Elevated Risk Posture to High Risk Posture: The division chairs asks that all forms of instruction pivot to Zoom/Canvas delivery. Lab and studio classes use Pitt’s Virtual Lab and other online software as possible. For experiential projects that are not possible to deliver remotely, instructors develop alternate projects.

III. Stakeholder Outreach

The division chair is also a pandemic control officer. He/She will keep all division faculty and staff apprised of any shifts through consistent email communications.

IV. Monitoring and Amendment

The head of each activity area is responsible for monitoring compliance with their activity area plan. Any revisions to this plan must be approved by the member of the Senior Leadership Team that oversees that area.
This requirement will be closely followed by the division chair. Any revisions to this plan must be approved by the Bradford Campus President and the Provost and Senior Vice Chancellor.
Office of Academic Affairs
Activity Area Plan
Disability Resources and Services (DRS)

I. Overview

1. Name of Activity Area: Disability Resources and Services, (DRS)
2. Name of Activity Area Lead: Emily Williams, Vice President and Dean of Academic Affairs (Supervisor)
3. Name of individual submitting Activity Area Plan: Carma Horner, Coordinator
4. Date of submission: July 10, 2020
5. Revision of a previously approved Activity Area Plan? No
6. A brief summary of the most critical pieces of your plan (a few bullet points).
   - Providing accommodations
   - Communication with students
   - Communication with faculty
   - Support to faculty and students
7. A confirmation that the activity area will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines.
   As VPDA and supervisor of this unit, I confirm that all Academic Affairs Office staff will follow the Healthcare Standards and Guidelines, along with the Personnel Standards and Guidelines. These discussions of guidelines and necessary adherence to the same began in open forums early in May 2020 with faculty and support staff and will continue as standards and guidelines evolve.

II. Functions in Each Operational Posture Remain the Same

a. Function 1: Accommodations for students
   i. What is being done: solicit accommodation needs from students and relay approved accommodations to faculty
   ii. How it is being done: email, phone, Zoom
   iii. Number of people/positions required on campus: 0
   iv. Buildings: None
b. Function 2: Provide support to faculty and students
   i. What is being done:
      - Faculty - advising faculty of training opportunities, creating training opportunities, answering questions regarding students and accommodations
      - Students – provide accommodations, 1:1 virtual meetings to support academics as a student with disability
   ii. How it is being done:
      - Faculty - working with Office of Diversity and Inclusion for
guidance, attendance at Faculty Division meetings
  • Students – Zoom/phone meetings
iii. Number of people/positions required on campus: 0
iv. Buildings: None

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
  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

Please provide a summary of steps you plan to take when making any of the four potential shifts in posture, including how personnel will be notified of any changes and what changes in resource availability will occur.

As there is no difference in the functions and how they are carried out in any of the operating postures no steps will be taken if there is a shift in either direction. If there is no longer an imminent threat of Covid-19, physical presence and interaction in the campus office will commence.

IV. Stakeholder Outreach

Please provide an overview of your activity area’s key stakeholder groups and how you intend to engage and communicate with each of those groups in the course of executing this plan, particularly when preparing for a shift in operational posture.

Key stakeholders in DRS area – faculty and students. Engagement and communication will be through email, phone and Zoom, 1:1 virtual meetings, and faculty meetings.

V. Monitoring and Amendment

The head of each activity area is responsible for monitoring compliance with their activity area plan. Any revisions to this plan must be approved by the Bradford Campus President and the Provost and Senior Vice Chancellor.
Office of Academic Affairs
Activity Area Plan
Freshman Seminar Program

I. Overview
1. Activity Area: Freshman Seminar
2. Activity Area Lead: Emily Williams, Vice President and Dean of Academic Affairs
3. Submitted by: Jonathan Chitiyo, Director of Freshman Seminar
4. Date of submission: July 13, 2020
5. Revision of a previously approved Activity Area Plan? No
6. A brief summary of the most critical pieces of your plan (a few bullet points).
   - Making sure all classes are ready for remote or hybrid delivery
   - Ensuring all faculty have instructional materials needed for either of the instructional modalities
   - Holding instructional planning sessions via zoom
   - Establishing dates for checking in on the progress being made
   - Providing faculty with ideas on pedagogical approaches
7. The Freshman Seminar Program will adhere to the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines.
   As VPDA, I confirm that all Academic Affairs Office staff will follow the Healthcare Standards and Guidelines, along with the Personnel Standards and Guidelines. These discussions of guidelines and necessary adherence to the same began in open forums early in May 2020 with faculty and support staff and will continue as standards and guidelines evolve.

II. Functions in Each Operational Posture
Given the operational postures and the uniform standards and guidelines outlined in the introduction, describe how functions in your unit will be performed in each operational posture. Functions are specific to each activity area, and include items such as teaching, research, administrative operations, clinical operations, business operations, etc. Note that each activity area is required to adhere to the additional standards and guidelines that are relevant to its functions.

Describe what functions your activity area will perform in each of the three operational postures by operational posture, and include the following information for each function:
1. What is being done
2. How it is being done
3. The number of people/positions required on campus to complete the function in the given posture
4. Which campus buildings the required people/positions will occupy

Outline
1. High Risk Posture
   a. Function 1
i. What is being done: All FS classes online
ii. How is it being done: Instructional planning sessions via Zoom
iii. Number of people required on campus: None
iv. The following buildings will be used:

2. Elevated Risk Posture
   a. Function 1
      i. What is being done: All FS classes delivered within a hybrid framework with minimal interaction while observing recommended precautionary protocol (i.e., masks, face shields). Classes will be delivered remotely unless approved by the Campus President/designee for in-person delivery. Variations of the hybrid model depends on the instructor (i.e., one group has face to face instruction one day while the other is online and the other day the group that was online comes for face to face or one day the entire class is receives faces to face and the other day it is online with synchronous activity). Maximum student and faculty in a room is 25.
      ii. How is it being done: Instructional sessions via zoom
      iii. Number of people required: Program director and instructors, as needed 15
      iv. The following buildings will be used: Blaisdell, Fisher and Swarts, as necessary.

1. Guarded Risk Posture
   a. Function 1
      i. What is being done: All FS classes will be hybrid and remote with all precautionary measures followed (i.e., face masks or face shields). The variations of the hybrid model may differ (i.e., one group has face to face instruction one day while the other is online and the other day the group that was online comes for face to face or one day the entire class receives faces to face and the other day it is online with synchronous activity. There will be more face to face interaction.
      ii. How is being done: Instructional planning sessions via zoom
      iii. Number of people required: Program director and all FS instructors 15
      iv. The following buildings will be used: Blaisdell, Fisher, and Swarts, as necessary.

III. Transitions between Operational Postures Guarded will be some face-to-face with elevated and high risk employing remote instruction only (unless approved by the President/designee for face-to-face instruction in elevated)

• As the risk levels declines from High Risk Posture to Elevated Risk Posture or from Elevated Risk Posture to Guarded Risk Posture, there will be communication via email, zoom conference sessions.

• As risk levels increase from Guarded Risk Posture to Elevated Risk Posture and/or from Elevated Risk Posture to High Risk Posture instructors will be informed via emergency notification systems and email.
IV. Stakeholder Outreach

Please provide an overview of your activity area’s key stakeholder groups and how you intend to engage and communicate with each of those groups in the course of executing this plan, particularly when preparing for a shift in operational posture.

All instructors will be contacted via email or other internet video/calling platforms

V. Monitoring and Amendment

Jonathan Chitiyo is the director of the FS program and reports directly to the Vice President and Dean of Academic Affairs. The director will oversee that all precautionary protocol is being followed and report to Dr. Williams.
The head of each activity area is responsible for monitoring compliance with their activity area plan. Any revisions to this plan must be approved by the Bradford Campus President and the Provost and Senior Vice Chancellor
Office of Academic Affairs
Activity Area Plan
International Services and Study Abroad

1. Overview

1. Office of International Services and Study Abroad
2. Activity Area Lead: Emily Williams, Vice President and Dean of Academic Affairs
3. Submitted by: Samila Sosic
4. Date 07/16/2020
5. Revision? No
6. Summary:
   - All international students advising will be done via online platform
   - All global studies/internships students advising will be done virtually
   - All classroom presentations will be done via Zoom meetings
   - All communications with international continuances will be done via email and Zoom meetings
   - All professional development will be done virtually
7. All the activity area will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines
   As VPDA, I confirm that all Academic Affairs Office staff will follow the Healthcare Standards and Guidelines, along with the Personnel Standards and Guidelines. These discussions of guidelines and necessary adherence to the same began in open forums early in May 2020 with faculty and support staff and will continue as standards and guidelines evolve.

2. Functions in Each Operational Posture

Outline
1. High Risk Posture
   a. Function 1
      i. International students advising/students’ global education without mobility advising
      ii. Virtually
      iii. None
      iv. None
   b. Function 2
      i. All administrative operations
      ii. Virtually
      iii. None
      iv. None
2. Elevated Risk Posture
   a. Function 1
      i. International students advising/students’ global education without
mobility advising
  ii. Virtually
  iii. None
  iv. None
b. Function 2
  i. All administrative operations, advertising and recruiting, Partners relationships, and presentations
  ii. Virtually and on site
  iii. One: Samila Sosic, Director
  iv. Swarts Hall

3. Guarded Risk Posture
   a. Function 1
      i. International students advising/students’ global education without mobility advising
      ii. Virtually and on site
      iii. Samila Sosic, Director
      iv. Swarts Hall
   b. Function 2
      i. All administrative operations
      ii. Virtually and on site
      iii. One: Samila Sosic, Director
      iv. Swarts Hall

3. Transitions between Operational Postures

1. Shift all administrative operations to an online format to minimize face-to-face contact.
2. Minimize on-campus presence and complete majority of tasks in a work from home setting.
3. Ensure students have the ability to shift to online communication platform for advising.
4. Condense all information to an online setting.

4. Stakeholder Outreach

1. Students – shift to online communication platform for advising.
2. Faculty and Staff – online communication and scheduled meetings.
3. Partners – online communication and Zoom.
4. Program Providers – online communication, Zoom, and virtual meetings.

5. Monitoring and Amendment

Supervisor, Vice President and Dean of Academic Affairs, will be informed of any changes and asked for approval.
Any revisions to this plan must be approved by the Bradford Campus President and the Provost and Senior Vice Chancellor.
University of Pittsburgh | Activity Area Plan Template
Bradford Campus, Hanley Library

I. Overview

1. Name of Activity Area: University of Pittsburgh at Bradford, Hanley Library
2. Marietta Frank, Director, Hanley Library
3. Marietta Frank, Director, Hanley Library
4. August 4, 2020
5. Yes. This is a revision of a plan submitted by University of Pittsburgh, University Library System, Research & Learning
6. In summary:
   - To reopen, the library portion of the building occupancy has been reduced from 205 to 84.
   - To reopen, the library staff has been reduced from the standard seven to two full-time staff members on-site, Monday through Friday, between 8:00 am – 5:30 pm; one federal work study student per shift; and two student workers alternating evening (Monday through Thursday, 5:30 pm – 9:00 pm; Sunday, 2:00 pm – 9:00 pm) and Saturday (1:00 pm – 5:00 pm) shifts.
   - For all risk postures, only e-reserves will be available—absolutely no print reserves.
   - For guarded and elevated, most reference help and library presentations will be offered virtually. For high risk posture, all reference help and library presentations will be offered virtually.
   - To reopen, floor decals will be placed on floors to indicate 6’ spacing, signs placed to indicate separate entrance into and exit out of the library portion of the building. In addition, signs will be added to the elevator to indicate occupancy limit and signs indicating one way up and down stairs.
   - For all risk postures, masks are required; users in guarded and elevated will be provided with wipes to sanitize shared technology and furniture; staff in high risk posture will be given masks, gloves, and wipes.
7. The Hanley Library commits to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines.

II. Functions in Each Operational Posture

Outline

1. High Risk Posture
   i. Hanley Library facilities are closed to the public.
   All reference help and library presentations are provided remotely.
   Minimal on-site staff, deemed essential, are at Hanley Library to facilitate scanning of library materials per controlled digital lending protocols.
   No print materials are available. All materials are quarantined for 96 hours after return.
   An on-site essential staff member will be identified by Marietta Frank.
   ii. How it is being done
   Closing facilities will be done in conjunction with the Bradford campus administration, facilities, and campus police. The faculty librarians will deliver instructional and student support remotely. Essential staff will provide scanning and lending.
   iii. Number of people/positions required in the library
   One essential staff member is required. No work study students or student workers.
   iv. Library Portion of the Building
2. Elevated Risk Posture
   a. Hanley Library
      i. Library will be closed to the public unless there are students on campus.
      All reference help and library presentations are provided remotely.
      Hanley Library print materials are available via no-contact pickup or direct-to-home delivery for U.S. addresses through UPS shipping.
      All materials are quarantined for 96 hours after return.
      ILL for print materials is available for in-person, no-contact pickup only (i.e., ILL materials will not be mailed).
      There is no access to print reserves: all reserves are e-only.
      HathiTrust materials are available via ETAS only.
      Scanning continues following non-emergency copyright laws (i.e., controlled digital lending protocols end).
      On-site staffing levels are adapted to maintain social distancing protocols.
      ii. How it is being done
      Director, Hanley Library will alert staff to the new risk posture based on information from the University of Pittsburgh and Bradford campus administration. The faculty librarians will continue to deliver instructional and student support remotely. Functional staff will provide scanning and lending.
      iii. Number of people/positions required in the library
      **Two** full-time staff members are required on site and **two** student workers.
      iv. Library portion of the building

3. Guarded Risk Posture
   a. Hanley Library
      i. What is being done
      Library facilities are open limited hours to faculty, staff, students, and other populations as specified by the Bradford campus.
      Facility access is limited to a set number of visitors, facilitated by minimal seating and reduction in study spaces.
      Masks are required; users will be provided with wipes to sanitize shared FF&E.
      Reference help and library presentations are provided remotely whenever possible; some in-person activities may take place if deemed appropriate, following health and safety guidelines.
      Only e-reserves will be available—absolutely no print reserves.
      Hanley Library print materials are available via no-contact pickup, traditional check-out, or direct-to-home delivery for U.S. addresses through UPS shipping, budget permitting (no faculty delivery).
      All materials are quarantined for 96 hours after return.
      ILL operates as normal.
      There is no access to print reserves: all reserves are e-only.
      HathiTrust ETAS access is cancelled- print materials are available for circulation and scanning
      Scanning continues following non-emergency copyright laws (i.e., controlled digital lending protocols end)
      No technology items may circulate; non- traditional items, may, if deemed necessary, following sanitization protocols.
      On-site staff rotations resume at all locations for public-facing staff. Staffing levels are adapted to maintain social distancing protocols. Library staff has been reduced to two full-time staff members on-site, Monday through Friday, between 8:00 am – 5:30 pm; one federal work study student per shift; and two student workers alternating evening (Monday through Thursday, 5:30 pm – 9:00 pm; Sunday, 2:00 pm – 9:00 pm) and Saturday (1:00 pm – 5:00 pm) shifts.
      ii. How it is being done
Planning and arrangements with the Pitt-Bradford Administration, the COVID Mitigation Response Team, and the University Library System administration.

iii. Number of people/positions required in the library.
On-site staff rotations resume at all locations for public-facing staff. Staffing levels are adapted to maintain social distancing protocols. Library staff has been reduced to two full-time staff members on-site, Monday through Friday, between 8:00 am – 5:30 pm; 10 federal work study students (one student per shift); and two student workers alternating evening (Monday through Thursday, 5:30 pm – 9:00 pm; Sunday, 2:00 pm – 9:00 pm) and Saturday (1:00 pm – 5:00 pm) shifts.

iv. Library portion of the building.

4. 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
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 the Hanley Library will be notified by the University of Pittsburgh administration and the University Library System about changes in risk posture. The director will notify the library staff by email and/or phone about changes in posture.

5. Stakeholder Outreach

Changes in risk posture will be on the University Library System webpages and the University of Pittsburgh webpages. Staff will changes phone messages to indicate access to library personnel and/or services.

6. Monitoring and Amendment

The head of each activity area is responsible for monitoring compliance with their activity area plan. Any revisions to this plan must be approved by the Bradford Campus President and the Provost and Senior Vice Chancellor.
Office of Academic Affairs
Activity Area Plan
Division of Management and Education

I. Overview

1. Name of Activity Area: Business Management & Education
   Main Activity Centers: Swarts Hall, Fisher Hall Classrooms
   Name of Activity Area Lead: Emily Williams, Vice President and Dean of Academic Affairs

2. Name of individual submitting Activity Area Plan: S. N. Gajanan

3. Date of submission: June 13, 2020

4. Revision of a previously approved Activity Area Plan? No

6. A brief summary of the most critical pieces of your plan (a few bullet points).
   - Remote-readiness of all classes through canvas, zoom and other technologies
   - Synchronous methods to reach advisees, students and office hours
   - Establish corresponding communication to hybrid modes
   - Identify key personnel needed to be in the premises for smooth operation of essential services (paperwork, livestream)
   - Establish contact with all faculty and staff via email to ensure comprehensive communication of day-to-day operations and transitions as needed

7. A confirmation that the activity area will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines: Yes
   A confirmation that the activity area will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines:
   As VPDA, I confirm that all Academic Affairs Office staff will follow the Healthcare Standards and Guidelines, along with the Personnel Standards and Guidelines. These discussions of guidelines and necessary adherence to the same began in open forums early in May 2020 with faculty and support staff and will continue as standards and guidelines evolve.

II. Functions in Each Operational Posture

1. High Risk Posture
   a. Function 1: Teaching & Advising
      i. What is being done: All EDUC/MGMT classes online-ready and will transition accordingly. All advising and office hours: online
      ii. How it is being done: Canvas, Zoom, Skype and other technologies as relevant
      iii. Number of people/positions required on campus: No one will be on campus in this High Risk Posture
iv. Buildings: 1 (Swarts Hall – location of the Division)

b. Function 2: Business-Related
i. What is being done: All items are conducted online
ii. How it is being done: via email
iii. Number of people/positions required on campus: No one will be on campus in this posture
iv. Buildings: (Swarts Hall – location of the office)

Elevated Posture
c. Function 1: Teaching & Advising
i. What is being done: All EDUC/ MGMT classes online-ready, with minimum face-to-face lectures. Only crucial-critical- important-essential meetings with 1 student, at a time, maintaining safe distance, and health safe-guards in a well- ventilated spacious room designated for this purpose.
ii. How it is being done: Canvas, Zoom, Skype and other technologies as relevant, and a specific room designated in Swarts hall
iii. Number of people/positions required on campus: 5 (The Chairperson, Department Personal Assistant, and as few instructors as needed, to livestream their lectures)
iv. Buildings: 1 (Swarts Hall – location of the Division)

d. Function 2: Business-Related
What is being done: All items are conducted online and presence in location only for retrieving and processing essential Elevated Risk Posture
i. paperwork
ii. How it is being done: via email, and 2 persons (namely the dept assistants)
iii. Number of people/positions required on campus: 2 (dept assistants for MGMT & EDUC)
iv. Buildings: (Swarts Hall – location of the office)

2. Guarded Risk Posture
a. Function 1: Teaching & Advising
i. What is being done: Most EDUC/ MGMT classes will be hybrid with synchronous online delivery, and FTF classes meeting health safe-guards in specified rooms
ii. How it is being done: Canvas, Zoom, Skype and other technologies as relevant, and in specific rooms with required square footage to maintain social distance specifications.
iii. Number of people/positions required on campus: 10 (The Chairperson, Department Personal Assistant, and instructors as needed, to livestream their lectures, or to provide the necessary lectures)
iv. Buildings: 4 (Swarts Hall, Fisher Hall, Hanger Building and Sports Center)

b. Function 2: Business-Related
i. What is being done: Most items are conducted online and presence in location only for retrieving and processing essential paperwork
ii. How it is being done: via email, and 2 persons (namely the dept assistants)
iii. Number of people/positions required on campus: 2 (dept assistants for MGMT & EDUC)
iv. Buildings: (Swarts Hall – location of the office)
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.

Please provide a summary of steps you plan to take when making any of the four potential shifts in posture, including how personnel will be notified of any changes and what changes in resource availability will occur.

As risk levels decline (from High Risk Posture to Elevated Risk Posture and/or from Elevated Risk Posture to Guarded Risk Posture) we will let everyone know via email, and indicate the importance of training, maintaining social-distancing and allow instructors to use classrooms and facilities as required.

As risk levels increase (from Guarded Risk Posture to Elevated Risk Posture and/or from Elevated Risk Posture to High Risk Posture) we will inform via emergency notification systems and email, and allow only essential personnel to enter the premises, using security officers to allow limited entry, and maintain a log of all participants in the premises.

IV. Stakeholder Outreach

Please provide an overview of your activity area’s key stakeholder groups and how you intend to engage and communicate with each of those groups in the course of executing this plan, particularly when preparing for a shift in operational posture.

All meetings and events will be cancelled, and key groups will be contacted via group email and zoom facilities, to establish possible future dates to regroup and revisit important events.

V. Monitoring and Amendment

The head of each activity area is responsible for monitoring compliance with their activity area plan. Any revisions to this plan must be approved by the member of the Senior Leadership Team that oversees that area.

S. N. Gajanan is the head of the area and will oversee all possible compliance. Prof John Crawford, who is listed as the Pandemic Security Office for the department, will also oversee each area’s activities and restore the necessary adjustments to compliance as needed. Any revisions to this plan must be approved by the Bradford Campus President and the Provost and Senior Vice Chancellor.
Office of Academic Affairs  
Activity Area Plan  
Division of Physical and Computational Sciences

I. Overview

1. Name of Activity Area: Division of Physical and Computational Sciences  
2. Name of Activity Area Lead: Emily Williams, Vice President and Dean of Academic Affairs  
3. Name of individual submitting Activity Area Plan: Yong-Zhuo Chen  
4. Date of submission: July 14, 2020  
5. Revision of a previously approved Activity Area Plan? No.  
6. A brief summary of the most critical pieces of your plan (a few bullet points).  
   - Our goals are to maintain the safety and health of all campus community members in addition to the high-quality education.  
   - We strive to engage students and provide as much in-person instruction as possible in all three University’s Operational Postures.  
7. As the Division Chair, I hereby confirm all our Division members will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines  
   o Face coverings should be used in campus buildings, except when eating or in an enclosed private single-occupancy space such as a personal office.  
   o Ensure physical distancing of at least six feet between University members  
   o Chairs and desks in shared spaces should be removed or marked as not for use to ensure proper physical distancing.  
   o Limits on gathering sizes and defaulting to remote gatherings when possible  
     ▪ In High Risk posture: no gatherings of more than 10 people.  
     ▪ In Elevated Risk posture: no gatherings of more than 25 people  
     ▪ In Guarded Risk posture: no gatherings of more than 250 people  
   o All personnel should work from home, to the maximum extent possible, for the duration of the COVID-19 pandemic.  
   o Every attempt should be made to minimize the number of individuals required to be on campus to support authorized activities.  
   o Faculty and staff who are returning to on-campus work will be required to complete a mandatory training.  
   o Supervisors should follow Office of Human Resources guidance when making accommodations for personnel

II. Functions in Each Operational Posture

1. High Risk Posture
   a. Function 1  
      i. What is being done:  
      Remote delivery of all classes and keep students engaged.
ii. How it is being done:
   - Online classes using ZOOM, Panopto, and other available remote education technology.
   - Office hours are conducted via ZOOM, email, phone, etc.
   - Labs are delivered online or delayed to later semesters if online is not an option.
   - All class materials are uploaded to Canvas.

iii. Number of people/positions required on campus: 0.

iv. Buildings: NA

b. Function 2
   i. What is being done:
      Operation of Mathematics Learning Center.
   
   ii. How it is being done:
       Use ZOOM meeting along with its screen sharing feature and Tablet PC
   
   iii. Number of people/positions required on campus: 0.

   iv. Buildings: NA

2. Elevated Risk Posture
   a. Function 1
      i. What is being done:
         Remote delivery of all classes but labs which may be delivered hybrid or face-to-face, and keep students engaged.
      
      ii. How it is being done:
          - Online classes using ZOOM, Panopto, and other available remote education technology.
          - Office hours are conducted via ZOOM, email, phone, etc.
          - Labs are delivered online, hybrid, or face-to-face. Approval will be sought from the Campus President; face masks and face shields will be utilized - 40 sq. ft distance with less than 10-15 in specific lab spaces
          - All class materials are uploaded to Canvas.
      
      iii. Number of people/positions required on campus: 8-11, depending on the number of faculty members who would like to teach part or all their labs face-to-face.

      iv. Buildings: Fisher Hall
   
   b. Function 2
      i. What is being done:
         Operation of Mathematics Learning Center.

      ii. How it is being done:
         Use ZOOM meeting along with its screen sharing feature and Tablet PC
      
      iii. Number of people/positions required on campus: 0.

      iv. Buildings: NA

3. Guarded Risk Posture
   a. Function 1
      i. What is being done:
         Student classroom experience is achieved via a combination of Face-to-Face, hybrid and remote delivery of all classes.
ii. How it is being done
   • Classes are delivered face-to-face whenever possible.
   • Appearing on screen in front of a class and facilitating class through cameras on students at least once a week for online classes.
   • Office hours are conducted via ZOOM, email, phone, etc.
   • Labs are delivered face-to-face, hybrid or online.
   • All class materials are uploaded to Canvas.
   • Providing large meeting spaces for students who want to meet privately and confidentially with an instructor or advisor.
   • Undergraduate Student Class Assistants are used to assist the in-person instruction for certain online classes.

iii. Number of people/positions required on campus: 26


b. Function 2
   i. What is being done:
      Operation of Mathematics Learning Center.
   ii. How it is being done:
      • Use ZOOM meeting along with its screen sharing feature and Tablet PC
      • Providing large meeting spaces for students who want to meet privately and confidentially with an instructor or tutor.

iii. Number of people/positions required on campus: 1.


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
   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

For Scenarios 1 and 2 where risk level decline, if students are on campus, then we will increase the in-person instruction accordingly. If students are not on campus, then there is not much that can be changed.

For Scenarios 3 and 4 where risk level increase, we will shift all class deliveries to online but labs. We are not to arrange private meeting for students as risk levels increases.
Division members will be notified of any change via email or phone call as soon as the change is announced.

IV. Stakeholder Outreach

Our activity area’s key stakeholders are students and Division faculty. This plan will be sent to our faculty for suggestions and comments. In the course of executing this plan, any change caused by the shifting in operational posture will be communicated to students by their instructors and other University offices.

V. Monitoring and Amendment

The head of this activity area is responsible for monitoring compliance with their activity area plan. Any revisions to this plan must be approved by the Bradford Campus President and the Provost and Senior Vice Chancellor.
Office of Academic Affairs  
Activity Area Plan  
TRIO Office

I. Overview

A. TRIO Student Support Services
B. Name of Activity Area Lead: Williams, Vice President and Dean of Academic Affairs
C. Name of individual submitting Activity Area Plan: Kimberly J. Marcellin
D. Date of submission: July 14, 2020
E. Revision of a previously approved Activity Area Plan? No
F. A brief summary of the most critical pieces of your plan (a few bullet points).
   • Student Advising is the major function of our program and I do feel that we have a plan that will not only continue our great successes, but possibly enhance our service and increase student involvement.
   • Projects Services will be continued and will possibly be more accessible to our student population. Even though some are traditionally done on campus, we have found ways to continue the majority of them remotely.
G. A confirmation that the activity area will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines:
   As VPDA, I confirm that all Academic Affairs Office staff will follow the Healthcare Standards and Guidelines, along with the Personnel Standards and Guidelines. These discussions of guidelines and necessary adherence to the same began in open forums early in May 2020 with faculty and support staff and will continue as standards and guidelines evolve.

