Division of Student Affairs
Activity Area Plans

Included plans:

- Aerospace Studies (AFROTC)
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- William Pitt Union and O'Hara Student Center
Aerospace Studies Activity Area Plan

I. Overview

Activity Area: Aerospace Studies (AFROTC)
Lead: James J. Straub, Jr., Lt Col, USAF
Submitter of Area Activity Plan: Lt Col James J. Straub, Jr.
Date of submission: 23 Jul 2020
Revision of a previously approved Activity Area Plan? No
Summary of plan: With limited exceptions highlighted below, personnel within the Aerospace Studies (AFROTC) will work from home for the duration of the COVID-19 pandemic, regardless of the University’s operating posture.

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

Functions in Each Operational Posture

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

1. Function 1
   i. What: Ad hoc access to building 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 Office of the Provost, facilitated in cooperation with Facilities Management
   iv. Building: 29th Floor of the Cathedral of Learning

2. Function 2
   i. What: Collection of mail, faxes, etc. in support of the functions of our operations
   iii. Number of people/positions required on campus: 2 people, one visit each per week; access facilitated in cooperation with Facilities Management
   iv. Building: Cathedral of Learning (mail/fax)

3. Function 3
   i. What: In-processing paperwork, teaching, and cadet actions
   ii. How: Remote work posture
2. Guarded Risk Posture

1. Function 1
   i. What: Ad hoc access to building 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 Director of Administration, facilitated in cooperation with Facilities Management
   iv. Building: Cathedral of Learning (various locations throughout)

2. Function 2
   i. What: Collection of mail, faxes, etc. in support of the functions of our operations
   iii. Number of people/positions required on campus: 2 people, one visit each per week; access facilitated in cooperation with Facilities Management
   iv. Building: Cathedral of Learning (various locations throughout)

3. Function 3
   i. What: In-processing paperwork of cadets, teaching in assigned University classrooms, and require appointments for in-person counseling. When processing paperwork and holding in-person appointments, will maintain physical distance of at least six feet and will allow only two per room. Face coverings and gloves will be worn. Appointments will be scheduled to allow time for one person to depart and area to be cleaned before the next person arrives. In-person teaching will occur in University-assigned classrooms when physical distancing can be maintained.
   ii. How: On-site and Remote work
   iii. Number of people/positions required on campus: Alternate staff for on-site, but continue remote work
   iv. Building: Cathedral of Learning, 112 Alumni Hall, 157 Benedum Hall and G50 WPU

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 Cadet Actions and Teaching. A shift from the High to Elevated Risk posture will trigger a pivot to in-person processing. To facilitate the pivot, an appointment schedule will be established for each of the three processing locations, 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 cadet actions, and will be informed of the time slot their presence is required on any given day 24 hours in advance of each required appearance.

A shift from the Elevated to High Risk Posture will prompt the resumption of processing cadet records remotely.

IV. Stakeholder Outreach

Aerospace Studies will reach out to incoming cadets, cadets, and faculty members through ZOOM.

V. Monitoring and Amendment

Any revisions to this plan must be approved by the Provost and Senior Vice Chancellor.
Army ROTC Activity Area Plan

I. Overview

Activity Area: Army ROTC
Lead: Brian Knieriem, LTC, Professor of Military Science
Area Activity Plan: Steve Lucas, LTC, Executive Officer
Date of submission: 30 October 2020
Revision of a previously approved Activity Area Plan? Yes

Summary of plan: With limited exceptions highlighted below, personnel within the Army ROTC Program (AROTC) will carefully transition from telework to working in Bellefield Hall in Elevated and Guarded Risk Postures. Operations will be remote in the High Risk Posture. As the lead of this activity area, I hereby confirm that Army ROTC program will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. All personnel, while on campus, 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

Functions in Each Operational Posture

1. High Risk Posture
   
   1. Function 1
      i. What: Ad hoc access to building 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: 02 personnel per instance of need; physical presence required only infrequently; permission for access must be granted by Director of Administration, facilitated in cooperation with Facilities Management
      iv. Building: Fourth Floor of the Bellefield Hall (various locations throughout).

   2. Function 2
      i. What: Collection of mail, faxes, etc. in support of the functions of our operations
      ii. How: once-per-week trips by two representatives of Army ROTC.
      iii. Number of people/positions required on campus: 02 personnel, access facilitated in cooperation with Facilities Management 02 people, one visit each per week; access facilitated in cooperation with Facilities Management
      iv. Building: Bellefield (mail/fax)
3. Function 3
   i. What: In-processing paperwork, teaching, and cadet actions
   ii. How: Remote work posture if permitted
   iii. Number of people/positions required on campus: 02
   iv. Building: Bellefield (various locations throughout)

4. Function 4
   i. What: Physical Training
   ii. Cadets will conduct physical training in accordance with State and Local guidance and will not conduct physical training as an organization.
   iii. Number of people/positions required on campus: No organized physical training.

2. Elevated Risk Posture

1. Function 1
   i. What: Regular access to building 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: 10 people per day; physical presence required in order to process and maintain physical paperwork in accordance with Army and Federal regulations.
   iv. Building: Third and Fourth Floor of Bellefield (various locations throughout)

2. Function 2
   i. What: Collection of mail in support of the functions of our operations
   ii. How: once-per-week trips by two representatives of Army ROTC.
   iii. Number of people/positions required on campus: 2 personnel each day to access University mailroom.
   iv. Building: University Mailroom

3. Function 3
   i. What: Paperwork processing, teaching, and cadet actions
   ii. How: Remote work posture if possible and in person operations as necessary.
   iii. Number of people/positions required on campus: Up to 10 personnel each day to process paperwork, cadet actions and teach as needed.
   iv. Building: Bellefield (various locations throughout campus)

4. Function 4
   i. What: Physical Training
   ii. Cadets train in groups of no greater than 20 at separate locations in the Cathedral Lawn, Lower Lawn and off campus locations as required.
iii. **Number of people/positions required on campus:** 5 Cadre (ROTC Instructors)  
(outside only)

### 3. Guarded Risk Posture

1. **Function 1**
   i. **What:** Full access to building 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:** 15 personnel per day for full operations.
   iv. **Building:** Bellefield (various locations throughout)

2. **Function 2**
   i. **What:** Collection of mail, faxes, etc. in support of the functions of our operations
   ii. **How:** once-per-week trips by two representatives of Army ROTC.
   iii. **Number of people/positions required on campus:** 2 personnel to go to the mailroom to collect shipped supplies as necessary.
   iv. **Building:** University Mailroom

3. **Function 3**
   i. **What:** In-processing paperwork, teaching, and cadet actions
   ii. **How:** Remote work posture if possible and in person operations as necessary.
   iii. **Number of people/positions required on campus:** 15 personnel in the building at one time to effectively run the operations of the organizations.
   iv. **Building:** Bellefield (various locations throughout campus)

4. **Function 4**
   i. **What:** Physical Training
   ii. **Cadets train in groups of no greater than 25 at separate locations in the Cathedral Lawn and Lower Lawn.
   iii. **Number of people/positions required on campus:** 5 Cadre (ROTC Instructors) (outside only)

### 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 Cadet Actions and Teaching. A shift from the High to Elevated Risk posture will trigger a pivot to in-person processing. To facilitate the pivot, an appointment schedule will be established for each of the three processing locations, 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 I-9 processing, and will be informed of the time slot their presence is required on any given day 24 hours in advance of each required appearance.

A shift from the Elevated to High Risk Posture will prompt the resumption of processing I-9 forms and instruction remotely, as allowed by federal government.

A shift from the guarded to the elevated risk posture will prompt the reorganization of physical training group sizes and locations. Groups will reduced from 25 to 20 personnel with all personnel continuing to wear masks.

IV. Stakeholder Outreach

Army ROTC Studies will reach out to incoming cadets, cadets, and faculty members through Microsoft Teams, ROTC Blackboard, or ZOOM.

V. Monitoring and Amendment

Any revisions to this plan must be approved by the Senior Vice Chancellor and Provost.
Activity Area Plan
Campus Recreation

I. Overview

1. Activity Area: Campus Recreation
2. Lead: Jill Krantz, Executive Director, Campus Recreation
3. Submitter of Activity Area Plan: Jill Krantz
4. Date of submission: 07/28/2020
5. Revision of a previously approved Activity Area Plan? (Yes or no): No (this is a revised version for review 08.03.2020)
6. Summary of plan: Campus Recreation will work within the University, State and CDC guidelines related to facility operations and program offerings with on-campus presence guided by the University’s Operational Posture. The steps taken to ensure physical distancing, adherence to capacity limits, and facility cleaning are outlined below.

   a. Administrative Support Staff.
      i. A remote work posture will be utilized for administrative support staff with limited, sporadic campus access in the High Risk Posture with approval for access requested/granted through the Executive Director, Campus Recreation
      ii. In the Elevated and Guarded Risk Postures, the Business Manager will be fully remote with physical presence required only infrequently for limited periods of 30 minutes to 6 hours; approval for access will be requested/granted through the Executive Director, Campus Recreation; the Administrative/Purchasing staff member will work a rotating, flex-schedule (1 to 2 half or full days on campus weekly) for physical handling of documents, supplies and equipment, collect/sort mail/faxes, etc., invoices, obtain payroll information, maintain computer equipment, and address other needs that may arise

   b. Coordinators, program staff, locker room staff and directors will be on-site operating/managing facilities and coordinating/leading in-person programs using a rotating, flex-schedule (1-2 days remote/3-4 days on campus) based on facility operations and in-person programs in the Elevated and Guarded Risk Postures

   c. Student employees, 15 to 40 student individuals, will be working on-site during operating hours divided between all facilities; over the course of the semester, approximately 100 to 250 total student employees will work on campus supporting facility operations and program delivery in the Elevated and Guarded Risk Postures

   d. Facility operations and program delivery
      i. Physical distancing will be supported in the following ways.
         1. Facility layout has been modified to increase spacing between equipment
         2. Where distance of equipment does not meet requirements, equipment use will be alternated to ensure physical distancing (e.g., every other piece, every two pieces left vacant)
3. Visual physical distancing reminders (e.g., signs, floor tape, gymnasium curtains, theater rope and stanchions) are placed throughout facilities, and staff are trained to monitor use and capacities.