II. Outline

1. High Risk Posture
   a. TRIO SSS Participant Advisements
      i. TRIO SSS advisor(s) will be holding “live” virtual advising meetings with their TRIO advisees.
      ii. TRIO Advisors will be using: Zoom to hold these meetings. Other means of communication will be used to enhance the “live” Zoom meetings. Advisors will use Microsoft Teams, Email, Phone, and Texting
      iii. Zero
      iv. None
   b. TRIO SSS Success Seminars—three seminars at one-credit each
      i. The TRIO SSS Advisors instruct these one-credit seminars with the audience being TRIO SSS participants.
      ii. These seminars will be taught virtually using Zoom, Panopto,
      iii. Number of people/positions required on campus
      iv. None
c. TRIO SSS Professional Tutors
   i. TRIO SSS sponsored tutors will be tutoring TRIO participants in the areas of English, Math, and English as a Second Language.
   ii. Tutors will hold live tutoring sessions using Zoom. Other learning and practice materials will also be distributed through Canvas and email communication.
   iii. Zero
   iv. None

d. TRIO SSS Peer Success Coaches
   i. TRIO SSS Peer Success Coaches serve as mentors, guides, and as expert resources for all TRIO SSS participants.
   ii. TRIO SSS Peer Coaches will be accessible through the use of Zoom, Microsoft Teams, Phone, Email, and Texting.
   iii. 3-4 TRIO SSS Participants - All activities are virtual
   iv. Individual Dorm Rooms/Personal Residence

e. TRIO SSS Learning Lab—Hanley 201
   i. Usually, the participants have access to this room for studying, computer usage, textbook library, one-credit seminars, etc.
   ii. The TRIO SSS Learning Lab will be closed for student use during the fall 2020 semester. This room will be used by the TRIO SSS staff and academic support colleagues, if and when necessary. All activities are virtual.
   iii. Zero
   iv. None

f. TRIO SSS Workshops/Events
   i. TRIO SSS staff, tutors, peer success coaches offer workshops and events for all TRIO SSS participants in areas of: academic skills, specific course skills, social events, and mentoring.
   ii. Any and all workshops and/or events will be conducted through the use of Zoom and/or Teams. Virtual processes will be utilized.
   iii. TRIO SSS staff and tutors will not be on campus.
   TRIO SSS Peer Success Coaches will be on campus or at their personal residence. (3-4 students)
   iv. Dorm Rooms for TRIO SSS Peer Success Coaches

g. TRIO SSS Administrative Duties
   i. TRIO SSS staff will have some projects and administrative duties that may have to be completed during the semester.
   ii. There will be no on-campus activity in TRIO during this posture.
   iii. Hanley Library

2. Elevated Risk Posture
   a. TRIO SSS Participant Advisements
i. TRIO SSS advisor(s) will be holding “live” advising meetings with their TRIO advisees.
ii. TRIO Advisors will be using: Zoom to hold these meetings. Other means of communication will be used to enhance the “live” Zoom meetings. Advisors will use Microsoft Teams, Email, Phone, and Texting.
iii. Zero
iv. None

b. TRIO SSS Success Seminars—three seminars at one-credit each
   i. The TRIO SSS Advisors instruct these one-credit seminars with the audience being TRIO SSS participants.
   ii. These seminars will be taught virtually using Zoom, Panopto,
   iii. Number of people/positions required on campus
   iv. None

c. TRIO SSS Professional Tutors
   i. TRIO SSS sponsored tutors will be tutoring TRIO participants in the areas of English, Math, and English as a Second Language.
   ii. Tutors will hold live tutoring sessions using Zoom. Other learning and practice materials will also be distributed through Canvas and email communication.
   iii. Zero
   iv. None

d. TRIO SSS Peer Success Coaches
   i. TRIO SSS Peer Success Coaches serve as mentors, guides, and as expert resources for all TRIO SSS participants.
   ii. TRIO SSS Peer Coaches will be accessible through the use of Zoom, Microsoft Teams, Phone, Email, and Texting.
   iii. 3 or 4 TRIO SSS Participants
   iv. Individual Dorm Room/Personal Residence

e. TRIO SSS Learning Lab—Hanley 201
   i. Usually, the participants have access to this room for studying, computer usage, textbook library, one-credit seminars, etc.
   ii. The TRIO SSS Learning Lab will be closed for student use during the fall 2020 semester. This room will be used by the TRIO SSS staff and academic support colleagues, if and when necessary.
   iii. Zero
   iv. None

f. TRIO SSS Workshops/Events
   i. TRIO SSS staff, tutors, peer success coaches offer workshops and events for all TRIO SSS participants in areas of: academic skills, specific course skills, social events, and mentoring.
   ii. Any and all workshops and/or events will be conducted through the use of Zoom and/or Teams. Virtual processes will be utilized.
   iii. TRIO SSS staff and tutors will not be on campus. TRIO SSS Peer Success Coaches will be on campus or at their personal residence. (3-4 students)
iv. Dorm Rooms for TRIO SSS Peer Success Coaches

g. TRIO SSS Administrative Duties
   i. TRIO SSS staff will have some projects and administrative duties that may have to be completed during the semester.
   ii. The goal is to go to campus as needed (once per every two weeks) to complete projects and/or activities that require the usage of participant’s files, recruiting activities via mail, printing materials, scanning, and other various TRIO SSS requirements.
   iii. 1-4 staff members on a rotating/as need basis
   iv. Hanley Library

3. Guarded Risk Posture
   a. TRIO SSS Participant Advisements
      i. TRIO SSS advisor(s) will be holding “live” advising meetings with their TRIO advisees.
      ii. TRIO Advisors will be using: Zoom to hold these meetings. Other means of communication will be used to enhance the “live” Zoom meetings. Advisors will use Microsoft Teams, Email, Phone, and Texting
      iii. Zero
      iv. None
   b. TRIO SSS Success Seminars—three seminars at one-credit each
      i. The TRIO SSS Advisors instruct these one-credit seminars with the audience being TRIO SSS participants.
      ii. These seminars will be taught virtually using Zoom, Panopto,
      iii. Number of people/positions required on campus
      iv. None
   c. TRIO SSS Professional Tutors
      i. TRIO SSS sponsored tutors will be tutoring TRIO participants in the areas of English, Math, and English as a Second Language.
      ii. Tutors will hold live tutoring sessions using Zoom. Other learning and practice materials will also be distributed through Canvas and email communication.
      iii. Zero
      iv. None
   d. TRIO SSS Peer Success Coaches
      i. TRIO SSS Peer Success Coaches serve as mentors, guides, and as expert resources for all TRIO SSS participants.
      ii. TRIO SSS Peer Coaches will be accessible through the use of Zoom, Microsoft Teams, Phone, Email, and Texting.
      iii. 3 or 4 TRIO SSS upperclassman participants
      iv. Individual Dorm Room/Personal Residence
   e. TRIO SSS Learning Lab—Hanley 201
      i. Usually, the participants have access to this room for studying, computer usage, textbook library, one-credit seminars, etc.
ii. The TRIO SSS Learning Lab will be closed for student use during the fall 2020 semester. This room will be used by the TRIO SSS staff and academic support colleagues, if and when necessary.

iii. Zero

iv. None

f. TRIO SSS Workshops/Events

i. TRIO SSS staff, tutors, peer success coaches offer workshops and events for all TRIO SSS participants in areas of: academic skills, specific course skills, social events, and mentoring.

ii. Any and all workshops and/or events will be conducted through the use of Zoom and/or Teams. Virtual processes will be utilized.

iii. TRIO SSS staff and tutors will not be on campus.

TRIO SSS Peer Success Coaches will be on campus or at their personal residence. (3-4 students)

iv. Dorm Rooms for TRIO SSS Peer Success Coaches

g. TRIO SSS Administrative Duties

i. TRIO SSS staff will have some projects and administrative duties that may have to be completed during the semester.

ii. The goal is to go to campus as needed (once per every two weeks) to complete projects and/or activities that require the usage of participant’s files, recruiting activities via mail, printing materials, scanning, and other various TRIO SSS requirements.

iii. 1-4 staff members on a rotating/as need basis

iv. Hanley Library

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
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

If the university’s leadership makes the determination to shift the operational posture, TRIO SSS will be able to make the move as smoothly as possible. The TRIO SSS staff will be informed by the TRIO SSS Program Manager that the shift has been or will be made. Email and phone calls will be made to the staff and a virtual meeting will be held. If the shift is more restricted, we will not have many alterations since we are currently working as a remote TRIO SSS program within the Guarded Risk Posture. The programs professional tutors and peer success coaches are also working remotely. The peer success coaches may be working from their dorm room or from

49
their personal residence. The program manager will also email, phone and hold virtual meetings with both of the above groups.

Stakeholder Outreach TRIO SSS Staff--3

The TRIO SSS staff will communicate virtually using Zoom and Microsoft Teams. We will be holding these meetings weekly as well as being available with a quick connect. Emails and Team Chat will be used for quick questions, observations, and comments.

TRIO SSS Sponsored Tutors--3
--Weekly virtual meetings with the tutors will be held to discuss their work, to go over any students’ issues, or to ask questions.

TRIO SSS Peer Success Coaches--4
--The Retention Specialist will hold weekly virtual meetings with all the peer success coaches to discuss their work and to answer any questions they may have. Emails, phone, and texting will also be an option for communicating outside of the weekly meetings.

TRIO SSS Participants—160
--TRIO SSS Staff/Advisors will have constant contact with their TRIO SSS advisees. We will be holding virtual meetings, emailing, phoning, and texting them throughout the semesters.

With all the methods of normal communication with the stakeholders, there will be quick and accurate information relayed at all times.

IV. Monitoring and Amendment

The head of each activity area is responsible for monitoring compliance with their activity area plan. Any revisions to this plan must be approved by the Bradford Campus President and the Provost and Senior Vice Chancellor.
Activity Area Plan
Office of Business Affairs

I. Overview

1. Activity Area: Office of Business Affairs (BA)
2. Lead: Richard T. Esch, Vice President of Business Affairs
3. Submitter of Area Activity Plan: Richard T. Esch
4. Date of submission: 7-14-2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary of plan: With limited exceptions highlighted below, personnel within the Office of Business Affairs will work from home for the duration of the COVID-19 pandemic, in the High Risk and Elevated postures
7. Commitment: As the lead of this activity area, I hereby confirm that BA will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus BA employees will:

   1. Wear face coverings in the presence of any other individual, and as they enter and leave buildings
   2. Adhere to all physical distancing, safety, and hygiene signage
   3. Use physical barriers or maintain six feet of physical distance while engaging with others
   4. Clean their personal and office spaces at the beginning and end of work periods

II. Functions in Each Operational Posture

All functions remain the same across the High Risk and Elevated Risk Postures

a. Function 1 – Accounts Payable
   i. Continue decrease density for staff – Most staff work remotely
   ii. Accounts Payable Manager will need access to building one day per week to obtain mail and to print accounts payable checks.
      a. Daily Self Attestation and PPE required
   iii. Process invoices, cash reports and Journal Entries remotely
   iv. 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 Vice President for Business Affairs, facilitated in cooperation with Facilities Management and/or Campus Police. Staff must adhere to all standards and guidelines as they relate to Face coverings, PPE and Personal Hygiene, Shared Spaces, and Cleaning, Disinfection and Hygiene
   v. Building: Hangar Building

b. Function 2 – Purchasing
i. Continue decrease density for staff – Most staff work remotely
ii. Purchasing Manager will need access to building one day per week to obtain mail, faxes, bids.
   a. Daily Self Attestation and PPE required
iii. Process Requisitions, Purchase orders, contracts remotely as required to secure the products and services to maintain the operating functions of the campus.
Number of people/positions required on campus: 1 person, one visit per week; access must be granted by Vice President for Business Affairs, facilitated in cooperation with Facilities Management and/or Campus Police. Staff must adhere to all standards and guidelines as they relate to Face coverings, PPE and Personal Hygiene, Shared Spaces, and Cleaning, Disinfection and Hygiene

c. Function 3 – Budget and Financial Reporting
i. Continue decrease density for staff – Most staff work remotely
ii. Senior Accountant and Staff Accountant will need access to building one day per month to obtain mail, and print monthly.
   a. Daily Self Attestation and PPE required
iii. Process University financial data and create reports for management on a monthly or on an as needed basis. Process the Bradford Educational Foundation’s (BEF) monthly financial information.
Number of people/positions required on campus: 1-2 people, one visit per week; access must be granted by Vice President for Business Affairs, facilitated in cooperation with Facilities Management and/or Campus Police. Staff must adhere to all standards and guidelines as they relate to Face coverings, PPE and Personal Hygiene, Shared Spaces, and Cleaning, Disinfection and Hygiene
iv. Building: Hangar Building

d. Function 4 – Business Administration
i. Continue decrease density for staff – Staff work remotely
ii. No one will need access to the building
iii. Direct and Manage the financial operations of the Campus, specifically Business Affairs, Facilities Management, CTM Services, Auxiliary Services and The Bradford Educational Foundation (BEF).
iv. Number of people/positions required on campus: 0 - will work remotely until the pandemic is over
v. Building: Hangar Building

Guarded Risk Posture
a. Function 1 – Accounts Payable
i. Continue decrease density for staff - Work remotely when possible
ii. Access to building to perform duties
   a. Daily Self Attestation and PPE required
   b. limited In-person interactions with employees
   c. Internal and external customers will be informed of and required to adhere to the University’s Health Standards and Guidelines, including the need to wear face coverings, adhere to all physical distancing, safety, and hygiene signage, and maintain six feet of physical distancing
d. In accordance with the University’s Facilities Standards and guidelines, spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University’s Health Standards and Guidelines

iii. Process mail, invoices, cash reports, Journal Entries and checks on Campus

iv. Number of people/positions required on campus: 1-2 people

v. Building: Hangar Building

b. Function 2 – Purchasing
   i. Continue decrease density for staff - Work remotely when possible
   ii. Access to building
      a. Daily Self Attestation and PPE required
      b. limited In-person interactions with employees
      c. Internal and external customers will be informed of and required to adhere to the University’s Health Standards and Guidelines, including the need to wear face coverings, adhere to all physical distancing, safety, and hygiene signage, and maintain six feet of physical distancing
      d. In accordance with the University’s Facilities Standards and guidelines, spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University’s Health Standards and Guidelines

iii. Process Mail, Requisitions, Purchase Orders and Contracts remotely, if possible, to secure the products and services to maintain the operating functions of the campus.

iv. Number of people/positions required on campus: 1 person

v. Building: Hangar Building

c. Function 3– Budget and Financial Reporting
   i. Continue decrease density for staff - Work remotely when possible
   ii. Access to building
      a. Daily Self Attestation and PPE required
      b. limited In-person interactions with employees
      c. Internal and external customers will be informed of and required to adhere to the University’s Health Standards and Guidelines, including the need to wear face coverings, adhere to all physical distancing, safety, and hygiene signage, and maintain six feet of physical distancing
      d. In accordance with the University’s Facilities Standards and guidelines, spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University’s Health Standards and Guidelines

iii. Process University financial data and create reports for management on a monthly or on an as needed basis. Print monthly reports and Process mail and Bradford Educational Foundation monthly financial data.

iv. Number of people/positions required on campus: 1-2 people

v. Building: Hangar Building

d. Function 4 – Business Administration
   i. Continue decrease density for staff - Work remotely
   ii. Direct and Manage the financial operations of the Campus, specifically Business Affairs, Facilities Management, CTM Services, Auxiliary Services and The Bradford Educational Foundation (BEF).

iii. Number of people/positions required on campus: 0 will work remotely until the pandemic is over
iv. Building: Hangar Building

III. Transitions between Operational Postures

As the environment shifts, the University’s Senior Leadership Team (Cabinet) 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
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 lone function impacted by a shift in posture is the efficiency and speed at which a function can be performed. A shift from the High or Elevated Risk to the Guarded posture will trigger a pivot to in-person processing. To facilitate the pivot, the plans outlined above which will be establish and in accordance with the University’s Facilities Standards and Guidelines. Employees returning to campus to facilitate processing will complete training modules and comply with the University’s Health and Personnel Standards and Guidelines. They will be notified one week in advance of the prospective need to return to campus and will be informed of the time slot their presence is required on any given day 24 hours in advance of each required appearance. COVID-19 Standards and Guidelines: On-Campus and Remote Work and COVID-19 Standards and Guidelines: Accommodations for Employees Returning to Campus

A shift from the Guarded to Elevated or High-Risk Posture will prompt the resumption of processing work responsibilities remotely as described above in their respective sections.

IV. Stakeholder Outreach

Stakeholders of BA include all University employees and students. Notification of BA’s remote-work status has been communicated broadly, and we can be reached by contacting Rick Esch at esch@pitt.edu or by phone 814-362-0992.

V. Monitoring and Amendment

Any revisions to this plan must be approved by the President of the Bradford Campus and the Provost and Senior Vice Chancellor.
Dining Services Activity Area Plan

I. Overview

1. Activity Area: Dining Services (DS), including KOA Dining Room, Qdoba & Commons Café, Hanley Library Café, and Marilyn Horne Café.
2. Lead: Joel Meyer, Director of Dining Services
3. Submitter of Area Activity Plan: Leasa Maley
4. Date of submission: July 17, 2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary of plan: Metz Dining Services will assess the safety and needs of its customers, campus stakeholders, and staff to determine the ability and need of each dining location to provide meals/service under each operational posture determined by the University of Pittsburgh.
   a. Modify dining operations and hours providing delivery of meal as required
   b. Follow and monitor all safety requirements for staff that will work on campus
   c. The University will not be allowing members of the public into any campus buildings during COVID-19. Customers are University members only.

Resident Dining Front of House Safety:
   a. General:
      - All associates must be in proper uniform including washed hands, gloves and Metz provided mask.
      - All associates will have a temperature check and health questionnaire administered prior to their clocking in for the day.
      - Plexiglass partitions will be utilized at all associate/guest interaction points
   b. Guest Entrance:
      - All guests must sanitize their hands prior to entering the facility. Signage will be provided to remind guests of the policy.
      - All guests will be required to wear face masks in all dining areas, and while waiting in lines.
      - We are researching technology to allow students to scan their own student IDs to provide a contactless check-in.
      - We will discourage the use of cash.
      - We will offer pre-order meals at a designated space within the dining hall for customer pick up.
      - The associate working the check-in area will monitor number of guests in the dining room, and only allow for seating for 46 people and dining room capacity of 100 (to include those in lines).
      - Floor decals will provide guests with social distancing reminders.
      - We will have an associate scheduled in the dining room to clean all high touch surfaces and tables constantly.
   c. Dining Hall Service:
      - All self-service options will be eliminated, and all stations will become served stations. The only exception to this is dispensed beverages.
      - Guests will be provided with a cup by an associate along with pre-packaged silverware upon their admittance into the dining hall.
      - For pick up orders, bottled or canned beverages will be available.
      - Pre-made salads will be available with PCs of dressing. This will include garden salads
and fruit salads as well as hand fruit.

- To expedite service, we will vary the grill and pizza station every other day.
- We will work with any students who have dietary restrictions, or who are compromised or at risk on an individual meal plan.

d. Modifications to Service:
- An associate will be designated in the dining room to clean table surfaces in between guests.
- Guests will discard their own trash and return their cups and silverware to the dishroom.
- No salt/pepper shakers, condiments, sauces, etc. will be provided on tables. Condiments will be provided in packets at the station.
- No napkins will be provided at the tables. Napkins will be provided with wrapped cutlery from the check in station.
- Compostable containers will be used for all meals.
- Pre-order to go meals will also be available for pick up from the dining room.
- There will be two entry points into the dining room (both at the rear of the dining room). One entrance for pick up only and one for admittance into the dining room. All students will exit at the front/gate of the dining room, and use the doors that lead out to the loop.
- The ability to have grab and go options in the concession at Blaisdell Hall or in the Athletics complex will also be available.

Retail Dining: Qdoba, Hanley Library Café and Marilyn Horne Café

a. General:
- All associates must be in proper uniform including washed hands, gloves and Metz provided mask.
- All associates will have a temperature check and health questionnaire administered prior to their clocking in for the day.
- Plexiglass partitions will be utilized at all associate/guest interaction points

b. Guest Entrance:
- All guests must sanitize their hands prior to entering the facility. Signage will be provided to remind guests of the policy.
- All guests will be required to wear face masks in all dining areas, and while waiting in lines.
- We are researching technology to allow students to scan their own student IDs to provide a contactless check-in.
- We will discourage the use of cash.
- We will offer pre-order meals at a designated space within the facility for customer pickup.
- Floor decals will provide guests with social distancing reminders.
- We will have an associate scheduled to clean all high touch surfaces constantly.

7. As the lead of this activity area, I hereby confirm that Dining Services will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, DS 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 stations at end of work periods
II. Functions in Each Operational Posture

1. High Risk Posture
   a. Function 1
      a. What: All locations will be closed to the public, no walk-up service, scheduled delivery only to students living on campus, or staff that are considered essential employees
      b. How: Students and essential staff will be able to pre order meals using mobile ordering app.
         • Meals will be delivered to set drop off points around campus
         • Package and Delivery
           o All meals will be delivered in a compostable container to residence halls
           o Metz Employees will be trained to safely package and deliver meals
         • Emergency food supply (a tractor trailer will be parked outside dining facility)
         • Team Safe Work Protocol
           o Three teams will be working separately to ensure that if one of the team members gets sick, or contact tracing indicates that there has been contact with someone who is, we can quickly adjust to ensure safety.
           o These teams will be our Back of the House (BOH) Team, Front of the House (FOH) Team and Retail Team as stated in the Summary. Each team would have their own work space to ensure safety.
           o Daily Temperature checks and health questionnaire upon arrival of all employees, records will be kept on file
           o Should one member of the team need to be quarantined, the entire team will go into quarantine. If a team goes off line, their space is shut down, cleaned and fully sanitized.
           o Frequent handwashing, hand sanitizer stations
           o Disinfect tables after each visit and high touch points on a frequent basis
      • Menus
        o To ensure meal service for all students, we will operate with a streamlined menu. We will offer a primary meal (entrée, side(s), beverages, dessert).
      • Hours of Service
        o KOA Dining Hall
          ▪ Brunch: 11:00a.m. to 1:00p.m. (deliveries only)
          ▪ Dinner: 4:00p.m. to 6:00p.m. (deliveries only)
        o Qdoba & Commons Café, Hanley Library & Marilyn Horne Cafes
          ▪ Closed
   c. Number of people/positions required on campus: the number of people (3 to 10), based on number of students in Housing. The physical presence required daily,
Monday through Sunday; permission for access must be granted by the Director of Dining Services
d. Building: Frame Westerberg Commons

2. Elevated Risk Posture
   i. What: All locations will be closed to the public, contactless pick up available KOA dining room only
   ii. How: Students and essential staff will be able to pre order meals using mobile ordering app.
      • Meals will be picked up (Contactless pickup)
        o All meals will be placed in a combustible container
        o Metz Employees will be trained to safely package meals
      • Menus
        o To ensure meal service for all students, we will operate with a streamlined menu. We will offer a primary meal (entrée, side(s), beverages, dessert).
        o We will work with Student Affairs to identify students who require special dietary restrictions
        o Beverages will be provided with all meals, and we will make accommodations to have pallets of water available.
      • Hours of Service
        o KOA Dining Hall
          ▪ Brunch: 11:00a.m. to 1:00p.m.
          ▪ Dinner: 4:30p.m. to 6:30p.m.
        o Qdoba & Commons Café, Hanley Library & Marilyn Horne Cafes
          ▪ Closed
   iii. Number of people/positions required on campus: the number of people (3 to 10), based on number of students in Housing. The physical presence required daily, Monday through Sunday; permission for access must be granted by the Dining Services Director.
   iv. Building: Frame Westerberg Commons

3. Guarded Risk Posture
   a. Function 1
      a. What: All locations will be open for service
      b. How:
         1. Students have 3 options for receiving/eating their meals at the KOA Dining Hall, all students will be encouraged to take their meals to go
            • After quarantine students will have the option of dining in, (maximum seating 46), maximum of 2 persons per table, must be roommates (tables are placed 8’ apart)
            • Pre order meal via mobile app, (eta undetermined) or through Dining Hall website to pick up their meal
              o All meals will be placed in a compostable container
During quarantine for the first week all meals will be delivered to Residence Halls at set delivery points and times

Metz Employees will be trained to safely package and deliver meals

- Faculty, and staff can only order to go meals they cannot eat in the dining hall

2. Customers will be informed of and required to adhere to the University’s Health Standards and Guidelines, including the need to wear face coverings, adhere to all physical distancing, safety, and hygiene signage, and maintain six feet of physical distancing

3. In accordance with the University’s Facilities Standards and Guidelines, spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University’s Health Standards and Guidelines

4. Table surfaces will be sanitized after each customer.

5. All lines in the dining hall will have at least 6’ distance from others

### Hours of Service

- **KOA Dining Hall**
  - Brunch: 11:00 a.m. to 2:00 p.m.
  - Dinner: 4:00 p.m. to 7:00 p.m.

- **Qdoba & Commons Café (take out Only)**
  - Weekdays: 8:00 a.m. to 11:00 p.m.
  - Weekends: 6:00 p.m. to 11:00 p.m.

- **Hanley Library Café (take out Only)**
  - Monday through Thursday: 8:30 a.m. to 10:00 p.m.
  - Friday: 8:30 a.m. to 4:00 p.m.
  - Saturday: 1:30 p.m. to 4:30 p.m.
  - Sunday: 1:30 p.m. to 10:00 p.m.

- **Marilyn Horne Café (take out Only)**
  - Monday through Saturday: 7:30 a.m. to 5:00 p.m.
  - Sunday: 11:00 a.m. to 4:00 p.m.

c. Number of people/positions required on campus:

  - KOA Dining Hall (20)
  - Qdoba & Commons Café (6)
  - Hanley Library Café (2)
  - Marilyn Horne Café (1)

The physical presence required daily, Monday through Sunday; permission for access must be granted by the Dining Services Director.

d. Building: Frame Westerberg Commons, Hanley Library, Marilyn Horne Hall

### III. Transitions between Operational Postures

As risk levels decline:

1. Shift from High Risk Posture to Elevated Risk Posture
• Notify staff of change in hours via email
• Notify University communications of updated operational hours and services

2. Shift from Elevated Risk Posture to Guarded Risk Posture
• Notify staff, students and faculty of change in hours and services via email
• Notify University communications of updated operational hours and services

As risk levels increase:

3. Shift from Guarded Risk Posture to Elevated Risk Posture
• Notify staff, students and faculty of change in hours and services via email
• Notify University communications of updated operational hours and services

4. Shift from Elevated Risk Posture to High Risk Posture
• Notify staff, students and faculty of change in hours and services via email
• Notify University communications of updated operational hours and services

IV. Stakeholder Outreach

Dining Services supports key stakeholders including students, faculty, and staff.