4. In situations where select participants consistently choose not to follow face covering or physical distancing expectations, staff may first offer warnings to participants and/or ask repeat offenders to leave the facility; repeated violations may result in removal of facility and/or program access for a period of time.

ii. Capacity limits for facility and program access will be adhered to through the use of an online reservation system (capacity management software) which includes check-in upon arrival; reservation spaces are based on Campus Recreation space occupancy limits in the Elevated and Guarded Risk Protocols; staff are trained to monitor use and capacities.

iii. Facility cleaning and disinfecting

1. Facilities Management is responsible for overnight deep cleaning and routine daily cleaning in Trees Hall Campus Recreation spaces including the pools, William Pitt Union Fitness Center, Sports Dome, Fitzgerald Field House (shared space) and Cost Center (shared space); Campus Recreation staff, including student employees, are trained and responsible for cleaning high touch spaces through the day in Trees Hall Campus Recreation spaces, William Pitt Union Fitness Center, and the Sports Dome as recommended by the University’s Cleaning, Disinfection and Hygiene Standards and Guidelines.

2. ASM Global Management is responsible for overnight deep cleaning and routine daily cleaning in the Baierl Recreation Center; Campus Recreation staff, including student employees, are trained and responsible for cleaning high touch spaces throughout the day as recommended by the University’s Cleaning, Disinfection and Hygiene Standards and Guidelines.

3. Personal responsibility: through visual reminders, we are requesting users thoroughly clean all equipment before and after personal use; additional cleaning supplies and gym wipe stations are in place with hand sanitizer located throughout spaces.

iv. In support of shelter in place expectations, the outdoor synthetic turf fields will open limited hours August 19th – September 4th with other facilities remaining closed.

1. The fields would be available for “drop-in” play like we’re seeing the students do on other grassy spaces on campus—for example, play frisbee, hacky sack, throw a football around, spike ball—with the guidelines below. The indoor Sports Dome Complex would remain closed. There will be a student staff member onsite checking students in for their reservation and monitoring play as well as physical distancing. A security guard will also be on site.
2. Face coverings would be required. Physical distancing 6 feet required. Reservations required with capacity maximums:
   a. Turf 1 and turf 2: capacity 25 people maximum (field dimensions 40 yards x 80 yards each with 10 yards between)
   b. Turf 3: capacity 25 people maximum (field dimensions 40 yds x 80 yds)

v. On September 5th - September 13th, indoor facilities will open for drop-in use with capacities managed through an online reservation system; facilities will operate on a modified schedule open fewer hours per week than usual to accommodate physical distancing and occupancy limitations as well as the likelihood of fewer available student staff; operating hours will be posted on the Campus Recreation website and social media

vi. As of September 14th, and assuming limited or no pauses have been required, indoor facilities will continue operating for drop-in recreation, programs, and academic classes; operating hours will continue to reflect a moderate approach expanded from the previous week continuing to accommodate physical distancing and occupancy limitations as well as the likelihood of fewer available student staff; on-site as well as virtual programming will be offered

vii. Bellefield Hall Campus Recreation spaces including pool, locker rooms, dance studio/aerobic room, fitness center, weight room, gymnasium, mat room, multi-purpose room will remain closed to Campus Recreation activities for the semester

viii. Upon report of a person who has tested positive for COVID-19 who has been in a Campus Recreation space during the time they may have been infectious, Campus Recreation will support Environmental Health and Safety, Facilities Management and ASM Global Management in following the University’s Cleaning, Disinfection and Hygiene Guidelines; Campus Recreation will notify users of changes in facility operating hours and programs as needed

ix. In the event that the University Operational Posture changes, facility hours and program offerings will be modified with virtual programs continuing

7. As the lead of this activity area, I hereby confirm that Campus Recreation will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, Campus Recreation employees will:
   a. Wear face coverings in the presence of any other individual, as they enter and leave buildings, and in full accordance with the COVID-19 Standards and Guidelines: Face Coverings, PPE, and Personal 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 periods
II. Functions in Each Operational Posture

1. High Risk Posture
   a. Function 1
      i. What: Recreation, fitness and wellness services including facility management and operations, program delivery
         1. All Campus Recreation facilities closed to students, faculty, staff and the public
         2. On-site/in-person programs for students, faculty, staff and the public cancelled
         3. Virtual programs will be offered
      ii. How
         1. Remote work posture with limited, sporadic campus access for checking progress on work orders, managing equipment repairs, handling equipment and supply deliveries, providing access to lockers and/or storage spaces on an individual request basis, address other needs as they may arise
      iii. Number of people/positions required on campus
         1. 1 – 12 people per instance of need across all of Campus Recreation spaces; physical presence required only infrequently for limited periods of 30 minutes to 8 hours; permission for access must be granted by Executive Director of Campus Recreation and Facilities Management or ASM Global Management; highest level of on campus presence will occur to support operational preparations if/when the University transitions to/from high risk posture
      iv. Buildings
         1. Baierl Recreation Center, Petersen Events Center
         2. Trees Hall Campus Recreation spaces including pools, locker rooms, climbing & boulder wall/golf area, lower fitness center, gymnasium (3 courts), lower multi-purpose/mat room, RB
         3. Bellefield Hall Campus Recreation spaces including pool, locker rooms, dance studio/aerobic room, fitness center, weight room, gymnasium, mat room, multi-purpose room
         4. William Pitt Union Fitness Center
         5. Sports Dome (3 fields)
         6. Outdoor turf fields (3 fields)
         7. Fitzgerald Field House (shared space)
         8. Cost Center (shared space)
   b. Function 2
      i. What: Virtual recreation, fitness and wellness services (e.g., fitness/wellness classes, wellness consultations, Esports)
      ii. How
1. Remote work posture with limited, sporadic campus access for obtaining supplies, files, maintain computer equipment, address other needs as they may arise

iii. Number of people/positions required on campus

1. 1 – 7 people per instance of need across all of Campus Recreation spaces; physical presence required only infrequently for limited periods of 2 to 6 hours; permission for access must be granted by Executive Director of Campus Recreation and Facilities Management or ASM Global Management

iv. Buildings

1. Baierl Recreation Center, Petersen Events Center
2. Trees Hall Campus Recreation spaces including pools, locker rooms, climbing & boulder wall/golf area, lower fitness center, gymnasium (3 courts), lower multi-purpose/mat room, RB
3. William Pitt Union Fitness Center
4. Sports Dome (3 fields)
5. Outdoor turf fields (3 fields)

c. Function 3

i. What: Business Administration – Payroll, Accounting, Purchasing, and Administrative Support including ad hoc access

ii. How: Remote work posture with limited, sporadic campus access as needed for physical handling of documents, supplies and equipment, collect/sort mail/faxes, etc., invoices, obtain payroll information, maintain computer equipment, and address other needs that may arise

iii. Number of people/positions required on campus

1. 1 – 5 people per instance of need in the Baierl Recreation Center, Trees Hall Campus Recreation spaces; physical presence required only infrequently for limited periods of 30 minutes to 6 hours; permission for access must be granted by Executive Director of Campus Recreation and Facilities Management or ASM Global Management

iv. Buildings

1. Baierl Recreation Center, Petersen Events Center
2. Trees Hall Campus Recreation spaces


d. Function 4

i. What: Club Sports practices, competition and travel

ii. How

1. Campus Recreation will share the Meeting, Events, Conferences and Guests and Student Activities Standards and Guidelines with Club Sports, which operate as independent student organizations; Club Sports officers will be responsible for following the guidance for practices (on and off campus) and campus-to-campus travel for each of the Operational Postures
2. Practices
   a. Campus Recreation facilities will be closed; on campus practices will not be held
   b. For Club Sports practicing off campus, Campus Recreation will notify officers that practices should be cancelled based on the Meetings, Events and Travel Guidance on University-related Travel

3. On campus competition
   a. Campus Recreation facilities will be closed; on campus competition will not be held

4. Off campus competition
   a. For Club Sports seeking to compete off campus (involving off-campus or campus-to-campus travel), Campus Recreation will notify officers that Club Sports should not travel based on the Meetings, Events and Travel Guidance on University-related Travel