1. Dining Services hours for all locations (Café’s) will be communicated to all stakeholders through multiple channels including:
   • Website banners and information
   • Voicemail/automated phone messages
   • University shared communication websites and notifications
   • email to all students, faculty and staff

V. Monitoring and Amendment

Any revisions to this plan must be approved by the Bradford Campus President and the Provost and Senior Vice Chancellor
University of Pittsburgh at Bradford - Facilities Management
Activity Area Plan

I. Overview

1. Activity Area: Bradford Campus Facilities Management
2. Lead: Rhett F. Kennedy, Director of Facilities Management
3. Submitter of Activity Area Plan: Rhett F. Kennedy
4. Date of submission: 07/15/2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary of plan: Facilities Management (FM). The Operations and Maintenance staff will continue to work on campus with the amount of their presence dictated by the University’s Operational Posture. Administrative staff (1) will work on the campus during each of the University’s Operational Posture and the Administrative Support Staff will work on campus during guarded phase and remotely during each of the elevated University’s operating postures when possible.
7. As lead of this activity area, I hereby confirm that the University of Pittsburgh at Bradford Facilities Management Department will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines:
   These rules govern behavior while on Pitt’s campuses and include but are not limited to these requirements:
   • Face covering should be used in campus buildings, when in the presence of any other individual and as they enter and leave buildings. The only exception when eating or in an enclosed single-occupancy space while performing duties.
   • Clean touch point surfaces of any equipment or tools that are shared by others before the task is begun and after the task has been completed after each use.
   • Ensure physical distancing of at least six feet between persons unless when the duties of a job prevent it for their safety or the safety of another individual. In those cases, Universal Precautions must be maintained.
   • Social Distancing is maintained at all Break Times and locations.

II. Functions in Each Operational Posture

All functions remain the same across all Postures

a. Function 1
   i. What: Building Systems Management – 24/7/365 Provision of services necessary to ensure buildings are maintained and continue to operate safely and in accordance with the University’s Health and Facilities Standards and Guidelines. Those buildings that are open will require full services. Buildings that are closed will still require routine checks and their mechanical systems will continue to require routine maintenance and occasional repair.
   ii. How: Operating Engineers: will report for duty every day and will continue to provide services and maintenance to university controls and mechanics of building systems.
iii. Number of people/positions required on campus: 6 staff being present every day
iv. Buildings: All Buildings across campus

b. Function 2
   i. What: Grounds Management
      Provision of services necessary to ensure grounds are maintained and continue to operate safely and in accordance with the University’s Health and Facilities Standards and Guidelines. Those grounds and set-ups to support the mission of the university that are open will require full services. Grounds will require routine checks for safety will continue to require upkeep on a weekly basis
   ii. How: All staff will report to their job assignment and not to a central location. Staff will ensure that all hazards relating to grounds, set-ups or assigned tasks allow for compliance with university safety and established university protocol.
   iii. Number of people/positions required on campus: 6 staff being present during the work day
   iv. Buildings: All Pitt-Owned property

c. Function 3
   i. What: Facilities Business Administration
   ii. The need for on campus work is determined in consultation with Director of Facilities Management based on processing physical documents.
   iii. How: Remote work posture, except for Invoice Processing and Accounting
   iv. Number of people/positions required on campus: 1 staff, if needed; the need for on campus work is determined in consultation with Director of Facilities Management based on processing physical documents.
   v. Buildings: Facilities Management Building

d. Function 4
   i. What: Facilities Management
   ii. How: Director of Facilities Management will report daily and have operational direction of the Operations and Maintenance personnel.
   iii. Number of people/positions required on campus: 1 staff

2. Elevated Risk Posture
   a. Function 1
      i. What: Building Systems Management – 24/7/365 Provision of services necessary to ensure buildings are maintained and continue to operate safely and in accordance with the University’s Health and Facilities Standards and Guidelines. Those buildings that are open will require full services. Buildings that are closed will still require routine checks and their mechanical systems will continue to require routine maintenance and occasional repair.
      ii. How: Operating Engineers: will report for duty every day and will continue to provide services and maintenance to university controls and mechanics of building systems.
      iii. Number of people/positions required on campus: 6 staff being present every day
      iv. Buildings: All Buildings across campus
   b. Function 2
      i. What: Grounds Management
Provision of services necessary to ensure grounds are maintained and continue to operate safely and in accordance with the University’s Health and Facilities Standards and Guidelines. Those grounds and set-ups to support the mission of the university that are open will require full services. Grounds will require routine checks for safety will continue to require upkeep on a daily basis.

ii. How: All staff will report to their job assignment and not to a central location. Staff will ensure that all hazards relating to grounds, set-ups or assigned tasks allow for compliance with university safety and established university protocol.

iii. Number of people/positions required on campus: 6 staff being present during the work day.

iv. Buildings: All Pitt-Owned property

c. Function 3

i. What: Facilities Business Administration

ii. How: Remote work posture, except for Invoice Processing and Accounting

iii. Number of people/positions required on campus: 1 staff


d. Function 4

i. What: Facilities Management

ii. How: Director of Facilities Management will report daily and have operational direction of the Operations and Maintenance personnel.

iii. Number of people/positions required on campus: 1 staff


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
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

Because of the size of the staff the main function impacted by the shift in posture in Operations and Maintenance is that of grounds and administrative support functions. As the posture is elevated into a higher risk the function of the maintenance of grounds becomes emergency management and administrative support becomes remote.

When changing from any level of risk posture the personnel will be informed verbally and in writing of the directives and how the services are to be managed and any training required to return to operational activity.

IV. Stakeholder Outreach

Stakeholders of Facilities Management include all University employees. Notification of any change in work to remote or services status will be communicated via e-mails as an automatic reply and would be
indicated on our web site: https://www.upb.pitt.edu/facilities-management

V. Monitoring and Amendment

Any revisions to this plan must be approved by the Bradford Campus President and the Provost and Senior Vice Chancellor.
Computing, Telecommunications and Media (CTM) Services Activity Area Plan

I. Overview

1. Activity Area: Computing, Telecommunications and Media Services
2. Lead: William E. Kline, Director of CTM Services
4. Date of submission: July 17, 2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary of plan:
   a. High Risk Posture: two staff would be physically present on campus with the remainder working from home.
   b. Elevated Risk Posture: minimum of two staff would be physically present on campus, maximum of four, with the remainder working from home.
   c. Guarded Risk Posture: four staff would be physically present on campus most days with the remainder working from home whenever possible.

7. As the lead of this activity area, I hereby confirm that CTM Services will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. While on campus, CTM Services staff 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

All functions remain the same across the **High Risk and Elevated Risk Postures**

a. Function 1
   i. What: Provide technical computing support to all faculty, staff and students
   ii. How: Primarily remote diagnostic options including phone, chat and remote computer assistance software (quick assist) but could be limited in-person contact
   iii. Number of people/positions required on campus: One
   iv. Buildings: Fisher Hall is primary but could be various buildings depending on need

b. Function 2
   i. What: Maintain on campus computer servers
   ii. How: Remote connectivity to servers when possible, some on-site needs may arise
   iii. Number of people/positions required on campus: One
iv. Buildings: None if remote otherwise Fisher Hall room 112

c. Function 3
   i. What: On-site computer/printer diagnosis and repair
   ii. How: On-site, physical handling repair of equipment
   iii. Number of people/positions required on campus: Two
   iv. Buildings: Fisher Hall room 112 and various buildings

d. Function 4
   i. What: Setup/configure new computing equipment
   ii. How: On-site, physical handling of equipment
   iii. Number of people/positions required on campus: Two
   iv. Buildings: Fisher Hall room 112

e. Function 5
   i. What: Computer Network Troubleshooting/Installation/Upkeep
   ii. How: On-site and remote connections to networking equipment
   iii. Number of people/positions required on campus: Two
   iv. Buildings: Various buildings on campus

f. Function 6
   i. What: Classroom Technology
   ii. How: On-site and remote connections to classroom technology equipment
   iii. Number of people/positions required on campus: One
   iv. Buildings: Various buildings on campus

g. Function 7
   i. What: Telecommunications Troubleshooting/Installation/Upkeep
   ii. How: On-site and remote connections to PBX equipment
   iii. Number of people/positions required on campus: One
   iv. Buildings: Various buildings on campus

v.

2. Guarded Risk Posture

a. Function 1
   i. What: Provide technical computing support to all faculty, staff and students
   ii. How: Primarily remote diagnostic options including phone, chat and remote computer assistance software (quick assist) expect elevated in-person demand
   iii. Number of people/positions required on campus: Two
   iv. Buildings: Fisher Hall is primary but could be various buildings depending on need

b. Function 2
   i. What: Maintain on campus computer servers
   ii. How: Remote connectivity to servers when possible, some on-site needs may arise
   iii. Number of people/positions required on campus: One
   iv. Buildings: None if remote otherwise Fisher Hall room 112

c. Function 3
   i. What: On-site computer/printer diagnosis and repair
   ii. How: On-site, physical handling repair of equipment
iii. Number of people/positions required on campus: Three
iv. Buildings: Fisher Hall room 112 and various buildings
d. Function 4
   i. What: Setup/configure new computing equipment
   ii. How: On-site, physical handling of equipment
   iii. Number of people/positions required on campus: Two
   iv. Buildings: Fisher Hall room 112
e. Function 5
   i. What: Computer Network Troubleshooting/Installation/Upkeep
   ii. How: On-site and remote connections to networking equipment
   iii. Number of people/positions required on campus: Two
   iv. Buildings: Various buildings on campus
f. Function 6
   i. What: Classroom Technology
   ii. How: On-site and remote connections to classroom technology equipment
   iii. Number of people/positions required on campus: Two or more
   iv. Buildings: Various buildings on campus
g. Function 7
   i. What: Telecommunications Troubleshooting/Installation/Upkeep
   ii. How: On-site and remote connections to PBX equipment
   iii. Number of people/positions required on campus: One
   iv. Buildings: Various buildings on campus

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
   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

Transition 1:

We expect no changes in any of our functions in this transition.

Transition 2:

We expect an increased workload for functions 1, 3, 6 and 7 since there will be more activity on campus. The Lead of CTM will contact all CTM staff.

Transition 3:

We expect less on-site work, but the remote support tends to increase with this transition. The Lead of CTM will contact all CTM staff.
Transition 4:

This will require some expanded remote support as staff and faculty convert to remote work but the level of increased load is not expected to be great. The Lead of CTM will contact all CTM staff.
IV. Stakeholder Outreach

Stakeholders for CTM Services are all University employees, contractors, all students and anyone affiliated with the University that requires any technology assistance.

Communication primarily occurs via e-mail.

V. Monitoring and Amendment

Any revisions to this plan will be approved by the Bradford Campus President and the Provost and Senior Vice Chancellor.
I. Overview

The Panther Shop Activity Area Plan

1. Area: The Panther Shop
2. Area Lead: Angela Erickson, Manager
3. Submitter of Activity Area Plan: Catherine Koverola, Ph.D.
4. Date of Submission: July 17, 2020
5. Revision of a previously approved Activity Area Plan: Yes; approval for web order fulfillment

6. Summary of Plan: The Panther Shop will assess the safety and needs of its customers, campus stakeholders, and staff to determine the ability and need of the store to provide service under each operational posture determined by the University of Pittsburgh.
    i. Assess necessary operational support for campus learning, including especially course material delivery, technology, regalia, etc.
    ii. Modify store operations and hours and website delivery options as required
    iii. Follow and monitor all safety requirements for staff that will work on campus

7. As the lead of this activity area, I hereby confirm that the retail division will commit to following the University’s Health Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, retail employees will:
    i. Wear face coverings in the presence of any other individual, and as they enter and leave buildings
    ii. Adhere to all physical distancing, safety, and hygiene requirements
    iii. Use physical barriers or maintain six feet of physical distance while engaging with others
    iv. Clean their personal and office spaces at the beginning and end of work periods

8. The Panther Shop and its staff are committed to following all Healthcare Standards and Guidelines and the Personnel Standards and Guidelines as directed. COVID-19 Standards and Guidelines: Accommodations for Employees Returning to Campus and COVID-19 Standards and Guidelines: Accommodations for Employees Returning to Campus

II. Operational Posture Functions

The Panther Shop will modify its business operations in accordance with the University of Pittsburgh at Bradford’s operational posture, including store operations, hours, services, and staffing. The number of staff required to be on campus will fluctuate given operational posture and decisions.

1. High Risk Posture
   a. Function 1: The store will be closed to the public and online order fulfillment only will be completed as determined necessary for essential service delivery of course materials and technology products
      i. Operations
         1. Online order fulfillment of course materials at The Panther Shop.
         2. University Store website remains operational with focus on course material delivery and returns
      
      ii. Staffing
         1. Panther Shop 1-2 staff members, per University Health Standards and Guidelines, scheduled to limit exposure
2. Staff training complete in accordance with Personnel Training Standards and Guidelines
3. Daily completion of health self-attestation form required for those staff reporting to campus
4. Remote work policies in place for all staff not required to assist with online order fulfillment, in accordance with the University’s Personnel Remote Work Standards and Guidelines
5. Follow all University Health Standards and Guidelines
   a. A face covering, which may be cloth or disposable and may be self-supplied and re-used, is to be worn in public, on campus, and in campus buildings at all times, except while eating or in an enclosed private, single occupancy space (e.g., private study room or private office).
   b. Face coverings must be worn in single-occupant spaces that others use (e.g., public bathrooms, copier rooms, public study rooms).
   c. Personal Hygiene
      i. Schedule to include hourly hand washing breaks and will be logged
      ii. Hand sanitizer provided at workstation areas
   d. Social distancing
      i. All staff working on campus will maintain a minimum of 6ft from coworkers at all times
      ii. Workstations modified to maintain distance
1. Cleaning
   a. Safety Officer appointed to area
   b. Cleaning log to be completed; all high touch areas cleaned every 2 hours
   c. Staff training complete
   d. Disinfecting wipes utilized as recommended by the University’s Cleaning, Disinfection and Hygiene Standards and Guidelines for non-laboratory use
   iii. Facilities
      1. Access to The Panther Shop at Frame-Westerberg Commons required
      2. HVAC requirements completed and will be reviewed and confirmed by 3rd party
      3. All required signage in process of being updated per University guidelines
      4. Only required/emergency maintenance to be performed as needed

2. Elevated Risk Posture
   a. Function
      1. Store closed to the public when students are not on campus; online order fulfillment available; shipping or in-store pickup option available
   i. Operations
      1. Website for The Panther Shop operational
      2. When students return to campus, reduced store hours available with in-store pickup option hours extended to accommodate beginning of semester needs; all University Health Standards and Guidelines for retail implemented
      3. The Panther Shop limited hours of 10:00 am to 2:00 pm to be adjusted as required by the university
      4. Occupancy levels at 50% of retail occupancy rates as reviewed and approved by Facilities Maintenance as follows: The Panther Shop = 25
      5. Occupancy metering in place at entrances and exits
      6. Sneeze guards installed at all cashier and customer facing areas
      7. Touchless pay options available; self-service for customers to swipe ID and credit card payment, these areas will be sanitized after each use
      8. Public occupancy, recommendations, and signage in place; reviewed and approved by
Facilities Maintenance

9. Customer flow/directional signage implemented to assist in maintaining social distancing
   a. One-way entry and exits where possible
   b. One-way aisles where possible
   c. Line management stanchions and social distancing signage in place

10. Signage
    a. PA “COVID-19 Safety Procedures for Businesses” flyer
    b. Modified Store hours
    c. Occupancy rules and guidelines including the state’s guidelines for retail capacity limits
    d. Queuing directions
    e. Mask guidance/rules for customers
    f. Temperature scanning, if required
    g. Guidelines/recommendations for customer safety
       i. Masks
       ii. Social distancing
       iii. Hygiene/handwashing
       iv. No use of reusable bags
       v. Fitting rooms closed

11. Cleaning
    a. Safety Officer appointed to area
    b. Cleaning log to be completed; all high touch areas cleaned every 2 hours
    c. Staff training complete in accordance with Personnel Training Standards and Guidelines
    d. Disinfecting wipes utilized as recommended by the University’s Cleaning, Disinfection and Hygiene Standards and Guidelines

ii. Staffing
1. Hours and operations may be reassessed based on staffing level and abilities
2. Schedules staggered when possible with no more than 4 staff in July and no more than 5 staff reporting for beginning of semester schedule in August; reporting on opposite days to reduce exposure risk and allow continued operations.
   a. All staff reporting (2 regular FT and 1 PT staff, temps if needed for semester start with students on campus)
   b. Remote work options available for certain positions
3. Staff training complete in accordance with Personnel Training Standards and Guidelines
4. Daily completion of health self-attestation forms required for staff reporting to campus
5. Follow all University Health Standards and Guidelines
   a. A face covering, which may be cloth or disposable and may be self-supplied and re-used, is to be worn in public, on campus, and in campus buildings at all times, except while eating or in an enclosed private, single occupancy space (e.g., private study room or private office).
   b. Face coverings must be worn in single-occupant spaces that others use (e.g., public bathrooms, copier rooms, public study rooms).
   c. Personal Hygiene
      i. Schedule to include hourly hand washing breaks and will be logged
      i. Hand sanitizer provided at work station areas
   d. Social distancing
      i. All staff reporting will maintain a minimum of 6ft from coworkers at all times
      ii. Work stations modified to maintain distance
iii. Facilities
   1. Access to The Panther Shop required
   2. HVAC requirements complete
   3. All required signage implemented

3. Guarded Risk Posture
   a. Function 1: Store open to faculty, staff, and students with limited hours of operation; online order fulfillment available; shipping or pickup option available
      i. Operations
         1. Website for The Panther Shop operational
         2. Occupancy levels at 50% of retail occupancy rates as determined by Facilities Management; metering in place
         3. Sneeze guards installed at all cashier and customer facing areas
         4. Touchless pay options available; self-service for customers to swipe ID and credit card payment
         5. Customer flow/directional signage implemented to assist in maintaining social distancing
            a. One-way entry and exits where possible
            b. One-way aisles where possible
            c. Line management stanchions and social distancing signage in place
   6. Signage updated in accordance with the University’s Buildings and Occupancy Standards and Guidelines
      a. PA “COVID-19 Safety Procedures for Businesses” flyer
      b. Modified Store hours
      c. Occupancy rules and guidelines
      d. Queuing directions
      e. Mask guidance/rules for customers
      f. Temperature scanning, if required
      g. Guidelines/recommendations for customer safety
         i. Masks
         ii. Social distancing
         iii. Hygiene/handwashing
         iv. No use of reusable bags
         v. Fitting rooms closed
   5. Cleaning
      a. Safety Officer appointed to area
      b. Cleaning log to be completed; all high touch areas cleaned every 2 hours
      c. Staff training complete
      d. Disinfecting wipes utilized as recommended by the University’s Cleaning, Disinfection and Hygiene Standards and Guidelines
   ii. Staffing

1. Schedules staggered when possible with no more than 4 staff in July and no more than 5 staff reporting for beginning of semester schedule in August; reporting on opposite days to reduce exposure risk and allow continued operations. Remote work options available for certain positions
2. Hours and operations may be reassessed based on staffing level and abilities
3. Staff training complete in accordance with Personnel Training Standards and Guidelines
4. Daily completion of health self-attestation forms required for staff reporting to campus
5. Follow all University Health Standards and Guidelines
   a. A face covering, which may be cloth or disposable and may be self-supplied and re-used, is to be worn in public, on campus, and in campus buildings at all times, except while eating or in an enclosed private, single occupancy space (e.g., private study room or private office).
   b. Face coverings must be worn in single-occupant spaces that others use (e.g., public bathrooms, copier rooms, public study rooms).
   c. Personal Hygiene
      i. Schedule to include hourly hand washing breaks and will be logged
      ii. Hand sanitizer provided at work station areas
   d. Social distancing
      i. All staff reporting will maintain a minimum of 6ft from coworkers at all times
      ii. Work stations modified to maintain distance
   iii. Facilities
      1. Access to The Panther Shop required
      2. HVAC requirements complete
      3. All required signage implemented

III. Transition between Operational Postures

As risk levels decline:
1. Shift from High Risk Posture to Elevated Posture
   • Update operation hours and services as outlined in plan
   • Review and update all facility checklists
   • Notify staff at least one week in advance of schedule change and need to report to campus or remote work options
   • Notification will take place via scheduling software, email, and staff meeting
   • Notify University communications of updated operational hours and services

2. Shift from Elevated Risk Posture to Guarded Risk Posture
   • Update operation hours and services as outlined in plan
   • Review and update all facility checklists
   • Notify staff at least one week in advance of schedule change and need to report to campus or remote work options
     o Notification will take place via scheduling software, email, and staff meeting
   • Notify University communications of updated operational hours and services

As risk levels increase:
3. Shift from Guarded Risk Posture to Elevated Risk Posture
   • Update operation hours and services as outlined in plan
   • Review and update all facility checklists
   • Notify staff at least one week in advance of schedule change; remote work options in place for most staff
   • Notification will take place via scheduling software, email, and staff meeting
• Notify University communications of updated operational hours and services

4. Shift from Elevated Risk Posture to High Risk Posture
   • Update operation hours and services as outlined in plan
   • Review and update all facility checklists
   • Notify staff of immediate closure of stores; remote work options implemented
     o Notification will take place via scheduling software, email, and staff meeting
   • Notify University communications of updated operational hours and services

IV. Stakeholder Outreach

The Panther Shop supports key stakeholders including students, faculty, staff, alumni, and the community.

1. Store hours, service, and online order fulfillment availability will be communicated to all stakeholders through multiple channels including:
   o Website banners and information
   o Store voicemail/automated phone messages
   o email and newsletter communication to mailing lists
   o Store social media sites
   o University shared communication websites and notifications
   o Departmental notification to campus community

2. Operational and facility changes will be discussed and assessed by Auxiliary Services and then communicated to Housing and Facilities Management.

V. Monitoring and Amendment

The Manager of The Panther Shop, Angela Erickson, is responsible for monitoring compliance with all plans and policies. Any revision to this plan must be approved by the Bradford Campus President and the Provost and Senior Vice Chancellor.
Mail Center Activity Area Plan

I. Overview

1. Activity Area: Mail Center (MC)
2. Lead: Alan Hancock, Mail Center Supervisor; Leasa Maley, Assistant Director of Auxiliary Services
3. Submitter of Area Activity Plan: Catherine Koverola, Ph.D.
4. Date of submission: July 17, 2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary of plan: With limited exceptions highlighted below, personnel within the Office of the Mail Center will work during regular operating hours from 8:30 – 4:00 Monday through Friday to process packages and mail for the campus community
7. As the lead of this activity area, I hereby confirm that the Mail Center will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, MC 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

1. High Risk Posture
   a. Function 1
      a. What: The Mail Center will only be open to receive and process mail to campus boxes and post any outgoing mail that departments may have. Departments will have to pick up their mail via their mailbox, by key entry or combination.
      b. How: On-site, physical handling of letters and USPS, UPS or FedEx packages
      c. Number of people/positions required on campus: 1 person per instance of need; physical presence required daily, Monday through Friday; permission for access must be granted by Vice President for Business Affairs.
      d. Building: Frame Westerberg Commons (adjacent to the information desk)

2. Elevated Risk Posture
   i. Function 1
      i. What: Receive and process mail to departmental campus boxes student boxes.
      ii. How: On-site, physical handling of letters and USPS, UPS or FedEx packages
      iii. Number of people/positions required on campus: 1 person per instance of need; physical presence required daily, Monday through Friday; permission for access must be granted by the Vice President of Business Affairs.
      iv. Building: Frame Westerberg Commons (adjacent to the information desk)
ii. Function 2
   i. What: Processing of outgoing mail, UPS packages along with UPS and FedEx dropoffs.
   ii. How: 1. In-person interactions with students, faculty and staff
         2. Approximately 1 to 5-minute interaction with each customer that comes to the window for service.
         3. Customers will be informed of and required to adhere to the University’s Health Standards and Guidelines, including the need to wear face coverings, adhere to all physical distancing, safety, and hygiene signage, and maintain six feet of physical distancing
         4. In accordance with the University’s Facilities Standards and Guidelines, spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University’s Health Standards and Guidelines
         5. Desk surface at window will be sanitized after each customer.
   iii. Number of people/positions required on campus: 1-2 people per instance of need, depending on customer demand/line at the window.
   iv. Buildings: Frame Westerberg Commons (adjacent to the information desk)

3. Guarded Risk Posture
   iii. Function 1
      i. What: Receive and process mail to departmental campus boxes student boxes.
      ii. How: On-site, physical handling of letters and USPS, UPS or FedEx packages
      iii. Number of people/positions required on campus: 1 person per instance of need; physical presence required daily, Monday through Friday; permission for access must be granted by the Vice President of Business Affairs.
      iv. Building: Frame Westerberg Commons (adjacent to the information desk)
   iv. Function 2
      What: Processing of outgoing mail, UPS packages along with UPS and FedEx drop offs.
      3. How: 1. In-person interactions with students, faculty and staff
         2. Approximately 5 to 10-minute interaction with each customer that comes to the window for service.
         3. Customers will be informed of and required to adhere to the University’s Health Standards and Guidelines, including the need to wear face coverings, adhere to all physical distancing, safety, and hygiene signage, and maintain six feet of physical distancing
         4. In accordance with the University’s Facilities Standards and Guidelines, spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University’s Health Standards and Guidelines
         5. Desk surface at window will be sanitized after each customer.
      4. Number of people/positions required on campus: 1 -2 people. One at the window and one at the mail machine or in back retrieving packages.
      5. Buildings: Frame Westerberg Commons (adjacent to the information desk)

III. Transitions between Operational Postures

As risk levels decline:
1. Shift from High Risk Posture to Elevated Risk Posture
   - Notify staff of change in hours via email
• Notify University communications of updated operational hours and services

2. Shift from Elevated Risk Posture to Guarded Risk Posture
   • Notify staff, students and faculty of change in hours via email
   • Notify University communications of updated operational hours and services

As risk levels increase:

3. Shift from Guarded Risk Posture to Elevated Risk Posture
   • Notify staff, students and faculty of change in hours via email
   • Notify University communications of updated operational hours and services

4. Shift from Elevated Risk Posture to High Risk Posture
   • Notify staff, students and faculty of change in hours via email
   • Notify University communications of updated operational hours and services
   • Services open only to internal offices
   • Departments can pick up their mail via their mailbox key or combination

IV. Stakeholder Outreach

The Mail Center supports key stakeholders including students, faculty, and staff.

1. Mail Center hours will be communicated to all stakeholders through multiple channels including:
   • Bulletin board hours (located at the front right of the Mail Center window)
   • Website banners and information
   • Mail Center voicemail/automated phone messages
   • University shared communication websites and notifications
   • email to all students, faculty and staff

V. Monitoring and Amendment

Any revisions to this plan must be approved by the Bradford Campus President and the Provost and Senior Vice Chancellor.
Pitt Resilience Framework: Human Resources and Payroll Activity Area Plan

I. Overview

1. Activity Area: Pitt Bradford Office of Human Resources and Payroll
2. Activity Area Lead: Sofia Brien
3. Submitter of Area Activity Plan: Sofia Brien
4. Date of Submission: July 17, 2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary of plan: Our office will be working remote for the duration of the COVID-19 pandemic other than the exceptions explained below, regardless of the University’s operating posture.
7. As the lead of this activity area, I hereby confirm that we will commit to the following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, we 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 our 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: Hiring of new faculty
      i. What: Work with the Office of Academic Affairs via phone and email to hire new faculty. Payroll and HR functions of the hiring process; processing of state, federal and university documents, ex. W4, form I-9, PA residency certification, workers compensation forms, and drug-free workplace
      ii. How: An email is sent to all incoming faculty with all necessary payroll documents including a link to complete the federal I-9 form.
         1. Once all documents are complete, they are mailed and/or scanned and emailed to HR and Payroll Office at Pitt Bradford
2. Part 2 of I-9 processing - Remote work posture, if permitted by United States Citizenship and Immigration Services (USCIS); otherwise, refer to Function 3 under the elevated and Guarded Risk Postures
   iii. Number of people required on campus: 0 under remote work posture
   iv. Where: n/a

b. Function 2: Hiring of staff and student employees
   i. What: Updating job descriptions, requesting approvals to search; posting positions to Talent Center
      1. All job description updates, approvals and requests are completed via email at a remote location.
      2. All new staff and student worker hires (Federal Work-Study and non-Federal Work-Study) complete payroll and HR paperwork via Talent Center, including completing the federal I-9 form.
      3. Once complete, employee contacts our office for a Zoom/Microsoft Teams appointment to present acceptable I-9 documents.
         a. Remote work posture, if permitted by United States Citizenship and Immigration Services (USCIS); otherwise, refer to Function 2 under the elevated and Guarded Risk Postures
   ii. How: Remote work posture
   iii. Number of people required on campus: 0
   iv. Where: n/a

c. Function 3: Special Payments
   i. What: Supplemental payment for additional duties for exempt staff, payroll for union represented staff, part-time employees (PTE), payroll keying of time for non-exempt staff with other duties, etc. (Professional User Interface).
   ii. How: It is being done by electronic/scanned/DocuSign files emailed to our HR and Payroll Assistant or to the Manager of HR
   iii. Number of people required on campus: 0
   iv. Where: n/a

d. Function 4: Gathering of mail and faxes for our office
   i. Gather mail to bring back to office to open and sort; same for checking the fax machine
   ii. How: Manager of HR collects mail at Mail Center once a week during specified times and brings back to office to sort. HR and Payroll Assistant goes in once a week as needed to view mail when absolutely necessary.
   iii. Number of people required on campus: 1 as needed
   iv. Where: Mail Center located in the Frame-Westerberg Commons and the Control Tower Building

e. Function 5:
   i. What: Provisions of all other services to university clients for Human Resources and Payroll functions.
   ii. How: Remote work posture
   iii. Number of people required on campus: 0
iv. Where: n/a

All functions remain the same across the Elevated Risk and Guarded Risk Postures

f. Function 1: Hiring of new faculty
   i. What: Payroll and HR functions of the hiring process; processing of state, federal and university documents, ex. W4, form I-9, PA residency certification, workers compensation forms, and drug-free workplace
   ii. How: An email is sent to all incoming faculty with all necessary payroll documents including a link to complete the federal I-9 form.
      1. Once all complete, the new employee will contact our office to schedule an appointment to collect completed forms and view acceptable I-9 documents.
      2. 15 minutes per interaction
      3. Clients will be informed of and required to adhere to the University’s Health Standards and Guidelines, including the need to wear face coverings, adhere to all physical distancing, safety, and hygiene signage, and maintain six feet of physical distancing
      4. In accordance with the University’s Facilities Standards and Guidelines, spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University’s Health Standards and Guidelines
   iii. Number of people required on campus: 1 to meet with the new employee at a specified date and time.
   iv. Where: The Control Tower building

g. Function 2: Hiring of staff and student employees
   i. What: Updating job descriptions, requesting approvals to search; posting positions to Talent Center
      1. All JD updates, approvals and requests are completed via email at a remote location.
      2. All new staff and student worker hires (FWS and non-FWS) complete payroll and HR paperwork via Talent Center, including completing the federal I-9 form.
      3. Once complete, employee contacts our office for an appointment to present acceptable I-9 documents.
   ii. How: This process is all remote, until we have to view the person’s I-9 documents.
      1. Once all complete, the new employee will contact our office to schedule an appointment to collect completed forms and view acceptable I-9 documents.
      2. 15 minutes per interaction
3. Clients will be informed of and required to adhere to the University’s Health Standards and Guidelines, including the need to wear face coverings, adhere to all physical distancing, safety, and hygiene signage, and maintain six feet of physical distancing.

4. In accordance with the University’s Facilities Standards and Guidelines, spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University’s Health Standards and Guidelines.

iii. Number of people required on campus: 1 to meet with the new employee at a specified date and time to verify I-9 documents

iv. Where: Remote and the Control Tower Building

h. Function 3: Special Payments
i. What: Supplemental payment for additional duties for exempt staff, payroll for union represented staff (PTE), payroll keying of time for non-exempt staff with other duties, etc. (PUI)

ii. How: It is being done by electronic/scanned/DocuSign files emailed to our HR and Payroll Assistant or to the Manager of HR

iii. Number of people required on campus: 0

iv. Where: n/a

i. Function 4: gathering of mail and faxes for our office

i. Gather mail to bring back to office to open and sort; same for checking the fax machine

ii. How: Manager of HR collects mail at Mail Center during specified times and brings back to office to sort. HR and Payroll Assistant goes in once a week as needed to view mail when absolutely necessary.

iii. Number of people required on campus: 1 as needed

iv. Where: Mail Center located in the Frame-Westerberg Commons and the Control Tower Building

j. Function 5:

i. What: Provisions of all other services to university clients for Human Resources and Payroll functions.

ii. How: Remote work posture

iii. Number of people required on campus: 0

iv. Where: n/a

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
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

This is a two-person office. Staff will communicate via email and phone when postures and processes change.

IV. Stakeholder Outreach

Our office’s stakeholders include all Pitt Bradford employees, faculty, staff and student workers. They are aware of Pitt Bradford’s current remote posture and know they can call or email us when a need or question arise.

V. Monitoring and Amendment
Any revisions of this plan must be approved by the Bradford Campus President and the Provost and Senior Vice Chancellor.
Activity Area Plan- Arts Programming

I. Overview

1. Name of Activity Area: Arts Programming Department
2. Name of Activity Area Lead: Patricia Colosimo
3. Name of individual submitting Activity Area Plan: Patricia Colosimo
4. Date of submission: July 16, 2020
5. Revision of a previously approved Activity Area Plan? (Yes or no) No
6. A brief summary of the most critical pieces of your plan (a few bullet points).
   - High Risk: Classes will be remote and Museum and surrounding areas will be closed
   - Elevated Risk: Some areas could be open but only by the direction of the Pitt-Bradford senior team.
   - Guarded Risk: All areas are open with guidelines in place to keep faculty, staff and students safe in each environment.
7. An confirmation that the activity area will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines:
The technical director is a pandemic control officer who is meeting regularly, training and keeping up-to-date on the latest protocols and processes. He meets every day with the director of arts programming to ensure that she is updated on all changes or posture shifts. She then updates everyone in her area.

II. Functions in Each Operational Posture

Given the operational postures and the uniform standards and guidelines outlined in the introduction, describe how functions in your unit will be performed in each operational posture. Functions are specific to each activity area, and include items such as teaching, research, administrative operations, clinical operations, business operations, etc. Note that each activity area is required to adhere to the additional standards and guidelines that are relevant to its functions.

1. High Risk Posture
   a. Function 1
      i. What: Technical Director will not be on campus as all classes will be taught remotely.
      ii. How: Technical Director, who is also the pandemic officer for his area of the building, will monitor the situation from home with direction from the Covid Mitigation Committee, the Pitt-Bradford senior team and the director of arts programming.
      iii. Number of people/positions required on campus: None
iv. Buildings: None

b. Function 2
i. What: Painting Frame Restoration Project - Contracted Restoration Artist will restore a large frame for a painting, re-frame the canvas with the new frame. If senior team feels this work cannot be done at this time, it will be postponed.

ii. How: Frame will be restored on the stage, behind the curtain of the Bromeley Family Theater with only the restorer doing the work.

iii. Number of people/positions required on campus: None

iv. Buildings: None

c. Function 3
i. What: Director of Marilyn Horne Museum and Exhibit Center will be working remotely and all spaces will be closed.

ii. How: Director of museum will monitor the situation remotely with direction from the senior team and director of arts programming.

iii. Number of people/positions required on campus: None

iv. Buildings: None

2. Elevated Risk Posture
a. Function 1
i. What: Technical Director will not be on campus as classes will be taught remotely.

ii. How: Technical Director, who is also the pandemic officer for his area of the building, will monitor the situation from home with direction from the Covid Mitigation Committee, the Pitt-Bradford senior team and the director of arts programming.

iii. Number of people: None

iv. Buildings: None

b. Function 2
i. What is being done: Painting Frame Restoration Project - Contracted Restoration Artist will restore a large frame for a painting, re-frame the canvas with the new frame and facilitate the hanging on the wall in Blaisdell Hall.

ii. How it is being done: Frame will be restored on the stage, behind the curtain of the Bromeley Family Theater. Frame will be restored on the stage, behind the curtain of the Bromeley Family Theater with only the restorer doing the work.

iii. Number of people/positions required on campus: None

iv. Building: None

c. Function 3
i. What is being done: Director of Marilyn Horne Museum and Exhibit Center will be onsite to oversee the functions of the Museum, Café/Store and Assembly Room if some of these areas are open in this posture.

ii. How is it being done: If the museum and outlying areas are open, those areas listed will only be open to faculty, staff and students as an educational resource and would be permitted by appointment only facilitated by the director. Assembly Room would not be available to the public for rent.

iii. Number of people/positions required on campus: One
iv. Building: Marilyn Horne Hall, Museum, Café/Store, Assembly Room

3. Guarded Risk Posture
   a. Function 1
      i. What is being done: Technical Director will remain on campus to oversee the theater, art gallery and scene shop which are all being used as classrooms, to physically distance classes that require that space.
      ii. How it is being done: Tech support for faculty, monitor for ingress and egress of the theater, reset of the room if necessary, monitor student use of new seating setup for physical distancing. Rooms will be used for their capacity set under the university guidelines.
      iii. Number of people/positions required on campus: One
      iv. Buildings: Blaisdell Hall, Theater, Art Gallery, Scene Shop
   b. Function 2
      i. What is being done: Painting Frame Restoration Project - Contracted Restoration Artist will restore a large frame for a painting, re-frame the canvas with the new frame and facilitate the hanging on the wall in Blaisdell Hall.
      ii. How it is being done: Frame will be restored on the stage, behind the curtain of the Bromeley Family Theater. Up to 25 students can observe the process at a time while socially distancing and wearing face protection. The space will not hold the 250 limit in this posture, due to distancing requirements.
      iii. Number of people/positions required on campus: Two – restorer, director of arts programming or technical director for the process/5+ facilities workers to hang the painting on the wall after restoration has been completed.
      iv. Buildings: Blaisdell Hall, theater and KOA Lobby for the hang
   c. Function 3
      i. What is being done: Director of Marilyn Horne Museum and Exhibit Center will be onsite to oversee the functions of the Museum, Café/Store and Assembly Room.
      ii. How it is being done: If the museum and outlying areas are open, those areas listed will only be open to faculty, staff and students as an educational resource and would be permitted by appointment only facilitated by the director. Assembly Room would not be available to the public for rent.

• Museum entry will be by time slot. A minimum of 15 minutes between each party entry will be required. All museum interactive exhibits will be sanitized after each visit. Plans to move to a reservation only policy with availability for walk-ups if no one is currently in the museum or no visits are scheduled.
• Any museum interactive exhibit will be labeled as “One person at a time only”. Where there are two headsets, one of the headsets will be covered.
• Seats in the museum’s theater will be removed to ensure social distancing.
• Floor markers and directional signage will be placed throughout the museum to ensure an appropriate flow of traffic and social distancing.
• Cooperation with food service is needed to determine direction, spacing signs and maximum number of people allowed in the Gift Shop.
• Store sales will be rung up in the lobby and director will begin working on an online store to allow patrons to order ahead of time and then simply pickup and
pay for their orders when they arrive.

- A plexi barrier will be installed at the museum’s front desk.
- The museum will be locked during open hours and the doors will be unlocked for patrons as they enter. This will ensure the timing and flow of traffic.
- Museum has limited hours
- Assembly Room would still be closed to public

iii. Number of people/positions required on campus: One
iv. Buildings: Marilyn Horne Hall – Museum and Exhibit Center

III. Transitions between Operational Postures

As risk levels decline:

1. Shift from High Risk Posture to Elevated Risk Posture:
   Direction will be given by the Pitt-Bradford senior team to the director of arts programming. She will then notify both the technical director and the director of the museum to shift in posture and refer them to the guidelines for the new posture.
2. Shift from Elevated Risk Posture to Guarded Risk Posture:
   Direction will be given by the Pitt-Bradford senior team to the director of arts programming. She will then notify both the technical director and the director of the museum shift in posture and refer them to the guidelines for the new posture.

As risk levels increase:

3. Shift from Guarded Risk Posture to Elevated Risk Posture:
   With direction from the senior team, the director of arts programming will inform the technical director and museum director of the shift in postures. They will be asked to pivot to the stricter guidelines and to enforce the changes needed to be made to be in compliance with the new posture.
4. Shift from Elevated Risk Posture to High Risk Posture:
   The director of arts programming will ask the technical director and museum director to close down all operations and to return to working remotely. This will remain the situation until any direction is given by the senior team.

IV. Stakeholder Outreach

The faculty, staff and students will be kept informed by the Pitt-Bradford administration as to when postures shift and changes are put in place for the classrooms.

The director of the museum will keep those patrons outside of the university informed of all changes through his numerous forms of social media and also by monitoring his office phone for messages that will be returned.

V. Monitoring and Amendment

The head of each activity area is responsible for monitoring compliance with their activity area plan. Any revisions to this plan must be approved by the Bradford Campus President and the Provost and Senior Vice Chancellor.
Office of Communications and Marketing Activity Area Plan

I. Overview

1. Activity Area: Office of Communications and Marketing (C&M)
2. Lead: Pat Frantz Cercone, executive director of communications and marketing
3. Submitter of Area Activity Plan: Pat Frantz Cercone
4. Date of submission: July 15, 2020
5. Revision of a previously approved Activity Area Plan No
6. Summary of Plan: With very few exceptions, which are highlighted below, C&M personnel will work remotely during the duration of the COVID-19 pandemic, regardless of the university’s operating posture.
7. As the lead of this activity area, I hereby confirm that we will commit to all of the University’s Healthcare Standards and Guidelines and the Personnel Standards and Guidelines.

II. Functions in Each Operational Posture

All functions remain the same across the **High Risk and Elevated Postures**

1. Function 1
   i. What: Access to building to collect mail
   ii. How: On-site
   iii. Number of people/positions required on campus: One staff member to collect the mail weekly. Permission is granted upon approval from the supervisor/senior administrator.
   iv. Building: Frame-Westerberg Commons

2. Function 2
   i. What: Access to building to collect materials and supplies and print large projects as needed
   ii. How: On-site
   iii. Number of people/positions required on campus: One staff member. Permission is granted upon approval from the supervisor/senior administrator, and access is granted by campus police.
   iv. Building: C&M office on the first floor of Hanley Library

3. Guarded Risk Posture

1. Function 1
   i. What: Access to building to collect mail
   ii. How: On-site
   iii. Number of people/positions required on campus: One staff member to collect the mail weekly. Permission is granted upon approval from the supervisor/senior administrator.
   iv. Building: Frame-Westerberg Commons

2. Function 2
   i. What: Access to building to collect materials and supplies and
print large projects as needed

ii. How: On-site

ii. Number of people/positions required on campus: One staff member. Permission is granted upon approval from the supervisor/senior administrator, and access is granted by campus police.

iii. Building: C&M Office on the first floor of Hanley Library.

3. Function 3
i. What: Access to campus buildings to take photographs and shoot video as needed

ii. How: On-site

iii. Number of people/positions required on campus: One to two staff members as well as a freelance photographer/videographer. The campus community will be notified by email of a photo or video shoot, including its particular locations. All individuals participating, including the staff members as well as the photographer/videographer, will be required to wear face coverings and practice social distancing at all times.

iv. Buildings: Most buildings on campus

III. Transitions between Operational Postures
The Office of Communications and Marketing is in a unique position. By nature of their work, C&M staff members are able to continue to work remotely without disruption. Despite the operational posture, the C&M office will continue to:
1. Maintain and update Pitt-Bradford’s website
2. Manage Pitt-Bradford’s social media outlets, including Facebook, Twitter, Instagram, YouTube and LinkedIn
3. Monitor and post information on the campus’s App, UPB Connect
4. Publicize the university’s news and events
5. Handle media relations
6. Publish Portraits magazine, a publication for employees, alumni and friends
7. Oversee all publications and advertising
8. Develop communication and/or marketing plans for offices, programs and events

IV. Stakeholder Outreach
C&M stakeholders include:
1. Faculty and staff
2. Current students and families
3. Prospective students and families
4. Members of the public
5. Advisory Board
6. PBAA and alumni

We will continue to communicate with our key stakeholders using all of our available tools:
1. Email
2. Website
3. Social media
4. Press releases/media relations
5. Campus app
6. Portraits magazine

III. Monitoring and Amendment

The head of each activity area is responsible for monitoring compliance with their activity area plan. Any revisions to this plan must be approved by the Bradford Campus President and the Provost and Senior Vice Chancellor.
Enrollment Management (Admissions, Financial Aid, Enrollment Services)

1. Name of Activity Area: Enrollment Management (Admissions, Financial Aid, Enrollment Services)
2. Name of Activity Area Lead: James L. Baldwin, Vice President for Enrollment Management
3. Name of individual submitting Activity Area Plan: James L. Baldwin
4. Date of submission: 7/16/2020
5. Revision of a previously approved Activity Area Plan? (No)
6. A brief summary of the most critical pieces of your plan (a few bullet points).
   With limited exceptions noted below, personnel within the area of Enrollment Management will work remotely, regardless of the University’s operating posture.
7. A conformation that the activity area will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines: As the lead of this activity area, I hereby confirm that Enrollment Services will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, Enrollment Services 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

1. High Risk Posture
   a. Function 1
      i. What: Ad hoc access to building to obtain supplies, maintain computer equipment, prepare for virtual events, and address other needs that may arise
      ii. How: On-site, physical handling of supplies 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 the VP of Enrollment Management, facilitated in cooperation with Facilities Management and Campus Police
      iv. Building: Admissions Office in Hanley Library (or Hangar Building for Financial Aid and Enrollment Services)
   b. Function 2
      i. What: Processing and verification of forms that cannot be sent as attachment and/or use of DocuSign, processing transcripts that do not exist electronically, printing physical letters and preparing mailings, or processing payments for deposit to bank
      ii. How: Once per week trips (or as needed) by one representative from
each of three areas (Admissions, Financial Aid, Enrollment Services)

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 the VP of Enrollment Management, facilitated in cooperation with Facilities Management and Campus Police

iv. Building: Admissions Office in Hanley Library (or Hangar Building for Financial Aid and Enrollment Services)

c. Function 3

i. What: Collection, processing or scanning, and filing of mail, faxes, etc. in support of functions of our operations in Admissions, Financial Aid, Enrollment Services

ii. Once per week trips (or as needed) by one representative from each of three areas (Admissions, Financial Aid, Enrollment Services)

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 the VP of Enrollment Management, facilitated in cooperation with Facilities Management and Campus Police

iv. Building: Admissions Office in Hanley Library (or Hangar Building for Financial Aid and Enrollment Services)

d. Function 4

i. What: Provision of all other services to university clients. By functional area, this encompasses all other operations in Admissions, Financial Aid, and Enrollment Services.

ii. How: Remote work posture

iii. Number of people/positions required on campus: 0

iv. Building: N/A

All functions remain the same across the Elevated Risk and Guarded Risk Postures

e. Function 1

i. What: Ad hoc access to building to obtain supplies, maintain computer equipment, prepare for virtual events, and address other needs that may arise

ii. How: On-site, physical handling of supplies 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 the VP of Enrollment Management, facilitated in cooperation with Facilities Management and Campus Police

iv. Building: Admissions Office in Hanley Library (or Hangar Building for Financial Aid and Enrollment Services)

f. Function 2

i. What: Processing and verification of forms that cannot be sent as attachment and/or use of DocuSign, processing transcripts that do not exist electronically, printing physical letters and preparing mailings, or processing payments for deposit to bank

ii. How: Once per week trips (or as needed) by one representative from
each of three areas (Admissions, Financial Aid, Enrollment Services)

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 the VP of Enrollment Management, facilitated in cooperation with Facilities Management and Campus Police

iv. Building: Admissions Office in Hanley Library (or Hangar Building for Financial Aid and Enrollment Services)

g. Function 3

i. What: Collection, processing or scanning, and filing of mail, faxes, etc. in support of functions of our operations in Admissions, Financial Aid, Enrollment Services

ii. Once per week trips (or as needed) by one representative from each of three areas (Admissions, Financial Aid, Enrollment Services)

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 the VP of Enrollment Management, facilitated in cooperation with Facilities Management and Campus Police

iv. Building: Admissions Office in Hanley Library (or Hangar Building for Financial Aid and Enrollment Services)

h. Function 4

i. What: Meetings with students or prospective students and families that cannot be conducted via phone or Zoom

ii. How: Remote work posture

1. In-person interactions with students or prospective students and families

2. 15 minutes timeslots with 1-4 timeslots per interaction, prearranged on a reservation basis, one person per time slot for non-admissions-related activities, three persons per time slot for admissions-related activities

3. Clients will be informed of and required to adhere to the University’s Health Standards and Guidelines, including the need to wear face coverings, adhere to all physical distancing, safety, and hygiene signage, and maintain six feet of physical distancing

4. In accordance with the University’s Facilities Standards and Guidelines, spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University’s Health Standards and Guidelines

iii. Number of people/positions required on campus: 2 people per location on an ad hoc basis, depending on employee demand and corresponding reservation schedule; permission for access must be granted by the VP of Enrollment Management, facilitated in cooperation with Facilities Management and Campus Police

iv. Building: Admissions Office and Main Lobby in Hanley Library (or Hangar Building for Financial Aid and Enrollment Services)

i. Function 5

i. What: Provision of all other services to university clients. By
functional area, this encompasses all other operations in Admissions, Financial Aid, and Enrollment Services.

ii. How: Remote work posture

iii. Number of people/positions required on campus: 0

iv. Building: N/A

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
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 lone function impacted by a shift in posture is the possibility of meeting with students or prospective students and their families when these meetings cannot be conducted via phone or Zoom. A shift from the High to Elevated Risk posture will trigger a pivot to allow for in-person communications. To facilitate the pivot, an appointment schedule will be established for each area, which will be prepared for use by Facilities Management following the plans they establish and in accordance with the University’s Facilities Standards and Guidelines. Employees returning to campus to facilitate processing will complete training modules and comply with the University’s Health and Personnel Standards and Guidelines. They will be notified one week in advance of the prospective need to return to campus to support these meetings, and will be informed of the time slot their presence is required on any given day 24 hours in advance of each required appearance.

IV. Stakeholder Outreach

Stakeholders of Enrollment Management include University faculty, staff, students, alumni, and prospective students. Notification of Enrollment Management remote-work status has been communicated broadly, and is indicated prominently on the home page of our website. Employees requesting processing support will be instructed as to the relevant protocol to follow given the University’s current risk posture.

V. Monitoring and Amendment

Any revisions to this plan must be approved by the President of the University of Pittsburgh at Bradford and the Provost and Senior Vice Chancellor.
Office of the President, Philanthropic and Alumni Engagement (PAE) & Title IX Activity Area Plan

I. Overview

1. Activity Area: Office of the President, Philanthropic & Alumni Engagement (PAE) , and Title IX
2. Lead: Christy Clark, Chief of Staff, Executive Director Philanthropic & Alumni Engagement
3.Submitter of Area Activity Plan: Christy Clark
4. Date of submission: 7-17-2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary of plan: With limited exceptions noted below, personnel within the Office of the President, PAE & Title IX will work remotely, regardless of the University’s operating posture.

7. As the lead of this activity area, I hereby confirm that the Office of the President, PAE & Title IX staff will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, Office of the President, PAE and Title IX 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

1. High Risk Posture
   a. Function 1
      i. What: Ad hoc access to the office to obtain supplies, maintain computer equipment, and address other needs that may arise
      ii. How: On-site, physical handling of supplies 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 Christy Clark and facilitated in cooperation with Facilities Management and Campus Police.
      iv. Building: Hanley Library, 2nd Floor, President’s Suite and Title IX Office

   b. Function 2
      i. What: Collection of mail, faxes, etc. in support of the Office of the President, PAE & Title IX functions and operations
      ii. How: twice-per-week trips to Office of the President & PAE by 1-2 representatives from the Office of the President & PAE
      iii. Number of people/positions required on campus: 2 people, two visit each per week; permission is granted upon approval from supervisor/senior administrator and access facilitated in cooperation with Facilities
Management and Campus Police  
iv. Building: Hanley Library, 2nd Floor President’s Suite and Title IX Office; mail room in Commons Building

c. Function 3
   i. What: Provide support to the University of Pittsburgh at Bradford President  
   ii. How: Two staff from Office of the President will alternate weeks, with one being person located in the office 5 days per week to support the President  
   iii. Number of people/positions required on campus: 1 staff member in addition to the President 5 days per week.  
      1. Constituents will be informed of and required to adhere to the University’s Health Standards and Guidelines, including the need to wear face coverings, adhere to all physical distancing, safety, and hygiene signage, and maintain six feet of physical distancing  
      2. In accordance with the University’s Facilities Standards and Guidelines, spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University’s Health Standards and Guidelines

iv. Building: Hanley Library, 2nd Floor President’s Suite

d. Function 4
   i. What: Processing monetary gifts, bank deposits, and reconciling of accounts for the PAE Office functions and operations  
   ii. How: twice-per-week trips to PAE Office by 1-2 representatives from the PAE, alternating days so only one person is in the office at a time  
   iii. Number of people/positions required on campus: 2 people, two visits each per week or less; permission is granted upon approval from supervisor/senior administrator and access facilitated in cooperation with Facilities Management and Campus Police.

iv. Building: Hanley Library, 2nd Floor President’s Suite

e. Function 5
   i. What: Title IX/Equity investigations and interviews with students, faculty and staff, completed in person if required, virtually is preferred under the High-Risk Posture (subject to change pending new Title IX regulations, process and procedures effective August 14)  
   ii. How:  
      1. In person interactions with students, faculty and staff (to be held via Zoom if allowable under new Title guidelines (TBD)) 30-60 minutes per interaction, prearranged on a reservation basis, one person per time slot  
      2. Constituents will be informed of and required to adhere to the University’s Health Standards and Guidelines, including the need to wear face coverings, adhere to all physical distancing, safety, and hygiene signage, and maintain six feet of physical distancing  
      3. In accordance with the University’s Facilities Standards and Guidelines, spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University’s Health Standards and Guidelines
iii. Number of people/positions required on campus: 1 Title IX staff member
iv. Buildings: Hanley Library, 2nd Floor, President’s Suite, Title IX office and other on campus locations as needed; as noted, spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University’s Health Standards and Guidelines

f. Function 6
i. What: Provision of all other services to university constituents by Office of the President, PAE and Title IX staff.
ii. How: Remote work posture

g. Function 7
i. What: Chief Diversity and Inclusion Officer (CDIO) meetings with students, faculty and staff, completed in person if required, virtually is preferred under the High-Risk, The Chief Diversity and Inclusion Officer position is an essential employee.
ii. How:
   1. In person interactions, meetings and trainings with students, faculty and staff
   2. Constituents will be informed of and required to adhere to the University’s Health Standards and Guidelines, including the need to wear face coverings, adhere to all physical distancing, safety, and hygiene signage, and maintain six feet of physical distancing
   3. In accordance with the University’s Facilities Standards and Guidelines, spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University’s Health Standards and Guidelines
iii. Number of people/positions required on campus: Chief Diversity Officer, staff member
iv. Buildings: Commons, 2nd Floor, CDIO Office and other on campus locations as needed; as noted, spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University’s Health Standards and Guidelines.