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

iv. Buildings
   1. NA

2. Elevated Risk Posture
   a. Function 1
      i. What: Recreation, fitness and wellness services including facility management and operations, program delivery
         1. Campus Recreation facilities open with limited hours of operation—Baierl Recreation Center, spaces in Trees Hall, William Pitt Union Fitness Center, Sports Dome, Outdoor Turf Fields; operating hours will be posted on the Campus Recreation website and social media; facilities open to students, staff, faculty, internal sponsored groups; external groups determined based on University affiliation and level of supervision; Campus Recreation spaces in Bellefield Hall will be closed
         2. Fitzgerald Field House (shared space)
         3. Cost Center (shared space)
         4. Campus Recreation will offer a hybrid mix of in-person and virtual programs
      ii. How
         1. Coordinators, program staff, locker room staff and directors on-site operating facilities and coordinating/leading in-person programs using a rotating, flex-schedule (1-2 days remote/3-4 days on campus) based on facility operations and in-person programs
2. Staff training completed in accordance with COVID-19 Training
3. Facility spaces configured to accommodate 6 feet of physical distancing (maximum occupancy no more than 50% of standard capacity); physical barriers and signage installed as appropriate; reservation capacity management system for drop-in fitness deployed
4. Student employees support facility operations and program delivery
5. Facility users and program participants (excluding pool users) will adhere to physical distancing guidelines with face coverings required
6. Pool users will adhere to all physical distancing guidelines; face coverings will not be required on the pool deck or in the pool water
7. Facility cleaning and disinfecting
   a. Facilities Management is responsible for overnight deep cleaning and routine daily cleaning in Trees Hall Campus Recreation spaces including the pools, William Pitt Union Fitness Center, Sports Dome, Fitzgerald Field House (shared space) and Cost Center (shared space); Campus Recreation staff, including student employees, are trained and responsible for cleaning high touch spaces through the day in Trees Hall Campus Recreation spaces, William Pitt Union Fitness Center, and the Sports Dome as recommended by the University’s Cleaning, Disinfection and Hygiene Standards and Guidelines
   b. ASM Global Management is responsible for overnight deep cleaning and routine daily cleaning in the Baierl Recreation Center; Campus Recreation staff, including student employees, are trained and responsible for cleaning high touch spaces throughout the day as recommended by the University’s Cleaning, Disinfection and Hygiene Standards and Guidelines
   c. Personal responsibility: through visual reminders, we are requesting users thoroughly clean all equipment after personal use and also encourage users to clean their equipment prior to use; additional cleaning supplies and gym wipe stations are in place with additional hand sanitizer located throughout spaces

iii. Number of people/positions required on campus
1. 1 – 15 people per instance of need across all Campus Recreation spaces; physical on-site presence required for coordinators, program staff, locker room staff and directors
operating facilities and coordinating/leading in-person programs using a rotating, flex-schedule (1-2 days remote/3-4 days on campus) based on facility operations and in-person programs

2. 15 to 40 student employees at any given time working on-site divided between all facilities; approximately 100 to 250 total student employees on campus supporting facility operations and program delivery

iv. Buildings
   1. Baierl Recreation Center, Petersen Events Center
   2. Trees Hall Campus Recreation spaces including pools, locker rooms, climbing & boulder wall/golf area, lower fitness center, gymnasium (3 courts), lower multi-purpose/mat room, RB
   3. William Pitt Union Fitness Center
   4. Sports Dome (3 fields)
   5. Outdoor turf fields (3 fields)
   6. Fitzgerald Field House (shared space)
   7. Cost Center (shared space)

b. Function 2
   i. What: Virtual recreation, fitness and wellness services (e.g., fitness/wellness classes, wellness consultations, Esports)
   ii. How
      1. Coordinators and directors remote and on-site coordinating virtual programs using a rotating, flex-schedule (1-2 days remote/3-4 days on campus)
   iii. Number of people/positions required on campus
      1. 1 – 5 people per instance of need across all of Campus Recreation spaces; specific to virtual programming responsibilities, physical presence required only infrequently for limited periods of 2 to 6 hours
   iv. Buildings
      1. Baierl Recreation Center, Petersen Events Center
      2. Trees Hall Campus Recreation spaces including pools, locker rooms, climbing & boulder wall/golf area, lower fitness center, gymnasium (3 courts), lower multi-purpose/mat room, RB
      3. William Pitt Union Fitness Center
      4. Sports Dome (3 fields)
      5. Outdoor turf fields (3 fields)

c. Function 3
   i. What: Business Administration – Payroll, Accounting, Purchasing, and Administrative Support
   ii. How: Remote and rotating, flex-schedule work posture as needed for physical handling of documents, supplies and equipment, collect/sort mail/faxes, etc., invoices, obtain payroll information, maintain computer equipment, and address other needs that may arise
iii. Number of people/positions required on campus
   1. 1 – 2 people per instance of need in the Baierl Recreation Center, Trees Hall Campus Recreation spaces
      a. Business Manager will be fully remote with physical presence required only infrequently for limited periods of 30 minutes to 6 hours; approval for access will be requested/granted through the Executive Director, Campus Recreation
      b. Administrative/Purchasing staff member will work a rotating, flex-schedule (1 to 2 half or full days on campus weekly) to manage deliveries, access hard copy files, pick up mail, and other needs as they arise

iv. Buildings
   1. Baierl Recreation Center, Petersen Events Center
   2. Trees Hall Campus Recreation spaces

d. Function 4
   i. What: Club Sports practices, competition and travel
   ii. How
      1. Campus Recreation will share the Meeting, Events, Conferences and Guests and Student Activities Standards and Guidelines with Club Sports, which operate as independent student organizations; Club Sports officers will be responsible for ensuring the Club Sport follows guidance for practices (on and off campus) and campus-to-campus travel for each of the Operational Postures; non-compliance may result in loss of access to Campus Recreation spaces and loss of Club Sport status
      2. Practices
         a. Club Sports may reserve Campus Recreation facilities for practices limiting participation to 25 per space; Club Sports officers will be responsible for participants following guidelines for physical distancing, face coverings, and maximum occupancy limits
         b. For Club Sports practicing off campus, Campus Recreation will notify officers that practices should follow physical distancing guidelines as well as other COVID-19 related guidelines specified by the facility operator
      3. On campus competition
         a. Campus Recreation facilities will not be available for hosting events that include external groups
      4. Off campus competition
         a. For Club Sports seeking to compete off campus (involving off-campus or campus-to-campus travel), Campus recreation will notify officers that Club Sports
should not travel based on the Meetings, Events and Travel Guidance on University-related Travel

iii. Number of people/positions required on campus
   1. 1 – 3 full-time staff per instance of need across facilities listed below
   2. 1 – 5 student employees at any given time working on-site where Club Sports practices are scheduled

iv. Buildings
   1. Baierl Recreation Center, Petersen Events Center
   2. Trees Hall Campus Recreation spaces including pools, locker rooms, climbing & boulder wall/golf area, lower fitness center, gymnasium (3 courts), lower multi-purpose/mat room, RB
   3. Sports Dome (3 fields)
   4. Outdoor turf fields (3 fields)
   5. Fitzgerald Field House (shared space)
   6. Cost Center (shared space)

3. Guarded Risk Posture
   a. Function 1
      i. What: Recreation, fitness and wellness services including facility management and operations, program delivery
         1. Campus Recreation facilities open with limited hours of operation—Baierl Recreation Center, spaces in Trees Hall, William Pitt Union Fitness Center, Sports Dome, Outdoor Turf Fields; operating hours will be posted on the Campus Recreation website and social media; facilities open to students, staff, faculty, internal sponsored groups; external groups determined based on University affiliation and level of supervision; Campus Recreation spaces in Bellefield Hall will be closed
         2. Fitzgerald Field House (shared space)
         3. Cost Center (shared space)
         4. Campus Recreation will offer a hybrid mix of in-person and virtual programs
      ii. How
         1. Coordinators, program staff, locker room staff and directors on-site operating facilities and coordinating/leading in-person programs using a rotating, flex-schedule (1-2 days remote/3-4 days on campus) based on facility operations and in-person programs
         2. Staff training complete in accordance with COVID-19 Training
         3. Facility spaces configured to accommodate 6 feet of physical distancing (maximum occupancy no more than 50% of standard capacity); physical barriers and signage installed as appropriate; reservation capacity management system for drop-in fitness deployed
4. Student employees support facility operations and program delivery
5. Facility users and program participants (excluding pool users) will adhere to physical distancing guidelines with face coverings required
6. Pool users will adhere to all physical distancing guidelines; face coverings will not be required on the pool deck or in the pool water
7. Facility cleaning and disinfecting
   a. Facilities Management is responsible for overnight deep cleaning and routine daily cleaning in Trees Hall Campus Recreation spaces including the pools, William Pitt Union Fitness Center, Sports Dome, Fitzgerald Field House (shared space) and Cost Center (shared space); Campus Recreation staff, including student employees, are trained and responsible for cleaning high touch spaces through the day in Trees Hall Campus Recreation spaces, William Pitt Union Fitness Center, and the Sports Dome as recommended by the University’s Cleaning, Disinfection and Hygiene Standards and Guidelines
   b. ASM Global Management is responsible for overnight deep cleaning and routine daily cleaning in the Baierl Recreation Center; Campus Recreation staff, including student employees, are trained and responsible for cleaning high touch spaces throughout the day as recommended by the University’s Cleaning, Disinfection and Hygiene Standards and Guidelines
   c. Personal responsibility: through visual reminders, we are requesting users thoroughly clean all equipment after personal use and also encourage users to clean their equipment prior to use; additional cleaning supplies and gym wipe stations are in place with additional hand sanitizer located throughout spaces

iii. Number of people/positions required on campus
   1. 1 – 15 people per instance of need across all Campus Recreation spaces; physical on-site presence required for coordinators, program staff, locker room staff and directors operating facilities and coordinating/leading in-person programs using a rotating, flex-schedule (1-2 days remote/3-4 days on campus) based on facility operations and in-person programs
   2. 15 to 40 student employees at any given time working on-site divided between all facilities; approximately 100 to 250 total
student employees on campus supporting facility operations and program delivery

iv. Buildings
   1. Baierl Recreation Center, Petersen Events Center
   2. Trees Hall Campus Recreation spaces including pools, locker rooms, climbing & boulder wall/golf area, lower fitness center, gymnasium (3 courts), lower multi-purpose/mat room, RB
   3. William Pitt Union Fitness Center
   4. Sports Dome (3 fields)
   5. Outdoor turf fields (3 fields)
   6. Fitzgerald Field House (shared space)
   7. Cost Center (shared space)

b. Function 2
   i. What: Virtual recreation, fitness and wellness services (e.g., fitness/wellness classes, wellness consultations, Esports)
   ii. How
      1. Coordinators and directors remote and on-site coordinating virtual programs using a rotating, flex-schedule (1-2 days remote/3-4 days on campus)
   iii. Number of people/positions required on campus
      1. 1 – 5 people per instance of need across all of Campus Recreation spaces; specific to virtual programming responsibilities, physical presence required only infrequently for limited periods of 2 to 6 hours

iv. Buildings
   1. Baierl Recreation Center, Petersen Events Center
   2. Trees Hall Campus Recreation spaces including pools, locker rooms, climbing & boulder wall/golf area, lower fitness center, gymnasium (3 courts), lower multi-purpose/mat room, RB
   3. William Pitt Union Fitness Center
   4. Sports Dome (3 fields)
   5. Outdoor turf fields (3 fields)

c. Function 3
   i. What: Business Administration – Payroll, Accounting, Purchasing, and Administrative Support
   ii. How: Remote and rotating, flex-schedule work posture as needed for physical handling of documents, supplies and equipment, collect/sort mail/faxes, etc., invoices, obtain payroll information, maintain computer equipment, and address other needs that may arise
   iii. Number of people/positions required on campus
      1. 1 – 2 people per instance of need in the Baierl Recreation Center, Trees Hall Campus Recreation spaces
         a. Business Manager will be fully remote with physical presence required only infrequently for limited periods of 30 minutes to 6 hours; approval for access will be
requested/granted through the Executive Director, Campus Recreation
b. Administrative/Purchasing staff member will work a rotating, flex-schedule (1 to 2 half or full days on campus weekly) to manage deliveries, access hard copy files, pick up mail, and other needs as they arise

iv. Buildings
   1. Baierl Recreation Center, Petersen Events Center
   2. Trees Hall Campus Recreation spaces

d. Function 4
   i. What: Club Sports practices, competition and travel
   ii. How
      1. Campus Recreation will share the Meeting, Events and Travel Guidance and Student Activities Standards and Guidelines with Club Sports, which operate as independent student organizations; Club Sports officers will be responsible for ensuring the Club Sport follows guidance for practices (on and off campus) and campus-to-campus travel for each of the Operational Postures; non-compliance may result in loss of access to Campus Recreation spaces and loss of Club Sport status
      2. Practices
         a. Club Sports may reserve Campus Recreation facilities for practices limited participation to 250 per space; Club Sports officers will be responsible for participants following guidelines for physical distancing, face coverings, and maximum occupancy limits
         b. For Club Sports practicing off campus, Campus Recreation will notify officers that practices should follow physical distancing guidelines as well as other COVID-19 related guidelines specified by the facility operator
      3. On campus competition
         a. Campus Recreation facilities will not be available for hosting events that include external groups
      4. Off campus competition
         a. For Club Sports seeking to compete off campus (involving off-campus or campus-to-campus travel), Campus recreation will notify officers that Club Sports should not travel based on the Meetings, Events and Travel Guidance on University-related Travel
   iii. Number of people/positions required on campus
      1. 1 – 3 full-time staff per instance of need across facilities listed below
2. 1 – 5 student employees at any given time working on-site where Club Sports practices are scheduled

iv. Buildings
1. Baierl Recreation Center, Petersen Events Center
2. Trees Hall Campus Recreation spaces including pools, locker rooms, climbing & boulder wall/golf area, lower fitness center, gymnasium (3 courts), lower multi-purpose/mat room, RB
3. Sports Dome (3 fields)
4. Outdoor turf fields (3 fields)
5. Fitzgerald Field House (shared space)
6. Cost Center (shared space)

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 with Campus Recreation adjusting operations.

As risk levels decline:
1. Shift from High Risk Posture to Elevated Risk Posture
   a. The main function impacted by shift in posture is the restart of recreation, fitness and wellness services including facility management and operations, and program delivery; facilities will open and programs will be offered in-person and virtually. A shift from High to Elevated Risk posture will prompt an increase in on-campus staffing by approximately 12 Campus Recreation personnel observing a rotating, flex-schedule, and 15 to 45 student employees at any given time working on-site divided between all facilities; approximately 100 to 250 total student employees will work on campus supporting facility operations and program delivery. Both professional Campus Recreation and student staffs are critical to maintain the additional campus activities expected in an Elevated Risk posture.

2. Shift from Elevated Risk Posture to Guarded Risk Posture
   a. There is no change in staffing or on-campus presence when shifting from Elevated Risk to Guarded Risk postures. No changes to facility space configurations (accommodate 6 feet of physical distancing); maximum occupancy no more than 50% of standard capacity and aligned with physical distancing requirements; physical barriers and signage installed as appropriate.

As risk levels increase:
3. Shift from Guarded Risk Posture to Elevated Risk Posture
   a. There is no change in staffing or on-campus presence when shifting from Guarded Risk to Elevated Risk postures. Facilities will remain operating with programs offered in-person and virtually.

4. Shift from Elevated Risk Posture to High Risk Posture
   a. Upon a shift from Elevated Risk to High Risk Posture, all Campus Recreation facilities will close to students, faculty, staff and the public. On-site/in-person
programs for students, faculty, staff and the public cancelled. Virtual programs continue.

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. They will be notified one week in advance of the prospective need to return to campus; notification will take place through usual employee communication means including scheduling software, email, staff meeting.

If the operational posture shift to High Risk Posture employees will be notified immediately of closures with remote work options implemented. Notification will take place through usual employee communication means including scheduling software, email, staff meeting.

IV. Stakeholder Outreach

Campus Recreation stakeholders include students, faculty, staff, HHD academic program and Community Leisure Learn Program, Healthy Lifestyle Institute, Athletics, and the community. Facility operating hours will be communicated to all stakeholders through multiple channels including:

- Entry location signage
- Website banners and information
- Voicemail/automated phone messages
- Email and newsletter communication to mailing lists
- Social media sites (Campus Recreation and Student Affairs)
- University shared communication websites and notifications
- Departmental notification to HHD academic program and Community Leisure Learn Program, Healthy Lifestyle Institute, Athletics

V. Monitoring and Amendment

The Executive Director Campus Recreation, along with each professional Campus Recreation staff member, is responsible for monitoring compliance with all plans and policies. Any revision to this plan will be reviewed and assessed by Kenyon R. Bonner, Vice Provost and Dean of Students, and approved by the Provost and Senior Vice Chancellor.
Activity Area Plan: Career Services (Pittsburgh Campus)

I. Overview

1. Name of Activity Area: Career Center
2. Name of Activity Area Lead: Cheryl Finlay, Ph.D., Director
3. Name of individual submitting Activity Area Plan: Cheryl Finlay, Ph.D., Director
4. Date of submission: July 20, 2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary:

All functions and services of the Career Center are able to be offered virtually while maintaining high levels of quality and efficiency. Operating a virtual Career Center will allow for the reduction of staff in the William Pitt Union; further, Career Center offices are not configured to meet University standards and guidelines for in-person meetings between staff and students. The use of virtual platforms for direct service to students and employers as well as large-scale virtual career fairs and events will also offer flexibility to individuals who are not physically on campus or prefer online interactions.

At this juncture, the Career Center will continue to operate virtually in High Risk, Elevated, and Guarded postures. This includes online/virtual services for students and employers including but not limited to appointments, drop-in services, career fairs, and career and internship education workshops.

II. Functions in Each Operational Posture

1. High Risk, Elevated Risk, and Guarded Risk Postures
   a. Direct Services: Student Appointments, Student Drop-In Appointments, Employer & Alumni Engagement, and Outreach (e.g. Presentations, Workshops, etc.)
      i. No In-Person services
      ii. Direct Services provided virtually through Zoom, Teams, or phone
      iii. All Career Center staff will work from home
      iv. Access to Career Center offices on 2nd floor of William Pitt Union will be restricted
   b. Career Fairs & Events
      i. No In-Person events
      ii. Career Fairs and events will be held virtually via Handshake or other online platforms
      iii. All Career Center staff will execute events virtually from home
      iv. Access to Career Center offices on 2nd floor of William Pitt Union will be restricted

III. Transitions between Operational Postures

As the environment shifts, the Career Center will follow University senior leadership guidance. The Career Center Director or designee will notify staff by email and group text message of shifts in posture; staff will be directed to the University announcement and this document for additional information.
IV. Stakeholder Outreach

Career Center communication regarding provision of all services remotely and shifts in operational posture will be informed by University senior leadership and Division of Student Affairs announcements. Updates will be posted on the Career Center website, Handshake, My Pitt, Pitt Mobile, and social media platforms. The Career Center will communicate regularly with students, employers, alumni, faculty and staff partners regarding its status and the availability of virtual services and events.

V. Monitoring and Amendment

The Career Center Director will monitor compliance with this Activity Area Plan. Any revisions will be approved by the Provost and Senior Vice Chancellor.
Activity Area Plan: University Counseling Center (Pittsburgh Campus)

I. Overview

1. Name of Activity Area: University Counseling Center (UCC)
2. Name of Activity Area Lead: Jay E. Darr, Ph.D., Director
3. Name of individual submitting Activity Area Plan: Jay E. Darr, Ph.D., Director
4. Date of submission: July 16, 2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary:

Reducing the density, or number of individuals gathered together is a top priority. UCC shares space with Student Health Service, UCC satellite offices are adjacent to UPMC Medical offices or located within residence halls which inherently increases density. Further, UCC offices are not configured to meet University standards and guidelines for Shared Spaces. Specifically, adding protective and cleaning protocols will significantly reduce the therapeutic environment and clinical capacity (time available to support students) for in-person services.

At this juncture, the UCC will continue to provide only telemental health services in High Risk, Elevated, and Guarded postures. This includes online/virtual services and programs including but not limited to Self-help, Outreach Activities, Drop-In, Workshops, Let’s Talk, individual and group therapy.