2. Elevated Risk Posture
   a. Function 1
      i. What: Ad hoc access to the office to obtain supplies, maintain computer equipment, and address other needs that may arise
      ii. How: On-site, physical handling of supplies 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 Christy Clark and facilitated in cooperation with Facilities Management and Campus Police.
      iv. Building: Hanley Library, 2nd Floor, President’s Suite and Title IX Office
   b. Function 2
      i. What: Collection of mail, faxes, etc. in support of the Office of the President, PAE & Title IX functions and operations
      ii. How: twice-per-week trips to Office of the President & PAE by 1-2
representatives from the Office of the President & PAE

iii. Number of people/positions required on campus: 2 people, two visit each per week; access facilitated in cooperation with Facilities Management and Campus Police

iv. Building: Hanley Library, 2nd Floor President’s Suite and Title IX Office; mail room in Commons Building

c. Function 3

i. What: Provide support to the University of Pittsburgh at Bradford President

ii. How: Two staff from Office of the President will alternate weeks, with one being person located in the office 5 days per week to support the President

iii. Number of people/positions required on campus: 1 staff member in addition to the President 5 days per week

1. Constituents will be informed of and required to adhere to the University’s Health Standards and Guidelines, including the need to wear face coverings, adhere to all physical distancing, safety, and hygiene signage, and maintain six feet of physical distancing

2. In accordance with the University’s Facilities Standards and Guidelines, spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University’s Health Standards and Guidelines

iv. Building: Hanley Library, 2nd Floor President’s Suite

d. Function 4

i. What: Processing monetary gifts, bank deposits, and reconciling of accounts for the PAE Office functions and operations

ii. How: twice-per-week trips to PAE Office by 1-2 representatives from the PAE, alternating days so only one person is in the office at a time

iii. Number of people/positions required on campus: 2 people, two visits each per week or less; access facilitated in cooperation with Facilities Management and Campus Police.

iv. Building: Hanley Library, 2nd Floor President’s Suite

e. Function 5

i. What: Title IX/Equity investigations and interviews with students, faculty and staff, completed in person if required, via Zoom is preferred under the Elevated Posture (subject to change pending new Title IX regulations, process and procedures effective August 14)

ii. How:

1. In person interactions with students, faculty and staff (to be held via Zoom if allowable under new Title guidelines (TBD))

2. 30-60 minutes per interaction, prearranged on a reservation basis, one person per time slot

3. Constituents will be informed of and required to adhere to the University’s Health Standards and Guidelines, including the need to wear face coverings, adhere to all physical distancing, safety, and hygiene signage, and maintain six feet of physical distancing

4. In accordance with the University’s Facilities Standards and
Guidelines, spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University’s Health Standards and Guidelines.

iii. Number of people/positions required on campus: 1 Title IX staff member

iv. Buildings: Hanley Library, 2nd Floor, President’s Suite, Title IX office and other on campus locations as needed; as noted, spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University’s Health Standards and Guidelines

f. Function 6
   i. What: Provision of all other services to university constituents by Office of the President, PAE and Title IX staff.
   ii. How: Remote work posture
   iii. Number of people/positions required on campus: 0
   iv. Building: NA

g. Function 7
   i. What: Chief Diversity and Inclusion Officer (CDIO) meetings with students, faculty and staff, completed in person if required, via Zoom is preferred under the Elevated Posture, The Chief Diversity and Inclusion Officer position is an essential employee.
   ii. How:
      1. In person interactions, meetings and trainings with students, faculty and staff
      2. Constituents will be informed of and required to adhere to the University’s Health Standards and Guidelines, including the need to wear face coverings, adhere to all physical distancing, safety, and hygiene signage, and maintain six feet of physical distancing
      3. In accordance with the University’s Facilities Standards and Guidelines, spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University’s Health Standards and Guidelines
   iii. Number of people/positions required on campus: Chief Diversity Officer, staff member
   iv. Buildings: Commons, 2nd Floor, CDIO Office and other on campus locations as needed; as noted, spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University’s Health Standards and Guidelines

3. Guarded Risk Posture
   a. Function 1
      i. What: Ad hoc access to the office to obtain supplies, maintain computer equipment, and address other needs that may arise
      ii. How: On-site, physical handling of supplies 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 Christy Clark and facilitated in cooperation with Facilities Management and Campus Police.
      iv. Building: Hanley Library, 2nd Floor, President’s Suite and Title IX Office
b. Function 2
   i. What: Collection of mail, faxes, etc. in support of the Office of the President, PAE & Title IX functions and operations
   ii. How: twice-per-week trips to Office of the President & PAE by 1-2 representatives from the Office of the President & PAE
   iii. Number of people/positions required on campus: 2 people, two visit each per week; access facilitated in cooperation with Facilities Management and Campus Police
   iv. Building: Hanley Library, 2nd Floor President’s Suite and Title IX Office; mailroom in Commons Building

c. Function 3
   i. What: Provide support to the University of Pittsburgh at Bradford President
   ii. How: Two staff from Office of the President will alternate weeks, with one being person located in the office 5 days per week to support the President
   iii. Number of people/positions required on campus: 1 staff member in addition to the President 5 days per week
      1. Constituents will be informed of and required to adhere to the University’s Health Standards and Guidelines, including the need to wear face coverings, adhere to all physical distancing, safety, and hygiene signage, and maintain six feet of physical distancing
      2. In accordance with the University’s Facilities Standards and Guidelines, spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University’s Health Standards and Guidelines
   iv. Building: Hanley Library, 2nd Floor President’s Suite

d. Function 4
   i. What: Processing monetary gifts, bank deposits, and reconciling of accounts for the PAE Office functions and operations
   ii. How: twice-per-week trips to PAE Office by 1-2 representatives from the PAE, alternating days so only one person is in the office at a time
   iii. Number of people/positions required on campus: 2 people, two visits each per week or less; access facilitated in cooperation with Facilities Management and Campus Police.
   iv. Building: Hanley Library, 2nd Floor President’s Suite

e. Function 5
   i. What: Title IX/Equity investigations and interviews with students, faculty and staff, in-person interactions under Guarded Risk,
   ii. How:
      1. In-person interactions with students, faculty and staff
      2. 30-60 minutes per interaction, prearranged on a reservation basis, one person per time slot
      3. Constituents will be informed of and required to adhere to the University’s Health Standards and Guidelines, including the need to wear face coverings, adhere to all physical distancing, safety, and
hygiene signage, and maintain six feet of physical distancing

4. In accordance with the University’s Facilities Standards and Guidelines, spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University’s Health Standards and Guidelines

iii. Number of people/positions required on campus: 1 Title IX staff member

iv. Buildings: Hanley Library, 2nd Floor, President’s Suite, Title IX office and other on campus locations as needed; as noted, spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University’s Health Standards and Guidelines

f. Function 6

i. What: Provision of all other services to university constituents by Office of the President, PAE and Title IX staff.

ii. How: Remote work posture

iii. Number of people/positions required on campus: 0

iv. Building: NA

g. Function 7

i. What: Chief Diversity and Inclusion Officer (CDIO) meetings with students, faculty and staff, in-person interactions under Guarded Risk, The Chief Diversity and Inclusion Officer position is an essential employee.

ii. How:

1. In person interactions, meetings and trainings with students, faculty and staff

2. Constituents will be informed of and required to adhere to the University’s Health Standards and Guidelines, including the need to wear face coverings, adhere to all physical distancing, safety, and hygiene signage, and maintain six feet of physical distancing

3. In accordance with the University’s Facilities Standards and Guidelines, spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University’s Health Standards and Guidelines

iii. Number of people/positions required on campus: Chief Diversity Officer, staff member

iv. Buildings: Commons, 2nd Floor, CDIO Office and other on campus locations as needed; as noted, spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University’s Health Standards and Guidelines

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. During the high-risk posture, the Title IX /Equity Investigator/Equity will hold meetings remotely, under elevated and guarded risk postures the meetings may shift to in-person meetings but virtual meetings are preferred. Faculty, staff, student and other participants will be notified accordingly.
IV. Stakeholder Outreach

Stakeholders of Office of the President, PAE & Title IX include faculty, staff, students, alumni, donors, friends, advisory board members, community members, and state and local legislators. Notification of Pitt-Bradford’s remote-work status has been communicated broadly, and is indicated prominently on Pitt-Bradford’s website.

V. Monitoring and Amendment

Any revisions to this plan must be approved by the University of Pittsburgh at Bradford President and the Provost and Senior Vice Chancellor.
University of Pittsburgh at Bradford | Activity Area Plan
Division of Student Affairs

I. Overview

1. Activity Area: Student Affairs
2. Lead: Dr. Michele Cruse
3. Submitter of Area Plan: Dr. Catherine Koverola
4. Date of Submission: Friday, July 17, 2020
5. Revision of a previously approved Activity Area Plan? NO
6. Summary of plan:
   It is important to note that when we have students on campus, our division is responsible for the health, safety and well-being of our students, and will need to be operational (on campus) in some capacity, regardless of the University’s operating posture.

7. As the lead of this activity area, I hereby confirm that the Division of Student Affairs will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, the Division of Student Affairs staff 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

1. High Risk Posture
   a. Function 1: Housing
      i. Access to buildings to obtain supplies, monitor and address student needs and other needs that may arise.
      ii. On-site, physically handling supplies; by phone, email or in person for student needs and questions
      iii. Number of people/positions on campus: 1-3 on campus per instance needed; The VP Dean of Students provides permission in consultation with VP Business Affairs
      iv. Residential Buildings; Frame-Westerberg Commons
   b. Function 2: Student Engagement
      i. Virtual student events to be held
      ii. Events to be held via zoom, or other virtual platforms
      iii. Number of people/positions required on campus: All remote
      iv. N/A
   c. Function 3: Health/Counseling Services
i. Telehealth/Telecounseling  
ii. Via virtual platforms  
iii. Number of people/positions on campus: All remote  
iv. N/A  
d. Function 4: Administrative  
i. Access to building for supplies, computer usage, mail, etc.; virtual meetings when possible  
ii. On-site; via zoom for virtual events  
iii. 1 position on campus, VP Dean of Students during a crisis or student emergency in consultation with the VP of Business Affairs: All remote; except for mail pick up, other supplies as needed with permission of the VP Dean of Students and consultation with the VP of Business Affairs  
iv. N/A  

2. Elevated Risk Posture  
a. Function 1: Housing  
i. Access to buildings to obtain supplies, monitor and address student needs and other needs that may arise.  
ii. On-site, physically handling supplies; by phone, email or in person for student needs and questions  
iii. Number of people/positions on campus: 1-3 on campus per instance needed;  
iv. Residential Buildings; Frame-Westerberg Commons  
b. Function 2: Student Engagement  
i. Minimal in-person and hybrid student events held  
ii. On-site for in-person events and virtual events to be held via zoom, or other virtual platforms  
iii. Number of people/positions required on campus: All remote  
iv. N/A  
c. Function 3: Health/Counseling Services  
i. Telehealth/Telecounseling  
ii. Via virtual platforms  
iii. Number of people/positions on campus: 1-2 people per instance of need  
iv. Frame-Westerberg Commons  
d. Function 4: Administrative  
i. Access to building for supplies, computer usage, mail, etc.; virtual meetings when possible  
ii. On-site; via zoom for virtual events  
iii. Number of people/positions on campus: All remote  
iv. N/A
3. **Guarded Risk Posture**
   a. **Function 1: Housing**
      i. Access to buildings to obtain supplies, monitor and address student needs and other needs that may arise.
      ii. On-site, physically handling supplies; by phone, email or in person for student needs and questions.
      iii. Number of people/positions on campus: All staff on campus
      iv. Residential Buildings; Frame-Westerberg Commons
   b. **Function 2: Student Engagement**
      i. In person and hybrid student events
      ii. On-site for in-person events and virtual events to be held via zoom, or other virtual platforms
      iii. Number of people/positions required on campus: All staff on campus

**Program or Service Approach:**

Student Engagement and Purposeful Engagement will provide a hybrid approach to student programming comprised of virtual and face-to-face modalities, privileging virtual engagement where possible. Programming and modality decisions have been made, and will continue to be made, through an equity lens. All programs, and the ways in which they will be delivered to students, have undergone a Take Five – CRT informed analysis to proactively address issues of equity and inclusion.

Student Engagement and Purposeful Engagement programming, services and activities will be in compliance with COVID guidance. In particular, we will...

- Maintain physical distancing of six feet or more between people at all times
- Wash hands frequently, particularly before and after activities
- Frequently disinfect high-contact surfaces, particularly before and after activities
- Assure that personnel stay home if symptoms emerge and students encouraged to do so as well
- Face coverings will be work at all times during activities and when in contact with staff and/or students
- Any student organization that wishes to host in person event will be required to abide by the Student Organization COVID Mitigation Guide.

*Please note: As the university system is informed by the latest science, public health guidance and ideas from our campus community, SE and CPE is committed to implementing a flexible, in-person fall 2020 experience designed to keep our community safe, ensure access and quality for our students (including equitable remote options for vulnerable/at-risk populations), and will do so as more detailed information, protocols and best practices for safety are developed from the overall university system and our campus.*

Student Engagement and Purposeful Engagement programming, services
and activities will track these events and their attendance in order to aid with tracking if infection does occur. In particular,

- **Pathways** will be used in tracking all student appointments made with Purposeful Engagement staff.
- Virtual participation will be tracked within the system utilized, e.g. swiping IDs or QR codes.
- If an electronic system is not available to track attendees, a physical sign-in sheet will be used for events.

iv. Frame-Westerberg Commons

c. Function 3: Health/Counseling Services

i. Telehealth/Telecounseling; Minimal well-in-person visits for Health Services

ii. Via virtual platforms; minimal in-person visits to be conducted on site by Heath Services only.

**Program or Service approach**
Health Services for students will be provided via telehealth visits using Zoom for Healthcare which is HIPAA compliant.

**CONSIDERATION:** When the campus is in the Guarded posture and only if proper PPE for Health Services staff is available, consideration might be given to provide minimal in-person well visits in the Health Center. Students will be screened prior to in-person visit for COVID-19 symptoms and possible exposure to COVID-19.

Health Services nurses will assist and respond to emergencies on campus if available and if proper PPE can be worn in order to safely respond.

**Detail how your area will provide programming, services or activities with COVID guidance, specific to social distancing, washing hands, gathers of no more than 25, etc.**

- Maintain physical distancing of six feet or more between people at all times
- Wash hands frequently
- Frequently disinfect high-contact surfaces and personal office space
- If ill symptoms emerge, personnel should stay home and report illness to supervisor.
- Face coverings will be worn at all times when in public spaces.

**How will your area track engagement of students at events or during service delivery (in the case of contact tracing)**

Limited in person contact will occur in Health Services. If in-person visits occur, appointments will be tracked in Medicat, our electronic medical record keeping system.
iii. Number of people/positions on campus: All Health Staff here; Counseling all remote
iv. Frame-Westerberg Commons
d. Function 4: Administrative
   i. Access to building for supplies, computer usage, mail, etc.; virtual meetings when possible
   ii. On-site; via zoom for virtual events
   iii. 5 critical student facing staff Administrative staff on campus when students are on campus (Housing, Student Engagement, Health & Counseling Services, Deans office, VP Dean of Students)
iv. Frame-Westerberg Commons

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
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

As we shift in postures, Student Affairs will move from in person services and student engagement to Hybrid Stakeholder Outreach

Based on University guidelines, we will communicate to our students and stakeholders the change in operating postures.

IV. Monitoring and Amendment

The head of each activity area is responsible for monitoring compliance with their activity area plan. Any revisions to this plan must be approved by the Bradford Campus President and the Provost and Senior Vice Chancellor.
Auxiliary Services Activity Area Plan

I. Overview
1. Name of Activity Area: Auxiliary Services
2. Name of Activity Area Lead: Stephanie Fiely, Assistant Director of the Hub
3. Name of individual submitting Activity Area Plan: Stephanie Fiely
4. Date of submission: July 12, 2020
5. Revision of a previously approved Activity Area Plan? No
6. A brief summary of the most critical pieces of your plan (a few bullet points).
   a. Communicate with contracted vendors as we maneuver between Postures about the University’s expectation of them during each Posture.
   b. Ensure signage is updated in vendor areas (kitchen and supply closets for example) for vendor employees to know expectations and requirements.
   c. When ordering supplies for vendors, ensure items are CDC approved.
7. A conformation that the activity area will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines
   As the lead of this activity area, I hereby confirm that vendors and personnel will be reminded to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. While on campus, personnel will be required to:
   a. Wear face coverings when they enter and exit buildings
   b. Wear face coverings in the presence of any other individual
   c. Adhere to all physical distancing, safety, and hygiene signage
   d. Use physical barriers or maintain six feet of physical distance while engaging with others
   e. Clean the areas they touch during their visit (vending machines, countertops, equipment) when they begin and end their work.

II. Functions in Each Operational Posture
While each of these activities have its own processes and needs, the area must ensure it adheres to the University of Pittsburgh’s standards and guidelines that are relevant to its functions.

1. High Risk Posture
   a. Function 1
      i. What is being done
         1. Food service will not be in operation during High Risk Posture.
      ii. How it is being done
         1. Facility will be closed in the High-Risk Posture.
      iii. Number of people/positions required on campus
         1. No one will be working in this facility during High Risk Posture.
            2. Key card access will be removed to the vendor employees during High Risk Posture and when facility is closed.
      iv. Buildings
         1. Student Union – McKinney Commons
b. Function 2
   i. What is being done
      1. Cleaning all facilities that are accessed that day.
      2. Cleaning high-touch points every two hours.
   ii. How it is being done
      1. Staff will know daily what areas were utilized to ensure those areas are cleaned thoroughly.
      2. Staff will wear gloves and masks while cleaning.
      3. Use only CDC certified cleaning materials.
   iii. Number of people/positions required on campus
      1. Depends on the facilities still being used.
   iv. Buildings
      1. All campus buildings that are utilized by essential personnel.

c. Function 3
   i. What is being done
      1. Repairing equipment, machines, appliances.
      2. Cleaning filters.
   ii. How it is being done
      1. When equipment needs repaired, vendor will be contacted by Facilities personnel to schedule a time for the vendor to come to campus to perform task(s).
      2. Vendors will be offered disposable mask when they sign in at the Campus Police and Security Office if they do not have one to enter a campus facility.
   iii. Number of people/positions required on campus
      1. Depends on the service needed.
      2. Could be a vendor and a facilities staff member working in the service area.
   iv. Buildings
      1. All buildings on campus have equipment that could need attention at any time.

d. Function 4
   i. What is being done
      1. Removing stock in vending machines.
   ii. How it is being done
      1. Vendor will sign in and sign out at the Campus Police and Security Office to access vending areas on campus.
      2. Vendors will be offered disposable mask when they sign in at the Campus Police and Security Office if they do not have one to enter a campus facility.
      3. Once vending machines are emptied, the equipment can be turned off.
   iii. Number of people/positions required on campus
      1. One or two vending machine vendors on site at any time.
   iv. Buildings
      1. Vending machines are located in the Student Union, Broadhurst Science Center, Haskell Library Building, and Spruce Hall.

e. Function 5
i. What is being done
   1. The Auxiliary Gym/Fitness Center will be closed during High Risk Posture.

ii. How it is being done
   1. Signage will be posted that the facility is closed during High Risk Posture.
   2. Key card access will be removed for all non-essential employees.

iii. Number of people/positions required on campus
   1. No one will be able to access the facility to use during High Risk Posture.

iv. Buildings
   1. Student Union – 2nd floor

f. Function 6
   i. What is being done
      1. The three racquetball courts will be closed during Pandemic.
   ii. How it is being done
      1. Signage will be posted that the facility is closed during Pandemic
      2. Doors to the racquetball courts will be locked.
   iii. Number of people/positions required on campus
      1. No one will be able to access the facility to use during the Pandemic.
   iv. Buildings
      1. Student Union – 1st floor

2. Elevated Risk Posture
   a. Function 1
      i. What is being done
         1. Preparing and serving meals, snacks, and beverages in the dining hall.
            a. Students, faculty, and staff will be permitted to enter McKinney Commons to order or pick up their food, there will be a limit of 22 customers permitted in the facility with the three (3) employees at any given time. The cashier will count the customers in and out.
            b. Orders for pick-up can be placed and paid for online through the website and picked up at the pick-up counter.
            c. Markings will be placed on the floor of where to stand to order to ensure social distance guidelines.
            d. All orders will be paid with credit card or Shop Dollars on the ID card.
            e. Tables within the dining hall have been spaced out six feet apart and one seat per table.
            f. Hand sanitizer units are placed at the entrance, cashier, and tray return areas.
            g. All food items will be placed in to-go containers and utensils will be disposable. Beverages will be
bottled/canned. Metz employees will pour the hot beverage and fruit smoothie orders as needed.

h. Customers are required to wear a mask within the facility, unless they are eating/drinking.

2. Cleaning the dining hall area, per contract
   a. Cleaning tables off between every use.
   b. Disinfecting tables and chairs after every use.
   c. Vacuuming carpet each day is open.
   d. Mopping tiles each day the facility is open.
   e. Cleaning interior door hands every two hours.
   f. Cleaning shields above cashier and serving areas.
   g. Ensuring hand sanitizer units are filled and available daily.

ii. How it is being done
   1. Staff assigned to each task.

iii. Number of people/positions required on campus
   1. Four to five Metz employees working each day, maintaining social distancing as much as feasible while working.

iv. Buildings
   1. Student Union, McKinney Commons

b. Function 2
   i. What is being done
      1. Cleaning all facilities that are accessed that day.
      2. Cleaning high-touch points every two hours.
      3. Clean and sanitize all student and instructor desks and chairs, as well as computer tables daily.

ii. How it is being done
   1. Staff will know daily what areas were utilized to ensure those areas are cleaned thoroughly.
   2. Staff will wear gloves and masks while cleaning.
   3. Use only CDC certified cleaning materials.

iii. Number of people/positions required on campus
   1. Depends on the facilities still being used.

iv. Buildings
   1. All campus buildings that are utilized by essential personnel and students.

c. Function 3
   i. What is being done
      1. Repairing equipment, machines, appliances.
      2. Cleaning filters.

ii. How it is being done
   1. When equipment needs repaired, vendor will be contacted by Facilities personnel to schedule a time for the vendor to come to campus to perform task(s).
   2. Vendors will be offered disposable mask when they sign in at the Campus Police and Security Office if they do not have one to enter a campus facility.

iii. Number of people/positions required on campus
1. Depends on the service needed.
2. Could be a vendor and a facilities staff member working in the service area.

iv. Buildings
   1. All buildings on campus have equipment that could need attention at any time.

d. Function 4
   i. What is being done
      1. Remove stock from the vending machines.
      2. Do not provide vending option on campus during Elevated Posture.
   ii. How it is being done
      1. Vendor will sign in and sign out at the Campus Police and Security Office to access vending areas on campus when removing stock and when called to restock for the Guarded Posture.
      2. Vendors will be offered disposable mask when they sign in at the Campus Police and Security Office if they do not have one to enter a campus facility.
   iii. Number of people/positions required on campus
      1. One or two vending machine vendors on site at any time.
   iv. Buildings
      1. Vending machines are located in the Student Union, Broadhurst Science Center, Haskell Library Building, and Spruce Hall.

e. Function 5
   i. What is being done
      1. The Auxiliary Gym/Fitness Center will be closed during Elevated Risk Posture.
   ii. How it is being done
      1. Signage will be posted that the facility is closed during Elevated Risk Posture.
      2. Key card access will be removed for all non-essential employees and students.
   iii. Number of people/positions required on campus
      1. No one will be able to access the facility to use during Elevated Risk Posture.
   iv. Buildings
      1. Student Union – 2nd floor

f. Function 6
   i. What is being done
      1. The three racquetball courts will be closed during Pandemic.
   ii. How it is being done
      1. Signage will be posted that the facility is closed during Pandemic
      2. Doors to the racquetball courts will be locked.
   iii. Number of people/positions required on campus
      1. No one will be able to access the facility to use during the Pandemic.
iv. Buildings
   1. Student Union – 1st floor

3. Guarded Risk Posture
   a. Function 1
      i. What is being done
         1. Food service will serve based on contract agreement – lunch, snacks, and drinks.
         2. Catering can resume on campus. Clean dining hall area and remove trash daily.
      ii. How it is being done
         1. Metz employees will prepare and serve food.
         2. Metz employees will clean and sanitize serving dishes, utensils, and sneeze-guards regularly.
         3. Metz employees will clean and sanitize tabletops and chairs between uses.
         4. Metz employees will clean and sanitize high-touch areas every hour when open - door knobs, countertops, cashier area, sanitizer units, etc.
         5. Cashier will monitor occupancy to ensure the facility is not over capacity with social distancing.
         6. Trash will be removed from the facility daily and placed in the dumpster.
         7. Orders for pick-up can be placed and paid for online through the website and picked up at the pick-up counter.
         8. Markings will be placed on the floor of where to stand to ensure social distance guidelines.
         9. All orders will be paid with credit card or Shop Dollars on the ID card.
         10. Tables within the dining hall have been spaced out six feet apart and one seat per table.
         11. Hand sanitizer units are placed at the entrance, cashier, and tray return areas.
         12. All food items will be placed in to-go containers and utensils will be disposable. Beverages will be bottled/canned. Metz employees will pour the hot beverage and fruit smoothie orders as needed.
         13. Customers are required to wear a mask within the facility, unless they are eating/drinking.
      iii. Number of people/positions required on campus
         1. Up to five Metz employees may be within the facility at any time.
         2. Key card access will be granted to Metz staff for the facility.
   iv. Buildings
      1. Student Union – McKinney Commons
   b. Function 2
      i. What is being done
         1. Cleaning all facilities that are accessed that day.
         2. Cleaning high-touch points every two hours.
      ii. How it is being done
1. Staff will clean all offices, common areas, and classrooms daily, including wiping down areas, vacuuming, and removing trash.
2. Trash will be taken to the dumpster.
3. Staff will wear gloves and masks while cleaning.
4. Use only CDC certified cleaning materials.

iii. Number of people/positions required on campus
   1. One or two ISS workers will be in each building during cleaning hours.

iv. Buildings
   1. All campus buildings on campus will be cleaned based on the cleaning contract schedule.

c. Function 3
   i. What is being done
      1. Repairing equipment, machines, appliances.
      2. Cleaning filters.
      3. Fulfilling maintenance agreements.

   ii. How it is being done
      1. When equipment needs repaired, vendor will be contacted by Facilities personnel to schedule a time for the vendor to come to campus to perform task(s).
      2. Vendors will be offered disposable mask when they sign in at the Campus Police and Security Office if they do not have one to enter a campus facility.

   iii. Number of people/positions required on campus
      1. Depends on the service needed.
      2. Could be a vendor and a facilities staff member working in the service area.

   iv. Buildings
      1. All buildings on campus have equipment that could need attention at any time.

d. Function 4
   i. What is being done
      1. Restock vending machines with snacks and beverages.
      2. Empty change/cash.

   ii. How it is being done
      1. Vendor will sign in and sign out at the Campus Police and Security Office to access vending areas on campus.
      2. Vendors will be offered disposable mask when they sign in at the Campus Police and Security Office if they do not have one to enter a campus facility.
      3. Once vending machines are restocked, the equipment can be turned on.

   iii. Number of people/positions required on campus
      1. One or two vending machine vendors on site at any time.

   iv. Buildings
      1. Vending machines are located in the Student Union, Broadhurst Science Center, Haskell Library Building, and Spruce Hall.
e. Function 5
   i. What is being done
      1. The Auxiliary Gym/Fitness Center Facility will be open to up to 10 people at any time during Guarded Risk Posture.
   ii. How it is being done
      1. Signage will be posted that the facility is limited to 10 people at any time.
      2. Machines will be marked when not available due to social distancing requirements.
      3. Users will be asked to sign in to know who is inside for contact tracing, if needed.
      4. Users will be asked to wipe down machines before and after each use for their safety and the safety of others using the facility. This will be noted on a sign on the door and at the entrance desk.
      5. Key card access will be activated for approved students, faculty, staff, and members who signed liability waivers for the facility.
      6. Face coverings are required to be worn within the facility.
   iii. Number of people/positions required on campus
      1. Limit of 10 people within the facility during Guarded Risk Posture.
   iv. Buildings
      1. Student Union – 2nd floor

f. Function 6
   i. What is being done
      1. The three racquetball Courts will be closed during Pandemic.
   ii. How it is being done
      1. Signage will be posted that the facility is closed during Pandemic
      2. Doors to the racquetball courts will be locked.
   iii. Number of people/positions required on campus
      1. No one will be able to access the facility to use during the Pandemic.
   iv. Buildings
      1. Student Union – 1st floor

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
   2. Shift from Elevated Risk Posture to Guarded Risk Posture

As risk levels increase:
   1. Shift from Guarded Risk Posture to Elevated Risk Posture
   2. Shift from Elevated Risk Posture to High Risk Posture
IV. Stakeholder Outreach

Stakeholders of this group include all vendors, visitors, students, and Hub Partner personnel. The changes in operations will be communicated via email from the campus President and/or the Interim Executive Director of the Hub.