II. Functions in Each Operational Posture

1. High Risk and Elevated Risk Postures
   a. Direct Services: Outreach (e.g. Presentations, Trainings, etc.), Workshops, Individual and Group Therapy
      i. No In-Person services
      ii. Direct Services provided online/virtually through Zoom or telemental health platform
      iii. All UCC Staff and Trainees will work from home
      iv. Access to UCC offices in the Wellness Center-Nordenberg Hall; Medical Arts Building; Lothrop; Sutherland; and Towers will be restricted

2. Guarded Risk Posture
   a. Direct Services: Outreach (e.g. Presentations, Trainings, etc.), Workshops, Individual and Group Therapy
      i. No In-Person services
      ii. Direct Services provided online/virtual through Zoom or telemental health platform
iii. All UCC Staff and Trainees will work from home; however, staff members and trainees who wish to work from their office have the ability to do so on a limited and rotating basis as approved by the Director of the Counseling Center.

iv. Access to UCC offices in the Wellness Center-Nordenberg Hall; Medical Arts Building; Lothrop; Sutherland; and Towers will be permitted on a staggered schedule, up to four hours, to reduce density. Staff will adhere to the University’s standards and guidelines while on campus. Staff will not conduct in-person services while in the office.

III. Transitions between Operational Postures

As the environment shifts, UCC will follow University’s Senior Leadership Team guidance. The UCC Director or designee will notify staff and trainees by email and through the GroupMe app about shifts in posture and direct staff to University announcements and this document for additional information.

IV. Stakeholder Outreach

UCC communication regarding provision of all services remotely and shifts in operational posture will be informed by University’s Senior Leadership Team and Division of Student Affairs announcements. Updates will be posted on the UCC Website, My Pitt, Pitt Mobile, and social media platforms. UCC will continue to work closely with Academic Departments, Office of International Services (OIS), Office of Cross Cultural and Leadership Development (CCLD), Student Government Board (SGB), Black Action Society (BAS), Active Minds, National Alliance on Mental Illness (NAMI), and Oakland Outreach to have relevant information to post on respective channels.

V. Monitoring and Amendment

The UCC Director will monitor compliance with this Activity Area Plan. Any revisions will be approved by the Provost and Senior Vice Chancellor.
Office of Cross Cultural Leadership and Development Activity Area Plan

I. Overview

1. Name of Activity Area - Office of Cross Cultural and Leadership Development (CCLD), as well as all programming spaces on the 6th Floor, William Pitt Union

2. Name of Activity Area Lead - Summer Rothrock, Director CCLD

3. Name of individual submitting Activity Area Plan - Summer Rothrock, Director CCLD

4. Date of submission - July 31st, 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).

   - Essentially, except for guarded risk status, CCLD will be a virtual office. Student office usage and common areas outside of classroom usage in room 630 would reflect this.
   - Additionally, as stances move up or down in level, communication would be made via website updates, emails/calls to student organizations and leaders affected, as well as staff meetings to inform of the latest change in rules/regulations based on posture.
   - At guarded level of on-campus activity, programs will remain virtual, but staff will be on 3-4 person shifts.

7. CCLD commits to following the University’s Healthcare Standards and Guidelines, Personnel Standards and Guidelines, and other applicable Standards and Guidelines.

II. Functions in Each Operational Posture
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:

i. What is being done

ii. How it is being done

iii. The number of people/positions required on campus to complete the function in the given posture

iv. Which campus buildings the required people/positions will occupy

Outline

1. High Risk Posture

   a. Function 1 - Front Facing Staff

      i. Answering emails/calls, assisting in day-to-day operations of the office, financial management support, supporting student staff if applicable, working on projects as needed by rest of team.

      ii. All work would be done remotely during high risk posture.

      iii. No staff required on campus in this posture.

      iv. William Pitt Union is solely affected.

   b. Function 2 - Programming and Advising Staff

      i. Work in the four pillars of CCLD focus - cross cultural programming, fraternity and sorority life, international student programming and support, as well as leadership programming.

      ii. All of these efforts would be done remotely by all staff.

      iii. No staff required on campus.

      iv. William Pitt Union
c. Function 3 – Social/Common Space

i. Utilization of common space on the sixth floor, as well as access for the student organizations on the floor (Fraternity and Sorority Life Office, Black Action Society Office, Hillel, Rainbow Alliance, Feminist Empowerment Movement (FEM), Asian Student Association and umbrella groups) to their offices, when appropriate and safe.

ii. In this stance, these offices would be closed and common area unavailable, unless given access by William Pitt Union Staff.

iii. No staff required on campus.

iv. William Pitt Union 6th floor

2. Elevated Risk Posture

a. Function 1 - Front Facing Staff

i. Answering emails/calls, assisting in day-to-day operations of the office, supporting student staff if applicable, financial management support, working on projects as needed by rest of team.

ii. All work would be done remotely during high risk posture.

iii. No staff required on campus in this posture.

iv. William Pitt Union is solely affected.

b. Function 2 - Programming and Advising Staff

i. Work in the four pillars of CCLD focus - cross cultural programming, fraternity and sorority life, international student programming and support, as well as leadership programming.

ii. All of these efforts would be done remotely by all staff.
iii. No staff required on campus.

iv. William Pitt Union

c. Function 3 – Social/Common Space

i. Utilization of common space on the sixth floor, as well as access for the student organizations on the floor (Fraternity and Sorority Life Office, BAS Office, Hillel, Rainbow Alliance, FEM, ASA and umbrella groups) to their offices, when appropriate and safe. Any members of student organizations would be required to wear face coverings and maintain six feet of distance from all others. All access to student organization offices would be requested by the president to the Director of CCLD. Student organization presidents will be permitted to request access to pick up items from office but not utilize the space for longer than pick-up time.

ii. In this stance, these offices would be closed and common area unavailable, unless given access by William Pitt Union Staff.

iii. No staff required on campus.

iv. William Pitt Union 6th floor

3. Guarded Risk Posture

a. Function 1 - Front Facing Staff (2 Staff)

i. Answering emails/calls, assisting in day-to-day operations of the office, supporting student staff if applicable, financial management support, working on projects as needed by rest of team.

ii. Work would be done 10:00 a.m. – 2:00 p.m. in person on Mondays, Wednesdays and Fridays during the week.

iii. One staff member would be needed on hand during this time. All CCLD staff will be expected to take on front facing responsibilities during the rotation.
iv. William Pitt Union is solely affected.

b. Function 2 - Programming and Advising Staff (10 Staff)

i. Work in the four pillars of CCLD focus - cross cultural programming, fraternity and sorority life, international student programming and support, as well as leadership programming.

ii. At least 3 staff would be needed per day on site to ensure function - as well as coverage should a staff member need to leave the floor. Additionally, at least one of the four supervisors (Assist Dir, Assoc Dir, Dir) would need to be on hand to handle any emergent situation. This number may lower depending on the number of staff that feel safe to return to work; supervisors will devise a rotational schedule with staff.

iii. 6th Floor William Pitt Union.

c. Function 3 – Social/Common Space

i. Utilization of common space (capacity 15) on the sixth floor, as well as access for the student organizations on the floor (Fraternity and Sorority Life Office, BAS Office, Hillel, Rainbow Alliance, FEM, ASA and umbrella groups) to their offices, when appropriate and safe. Any members of student organizations would be required to wear face coverings and maintain six feet of distance from all others.

ii. In this stance, these offices and common area would be open during the business hours in which staff are present on the floor.

iii. At least 3 staff would be needed per day on site to ensure function - as well as coverage should a staff member need to leave the floor. Additionally, at least one of the four supervisors (Assist Dir, Assoc Dir, Dir) would need to be on hand to handle any emergent situation. This number may lower depending on the number of staff that feel safe to return to work; supervisors will devise a rotational schedule with staff.

iv. William Pitt Union 6th 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
   - CCLD Website will be updated, and all student leaders/campus partners such as Hillel with offices on the floor will be made aware of the change, as well as the hours of operation for staff on campus. This will also include reminders of the 6 foot rule, facemasks at all times on the floor, as well as a reminder that all staff are working remotely and can be reached via phone and email.
   - Staff will be notified by the Director of the change via email, and a subsequent Zoom/teleconference to answer questions and concerns.

2. Shift from Elevated Risk Posture to Guarded Risk Posture
   - CCLD Website will be updated, and all student leaders/campus partners such as Hillel with offices on the floor will be made aware of the change, as well as the hours of operation for staff on campus. This will also include reminders of the 6 foot rule, facemasks at all times on the floor, as well as not “popping in” on staff, due to the office dimensions and still making appointments whether they be virtual or socially distanced.
   - Staff will be notified by the Director of the change via email, and a subsequent Zoom/teleconference to answer questions and concerns.
   - Additional signage will be posted to have students not enter individual offices, as meetings will occur either online or at a designated “safe area”.

As risk levels increase:

3. Shift from Guarded Risk Posture to Elevated Risk Posture
   - CCLD Website will be updated, and all student leaders/campus partners such as Hillel with offices on the floor will be made aware of the change, as well as the hours of operation for staff on campus. This will also include reminders of the 6 foot rule,
facemasks at all times on the floor, as well as a reminder that all staff are working remotely and can be reached via email or phone.

- Staff will be notified by the Director of the change via email, and a subsequent Zoom/teleconference to answer questions and concerns.
- Students will be made aware that there will be no staff on the premises and will be virtual full time.