Operations will cease of all auxiliary services during Hi Risk Posture and some aspects may be placed on hiatus during the Elevated Risk Posture, per the direction of the Interim Executive Director of the Hub. The Interim Executive Director or Assistant Director of the Hub communicate with offices/stakeholders as needed using telephone and email regarding policies and procedures.

1. Metz
   a. Communicate updates with the local manager.
   b. Have vendor clean area if the closure will be an extended period of time so it is not attracting rodents or ants and to ensure food and drinks are not out-of-date when the campus reopens.

2. AVI
   a. Call company as changes take place.
   b. Remove stock in vending machines if the closure will be an extended period of time so it is not out-of-date when the campus reopens.

3. ISS – Cleaning Service
   a. Call Chris, company contact to communicate updates/changes.
   b. Alert Titusville supervisor of changes in usage and hours as needed on campus.
   c. Company contact or Titusville supervisor will communicate with daily workers.

4. Pepsi
   a. Call company as changes take place.
   b. Remove stock in vending machines if the closure will be an extended period of time so it is not out-of-date when the campus reopens.

5. Fitness Members
   a. Notified via email and USPS letter of changed to status of access.
   b. Reminded when they pay for their membership that if there are changes to facility access during their membership period that the membership will be pro-rated and refunded to the member.

6. Campus Police and Security
   a. When Facilities or the Assistant Director call a vendor in for a specific purpose, Campus Police and Security will be notified during the Guarded and High Risk phases.

V. Monitoring and Amendment

Any revisions to this plan must be approved by the Bradford and Titusville Campus President and the Provost and Senior Vice Chancellor.
Office of Academic Affairs
Activity Area Plan
Division of Biological and Health Sciences - Titusville

I. Overview
1. Name of Activity Area: Auxiliary Services
2. Name of Activity Area Lead: David E. Fitz, Interim Executive Director
3. Name of individual submitting Activity Area Plan: President Koverola
4. Date of submission: July 14, 2020
5. Revision of a previously approved Activity Area Plan? No
6. A brief summary of the most critical pieces of your plan (a few bullet points).
   a. Teaching of courses in Nursing, Physical Therapist Assistant, and Biology
   b. Office administration in those areas
7. A conformation that the activity area will commit to following the Healthcare Standards
   and Guidelines and the Personnel Standards and Guidelines
   As the lead of this activity area, I hereby confirm that vendors and personnel will be
   reminded to following the University’s Healthcare Standards and Guidelines and
   Personnel Standards and Guidelines. While on campus, personnel will be required to:
   a. Wear face coverings when they enter and exit buildings
   b. Wear face coverings in the presence of any other individual
   c. Adhere to all physical distancing, safety, and hygiene signage
   d. Use physical barriers or maintain six feet of physical distance while engaging
      with others
   e. Clean the areas they touch during their visit (vending machines, countertops,
      equipment) when they begin and end their work.

II. Functions in Each Operational Posture
While each of these activities have its own processes and needs, the area must ensure it adheres
 to the University of Pittsburgh’s standards and guidelines that are relevant to its functions.
1. High Risk Posture
   a. Function 1
      i. What is being done
         1. Teaching courses and labs
      ii. How it is being done
         1. Facility will be closed in the High Risk Posture.
      iii. Number of people/positions required on campus
         1. No one will be working in this facility during High Risk Posture.
   b. Function 2
      i. What is being done
         1. Office administration
         2. Mail pick up; drop off; review
ii. How it is being done
   1. Once every other week person will come in to pick up, sort, and go through office mail; then leave with the approval of the Assistant Executive Director of the Hub

iii. Number of people/positions required on campus
   1. 1 person

iv. Buildings
   1. Haskell Memorial Library and Davis Hall (mail center located there)

2. Elevated Risk Posture
   a. Function 1
      i. What is being done
         1. Teaching courses and labs
      ii. How it is being done
         1. Limited access to facility during high risk posture
         2. Lectures on-line
         3. Labs hybrid and only in-person for special labs that cannot be done virtually. Must have permission of the campus President
      iii. Number of people/positions required on campus
         1. No one required to be on campus
      iv. Buildings
         1. Haskell Memorial Library
   b. Function 2
      i. What is being done
         1. Office administration
         2. Mail pick up; drop off; review
      ii. How it is being done
         1. Once every other week person will come in to pick up, sort, and go through office mail; then leave
      iii. Number of people/positions required on campus
         1. 1 person
      iv. Buildings
         1. Haskell Memorial Library and Davis Hall (mail center located there)

3. Guarded Risk Posture
   a. Function 1
      i. What is being done
         1. Teaching courses and labs
      ii. How it is being done
         1. On-line and in person lecture classes and labs; Pitt flex model being used to meet needs of students
      iii. Number of people/positions required on campus
         1. 6 persons required to be on campus
      iv. Buildings
         1. Haskell Memorial Library
   b. Function 2
i. What is being done
   1. Office administration
   2. Mail pick up; drop off; review

ii. How it is being done
   1. Once per week person will come in to pick up, sort, and go through office mail; then leave

iii. Number of people/positions required on campus
   1. 1 person

iv. Buildings
   1. Haskell Memorial Library and Davis Hall (mail center located there)

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. Movement from no students and faculty on campus to special cases for the use of labs on campus.
   2. Shift from Elevated Risk Posture to Guarded Risk Posture
      a. Movement from special cases for the use of labs on campus to students and faculty being able to engage in-person classes and labs.

As risk levels increase:
   1. Shift from Guarded Risk Posture to Elevated Risk Posture
      • Movement from the possibility of having all classes and labs in-person, to classes on-line and special labs with permission from President being held in-person.
   2. Shift from Elevated Risk Posture to High Risk Posture
      • Change to an on-line learning environment and no student and faculty on campus.

IV. Stakeholder Outreach
Stakeholders of this group include all vendors, visitors, students, and Hub Partner personnel. The changes in operations will be communicated via email from the campus President and/or the Interim Executive Director of the Hub.

Operations will cease of all auxiliary services during Hi Risk Posture and some aspects may be placed on hiatus during the Elevated Risk Posture, per the direction of the Interim Executive Director of the Hub. The Interim Executive Director or Assistant Director of the Hub communicate with offices/stakeholders as needed using telephone and email regarding policies and procedures.

   1. Metz
      a. Communicate updates with the local manager.
      b. Have vendor clean area if the closure will be an extended period of time so it is not attracting rodents or ants and to ensure food and drinks are not out-of-date when the campus reopens.
   2. AVI
      a. Call company as changes take place.
b. Remove stock in vending machines if the closure will be an extended period of time so it is not out-of-date when the campus reopens.

3. ISS – Cleaning Service
   a. Call Chris, company contact to communicate updates/changes.
   b. Alert Titusville supervisor of changes in usage and hours as needed on campus.
   c. Company contact or Titusville supervisor will communicate with daily workers.

4. Pepsi
   a. Call company as changes take place.
   b. Remove stock in vending machines if the closure will be an extended period of time so it is not out-of-date when the campus reopens.

5. Fitness Members
   a. Notified via email and USPS letter of changed to status of access.
   b. Reminded when they pay for their membership that if there are changes to facility access during their membership period that the membership will be pro-rated and refunded to the member.

6. Campus Police and Security
   a. When Facilities or the Assistant Director call a vendor in for a specific purpose, Campus Police and Security will be notified during the Guarded and High Risk phases.

V. Monitoring and Amendment
Any revisions to this plan must be approved by the Bradford and Titusville Campus President and the Provost and Senior Vice Chancellor.
Campus Police and Security Activity Area Plan

I. Overview
1. Name of Activity Area: Campus Police and Security Office
2. Name of Activity Area Lead: Ted Rougeux, Sergeant and Officer in Charge
3. Name of individual submitting Activity Area Plan: Stephanie Fiely, Assistant Director of the Hub
4. Date of submission July 13, 2020
5. Revision of a previously approved Activity Area Plan? No
6. A brief summary of the most critical pieces of your plan (a few bullet points).
   This area must remain open during all postures, personnel will follow the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines set for by the University of Pittsburgh and University of Pittsburgh Campus Police.
7. A conformation that the activity area will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines:
   As the lead of this activity area, I hereby confirm that the Campus Police and Security staff members will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, these staff members will:
   a. Wear face coverings when they enter and exit buildings.
   b. Wear face coverings in the presence of any other individual.
   c. Adhere to all physical distancing, safety, and hygiene signage.
   d. Use physical barriers or maintain six feet of physical distance while engaging with others.
   e. Clean their personal and office spaces (desks, keyboards, mouse, telephones, etc.) at the beginning and end of work periods.
   f. Comply with the University policy regarding symptom and temperature checks at the start of every shift.

II. Functions in Each Operational Posture
1. High Risk Posture
   a. Function 1
      i. What is being done: Sign in and sign out vendors to campus. Visitors (anyone not affiliated as an employee or student of the University or Hub partner institutions) are not permitted on campus during the High Risk Posture and will not be signed in or permitted to be within University buildings.
      ii. How it is being done: Officer enters vendor information in log using their photo identification card, provides a visitor pass for the campus, and assists the vendor to their designated area if needed. Vendor is reminded that they are required to face covering a mask inside all University buildings and maintain social distance requirements.
      iii. Number of people/positions required on campus: 1-2 officers in the office per shift, wearing a face covering any time they are in the office with another person and/or communicating with someone in the office, maintaining social distancing requirements.
iv. Buildings: Davis Hall

b. Function 2
   i. What is being done: Distribute packages to students and employees that are delivered to campus
   ii. How it is being done: Keep packages secure in the office until students and employees return to campus to retrieve packages.
   iii. Number of people/positions required on campus: 1
   iv. Buildings: Davis Hall

c. Function 3
   i. What is being done: Make rounds of the campus facilities and grounds for safety and security
   ii. How it is being done: Securing doors, processing work orders for concerns/issues/repairs, and ensuring there are no health or assistance needed on campus.
   iii. Number of people/positions required on campus: 1
   iv. Buildings: All buildings

d. Function 4
   i. What is being done: Updating Clery and incident logs
   ii. How it is being done: Log incidents and reports of policy violations into the software programs from the office within 48 hours of the report, update statistics monthly, publish Clery statistics and Campus Safety Report annually.
   iii. Number of people/positions required on campus: 1
   iv. Buildings: Davis Hall

e. Function 5
   i. What is being done: Operate ID Center
   ii. How it is being done: Nothing being done. No IDs during the high risk posture.
   iii. Number of people/positions required on campus: 0
   iv. Buildings: Davis Hall

f. Function 6
   i. What is being done: Campus Parking
   ii. How it is being done: Complete parking permit request, enforce campus parking policies/procedures, and process parking ticket payments.
   iii. Number of people/positions required on campus: 1
   iv. Buildings: Parking Lots and Davis Hall

g. Function 7
   i. What is being done: Securing Buildings
   ii. How it is being done: Lock and unlock campus buildings as scheduled. During High Risk Posture all doors are to remain locked and personnel can only access the area with permission by their supervisor and with assistance of Campus Police and Security to unlock the facility during the designated time.
   iii. Number of people/positions required on campus: 1
   iv. Buildings: Davis Hall

h. Function 8
   i. What is being done: Campus Vehicle Reservations
   ii. How it is being done: None being made at this time. No one
should be using vehicles during High Risk posture.

iii. Number of people/positions required on campus: 0
iv. Buildings: Davis Hall

2. Elevated Risk Posture
   a. Function 1
      i. What is being done: Sign in and sign out vendors to campus. Visitors (anyone who not affiliated with the University or its Hub Partners) are not permitted on campus in the Elevated Risk Posture.
      ii. How it is being done: Officer enters vendor’s information in log using their photo identification card, provides a vendor pass for the campus, and assists the vendor to their designated area if needed. The vendor is reminded to maintain social distance guidelines and wear a face covering inside all buildings and when within six feet of anyone on campus.
      iii. Number of people/positions required on campus: 1-2 officers in the office per shift, wearing face coverings, and maintaining social distancing requirements.
   b. Function 2
      i. What is being done: Distribute packages to students and employees that are delivered to campus
      ii. How it is being done: Keep packages secure in the office until students and employees return to campus to retrieve packages. If someone is on campus to pick up their package - verify photo ID to the package and person, have individual sign package log book which was updated by the Assistant to the Executive Director of the Hub of all packages received, and give package to the person.
      iii. Number of people/positions required on campus: 1
   c. Function 3
      i. What is being done: Make rounds of the campus facilities and grounds for safety and security
      ii. How it is being done: Securing doors, processing work orders for concerns/issues/repairs, and ensuring there are no health or assistance needed on campus.
      iii. Number of people/positions required on campus: 1
   d. Function 4
      i. What is being done: Updating Clery and
      ii. How it is being done: Log incidents and reports of policy violations into the software programs from the office within 48 hours of the report, update statistics monthly, publish Clery statistics and Campus Safety Report annually.
      iii. Number of people/positions required on campus: 1
   e. Function 5
      i. What is being done: Operate ID Center
ii. How it is being done: Take campus employee and student photos and create ID card through the ID Center. Also activate and deactivate access areas on ID cards.

iii. Number of people/positions required on campus: 1

iv. Buildings: Davis Hall

f. Function 6
i. What is being done: Campus Parking
ii. How it is being done: Complete parking permit request, enforce campus parking policies/procedures, and process parking ticket payments.

iii. Number of people/positions required on campus: 1

iv. Buildings: Parking Lots and Davis Hall

g. Function 7
i. What is being done: Securing Buildings
ii. How it is being done: Lock and unlock campus buildings as scheduled. During Elevated Risk Posture all doors are to remain locked and personnel can only access the area with permission by their supervisor and with assistance of Campus Police and Security to unlock the facility during the designated time when operations are placed in remote access/online classes.

iii. Number of people/positions required on campus: 1

iv. Buildings: Davis Hall

h. Function 8
i. What is being done: Campus Vehicle Reservations
ii. How it is being done: Reserve campus van and car for University personnel. Distribute keys and paperwork when the car or van are scheduled to the person reserving the vehicle. Send paperwork and fuel receipts to the Assistant Director of the Hub after each use.

iii. Number of people/positions required on campus: 1

iv. Buildings: Davis Hall

3. Guarded Risk Posture
   a. Function 1
      i. What is being done: Sign in and sign out vendors and visitors to campus
      ii. How it is being done: Officer enters visitor information in log using their photo identification card, provides a visitor pass for the campus, and assists the vendor to their designated area if needed.
      iii. Number of people/positions required on campus: 1-2 officers in the office per shift, maintaining social distancing requirements.
      iv. Buildings: Davis Hall

   b. Function 2
      i. What is being done: Distribute packages to students and employees that are delivered to campus
      ii. How it is being done: Verify photo ID to the package and person, have individual sign package log book which was updated by the Assistant to the Executive Director of the Hub of all packages received, and give package to the person.
      iii. Number of people/positions required on campus: 1
iv. Buildings: Davis Hall

c. Function 3
   i. What is being done: Make rounds of the campus facilities and grounds for safety and security
   ii. How it is being done: Securing doors, processing work orders for concerns/issues/repairs, and ensuring there are no health or assistance needed on campus.
   iii. Number of people/positions required on campus: 1
   iv. Buildings: All buildings

d. Function 4
   i. What is being done: Updating Clery and
   ii. How it is being done: Log incidents and reports of policy violations into the software programs from the office within 48 hours of the report, update statistics monthly, publish Clery statistics and Campus Safety Report annually.
   iii. Number of people/positions required on campus: 1
   iv. Buildings: Davis Hall

e. Function 5
   i. What is being done: Operate ID Center
   ii. How it is being done: Take campus employee and student photos and create ID card through the ID Center. Also activate and deactivate access areas on ID cards.
   iii. Number of people/positions required on campus: 1
   iv. Buildings: Davis Hall

f. Function 6
   i. What is being done: Campus Parking
   ii. How it is being done: Complete parking permit request, enforce campus parking policies/procedures, and process parking ticket payments.
   iii. Number of people/positions required on campus: 1
   iv. Buildings: Parking Lots and Davis Hall

g. Function 7
   i. What is being done: Securing Buildings
   ii. How it is being done: Lock and unlock campus buildings as scheduled.
   iii. Number of people/positions required on campus: 1
   iv. Buildings: Davis Hall

h. Function 8
   i. What is being done: Campus Vehicle Reservations
   ii. How it is being done: Reserve campus van and car for University personnel. Distribute keys and paperwork when the car or van are scheduled to the person reserving the vehicle. Send paperwork and fuel receipts to the Assistant Director of the Hub after each use.
   iii. Number of people/positions required on campus: 1
   iv. Buildings: Davis 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
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

All functions and operations of the Campus Police and Security Office are essential and require personnel to work their scheduled shifts, as long as they are healthy. Anyone with symptoms, is told they may have been in contact with someone who tested positive, who has traveled to a “hot spot,” or who personally test positive must communicate with their supervisor to have their shift covered with another officer to ensure coverage. Before starting the new academic term (date to be designated), employees will complete training modules and comply with the University’s Health and Personnel Standards and Guidelines.

IV. Stakeholder Outreach
Stakeholders of this group include all vendors, visitors, students, and Hub Partner personnel. The changes in operations will be communicated via email from the campus President and/or the Interim Executive Director of the Hub.

This office will remain open and will direct inquiries to offices/personnel as needed using telephone and email when personnel are working remotely.

V. Monitoring and Amendment
Any revisions to this plan must be approved by the Bradford and Titusville Campus President and the Provost and Senior Vice Chancellor.
Computing and Technology Activity Area Plan

I. Overview
1. Name of Activity Area: Campus Computing and Technology
2. Name of Activity Area Lead: Marjorie Straub, Coordinator of Computer Assistance and William Watson, Coordinator of Technical Support
3. Name of individual submitting Activity Area Plan: Stephanie Fiely, Assistant Director of the Hub
4. Date of submission: July 13, 2020
5. Revision of a previously approved Activity Area Plan? No
6. A brief summary of the most critical pieces of your plan (a few bullet points).
   Only when there are students and employees on campus for classes, is there a need for Computing and Technology staff to report to campus, unless there is a system emergency when they are called in to address that immediate need.
7. An conformation that the activity area will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines:
   As the lead of this activity area, I hereby confirm that the Computer and Technology staff members will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, these staff members will:
   a. Wear face coverings when they enter and exit buildings
   b. Wear face coverings in the presence of any other individual
   c. Adhere to all physical distancing, safety, and hygiene signage
   d. Use physical barriers or maintain six feet of physical distance while engaging with others
   e. Clean their personal and office spaces (desks, keyboards, mouse, telephones, etc.) at the beginning and end of work periods

II. Functions in Each Operational Posture
1. High Risk Posture
   a. Function 1
      i. What is being done: Maintaining computer equipment in the computer labs and offices
      ii. How it is being done: On-site updating licenses, installing software, removing computer viruses, cleaning machines, and replacing mice and keyboards as needed.
      iii. Number of people/positions required on campus: One person at a time with permission granted by the Director of Desktop/User Services (Bill Kline).
      iv. Buildings: Varies based on computer location
   b. Function 2
      i. What is being done: Oversee Computer Labs
      ii. How it is being done: Labs will be closed in High Risk Posture so there will be no one on campus for this function
c. Function 3
   i. What is being done: Addressing telephone issues with resetting Audix passwords, the lack of dial tone, inability to make calls, troubleshooting campus-wide telephone issues
   ii. How it is being done: Resetting access code, tracing lines in the Telephone Room, and replacing telephones.
   iii. Number of people/positions required on campus: 1 when trouble is communicated by an alert. Campus visit will be coordinated with Campus Police and Security to access building(s). Individual office phones will not be used, therefore there is no need to be on campus and resetting passwords can be completed online.
   iv. Buildings: Student Union for the Telephone Room, then it depends on where the telephone issue is located to what building will be accessed

d. Function 4
   i. What is being done: Setting up IT needs for classes and event room reservations on campus
   ii. How it is being done: No on-campus set-ups during High Risk Posture as campus will be closed. Remote working can address classroom assistance.
   iii. Number of people/positions required on campus: 0
   iv. Buildings: N/A

2. Elevated Risk Posture
   a. Function 1
      i. What is being done: Maintaining computer equipment in the computer labs and offices
      ii. How it is being done: On-site updating licenses, installing software, removing computer viruses, cleaning machines, and replacing mice and keyboards as needed.
      iii. Number of people/positions required on campus: One person at a time with permission granted by the Director of Desktop/User Services (Bill Kline) when campus is not open. When campus is open and operating with classes, one person may enter the facility and work within the designated area, ensuring social distancing and wearing a mask.
      iv. Buildings: Varies based on computer location

   b. Function 2
      i. What is being done: Oversee Computer Labs
      ii. How it is being done: Check lab each morning and afternoon to ensure there are sanitizing wipes available for users to wipe down keyboards, mice, and desk spaces, ensure students maintain social distancing and wear masks within lab, and
      iii. Number of people/positions required on campus: One person at a time with permission granted by the Director of Desktop/User Services (Bill Kline) when campus is not open. When campus is open and
operating with classes, one person may enter the facility and work within the designated area, ensuring social distancing and wearing a mask.

iv. Buildings: Haskell Basement

c. Function 3
   i. What is being done: Addressing telephone issues with resetting Audix passwords, the lack of dial tone, inability to make calls, troubleshooting campus-wide telephone issues
   ii. How it is being done: Resetting access code, tracing lines in the Telephone Room, and replacing telephones.
   iii. Number of people/positions required on campus: 1 when trouble is communicated by an alert.
   iv. Buildings: Student Union for the Telephone Room, then it depends on where the telephone issue is located to what building will be accessed

d. Function 4
   i. What is being done: Setting up IT needs for classes and event room reservations on campus
   ii. How it is being done: Set up at the end of the day so it is in the space for the next day, wiping with sanitizer wipes after set up and before tearing down.
   iii. Number of people/positions required on campus: 1
   iv. Buildings: Depends on the reservation location

3. Guarded Risk Posture

a. Function 1
   i. What is being done: Maintaining computer equipment in the computer labs and offices
   ii. How it is being done: On-site updating licenses, installing software, removing computer viruses, cleaning machines, and replacing mice and keyboards as needed.
   iii. Number of people/positions required on campus: One person at a time with permission granted by the Director of Desktop/User Services (Bill Kline) when campus is not open. When campus is open and operating with classes, one person may enter the facility and work within the designated area, ensuring social distancing and wearing a mask.
   iv. Buildings: Varies based on computer location

b. Function 2
   i. What is being done: Oversee Computer Labs
   ii. How it is being done: Check lab each morning and afternoon to ensure there are sanitizing wipes available for users to wipe down keyboards, mice, and desk spaces, ensure students maintain social distancing and wear masks within lab, and
   iii. Number of people/positions required on campus: One person at a time with permission granted by the Director of Desktop/User Services (Bill Kline) when campus is not open. When campus is open and operating with classes, one person may enter the facility and work
within the designated area, ensuring social distancing and wearing a mask.

iv. Buildings: Haskell Basement

c. Function 3

i. What is being done: Addressing telephone issues with resetting Audix passwords, the lack of dial tone, inability to make calls, troubleshooting campus-wide telephone issues

ii. How it is being done: Resetting access code, tracing lines in the Telephone Room, and replacing telephones.

iii. Number of people/positions required on campus: 1 when trouble is communicated by an alert.

iv. Buildings: Student Union for the Telephone Room, then it depends on where the telephone issue is located to what building will be accessed

d. Function 4

i. What is being done: Setting up IT needs for classes and eventroom reservations on campus

ii. How it is being done: Set up at the end of the day so it is in the space for the next day, wiping with sanitizer wipes after set up and before tearing down.

iii. Number of people/positions required on campus: 1

iv. Buildings: Depends on the reservation location

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
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

Only when telephones or WIFI go into a “trouble” mode would there be a need for personnel to be on campus. Most work can be performed remotely, however when there are students and employees on campus, one member of the staff should be available to assist with computer and IT needs in the classroom and computer labs. When coming to campus during remote work phases, arrangements must be made in advance to access facilities with the Campus Police and Security Office. Before returning to campus, employees will complete training modules and comply with the University’s Health and Personnel Standards and Guidelines.

IV. Stakeholder Outreach

The functions impacted by a shift in posture revolve around whether employees are working in their offices and students are on campus. A shift from the High to Elevated Risk posture will trigger a pivot to in-person working to ensure labs are available and managed, as well the
availability of a staff member from this department to process IT issues and needs. To facilitate the pivot, the two staff members will work with their supervisors to arrange work schedules and communicate the schedule with Campus Police and Security so that office is aware who is on campus in accordance with the University’s Facilities Standards and Guidelines. Employees returning to campus to facilitate processing will complete training modules and comply with the University’s Health and Personnel Standards and Guidelines. Employees will be notified one week in advance of the prospective need to return to campus to support on-campus work. A shift from the Elevated to High Risk Posture will prompt the resumption of working remotely since the campus will be closed for all in-person classes and activities.

V. Monitoring and Amendment
Any revisions to this plan must be approved by the Bradford and Titusville Campus President and the Provost and Senior Vice Chancellor.
Facilities Management Activity Area Plan

I. Overview
1. Name of Activity Area: Facilities Management
2. Name of Activity Area Lead: Stephanie Fiely, Assistant Executive Director
3. Name of individual submitting Activity Area Plan: Stephanie Fiely, Assistant Executive Director
4. Date of submission: July 15, 2020
5. Revision of a previously approved Activity Area Plan? No
6. A brief summary of the most critical pieces of your plan (a few bullet points).
   a. Facilities Management (FM). Generally, the Operations and Maintenance staff will continue to work on campus with the amount of their presence dictated by the University’s Operational Posture.
7. A confirmation that the activity area will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines
   As the lead of this activity area, I hereby confirm that Facilities Management will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, Facilities Management employees will:
   a. Wear face coverings in the presence of any other individual, 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. Clean their personal and office spaces at the beginning of work period

II. Functions in Each Operational Posture
While each of these activities have its own processes and needs, the area must ensure it adheres to the University of Pittsburgh’s standards and guidelines that are relevant to its functions.

All functions remain the same across all postures
a. Function 1
   i. What: Access to building to obtain supplies, maintain equipment, and address other needs that may arise
   ii. How: On-site, physical handling of documents, supplies and equipment
   iii. Number of people/positions required on campus: 1-4 people per instance of need with permission from the Assistant Executive Director or the Interim Executive Director of the Hub.
   iv. Building: All buildings across campus
b. Function 2
   i. What: Operations and Maintenance Personnel – 24/7/365 provision of services necessary to ensure buildings (those that remain open and where needed those that are closed) are maintained and continue to operate safely in accordance with the University’s Health and Facilities Standards and Guidelines. Those buildings that are open will require full service. Buildings that are closed will still require routine checks
and their mechanical systems will continue to require routine maintenance and occasional repairs.

ii. How: Facilities and Custodial Crews will report for duty on campus every day.

iii. Number of people/positions required on campus: 4 on campus for daytime schedule weekdays and as needed for night/weekend/holiday emergencies. Everyone must wear a face covering when working with another person/persons and when inside a University building or vehicle. Only one employee can enter the building at a given time to stagger entry.

iv. Building: All buildings across campus

c. Function 3
   i. What: Building Management – processing the continued service requests, building equipment monitoring/repairs, and assigning work to the personnel.
   ii. How: On-campus presence required for delegating tasks
   iii. Number of people/positions required on campus: 1
   iv. Building: All buildings across campus

d. Function 4
   i. What: Business Administration – Payroll, Accounting, Contract Administration, and Administrative Support
   ii. How: Remote work posture, except for collecting time cards, and conducting inventory.
   iii. Number of people/positions required on campus: 1 when needed
   iv. Building: All buildings across campus

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
   2. Shift from Elevated Risk Posture to Guarded Risk Posture

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

The main function impacted by a shift in posture is operations and maintenance. There will not be a shift in personnel between postures due to the limited staff in order to maintain campus operations and buildings.

Employees returning to campus for any of the above functions will complete training modules and comply with the University’s Health and Personnel Standards and Guidelines.

IV. Stakeholder Outreach
Stakeholders of Facilities Management include all University employees.
All requests for facilities services go through our Work Orders which can be completed on-line: https://www.titusville.pitt.edu/maintenance-work-order. Employees requesting building access and/or other facilities support will be instructed as to the relevant protocol to follow given the University’s current risk posture.

V. Monitoring and Amendment

Any revisions to this plan must be approved by the Bradford and Titusville Campus President and the Provost and Senior Vice Chancellor.
Hub Office Activity Area Plan

I. Overview

1. Name of Activity Area: Hub Offices
2. Name of Activity Area Lead: Stephanie Fiely, Assistant Executive Director of the Hub
3. Name of individual submitting Activity Area Plan: Stephanie Fiely
4. Date of submission: July 15, 2020
5. Revision of a previously approved Activity Area Plan? No
6. A brief summary of the most critical pieces of your plan (a few bullet points).
   Only when there are students, employees, and Hub Partners on campus for classes, is there a need for Hub personnel to report to campus. The only exception would be for completing essential tasks such as mail distribution/postage postings twice a week and following up with essential personnel.
7. A confirmation that the activity area will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines
   As the lead of this activity area, I hereby confirm that the University of Pittsburgh at Titusville Education and Training Hub staff members will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, these staff members will:
   a. Wear face coverings when they enter and exit buildings
   b. Wear face coverings in the presence of any other individual
   c. Adhere to all physical distancing, safety, and hygiene signage
   d. Use physical barriers or maintain six feet of physical distance while engaging with others
   e. Clean their personal and office spaces (desks, keyboards, mouse, telephones, etc.) at the beginning and end of work periods

II. Functions in Each Operational Posture

While each of these activities have its own processes and needs, the area must ensure it adheres to the University of Pittsburgh’s standards and guidelines that are relevant to its functions.

1. High Risk Posture
   a. Function 1
      i. What is being done
         1. Participating in the Mitigation Team.
         2. Communicating with Partners about Pitt’s posture at this time and how things will operate.
         3. Marketing the Hub and its Partners
            a. Advertising
            b. Press Releases
            c. Interviews
         4. Maintaining social media presence
      ii. How it is being done
1. Utilize the telephone and technology (video conferencing and email) to communicate
2. Communicating stages of operations and plan via email to employees/partners/students as needed.
3. Communicating with Partners about Pitt’s posture at this time and how things will operate.

   iii. Number of people/positions required on campus--None

 iv. Buildings
   1. Working remotely.

b. Function 2
   i. What is being done
      1. Relaying policies regarding benefits to Pitt employees.
      2. Ensuring time cards are entered and submitted for Facilities personnel for approval by the Director of Facilities/Hub Assistant Executive Director.

   ii. How it is being done
      1. Utilize the telephone and technology (video conferencing and email) to communicate with staff and vendors.

   iii. Number of people/positions required on campus--None

 iv. Buildings
   1. Working remotely, mainly from the Bradford area.

c. Function 3
   i. What is being done
      1. Ensuring contracts are signs and scope of services are performed by vendor.
      2. Communicating concerns and needs with vendors.
      3. Limiting access to vendors who are not essential.
      4. Adjusting to the needs of the providers based on the services and on-campus or remote operations.
         a. If there are no students on campus, we will not need Food Service.
         b. Removing vending machine availability during this phase – no supplies in the machines and unplug the machines when this is an option.

   ii. How it is being done
      1. Utilize the telephone and technology (video conferencing and email) to communicate with staff and vendors.
      2. Walking the campus facilities and areas (wear mask and maintain social distancing).
      3. Turning off access to buildings by half-locking facilities and notifying Campus Police and Security who can and cannot access the facilities during the High Risk stage.

   iii. Number of people/positions required on campus
1. The Assistant Executive Director

iv. Buildings

1. Working remotely as much as possible, but as an essential employee go on campus to check facilities and communicating using social distancing measures when in person directives are needed.

d. Function 4

i. What is being done

1. Ensuring policies and procedures are followed by everyone on campus.
2. Ensure signage is in place to reiterate policies, procedures, social distancing reminders, occupancy limits, available/unavailable areas/seats, etc.
3. Meet regularly with Mitigation Team.
4. Maintaining Mitigation Plan by updating as needed and submitting it for approval
5. Communicating with Partners about Pitt’s posture at this time and how things will operate.

ii. How it is being done

1. Utilize the telephone and technology (video conferencing and email) to communicate with staff and vendors
2. Check facilities that are utilized to ensure they are being cleaned.
3. Walking through facilities and communicating with Mitigation Team to ensure tasks are performed.
4. Communicate with ISS/ISS on-site supervisor regarding issues/concerns.
5. Communicating stages of operations and plan via email to employees/partners/students as needed.
6. Communicating with Partners about Pitt’s posture at this time and how things will operate.
   a. Know which Partners are providing on-campus classes.
   b. Communicating Partner plans with Hub personnel/

iii. Number of people/positions required on campus

1. The Assistant Executive Director

iv. Buildings

1. Working remotely as much as possible, but as an essential employee go on campus to check facilities and communicating using social distancing measures when in person directives are needed.
2. Access to all campus buildings for safety checks

e. Function 5

i. What is being done

1. Reviewing policies and procedures manual(s).
2. Updating operations.
3. Communicating policies (current and new) with employees and students.

   ii. How it is being done
       1. Note where additions need added or corrections need made in the Emergency Operations Manual.
       2. Process will be completed using the printed manual and updated on the computer as needed.
       3. Communicate with stakeholders via email.

   iii. Number of people/positions required on campus--None

   iv. Buildings
       1. Working remotely

f. Function 6
   i. What is being done
      1. Supporting staff with resources (webinars, articles, etc.) to fulfill their job and motivate them
      2. Send encouragements as needed
      3. Providing updates of work status, policies/procedures and checking-in on staff to make sure they have what they need to complete their job duties

   ii. How it is being done
       1. Email.
       2. Zoom meetings.

   iii. Number of people/positions required on campus--None

   iv. Buildings
       1. Working remotely.

   g. Function 7
      i. What is being done
         1. Reviewing and approving all purchase requests for the Hub, including facility supplies, office supplies, reimbursements, etc.
         2. Reviewing and approving all Purchase Card monthly statements for payment

      ii. How it is being done
         1. Receive the paperwork that is submitted by Secretary, Enrollment Services
         2. Forwarding paperwork to Pitt-Bradford Purchasing for payment/ordering
         3. Signing paperwork as it is submitted
         4. As much as possible, use DocuSign and email to process paperwork.

   iii. Number of people/positions required on campus--None

   iv. Buildings
1. Depending on the office location at the time – either the Student Union or McKinney Hall

h. Function 8
i. What is being done
   1. Presentations to possible donors/benefactors.
   2. Preparing grant applications.

   ii. How it is being done
       1. Video and telephone calls to donors/benefactors.
       2. Communicating and collaborating with University of Pittsburgh University Development Office
       3. Writing proposals
          a. Collaborating with Partners.
          b. Collaborating with Hub personnel

   iii. Number of people/positions required on campus
        1. Executive Director of the Hub

   iv. Buildings
       1. Working remotely as much as possible.
       3. Student Union Room 204B until office is renovated and available in McKinney 114.

   i. Function 9
      i. What is being done
         1. Stamping mail using postage machine.
         2. Processing postage to department/Partner budgets.
         3. Sort mail for departments/Partners
      ii. How it is being done
          1. Operating postage machine one or two days per week
             a. Pick up mail in the Campus Police and Security Office
             b. Weigh and stamp mail
             c. Leave mail for Facilities to take to the Post Office/UPS/FedEx
          2. Sort mail and place in mailboxes on campus
      iii. Number of people/positions required on campus
           1. Assistant to the Executive Director of the Hub
      iv. Buildings
           1. Working remotely as much as possible.
           2. When required to be in the office, employee will communicate need to be in the office, notifying the office when she is entering and departing the office on the second Floor of Davis Hall until the office in 114 McKinney Hall is renovated.

**Elevated Risk Posture**

   a. Function 1
      i. What is being done
         1. Participating in the Mitigation Team.
         2. Communicating with Partners about Pitt’s posture at this time and how things will operate.
         3. Marketing the Hub and its Partners
            a. Advertising
            b. Press Releases
            c. Interviews
         4. Maintaining social media presence
ii. How it is being done
   5. Utilize the telephone and technology (video conferencing and email) to communicate
   6. Communicating stages of operations and plan via email to employees/partners/students as needed.
   7. Communicating with Partners about Pitt’s posture at this time and how things will operate.

iii. Number of people/positions required on campus--None

iv. Buildings
   8. Working remotely as much as possible.
   9. Office may be accessed on the second floor of McKinney Hall, once notifying Campus Police and Security to enter and leave the building.

b. Function 2
   i. What is being done
      1. Relaying policies regarding benefits to Pitt employees.
      2. Ensuring time cards are entered and submitted for Facilities personnel for approval by the Director of Facilities/Hub Assistant Executive Director.
   ii. How it is being done
      1. Utilize the telephone and technology (video conferencing and email) to communicate with staff and vendors
   iii. Number of people/positions required on campus--None
      1.
   iv. Buildings
      2. Working remotely, mainly from the Bradford area.

c. Function 3
   i. What is being done
      1. Ensuring contracts are signed and scope of services are performed by vendor.
      2. Communicating concerns and needs with vendors.
      3. Adjusting to the needs of the providers based on the services and on-campus or remote operations.
         a. If there are no students on campus, we will not need Food Service.
         b. No vending machines.
   ii. How it is being done
      1. Utilize the telephone and technology (video conferencing and email) to communicate with staff and vendors.
      2. Walking the campus facilities and areas (wear mask and maintain social distancing) This is required to fulfill the supervisory role of the Assistant Executive Director over facilities.
   iii. Number of people/positions required on campus
      1. The Assistant Executive Director
iv. Buildings
   1. Depending on the office location at the time – either the Student Union or McKinney Hall

d. Function 4
   i. What is being done
      1. Ensuring policies and procedures are followed by everyone on campus.
      2. Ensure signage is in place to reiterate policies, procedures, social distancing reminders, occupancy limits, available/unavailable areas/seats, etc.
      3. Meet regularly with Mitigation Team.
      4. Maintaining Mitigation Plan by updating as needed and submitting it for approval
      5. Communicating stages of operations and plan via email to employees/partners/students as needed.
      6. Communicating with Partners about Pitt’s posture at this time and how things will operate.

   ii. How it is being done
      1. Utilize the telephone and technology (video conferencing and email) to communicate with staff and vendors
      2. Check facilities that are utilized to ensure they are being cleaned.
      3. Walking through facilities and communicating with Mitigation Team to ensure tasks are performed.
      4. Communicate with ISS/ISS on-site supervisor regarding issues/concerns.
      5. Communicating with Partners about Pitt’s posture at this time and how things will operate.
         a. Know which Partners are providing on-campus classes.
         b. Communicating Partner plans with Hub personnel

   iii. Number of people/positions required on campus
      1. The Assistant Executive Director

iv. Buildings
   1. Depending on the office location at the time – either the Student Union or McKinney Hall
   2. Access to all campus buildings for safety checks

 e. Function 5
   i. What is being done
      1. Reviewing policies and procedures manual(s).
      2. Updating operations.
      3. Communicating policies (current and new) with employees and students.

   ii. How it is being done
1. Note where additions need added or corrections need made in the Emergency Operations Manual.
2. Process will be completed using the printed manual and updated on the computer as needed.
3. Communicate with stakeholders via email.

iii. Number of people/positions required on campus--None
iv. Buildings
   1. Depending on the office location at the time – either the Student Union or McKinney Hall
   2. Access to all campus buildings for safety checks

f. Function 6
   i. What is being done
      1. Supporting staff with resources (webinars, articles, etc.) to fulfill their job and motivate them
      2. Send encouragements as needed
   ii. How it is being done
      1. Send via email to eliminate paper as much as possible.
   iii. Number of people/positions required on campus--None
   iv. Buildings
      1. Depending on the office location at the time – either the Student Union or McKinney Hall

i. What is being done
   1. Reviewing and approving all purchase requests for the Hub, including facility supplies, office supplies, reimbursements, etc.
   2. Reviewing and approving all Purchase Card monthly statements for payment
   ii. How it is being done
      1. Receive the paperwork that is submitted by Secretary, Enrollment Services
      2. Forwarding paperwork to Pitt-Bradford Purchasing for payment/ordering
      3. Signing paperwork as it is submitted
   iii. Number of people/positions required on campus--None
   iv. Buildings
      1. Depending on the office location at the time – either the Student Union or McKinney Hall

h. Function 8
   i. What is being done
      1. Presentations to possible donors/benefactors.
      2. Preparing grant applications.
ii. How it is being done
   1. Video and telephone calls to donors/benefactors.
   2. Communicating and collaborating with University of
      Pittsburgh University Development Office
   3. Writing proposals
      a. Collaborating with Partners.
      b. Collaborating with Hub personnel

iii. Number of people/positions required on campus
   1. Executive Director of the Hub

iv. Buildings
   1. Working remotely as much as possible.
   3. Student Union Room 204B until office is renovated and
      available in McKinney 114.

i. Function 9
   i. What is being done
      1. Stamping mail using postage machine.
      2. Processing postage to department/Partner budgets.
      3. Sort mail for departments/Partners
   ii. How it is being done
      1. Operating postage machine one or two days per week
         a. Pick up mail in the Campus Police and Security Office
         b. Weigh and stamp mail
         c. Leave mail for Facilities to take to the Post
            Office/UPS/FedEx
      2. Sort mail and place in mailboxes on campus
   iii. Number of people/positions required on campus
      1. Assistant to the Executive Director of the Hub

iv. Buildings
   1. Working remotely as much as possible.
   2. When required to be in the office, employee will communicate
      need to be in the office, notifying the office when she is
      entering and departing the office on the second Floor of Davis
      Hall until the office in 114 McKinney Hall is renovated.

j. Function 10
   i. What is being done
      1. Reviewing and processing room reservations for Pitt, Partner,
         and outside requestors.
         a. No reservations will be accepted for anyone outside of
            the Hub and its Partners in this phase.
         b. No more than 10 people in a meeting/space
   ii. How it is being done
      1. Communicating approved reservations to:
         a. Facilities Office
         b. Campus Police and Security
         c. IT (as needed)
d. Metz Culinary Management (as needed)

iii. Number of people/positions required on campus
    1. Assistant to the Executive Director of the Hub

iv. Buildings
    1. Working remotely as much as possible.
    2. When required to be in the office, employee will communicate need to be in the office, notifying the office when she is entering and departing the office on the second Floor of Davis Hall until the office in 114 McKinney Hall is renovated.

v. Function 11
    1. What: Documenting campus-related events that need coverage for social media / press purposes
    2. How: On-site, physical handling of equipment to capture real-time events and/or staged demonstrations during Elevated and Guarded Postures only
    3. Number of people/positions required on campus: 1-2 people per instance of need; wear face covering and maintain social distancing; physical presence required only infrequently; permission for access must be granted by the Interim Executive Director
    4. Building: Any applicable areas on campus.

vi. Function 12
    1. What: Pick up or return of Pitt-Titusville assets including materials for cataloging and/or technical resources
    2. How: On-site, physical handling of supplies and equipment (infrequently during High and Elevated Postures)
    3. Number of people/positions required on campus: Marketing and Communications Coordinator
    4. Building: McKinney Hall and wherever the item is located on campus to pick-up/return

5. Guarded Risk Posture
   a. Function 1
      i. What is being done
         1. Participating in the Mitigation Team.
         2. Communicating with Partners about Pitt’s posture at this time and how things will operate.
         3. Marketing the Hub and its Partners
            a. Advertising
            b. Press Releases
            c. Interviews
         4. Maintaining social media presence
      ii. How it is being done
         1. Utilize the telephone and technology (video conferencing and email) to communicate
         2. Communicating stages of operations and plan via email to employees/partners/students as needed.
3. Communicating with Partners about Pitt’s posture at this time and how things will operate.

iii. Number of people/positions required on campus; needed infrequently on campus; must have permission by the Interim Executive Director of the Hub to access campus
   1. Marketing and Communications Coordinator
   2. Intern through August 15, 2020

iv. Buildings
   1. Generally working remotely.

b. Function 2
   i. What is being done
      1. Relaying policies regarding benefits to Pitt employees.
      2. Ensuring time cards are entered and submitted for Facilities personnel for approval by the Director of Facilities/Hub Assistant Executive Director.
   ii. How it is being done
      1. Utilize the telephone and technology (video conferencing and email) to communicate with staff and vendors
   iii. Number of people/positions required on campus--None
   iv. Buildings
      1. Working mainly from the Pitt-Bradford campus, with an office on the second floor of Davis Hall at Pitt-Titusville when needed.

c. Function 3
   i. What is being done
      1. Ensuring contracts are signs and scope of services are performed by vendor.
      2. Communicating concerns and needs with vendors.
   ii. How it is being done
      1. Utilize the telephone and technology (video conferencing and email) to communicate with staff and vendors.
      2. Walking the campus facilities and areas (wear mask and maintain social distancing)
   iii. Number of people/positions required on campus-None
   iv. Buildings
      1. Working remotely.

d. Function 4
   i. What is being done
      1. Ensuring policies and procedures are followed by everyone on campus.
      2. Ensure signage is in place to reiterate policies, procedures, social distancing reminders, occupancy limits, available/unavailable areas/seats, etc.
      3. Meet regularly with Mitigation Team.
      4. Maintaining Mitigation Plan by updating as needed and submitting it for approval.
5. Communicating with Partners about Pitt’s posture at this time and how things will operate.
   a. Know which Partners are providing on-campus classes.
   b. Communicating Partner plans with Hub personnel

ii. How it is being done
   1. Utilize the telephone and technology (video conferencing and email) to communicate with staff and vendors
   2. Check facilities that are utilized to ensure they are being cleaned.
   3. Walking through facilities and communicating with Mitigation Team to ensure tasks are performed.
   4. Communicate with ISS/ISS on-site supervisor regarding issues/concerns.
   5. Communicating stages of operations and plan via email to employees/partners/students as needed.
   6. Communicating stages of operations and plan via email to employees/partners/students as needed.

iii. Number of people/positions required on campus
   1. The Assistant Executive Director

iv. Buildings
   1. Working on campus as much as feasible in her office location—either the Student Union or McKinney Hall
   2. Access to all campus buildings for safety checks

   e. Function 5
      i. What is being done
         1. Reviewing policies and procedures manual(s).
         2. Updating operations.
         3. Communicating policies (current and new) with employees and students.
      ii. How it is being done
         1. Note where additions need added or corrections need made in the Emergency Operations Manual.
         2. Process will be completed using the printed manual and updated on the computer as needed.
         3. Communicate with stakeholders via email.
      iii. Number of people/positions required on campus
         1. The Assistant Executive Director
      iv. Buildings
         1. Working on campus as much as feasible in her office location—either the Student Union or McKinney Hall.
         2. Access to all campus buildings for safety checks

f. Function 6
   i. What is being done
      1. Supporting staff with resources (webinars, articles, etc.) to fulfill their job and motivate them
      2. Send encouragements as needed
ii. How it is being done
   1. Send via email to eliminate paper as much as possible.

iii. Number of people/positions required on campus - None

iv. Buildings
   1. Working remotely.

g. Function 7
   i. What is being done
      1. Reviewing and approving all purchase requests for the Hub, including facility supplies, office supplies, reimbursements, etc.
      2. Reviewing and approving all Purchase Card monthly statements for payment
   ii. How it is being done
      1. Receive the paperwork that is submitted by Secretary, Enrollment Services
      2. Forwarding paperwork to Pitt-Bradford Purchasing for payment/ordering
      3. Signing paperwork as it is submitted
   iii. Number of people/positions required on campus
      1. The Assistant Executive Director
      2. Secretary, Enrollment Services
   iv. Buildings
      1. Working on campus as much as feasible in her office location – either the Student Union or McKinney Hall.

h. Function 8
   i. What is being done
      1. Presentations to possible donors/benefactors.
      2. Preparing grant applications.
   ii. How it is being done
      1. Video and telephone calls to donors/benefactors.
      2. Communicating and collaborating with University of Pittsburgh University Development Office
   iii. Writing proposals
      1. Collaborating with Partners.
      2. Collaborating with Hub personnel
   iv. Number of people/positions required on campus
      1. Executive Director of the Hub
   v. Buildings
      1. Working remotely as much as possible.
      3. Student Union Room 204B until office is renovated and available in McKinney 114.

i. Function 9
   i. What is being done
      1. Stamping mail using postage machine.
2. Processing postage to department/Partner budgets.
3. Sort mail for departments/Partners

ii. How it is being done
   1. Operating postage machine one or two days per week
      a. Pick up mail in the Campus Police and Security Office
      b. Weigh and stamp mail
      c. Leave mail for Facilities to take to the Post Office/UPS/FedEx
   2. Sort mail and place in mailboxes on campus

iii. Number of people/positions required on campus
   1. Assistant to the Executive Director of the Hub

iv. Buildings
   1. Working remotely as much as possible.
   2. When required to be in the office, employee will communicate need to be in the office, notifying the office when she is entering and departing the office on the second Floor of Davis Hall until the office in 114 McKinney Hall is renovated.

j. Function 10
   i. What is being done
      1. Reviewing and processing room reservations for Pitt, Partner, and outside requestors.
         a. No reservations will be accepted for anyone outside of the Hub and its Partners in this phase.
         b. No more than 250 people in a meeting/space
   ii. How it is being done
      1. Communicating approved reservations to:
         a. Facilities Office
         b. Campus Police and Security
         c. IT (as needed)
         d. Metz Culinary Management (as needed)
   iii. Number of people/positions required on campus
      1. Assistant to the Executive Director of the Hub

iv. Buildings
   1. Working remotely as much as possible.
   2. When required to be in the office, employee will communicate need to be in the office, notifying the office when she is entering and departing the office on the second Floor of Davis Hall until the office in 114 McKinney Hall is renovated.

k. Function 11
   i. What: Documenting campus-related events that need coverage for social media / press purposes
   ii. How: On-site, physical handling of equipment to capture real-time events and/or staged demonstrations during Elevated and Guarded Postures only
   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 the Interim Executive Director.

iv. Building: Any applicable areas on campus.

I. Function 12
   i. What: Pick up or return of Pitt-Titusville assets including materials for cataloging and/or technical resources
   ii. How: On-site, physical handling of supplies and equipment
   iii. Number of people/positions required on campus: 1 - Marketing and Communications Coordinator
   iv. Building: McKinney Hall and wherever the item is located on campus to pick-up/return

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
   2. Shift from Elevated Risk Posture to Guarded Risk Posture

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

IV. Stakeholder Outreach
The functions impacted by a shift in posture revolve around whether employees are working in their offices and students are on campus. It is requested that as much as possible, personnel should work remotely, unless they need to be on campus for in-person meetings or tasks. Staff members will work with their supervisors to arrange work schedules and communicate the schedule with Campus Police and Security so that office is aware who is on campus in accordance with the University’s Facilities Standards and Guidelines. Employees returning to campus to facilitate processing will complete training modules and comply with the University’s Health and Personnel Standards and Guidelines. Employees will be notified one week in advance of the prospective need to return to campus to support on-campus work. A shift from the Elevated to High Risk Posture will prompt the resumption of working remotely since the campus will be closed for all in-person classes and activities.
   1. ISS – Cleaning Service
      a. Call Chris, company contact to communicate updates/changes.
      b. Alert Titusville supervisor of changes in usage and hours as needed on campus.
      c. Company contact or Titusville supervisor will communicate with daily workers.
   2. Pepsi
      a. Call company as changes take place.
      b. Remove stock in vending machines if the closure will be an extended period of time so it is not out-of-date when the campus reopens.
   3. AVI
      a. Call company as changes take place.
b. Remove stock in vending machines if the closure will be an extended period of time so it is not out-of-date when the campus reopens.

4. Metz
   a. Communicate updates with the local manager.
   b. Have vendor clean area if the closure will be an extended period of time so it is not attracting rodents or ants and to ensure food and drinks are not out-of-date when the campus reopens.

5. Hub Partners
   a. Communicate updates with the key contacts.
   b. Ensure which Partners are utilizing facility during each Posture.

V. Monitoring and Amendment
Any revisions to this plan must be approved by the Bradford and Titusville Campus President and the Provost and Senior Vice Chancellor.
Haskell Library Activity Area Plan

I. Overview
1. Name of Activity Area: Library
2. Name of Activity Area Lead: Marc Ross, Librarian
3. Name of individual submitting Activity Area Plan: Stephanie Fiely, Assistant Executive Director of the Hub
4. Date of submission: July 15, 2020
5. Revision of a previously approved Activity Area Plan? No
6. A brief summary of the most critical pieces of your plan (a few bullet points).
   Only when there are students and employees on campus for classes, is there a need for Library staff to report to campus, unless there is a request for a book or resource that must be pulled and left for pick up by a student or employee.
7. An conformation that the activity area will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines:
   As the lead of this activity area, I hereby confirm that the Library staff members will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, these staff members will:
   a. Wear face coverings when they enter and exit buildings
   b. Wear face coverings in the presence of any other individual
   c. Adhere to all physical distancing, safety, and hygiene signage
   d. Use physical barriers or maintain six feet of physical distance while engaging with others
   e. Clean their personal and office spaces (desks, keyboards, mouse, telephones, etc.) at the beginning and end of work periods

II. Functions in Each Operational Posture
1. High Risk Posture
   a. Function 1
      i. What is being done: Fulfilling book and resource requests
      ii. How it is being done: On-line requests are submitted and an assigned staff will process the request and arrange for the item(s) to be picked up.
      iii. Number of people/positions required on campus: One person at a time with permission granted by the Head Librarian (Marc Ross).
      iv. Buildings: Haskell Library Building
   b. Function 2
      i. What is being done: Supervising student workers
      ii. How is it being done: On-site supervision when Library is open for student and employee use
      iii. Number of people/positions required to be on campus: No one will be on campus for this function in the High Risk Posture
      iv. Buildings: Haskell Library Building
c. Function 3
   i. What is being done: Assist with researching topics/sources
   ii. How is it being done: Accessing PittCAT and other online resources and references
   iii. Number of people/positions required to be on campus: 1 Library staff member (remotely during High Risk Posture)
   iv. Buildings: None

2. Elevated Risk Posture
   a. Function 1
      i. What is being done: Fulfilling book and resource requests
      ii. How it is being done: On-line and in-person requests are submitted and an assigned staff will process the request and arrange for the item(s) to be picked up.
      iii. Number of people/positions required on campus: One person at the Library Counter assisting students/employees at a time when the Library is open to the campus.
      iv. Buildings: Haskell Library Building
   b. Function 2
      i. What is being done: Supervising student workers
      ii. How is it being done: On-site supervision when Library is open for student and employee use
      iii. Number of people/positions required to be on campus: 2 – one employee and one student
      iv. Buildings: Haskell Library Building
   c. Function 3
      i. What is being done: Assist with researching topics/sources
      ii. How is it being done: Accessing PittCAT and other online resources and references
      iii. Number of people/positions required to be on campus: 1 Library staff member working remotely on tasks as much as possible
      iv. Buildings: Haskell Library Building

3. Guarded Risk Posture
   a. Function 1
      i. What is being done: Fulfilling book and resource requests
      ii. How it is being done: On-line and in-person requests are submitted and an assigned staff will process the request and arrange for the item(s) to be picked up.
      iii. Number of people/positions required on campus: One person at the Library Counter assisting students/employees at a time when the Library is open to the campus.
      iv. Buildings: Haskell Library Building
   b. Function 2
      i. What is being done: Supervising student workers
ii. How is it being done: On-site supervision when Library is open for student and employee use
iii. Number of people/positions required to be on campus: 2 – one employee and one student
iv. Buildings: Haskell Library Building

   c. Function 3
      i. What is being done: Assist with researching topics/sources
      ii. How is it being done: Accessing PittCAT and other online resources and references
      iii. Number of people/positions required to be on campus: 1 Library staff member
      iv. Buildings: Haskell Library Building

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:
   5. Shift from High Risk Posture to Elevated Risk Posture
   6. Shift from Elevated Risk Posture to Guarded Risk Posture

As risk levels increase:
   7. Shift from Guarded Risk Posture to Elevated Risk Posture
   8. Shift from Elevated Risk Posture to High Risk Posture

Only when there are requests for books and resources is there a need for personnel to be in the Library during High Risk and Elevated Risk Postures. One Library staff member can be in the facility at a time to facilitate Library operations during Elevated and Guarded Risk Postures. When coming to campus during remote work phases, arrangements must be made in advance to access facilities with the Campus Police and Security Office. Before returning to campus, employees will complete training modules and comply with the University’s Health and Personnel Standards and Guidelines.