4. Shift from Elevated Risk Posture to High Risk Posture

- CCLD Website will be updated, and all student leaders/campus partners such as Hillel with offices on the floor will be made aware of the change, as well as the hours of operation for staff on campus. This will also include reminders of the 6 foot rule, facemasks at all times on the floor, as well as a reminder that all staff are working remotely and can be reached via email or phone. All stakeholders will be notified that the 6th floor space cannot be accessed.
- Staff will be notified by the Director of the change via email, and a subsequent Zoom/teleconference to answer questions and concerns.
- Students will be reminded that there will be no staff on the premises and will be virtual full time.

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.

For CCLD, the key stakeholders on the floor group wise are:

1. FSL and its related fraternity and sorority life organizations (40 in total);
2. Global Ties Mentors and Mentees;
3. Student Organizations with office space (Black Action Society, ASA and its umbrella orgs, Hillel, FEM, Rainbow Alliance);
4. Leadership groups such as the scholarship (Stamps and Nordenberg) recipients, as well as Hesselbein scholars and Panther Leadership Academy members/graduates.
All groups will have regular emails from both/either the Director, as well as their advisor to be kept abreast of the changes in stance on floor, as well as best practices, given that 630 WPU will be a classroom, which will continually affect the number of students allowed on the floor. During a shift in operational posture, these groups will receive aforementioned emails as well as follow up meetings virtually to assist in any issues the pivot may give them.

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 Provost and Senior Vice Chancellor.

Department Director is working with William Pitt Union management to ensure cleaning and maintenance plan. Will provide 6th floor swipe access for student leaders and monitor swipe history.
Area Activity Plan: Student Affairs Marketing and Communications (Pittsburgh Campus)

I. Overview

1. Name of Activity Area: Student Affairs, Marketing and Communications
2. Name of Activity Area Lead: Janine Fisher, Director of Marketing and Communications, Division of Student Affairs
3. Name of individual submitting Activity Area Plan: Janine Fisher
4. Date of submission: July 29, 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).
   a. During both the high and elevated risk postures, the marketing and communications office will continue to operate virtually.
   b. During the guarded phase, operations will be re-evaluated and a transition to a hybrid model will occur as appropriate.
   c. Full client services will still be provided.
7. As the lead of this activity area, I hereby confirm that marketing and communications staff will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. While on campus, marketing and communications 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: Marketing and Communications

Outline

1. High Risk and Elevated Risk Postures
   a. General Marketing and Communications Operations
      i. In the high-risk posture, the staff and student employees of the marketing and communications office will remain off-campus in a virtual capacity.
   b. Photo/Video Shoots
      i. Occasional (as needed) visits to campus will occur in the event photo or video shoots will need to occur.
      ii. How it is being done
         1. The shoots will be 100% compliant with the health standards and guidelines, i.e.—only performed when necessary (default will continue to be virtual captures), physical distancing measures will be in place, only outside/outdoor photo and video shoots will be considered during these postures, face coverings will be in place.
      iii. Number of people/positions required on campus
         1. One
   iv. Buildings
      1. William Pitt Union, 418/416

2. Guarded Risk Posture
   a. General Marketing and Communications Operations
      i. In the Guarded risk posture, the marketing and communication office will re-evaluate and will transition to a hybrid model of work.
ii. Each staff will operate virtually three days/week and on-campus for two days/week.

iii. Staff would be assigned two days in the office, with four out of the five work days, only one staff member would be on campus. The fifth day we would use to conduct staff meetings and creative sessions with all four staff members.
   1. We are able to do this in a safe manner considering we only have four staff members.
   2. For those four staff members, we have four separate physical office spaces. No one will be sharing an office space.
   3. Staff meetings and creative sessions would be conducted outside, weather permitting.
      a. If weather were to be a concern, we would conduct these meetings in a room large enough to provide appropriate physical distance.
      b. If a room large enough to accommodate this was not available, this meeting would be held virtually.

iv. Proper face coverings will be provided to staff to wear when on-campus.

v. Hand sanitizer will be provided for all staff for their workspace.

vi. One staff member will occupy an office at any given time to adhere to physical distance protocol.

vii. Cleaning items will be provided for all staff for their workspace.

viii. Number of people/positions required on campus
   1. Four staff total, see above schedule, with the potential for rotating in student workers as appropriate. The number of student workers rotating in would have to be re-evaluated at the time that we transition to a hybrid work model. There would not exceed the amount of people in the office that we have separate physical spaces for. No more than four (staff and students combined) at any given time will be on campus.

ix. Buildings
   1. William Pitt Union, 427, 423, 418, 416
   b. Photo/Video Shoots
      i. The procedures for photo and video shoots will be re-evaluated when we transition to the guarded risk posture.

III. Transitions between Operational Postures

During the high and elevated risk postures, no shifts will be made unless University Senior Leadership mandates. Marketing and Communications will continue to operate almost 100% virtually with the very few exceptions outlined above.

A transition to the guarded posture and a hybrid model of operations for the marketing and communication office will be discussed amongst the staff, and will adhere to all recommendations made at the time by the University Senior Leadership. This transition will only occur if 100% of the marketing and communications staff feel comfortable.

IV. Stakeholder Outreach

The marketing and communication office will continue to communicate with clients, as to the office’s capacity. No loss of work capacity is expected.
V. Monitoring and Amendment

Any revisions to this plan must be approved by Provost and Senior Vice Chancellor.
New Student Programs Activity Area Plan

1. **Overview**
   Name of Activity Area: Office of New Student Programs

2. **Name of Activity Area Lead**
   Breanne Donohue, Interim Director

3. **Name of individual submitting Activity Area Plan**
   Breanne Donohue

4. **Date of submission**
   July 29, 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).**
   It is recommended that you write this summary after you complete the rest of the plan and then determine which portions you want to flag as critical for understanding how you will manage your operations under COVID-19 and the University’s three operational postures.
   - The Office of New Student Programs will remain open remotely in all three postures with the exception of any in-person activity or programming that would require staff to come to campus.
   - Remote office hours will be 8:30am – 5:00pm, but New Student Programs will continue to offer virtual programming and events after hours to accommodate for students in different time zones.
   - First Year Mentor student staff will continue to hold their office hours remotely and continue to plan virtual events remotely.
   - In a High Risk or Elevated Risk Posture, all events and programs offered by New Student Programs would be offered virtually. In a Guarded Risk Posture, all events and programs will be offered either virtually or in a hybrid format to reach as many students as possible who are not on campus, or do not feel comfortable attending in-person.
   - If an activity or program would warrant staff to come to campus, all appropriate health and safety measures would be adhered to (6 feet social distance, mask wearing, group gathering limits, sanitizing of surfaces, handwashing, and appropriate signage)
   - Signage would be placed at the physical office with contact information and remote office hours.
   - All activities will adhere to the University’s Meetings, Events, Conference and Guests Standards and Guidelines

7. **A conformation that the activity area will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines**

I. **Functions in Each Operational Posture**

   **Outline**

   1. **High Risk and Elevated Risk Postures**
      a. Function 1 Professional and Student Staff Office Hours
         i. What is being done Remote office hours
ii. How it is being done Remote office hours and meetings will be held in Zoom meetings and Skype for Business. Office phone line has been forwarded.

iii. Number of people/positions required on campus None

iv. Buildings Signage would be posted on physical office to promote contact information and remote office hours.

b. Function 2 Events and Programs (Fall and Spring First Year Success Series, Fall and Spring Provost Academy programming, Spring Online Orientation, Spring Welcome Week)
   i. What is being done Virtual programming and events
   ii. How it is being done Virtual programming and events will be held in Zoom meetings, Zoom webinar, Panopto, Microsoft Teams, YouTube Channels, social media and other technology and software for programming and events.
   iii. Number of people/positions required on campus None
   iv. Buildings Signage would be posted on physical office to promote contact information and remote office hours.

2. Guarded Risk Posture
   a. Function 1 Professional and Student Staff Office Hours
      i. What is being done Remote office hours
      ii. How it is being done Zoom meetings and Skype for Business for office hours and meetings. Office line has been forwarded.
      iii. Number of people/positions required on campus None
      iv. Buildings Signage would be posted on physical office to promote contact information and remote office hours.

   b. Function 2 Events and Programs (Fall and Spring First Year Success Series, Fall and Spring Provost Academy programming, Spring Online Orientation, Spring Welcome Week)
      i. What is being done Virtual or hybrid programming and events
      ii. How it is being done Virtual programming and events will be held in Zoom meetings, Zoom webinar, Panopto, Microsoft Teams, YouTube Channels, social media and other technology and software for programming and events. If a hybrid event takes place, all appropriate health and safety measures would be adhered to (6 feet social distance, mask wearing, group gathering limits, sanitizing of surfaces, handwashing, and appropriate signage). A hybrid event would take place if there is a functionality in which an in-person portion would enhance or necessitate engagement.
      iii. Number of people/positions required on campus None for virtual programming. 3-6 (mix of professional and student staff) for hybrid programming
      iv. Buildings Signage would be posted on physical office to promote contact information and remote office hours.
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
   Functions and resource availability remain the same
2. Shift from Elevated Risk Posture to Guarded Risk Posture
   Possible shift from virtual events and programming to some hybrid events and programming. Director will notify staff. Resource availability remains the same.

As risk levels increase:
3. Shift from Guarded Risk Posture to Elevated Risk Posture
   Full shift from any hybrid events and programming to all virtual. Director will notify staff. Resource availability remains the same.
4. Shift from Elevated Risk Posture to High Risk Posture
   Functions and resource availability remain the same

III. Stakeholder Outreach

The Office of New Student Programs’ primary audience is new first-year and transfer students, and their families. As the operational postures shift, the office will communicate the type of events and programming (virtual or hybrid) that will be offered to assist with orientation, transition, and retention. This would be communicated through email, web and social media. The office would remain open and accessible remotely, no matter the operational posture. We will continue to offer some events and programming during early morning or evening hours to accommodate students in different time zones.