IV. Stakeholder Outreach
The functions impacted by a shift in posture revolve around whether employees are working in their offices and students are on campus. A shift from the High to Elevated Risk posture will trigger a pivot to in-person working when the University Library System opens the facilities to campus stakeholders. To facilitate the pivot, the staff members will work with their supervisors to arrange work schedules and communicate the schedule with Campus Police and Security so that office is aware who is on campus in accordance with the University’s Facilities Standards and Guidelines. Employees returning to campus to facilitate processing will complete training modules and comply with the University’s Health and Personnel Standards and Guidelines. Employees will be notified one week in advance of the prospective need to return to campus to support on-campus work. A shift from the Elevated to High Risk Posture will prompt the resumption of working remotely since the campus will be closed for all in-person classes and activities.
V. Monitoring and Amendment

Any revisions to this plan must be approved by the Bradford and Titusville Campus President and the Provost and Senior Vice Chancellor.
I. Overview

1. Activity Area: Athletics, Intramural and Recreation
2. Lead: President Catherine Koverola
3. Submitter of Area Activity Plan: Bret A. Butler, Director of Athletics
4. Date of submission: July 10, 2020
5. Revision of a previously approved Activity Area Plan: No
6. Summary of plan: With limited exceptions highlighted below, personnel with the Office of Athletics and Recreational Sports will work from a hybrid model, with some personnel able to work remotely and others working on campus for the duration of the COVID-19 pandemic, depending on the University’s operating posture.
7. As the lead of this activity area, I hereby confirm that Athletics will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, Athletic 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
   e. Signage will be posted in all facilities that will be accessed by athletic department staff, students and faculty/staff of the university. Signage will reinforce physical distancing, face coverings and personal hygiene guidelines. There will be no public or university in-person events or public usage or visitation to the athletics facility.
   f. The athletic facilities will adhere to the state guidelines of a maximum of 25 people in a group. A check station will be supervised by essential personnel at one controlled access entry point to the athletic facility. At this point, all COVID-19 guidelines signage will be posted.
   g. Thermal temperature checks will be administered at the point of entry. Hand hygiene before entering facility will be enforced. Mandatory use of PPE will be enforced. The number and location of hand sanitizing stations required to meet the needs of the facility and its athletic staff, students and faculty programming has been increased and installed throughout the facility. Disinfectant bottles and wipes will be available, and required to be used when finished on all equipment. Sanitizing and disinfecting will be conducted regularly throughout operational hours. All gym bags and hand bags will need to be left in registration area. Users will need to bring their own hydration bottle.
   h. Contracted cleaning services will be providing services daily. An additional day porter cleaning service will be provided 7 days per week day after each event and providing scheduled periodic daily cleaning of the athletic facility.
II. Functions in Each Operational Posture

These functions will remain the same across the High Risk and Elevated Risk postures. Athletics, Intramural and Recreational activities will not occur in High Risk and Elevated Risk postures.

1. High Risk Posture/Elevated Risk Posture
   a. Function 1
      i. What: Ad hoc access to building to obtain supplies, access to computer equipment, and address other needs that may arise
      ii. How: On-site, physical handling of supplies and equipment
      iii. Number of people/positions required on campus: 1-3 people per instance of need which are approved essential personnel; physical presence required only infrequently; permission for access must be granted by Director of Athletics, facilitated in cooperation with Facilities Management. Staff must adhere to all standards and guidelines as they relate to Face coverings, PPE and Personal Hygiene, Shared Spaces, and Cleaning, Disinfection and Hygiene.
      iv. Buildings: Richard E. and Ruth McDowell Sport and Fitness Center; Kessel Athletic Complex
   b. Function 2
      i. What: Collection of mail, faxes, etc. in support of all Athletics and Recreation functions of our operations
      ii. How: Once-per-week trips to Athletics and Recreation by Athletics essential personnel only; 1-3 people
      iii. Number of people/positions required on campus: 1-3 people, once per week trips; access facilitated in cooperation with Facilities Management. Staff must adhere to all standards and guidelines as they relate to Face coverings, PPE and Personal Hygiene, Shared Spaces, and Cleaning, Disinfection and Hygiene.
      iv. Buildings: Richard E. and Ruth McDowell Sport and Fitness Center; Kessel Athletic Complex
   c. Function 3
      i. What: All other Athletic and Recreational functions can/will be performed remotely; budgeting, recruiting, hiring, scheduling, contracts, interoffice communications, outer office communications, purchasing, all necessary University functions, fiscal and administrative
      ii. How: Remote work posture
      iii. Number of people/positions required on campus: 0 under remote work posture
      iv. Building: N/A under remote work posture
2. Guarded Risk Posture
   a. Function 1
      i. What: Athletics Staff - Following CDC and PA Department of Health guidelines, maintain necessary and effective operations of facilities and programming.
      ii. How: Stagger work hours and days for individuals sharing an office or workstation to maintain physical distancing; all staff will be provided personal protective equipment e.g., face coverings and gloves will be provided; additional sanitizing stations will be added throughout the facility; practice physical distancing guidelines.
      iii. Number of people/positions required on campus: No more than 8 Athletic staff to operate the building on a 4 hour rotating schedule, to serve our returning students on campus, 7 days a week during operating hours. All NCAA fall and winter sports have been postponed and there will not be athletic events. Staff must adhere to all standards and guidelines as they relate to Face coverings, PPE and Personal Hygiene, Shared Spaces, and Cleaning, Disinfection and Hygiene.
      iv. Buildings: Richard E. and Ruth McDowell Sport and Fitness Center; Kessel Athletic Complex
   b. Function 2
      i. What: Operation of the Fitness Center will only operate under Guarded Risk Posture, following CDC and PA Department of Health guidelines
      ii. How: Relocation of the Fitness Center into the Field House Facility. This allows for appropriate physical distancing and the safety of our users. Maximum capacity of 25 users.
      iii. Number of people/positions required on campus: No more than 4 Athletic staff to supervise the Fitness Center during operational hours. All users/staff must adhere to all standards and guidelines as they relate to Face coverings, PPE and Personal Hygiene, Shared Spaces, and Cleaning, Disinfection and Hygiene.
         1. Informational signage will be posted with basic hygiene and cleaning expectations. A point of entry registration table will be present at the facility entry. Maximum capacity of 25 users will be enforced. All regular facility rules and regulations will be enforced. Hand hygiene before entering facility will be enforced. Mandatory use of face coverings will be enforced. Disinfectant bottles and wipes will be available, and required to be used when finished on all equipment. Sanitizing and disinfecting will be conducted regularly throughout operational hours. All gym bags and hand bags will need to be left in registration area. Users will need to bring their own hydration bottle. Facility will be fully sanitized at the end of operational hours by essential cleaning personnel and contracted cleaning services.
      iv. Building: Richard E. and Ruth McDowell Sport and Fitness Center
c. Function 3
   i. What: Operation of the Natatorium following CDC and PA Department of Health guidelines.
   ii. How: On site supervision of pool users. Open swim limited to a maximum of 12 patrons at a time with 2 people maximum per lane.
   iii. Number of people/positions required on campus: No more than 4 Athletic staff to supervise the Natatorium. All users/staff must adhere to all standards and guidelines as they relate to Face coverings, PPE and Personal Hygiene, Shared Spaces, and Cleaning, Disinfection and Hygiene.
   iv. Building: Richard E. and Ruth McDowell Sport and Fitness Center

d. Function 4
   i. What: Operation of the KOA Arena will only be used for recreational activities following CDC and PA Department of Health guidelines.
   ii. How: On site supervision of arena, limited to a maximum of 25 occupants.
   iii. Number of people/positions required on campus: No more than 4 Athletic staff to supervise the KOA Arena. All users/staff must adhere to all standards and guidelines as they relate to Face coverings, PPE and Personal Hygiene, Shared Spaces, and Cleaning, Disinfection and Hygiene.
   iv. Building: Richard E. and Ruth McDowell Sport and Fitness Center

e. Function 5
   i. What: Operation of Intramurals and Recreational Sports following CDC and PA Department of Health guidelines.
   ii. How: Only playing events that follow the 6 foot physical distancing guidelines; use of equipment that is able to be sanitized easily before and after use. Intramural playing events are can-jam, corn hole, tennis, and pickle ball. Recreational playing events are canoe/kayaking, hiking, biking, golf outings, bowling, skiing and snowboarding.
   iii. Number of people/positions required on campus: No more than 4 Athletic staff to supervise the activities which will have no more than 25 participants. Staff and participants must adhere to all standards and guidelines as they relate to Face coverings, PPE and Personal Hygiene, Shared Spaces, and Cleaning, Disinfection and Hygiene.
   iv. Building: Richard E. and Ruth McDowell Sport and Fitness Center; Kessel Athletic Complex; off campus facility for Recreation programming.

f. Function 6
   i. What: Operation of Locker Rooms and Restrooms following CDC and PA Department of Health guidelines, and University standards and guidelines on building occupancy and cleaning, disinfection and hygiene
ii. How: All locker rooms will be off limits to students until further notice, until further decisions about returning to play are made. Common restroom facilities will be available for the campus community and will adhere to the University’s Standards and Guidelines on Building Occupancy. All other restroom facilities will be made unavailable. University/professional cleaning service will be conducting hourly cleanings of restroom facilities and high traffic areas. All drinking fountains will be unavailable.

iii. Number of people/positions required on campus: No more than 4 Athletic Staff personnel to supervise the building. All users/staff must adhere to all standards and guidelines as they relate to Face coverings, PPE and Personal Hygiene, Shared Spaces, and Cleaning, Disinfection and Hygiene.

iv. Building: Richard E. and Ruth McDowell Sport and Fitness Center

g. Function 7

i. What: Operation of Athletic Training Room following CDC and PA Department of Health guidelines.

ii. How: Used for academic purposes and for sport activities when deemed safe to play.

iii. Number of people/positions required on campus: No more than 6 with a 2:1 ratio of students to staff in the Athletic Training Room. Staff and student athlete in-person services will be by individual appointment only and will include designated treatment area, signage, hand sanitizing stations at entrance and exit to training room. Staff and students must adhere to all standards and guidelines as they relate to Face coverings, PPE and Personal Hygiene, Shared Spaces, and Cleaning, Disinfection and Hygiene.

iv. Building: Richard E. and Ruth McDowell Sport and Fitness Center

h. Function 8

i. What: Operation of Kessel Athletic Complex following PA Department of Health guidelines. This is an outdoor venue which includes Baseball Field, Softball Field, Tennis Courts, and Soccer Fields used by our NCAA teams.

ii. How: Use of Kessel Athletic Complex for sport and recreation activities. It will only be used for Tennis and used according to outdoor CDC and NCAA guidelines. All other Kessel Athletic facilities (Softball, Baseball and Soccer fields are closed to student use).

iii. Number of people/positions required on campus: No more than 4 Athletic staff to supervise the activity. Everyone must adhere to all standards and guidelines as they relate to Face coverings, PPE and Personal Hygiene, Shared Spaces, and Cleaning, Disinfection and Hygiene.

iv. Building: Kessel Athletic Complex
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
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 lone function impacted by a shift in posture is the opening of the Richard E. and Ruth McDowell Sport and Fitness Center (KOA Arena, Fitness Center and Natatorium) and the Kessel Athletic Complex. A shift from Elevated to Guarded Risk posture will trigger a pivot to staff reporting back to campus in limited and controlled fashion. To facilitate the pivot, no more than 8 Athletic staff to operate the building on a 4 hour rotating schedule, to serve our returning students on campus, 7 days a week during operational hours. This schedule will be established which will be prepared for use by the Director of Athletics following the plans established and in accordance with the University’s Facilities Standard and Guidelines. A shift from Guarded Risk posture to Elevated Risk posture will return facilities to remote status.

IV. Stakeholder Outreach

Stakeholders are only students, staff and faculty of the University of Pittsburgh at Bradford. Notification of changes and developments will be communicated broadly on the Pitt-Bradford website at www.upb.pitt.edu

V. Monitoring and Amendment

Any revisions to this plan must be reviewed by the Bradford Campus President and approved by the Provost and Senior Vice Chancellor.
University of Pittsburgh | Activity Area Plan – Harriett B. Wick Chapel

I. Overview

1. Activity Area: Bradford- Harriett B. Wick Chapel
2. Activity Lead: Kimberly Masone
3. Activity Area Plan Submission: Kimberly Masone
4. 7/15/2020
5. No. Original submission
6. Plan Summary
   a. The Harriett B. Wick Chapel will operate the same under both High Risk and Elevated Risk Postures; academic classes only.
   b. Approved activities will be permitted under the Guarded Risk Posture, only.
   c. Staffing is only permitted under the Guarded Risk Posture.
7. The Harriett B, Wick Chapel confirms that everyone will follow the University’s Healthcare Standards and Guidelines and the Personnel Standards and Guidelines

II. Functions in Each Operational Posture

Outline

1. High and Elevated Risk Postures
   a. Function 1- Academic Classes
      i. Only approved academic classes will meet in the chapel; closed for all other purposes
      ii. Students, Faculty & Staff required to follow strict cleaning protocols & physical distance. Available seats will be marked. Students in classroom will turn on classroom technology. Cleaning supplies provided.
      iii. Zero (other than any faculty/students for classes)
      iv. No occupancy
   b. Function 2- Administrative for Weddings
      i. Administrative duties, miscellaneous. Scheduling weddings, meetings with couples, etc.
      ii. This work can be done remotely, and with the use of zoom.
      iii. Zero.
      iv. No occupancy

2. Guarded Risk Posture
   a. Function 1- Academic Classes
      i. Academic classes that are scheduled to meet in the chapel
      ii. Students, Faculty & Staff required to follow strict cleaning protocols & physical distance. Available seats will be marked. Cleaning supplies provided.
      iii. Faculty and students who are participating in classes
iv. Harriett B. Wick Chapel

b. Function 2- Campus Programming
   i. Various campus programming such as religious services, meditation, induction ceremonies, presentations and lectures.
   ii. Everyone who is present in the chapel will be required to follow strict cleaning protocols & physical distance. Available seats will be marked.
   iii. 5 Student Building Managers + 1 Professional Staff Member
   iv. Harriett B. Wick Chapel

c. Function 3- Wedding Ceremonies
   i. Under this posture, the facility is available to rent for wedding ceremonies.
   ii. Members of the wedding party, guests and hired vendors required to follow strict physical distancing guidelines. Staff members required to follow strict cleaning and physical distancing guidelines. Completed Mitigation Plan has been approved which includes cleaning before and after wedding rental. No students will be permitted in space until cleaning has been completed.
   iii. 1 Professional Staff Member
   iv. Harriett B. Wick Chapel

III. Transitions between Operational Postures

Operational Shift Requirements:

1. Shift from High Risk Posture to Elevated Risk Posture
   a. No changes in operation under this posture change.

2. Shift from Elevated Risk Posture to Guarded Risk Posture
   a. Student staffing (Building Managers) will be notified to return to work.
   b. Faculty, Staff and Students will be notified that activities and events are permitted.
   c. Wedding rentals will be notified that they are permitted.

3. Shift from Guarded Risk Posture to Elevated Risk Posture
   a. Student staffing (Building Managers) will be notified to cease work immediately.
   b. Faculty, Staff and Students will be notified that activities and events are canceled.
   c. Wedding rentals will be notified that their event cannot take place on their scheduled date. They will be encouraged to postpone instead of cancel.

4. Shift from Elevated Risk Posture to High Risk Posture
   a. No changes in operation under this posture change.

IV. Stakeholder Outreach
Faculty, Staff and Students: The Chapel Manager will be in continuous contact with each event host, as needed. If making event plans or changing postures, communications will happen via phone, email or Zoom. If an in-person meeting is required, participants will meet in an open area and maintain social distance.

Wedding Rentals: The Chapel Manager will be in continuous contact with each renter. Communications about their rental will happen via phone, email or Zoom. If an in-person meeting is required, participants will meet in an open area and maintain social distance. Communications regarding changing postures will happen via phone and followed up with an email.

V. Monitoring and Amendment

The head of each activity area is responsible for monitoring compliance with their activity area plan. Any revisions to this plan must be approved by Bradford president and the Provost and Senior Vice Chancellor.
VI. Overview

8. Conference Services
9. Lynette Campogiani/Kimberly Masone
10. Lynette Campogiani/Kimberly Masone
11. 7/15/2020
12. Revision of a previously approved Activity Area Plan? NO
13. A brief summary of the most critical pieces of your plan (a few bullet points).
   a. Under High Risk Posture- virtual operations only.
   b. Elevated & Guarded Postures- host events under COVID-19 & University guidelines. All Conferences Services activities are limited to faculty staff and students. The general public is not permitted in any of the academic buildings. Staff on campus only as needed with most work being done virtually.
   c. Maintain proper office staffing physical distancing under all postures.
14. We agree to conform to all health and safety guidelines put forth by the University.

VII. Functions in Each Operational Posture

Outline

3. High Risk Posture
   a. Reserving space on campus for future events
      i. Using scheduling software to schedule/reserve space
      ii. Electronic
      iii. Zero
      iv. No occupancy

   b. Liaison with catering for future events
      i. Menu submissions, price negotiations, menu edits, communicating with clients, weekly meetings
      ii. Virtual communications
      iii. Zero
      iv. No occupancy

   c. Coordinating event logistics for future events
      i. Serve as a one-stop-shop for clients. Working with CTM, Facilities, etc. As needed
      ii. Most communications can be and planning done virtually; items that cannot be completed virtually will be postponed until there is a shift to a lower risk posture
      iii. Zero
      iv. No occupancy

4. Elevated Risk Posture
a. Reserving space on campus for small meetings and activities
   i. Using scheduling software to schedule/reserve space
   ii. Electronic
   iii. Zero
   iv. No occupancy

b. Liaison with catering provider- placing catering orders
   i. Menu submissions, price negotiations, menu edits, communicating with clients, follow-up/check-in on events, weekly meetings.
   ii. Most communications can be done virtually. Some may require our presence on campus to check to be sure the product and service delivered is what was ordered.
   iii. 2 as needed, 1 at a time
   iv. Frame-Westerberg Commons, others as ordered

c. Coordinating event logistics
   i. Serve as a one-stop-shop for clients. Working with CTM, Facilities, etc. As needed
   ii. Most communications can be and planning done virtually. Some events may require our presence on campus to check, set-up or provide staffing.
   iii. 2 as needed, 1 at a time
   iv. Frame-Westerberg Commons, others as ordered

5. Guarded Risk Posture
a. Reserving space on campus for small meetings and activities
   i. Using scheduling software to schedule/reserve space
   ii. Electronic
   iii. Zero
   iv. No occupancy

b. Liaison with catering provider- placing catering orders
   i. Menu submissions, price negotiations, menu edits, communicating with clients, follow-up/check-in on events, weekly meetings.
   ii. Most communications can be done virtually. Some may require our presence on campus to check to be sure the product and service delivered is what was ordered.
   iii. 2 as needed, 1 at a time
   iv. Frame-Westerberg Commons, others as ordered

c. Coordinating event logistics
   i. Serve as a one-stop-shop for clients. Working with CTM, Facilities, etc. As needed
   ii. Most communications can be and planning done virtually. Some events may require our presence on campus to check, set-up or provide staffing.
iii. 2 as needed, 1 at a time  
iv. Frame-Westerberg Commons, others as ordered

VIII. 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- We will open up to allow internal/campus small group in-person programming, meetings and events. The two staff members in this department will primarily work from home but will be permitted on campus as event needs arise.
2. Shift from Elevated Risk Posture to Guarded Risk Posture- We will continue to allow internal/campus in-person programming, meetings and events with slightly more flexible COVID-19 guidelines.

As risk levels increase:
3. Shift from Guarded Risk Posture to Elevated Risk Posture- clients will be notified of additional restrictions for in-person programming, meetings and events.
4. Shift from Elevated Risk Posture to High Risk Posture- clients will be notified that in-person programming, meetings and events cannot take place. The two staff members in this department will be notified to strictly work from home.

IX. Stakeholder Outreach

Faculty, Staff and Students: The Conference Services Managers will be in continuous contact with each event host, as needed. If making event plans or changing postures, communications will happen via phone, email or Zoom. If an in-person meeting is required, participants will meet in an open area and maintain social distance.

External Business Customers: The Conference Services Managers will be in continuous contact with each client, as needed. We will communicate changes in guidelines and posture, as required. Communications will happen via phone, email or Zoom.

X. Monitoring and Amendment

The head of each activity area is responsible for monitoring compliance with their activity area plan. Any revisions to this plan must be approved by the Bradford campus President and the Provost and Senior Vice Chancellor.
Marilyn Horne Hall Starbucks Cafe
Activity Area Plan

I. Overview

1. Activity Area: Marilyn Horne Hall Starbucks Café.
2. Lead: Joel Meyer, Director of Dining Services
3. Submitter of Area Activity Plan: Catherine Koverola, Ph.D.
4. Date of submission: Thursday, August 27, 2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary of plan: Dining Services will assess the safety and needs of its customers under each operational posture determined by the University of Pittsburgh.
   a. Modify Café operations and hours providing curb side delivery if required.
   b. Follow and monitor all safety requirements for staff that will work at the Café.
   c. Remove all gift items from Café to allow space for 6’ social distancing, serving only beverages, food and Starbucks items.

Marilyn Horne Starbucks Café
a. General:
   • All associates must be in proper uniform including washed hands, gloves and Metz provided mask.
   • All associates will have a temperature check and health questionnaire administered prior to their clocking in for the day.
   • Plexiglass partitions will be utilized at the front counter.

b. Entrance:
   • All guests must sanitize their hands prior to entering the facility. Signage will be provided to remind guests of the policy.
   • All guests will be required to wear face masks at all times.
   • We will discourage the use of cash.
   • Floor decals will provide guests with social distancing reminders as well as arrows for flow of traffic.
   • Associates will clean all high touch surfaces regularly.

7. As the lead of this activity area, I hereby confirm that Dining Services will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, DS 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 stations at end of work periods

II. Functions in Each Operational Posture

1. High Risk Posture
   a. Function 1
      i. What: Marilyn Horne Starbucks Café will be closed to the public.
2. Elevated Risk Posture
   a. Function 1
      i. What: Marilyn Horne Starbucks Café will take telephone orders only for curb-side pickup.
      ii. How:
         1. Customers will be able to phone in their order and pay over the phone.
            • Orders will be picked up (Contactless pickup at curbside)
              o All drinks will be placed in a compostable container
              o Metz Employees will be trained to safely deliver beverages/orders.
            • Menus
              o Handcrafted Starbucks beverages, To Go salads, sandwiches and pastries.
            • Hours of Service
              o Monday through Saturday: 7:30a.m. to 5:00p.m.
              o Sunday: 11:00a.m. to 4:00p.m.
      iii. Number of people/positions required at the Cafe: the number of people (2 per shift). The physical presence required daily, Monday through Sunday; permission for access must be granted by the Dining Services Director.
      iv. Building: Marilyn Horne Hall, located at 2 Marilyn Horne Way

3. Guarded Risk Posture
   a. Function 1
      i. What: Marilyn Horne Starbucks Café open for Service daily.
      ii. How:
         1. All orders will be takeout only, all seating will be removed from the Café.
            • At the entrance customers are directed to stay to the right of the café, follow 6’ physical distancing floor decals and arrows to the check-out counter where they will place their To Go order.
            • Orders will be handed off from behind the plexiglass barrier.
              o All drinks will be placed in a compostable container
            • Menus
              o Handcrafted Starbucks beverages, To Go salads, sandwiches and pastries.
            • Hours of Service
              o Monday through Saturday: 7:30a.m. to 5:00p.m.
              o Sunday: 11:00a.m. to 4:00p.m.
2. Customers will be informed of and required to adhere to the University’s Health Standards and Guidelines, including the need to wear face coverings, adhere to all physical distancing, safety, and hygiene signage, and maintain six feet of physical distancing.
3. In accordance with the University’s Facilities Standards and Guidelines, spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University’s Health Standards and Guidelines.
4. Counter surface will be sanitized regularly.
5. All lines in the Café will have at least 6’ distance from others.

iii. Number of people/positions required at the Cafe: the number of people (1 per shift). The physical presence required daily, Monday through Sunday; permission for access must be granted by the Dining Services Director.

III. Transitions between Operational Postures

As risk levels decline:
1. Shift from High Risk Posture to Elevated Risk Posture
   • Notify community of change in hours via print or social media.
   • Notify University communications of updated operational hours and services.
   • Employees report to work to execute curbside delivery.

2. Shift from Elevated Risk Posture to Guarded Risk Posture
   • Notify community of change in hours via print or social media.
   • Notify University communications of updated operational hours and services.
   • Employees begin service in the café.

As risk levels increase:

3. Shift from Guarded Risk Posture to Elevated Risk Posture
   • Notify community of change in hours via print or social media.
   • Notify University communications of updated operational hours and services.
   • Employees revert to curbside delivery.

4. Shift from Elevated Risk Posture to High Risk Posture
   • Notify community that the café is closed via print or social media.
   • Notify University communications that the café is closed.

IV. Stakeholder Outreach

Dining Services supports key stakeholders including community members, students, faculty, and staff.

1. Dining Services hours for the Marilyn Horne Starbucks Café will be communicated to all stakeholders through multiple channels including:
• Website banners and information
• University shared communication websites and notifications
• email to all students, faculty and staff

V. Monitoring and Amendment

Any revisions to this plan must be approved by the Vice President for Business Affairs at Pitt-Bradford as well as the Provost and Senior Vice Chancellor.