When conducting events and programming in a virtual method, online links and technology will be communicated. Special attention will be given to students who do not have access to the technology needed, and resources will be sought out.

When shifting to the possibly of conducting events and programming in a hybrid format, we will aim to still offer virtual programming to allow as many students to access the events (those off campus and those who are not comfortable attending in-person). If a hybrid event takes place, all appropriate health and safety measures would be adhered to (6 feet social distance, mask wearing, group gathering limits, sanitizing of surfaces, handwashing, and appropriate signage). Students would be reminded of the required health and safety guidelines to attend the event ahead of time, and any students not adhering to the guidelines would be asked to leave the event.

IV. Monitoring and Amendment

Any revisions to this plan must be approved by the Senior Vice Chancellor and Provost.
Area Activity Plan: Office of the Dean of Students (Pittsburgh Campus)

I. Overview

1. Name of Activity Area: Office of the Vice Provost and Dean of Students
2. Name of Activity Area Lead: Brian Hamluk, Associate Dean and Director of Administration
3. Name of individual submitting Activity Area Plan: Brian Hamluk
4. Date of submission: July 31, 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).
   - The most critical aspect of our plan is to de-densify the office while still maintaining an in-person presence for students in need during times when the University is operating under the 'Guarded Risk Posture.' In that situation, 1-2 staff members may be physically in the office suite. 'Elevated Risk Posture' and 'High Risk Posture' will dictate a fully remote operational status for the Office of the Vice Provost and Dean of Students.
7. As the lead of this activity area, I hereby confirm that Office of the Dean of Students staff will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. While on campus, Office of the Dean of Students staff members 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 – Business and Administration

Outline

1. High Risk and Elevated Risk Postures
   a. Function 1: Business and Administrative Functions
      i. What is being done: business and administrative functions to include budget, finance, human resources, technology, and general administrative Division Support
      ii. How it is being done: fully remote; no in-person services
      iii. Number of people/positions required on campus: 0
      iv. Buildings: None required

2. Guarded Risk Posture
   a. Function 1: Business and Administrative Functions
      i. What is being done: business and administrative functions to include budget, finance, human resources, technology, and general administrative Division Support
      ii. How it is being done: select in-person services provided and general office support for the Office of the Dean of Students functioning
      iii. Number of people/positions required on campus: 1-2 people on rotational basis (for the entire Office of the Dean functioning)
      iv. Buildings: William Pitt Union, 7th Floor
Functions in Each Operational Posture – Office of Student Conduct

Outline

1. High Risk and Elevated Risk Postures
   a. Function 1: Communication (calls, emails, etc.)
      i. What is being done: The Office of Student Conduct will respond to phone calls, emails, etc. pertaining to Conduct matters.
      ii. How it is being done: Calls are being answered via call forwarding during normal business hours. Voicemail messages from office phones are sent to the respective staff via email. Email is checked multiple times per day. Opportunities to meet via Zoom are always available.
      iii. Number of people/positions required on campus: None.
      iv. Buildings: None
   b. Function 2: Supplies and Equipment
      i. What is being done: Ad hoc access to the building may be necessary to review files, obtain supplies, maintain computer equipment, and address other needs that may arise. Will follow established protocol for acquiring permission to access the William Pitt Union.
      ii. How it is being done: On-site, physical handling of supplies and equipment.
      iii. Number of people/positions required on campus: 1-2 as is necessary
      iv. Buildings: William Pitt Union, 7th Floor
   c. Function 3: Hearings
      i. What is being done: Hearings will still be conducted.
      ii. How it is being done: Virtually, with no in-person meetings.
      iii. Number of people/positions required on campus: None.
      iv. Buildings: None
   d. Function 4: Clearances
      i. What is being done: Clearance forms will be processed.
      ii. How it is being done: Clearance forms and requests should be emailed to usjs@pitt.edu. The Office of Student Conduct staff will process the requests virtually and communicate with the student/agency.
      iii. Number of people/positions required on campus: None.
      iv. Buildings: None
   e. Function 5: Miscellaneous Student Conduct Functions
      i. What is being done: Student Conduct completion of incident tracking specific to COVID-19 incidents; completion of compliance requirements related to the Clery Act, the Drug Free Schools Annual Notification and Biennial Review, the PA Hazing Report and other state or federal guidelines; various trainings; creating, editing and providing feedback on policy and documents
      ii. How it is being done: fully remote; no in-person services required for completion
      iii. Number of people/positions required on campus: 0
      iv. Buildings: None

2. Guarded Risk Posture
   a. Function 1: Communication (calls, emails, etc.)
      i. What is being done: The Office of Student Conduct will respond to phone calls, emails, etc. pertaining to Conduct matters.
ii. How it is being done: Calls are being answered via call forwarding during normal business hours. Voicemail messages from office phones are sent to the respective staff via email. Email is checked multiple times per day. Opportunities to meet via Zoom are always available.

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

iv. Buildings: None

b. Function 2: Supplies and Equipment
   i. What is being done: Ad hoc access to the building may be necessary to obtain supplies, maintain computer equipment, and address other needs that may arise.
   
   ii. How it is being done: On-site, physical handling of supplies and equipment.

   iii. Number of people/positions required on campus: 1-2 as is necessary


c. Function 3: Hearings
   i. What is being done: Hearings will still be conducted.
   
   ii. How it is being done: Virtually. On rare occasions, an in-person meeting may be appropriate, but only if it can be done in accordance with health and safety guidance.

   iii. Number of people/positions required on campus: One staff member and one or two students depending if hearing is for an individual or for a student organization. Meetings would be by appointment only and would occur in a space that permits appropriate social distancing. Face coverings would be required, and all other relevant health and safety guidance would be followed.

   iv. Buildings: William Pitt Union, 7th Floor

d. Function 4: Clearances
   i. What is being done: Clearance forms will be processed.

   ii. How it is being done: Clearance forms and requests should be emailed to usjs@pitt.edu. The Office of Student Conduct staff will process the requests virtually and communicate with the student/agency.

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

   iv. Buildings: None

e. Function 5: Miscellaneous Student Conduct Functions
   i. What is being done: Student Conduct completion of incident tracking specific to COVID-19 incidents; completion of compliance requirements related to the Clery Act, the Drug Free Schools Annual Notification and Biennial Review, the PA Hazing Report and other state or federal guidelines; various trainings; creating, editing and providing feedback on policy and documents

   ii. How it is being done: fully remote; no in-person services required for completion

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

   iv. Buildings: None

Functions in Each Operational Posture – Office of the Dean of Students/Central Office Operations

Outline

1. High Risk and Elevated Risk Postures
   a. Function 1 General Office Operations
      i. What is being done: Staff will respond to phone calls, emails and requests for meetings.
ii. How it is being done: The office’s main line is forwarded to the (receptionist) working remotely during normal business hours. Voicemail messages are retrieved each morning and checked several times daily. Calls are forwarded via email or transferred to the appropriate area or responded to by the receptionist. The deanofstudents.pitt.edu emails are monitored multiple times daily during normal business hours and responded to or forwarded to the appropriate school, office or department for follow up/response. All meetings are held remotely via Zoom or Microsoft Teams.

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

iv. Buildings: None

b. Function 2 Supplies and Equipment
   i. What is being done: Ad hoc access to the building may be necessary to retrieve office supplies or office equipment.
   ii. How it is being done: One staff person will enter the building once approved by the VPDS to retrieve necessary supplies/equipment.
   iii. Number of people/positions required on campus: 1
   iv. Building: William Pitt Union, 7th Floor

2. Guarded Risk Posture
   a. Function 1 General Office Operations
      i. What is being done: Servicing walk-in and scheduled guests/students, retrieving and distributing mail on other floors in the Union. Staff may take hand carries (interoffice mail) to other facilities on campus (i.e., the Cathedral). The main office line will be answered remotely during normal business hours and calls are forwarded or transferred to the appropriate staff or area. Voicemails will be retrieved each morning and checked periodically during the day. The deanofstudents.pitt.edu will be monitored multiple times during normal business hours.
      ii. Number of people/positions required on campus (1 or 2 staff for the entire office Monday-Friday)
      iii. Buildings: William Pitt Union, 7th Floor
   b. Function 2 Programming
      i. What is being done: Staff may support programming events, on an as needed basis.
      ii. How it is being done: Staff will come into the office on a rotational basis and be deployed within the Union, on an as needed basis. Plexiglass barriers will be installed at the front reception desk area. Signage will be conspicuously posted to ensure compliance with physical distancing requirements, including signage indicating limits on numbers permitted to enter the dean’s office.
      iii. Number of people/positions required on campus: 1
      iv. Buildings: William Pitt Union, 7th Floor
   c. Function 3 Communications
      i. What is being done: Meetings with the Vice Provost and Dean of Students (VPDS)
      ii. How is it being done: While the Dean may report on campus, meetings with students/staff/colleagues will continue to be held virtually via Zoom or Microsoft Teams.
      iii. Number of people/positions required on campus: 1
      iv. Buildings: William Pitt Union, 7th Floor

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III. Functions in Each Operational Posture – Care and Resources Support (CARS) Student Support Team

Outline

3. High Risk, Elevated Risk, and Guarded Risk Postures
   a. Function 1: CARS Functions
      i. What is being done: provide direct support to students in need through providing individual services and care plans (in coordination and consultation with campus partners)
      ii. How it is being done: fully remote; no in-person services
      iii. Number of people/positions required on campus: 0
      iv. Buildings: None

IV. Transitions between Operational Postures
   As the environment shifts, the Office of the Vice Provost and Dean of Students will follow University’s Senior Leadership Team guidance. Vice Provost and Dean of Students or designee will notify staff of shifts in posture and directed to the University announcement and this document for additional information.

V. Stakeholder Outreach
   AVP/DOS communication regarding shifts in operational posture will be informed by University’s Senior Leadership Team and Vice Provost and Dean of Students. Updates will be posted on the AVP/DOS Website, Student Conduct Website, CARS Website, and other appropriate social media outlets. Phone voicemail and email auto-replies will indicate the shift in status as well.

VI. Monitoring and Amendment
   The Vice Provost and Dean of Students will monitor compliance with this Activity Area Plan and will follow the revision approval process outlined by the Senior Vice Chancellor and Provost.
I. Overview

1. Name of Activity Area: PITT ARTS
2. Name of Activity Area Lead: Annabelle Clippinger
3. Name of individual submitting Activity Area Plan: Annabelle Clippinger
4. Date of submission: August 10, 2020
5. Revision of a previously approved Activity Area Plan? (Yes)
6. A brief summary of the most critical pieces of your plan (a few bullet points).
   - Determining if we are working from home depending upon each posture.
   - Notifying stakeholders of availability with meetings, emails, or phone calls depending upon each posture.
   - When in the office, stagger workers so only one staff member is in the office at a time.
7. Any conformation that the activity area will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines. Yes.

I. Functions in Each Operational Posture

Outline

1. High Risk Posture
   a. Function 1: General Office Operations
      i. What: Staffing and General Operations
      ii. How: All services and arts programs will be offered remotely.
      iii. Number of people/positions required on campus: None
      iv. Buildings: Staff work remotely from home.
2. Elevated Risk Posture
   a. Function 1: General Office Operations
      i. What: Staff working mostly remotely
      ii. How: Zoom meetings and phone calls with staff with a few in-office days as needed, with staggered staffing. All services and arts programs will be offered remotely.
      iii. Number of people/positions required on campus-- 1 at a time, if required
3. Guarded Risk Posture
   a. Function 1: General Office Operations
      i. What: Up to 2 staff members in office at a time, while maintaining physical distancing, wearing face coverings, and following all health and safety guidelines.
      ii. How: Continue virtual meetings. Services and arts programs will be generally be offered remotely, with some programs offered in person when it is possible to maintain physical distance. In-person programing will depend on the availability of appropriate space.
iiii. Number of people/positions required on campus: Up to 2 per day

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.

See Below:
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 an operational posture changes, all staff will be notified in a prompt manner via phone or email. Assigned dates for working from home or working in person will be determined at that time.

III. Stakeholder Outreach

Significant stakeholders include arts partners, the University community, PITT ARTS.

Just as we had to cancel our programming with our arts partners in March and April 2020, and we communicated the cancellations and postponements on our website, via phone call, and via email, we will continue to communicate in these ways detailing any change in each posture.

IV. Monitoring and Amendment

The head of each activity area is responsible for monitoring compliance with their activity area plan. Modification of the Plan must be approved by the Provost and Senior Vice Chancellor.
Activity Area Plan: Office of PittServes
Pittsburgh Campus

I. Overview

1. Name of Activity Area: Office of PittServes
2. Name of Activity Area Lead: Chaz Kellem, Director of PittServes
3. Name of Individual Submitting Activity Area Plan, Chaz Kellem, Director of PittServes
4. Date of Submission: August 20, 2020
5. Revision of a previously approved Activity Area Plan? Yes
6. A brief summary of the most critical pieces of your plan (a few bullet points).

In any posture, the Office of PittServes will primarily work remotely with the capability to respond in person if necessary.

In all operating postures, the Office of PittServes staff will maintain remote work and will have a limited in-person presence while always maintain physical distancing. During the Elevated and Guarded Postures, the Office of PittServes will operate in-person office hours two (2) days a week during normal business hours.

The priority of safety of the staff, students and the community partners in which we serve remains critical to the work of our office. We continue to listen to the needs of both the students and community and will work to provide valuable service through remote work.

The Office of PittServes will prioritize the utilization of technology whenever and wherever possible. All staff members will need to identify if a situation needs a physical presence but will prioritize virtual interactions as much as possible. If any in-person needs arise, the team will follow health guidance in approaching any situation in any of the postures (face coverings, physical distancing, etc.).

7. Confirmation that the activity area will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines.

The Office of PittServes will follow the Healthcare Standards and Guidelines along with the Personnel Standards and Guidelines. Our team is expected to review these practices and be aware of how COVID-19 may impact the experience of both our students and community partners.

We will follow all guidelines and recommendations of the University’s Healthcare Advisory Group.

Office of PittServes will remain adaptable to any changes in the environment and guidance to assure safety and quality service.
II. Functions in Each Operational Posture

High Risk Posture
Overall

- Maintain remote work and maintain physical distancing.
  - Goal is to be accessible and reachable to community utilizing technology whenever and wherever possible.
- All staff must wear a face covering while inside campus buildings.
  - Face coverings are worn as a courtesy to others, in the event that you are unknowingly transmitting the virus before showing symptoms. Use of a face covering does not negate the need to practice physical distancing and other mitigation measures.
- If an office visit is required by a member of the team, the Director of PittServes will need to approve this visit prior to accessing the space. The team member should clean all touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails and doorknobs.
- **Health and Safety is everyone’s responsibility.** A critical part of returning to campus is ensuring that everyone can be successful and healthy in our modified environment. PittServes team members are expected to review these practices, to be thoughtful about how COVID-19 may be impacting people, and to assist others with managing the changes that COVID-19 brings to people’s lives and to campus.
- The Office of PittServes will follow guidelines and recommendations of the University’s Health Care Advisory Group.

Main Office/923 WPU

- Office is completely remote. Students are encouraged to contact the office through the main number or communicate directly via email with that team member.
- Staff are accessible and available to respond to students on campus when necessary. Staff will communicate with students using technology, via phone and/or email.
- Staff meetings will continue in remote format.

920 – Education Room Preparation Room/Space:

- This space will be closed in this posture to assure the safety of students.
- Jumpstart staff members may be required to occasionally enter the building, with permission from the Director, to prepare materials for the virtual Jumpstart program delivery.

Student Volunteerism and Community Engagement Activities

Pitt Pandemic Service Initiative (PSI)

- Since March 16, 2020 these volunteer activities have transited to a virtual setting. To continue the effort to provide service opportunities to communities most affected by COVID, the Office of PittServes has been a member of PSI since March 2020. Volunteer activities offered with the PSI are listed on the PittServes volunteer portal, these opportunities include both virtual and in person opportunities. Participation in these volunteer activities are complete voluntary and choice of volunteer activities is at the sole discretion of the student volunteer.
PittServes Volunteer Portal

- PittServes will continue to highlight service opportunities facilitated by community partners. These opportunities will be both virtual and in person, thus will be highlighted via our volunteer portal. Students will volunteer at their own discretion and encouraged to follow safety protocols. Opportunities will be limited to only community service opportunities that align with the goals and objectives of the Pitt Pandemic Service Initiative.

PittServes Student Service Organizations

- Virtual service opportunities will be facilitated by the PittServes Student Civic Engagement Council (SCEC). Students will be encouraged to use materials within their homes and work with a community partner to donate the items.

- As part of the Community Assistant program, 14-students will work alongside nonprofit organizations in the neighborhoods of the Hill District, Homewood and Oakland. In this program, students contribute to the development of project that is vital in carrying out the mission of these organizations. These community projects vetted by our partners in Community & Governmental Relations (CGR). Students will work with these projects and partners virtually. Community Partners will be encouraged to utilize virtual resources with their assigned students. All weekly students’ meetings for this group will be conducted virtually and will be facilitated by the Assistant Director of PittServes and a student leader.
  - Students involved in this program will not be utilizing the office space unless special permission is given by the Assistant Director of PittServes.

- In partnership with the Black Action Society, PittServes has co-facilitated the Black Youth Connection program. In this program students provide weekly mentoring and tutoring services to 3-8th grades in partnership with the Schenley Heights for Youth (SH4Y) program located in the Hill District.
  - In this posture, the 8-10 student mentors will be divided into virtual groups. In the virtual group setting student mentors will engage with 1-2 mentees on a virtual platform.
  - All student mentors will be subject to FBI, PA child Abuse, National Sex Offender Registry and PA Criminal Record check regardless of in-person or virtual tutoring.
  - All meetings with Pitt student mentors will occur virtually. These meetings will be conducted by the designated student leader and the Assistant Director. There will be no use of physical office space.

- The America Read program (ARC), will work jointly with Pittsburgh Public schools. In this program 20 student tutors will be conducting weekly tutoring sessions through virtual platform(s).
  - Students in this program will adhere to COVID 19 restrictions as outlined by Pittsburgh Public Schools and the University of Pittsburgh.
  - All student mentors will be subject to FBI, PA child Abuse, Registry and PA Criminal Record checks when conducting virtual tutoring.
  - All meetings with Pitt student mentors will occur virtually. These meetings will be conducted by the designated student leader and the Assistant Director. There will be no use of physical office space.

- Annual signature days of service have been substantially revised to adhere to Pitt standards and public health guidelines. The student group responsible for the logistical and operational support of these days of service is the Student Signature Days of Service committee (SDOS). All student meetings for this group will be conducted virtually.
  - Civic Action Week will have all programs and events occurring virtually.
Leading up to this week, all staff members (Assistant Director and Outreach Coordinator) associated with Civic Action Week as well as student leaders will work completely remote. The Outreach Coordinator as well as select student leaders may be on campus to provide logistical support if needed.

For this week, PittServes and partners in CGR have vetted and solicited virtual service opportunities.

All Civic Action Week in-person activities require volunteers to sign the University-approved Pitt Pandemic Service Initiative volunteer waiver.

All community partners engaged will be required to participate in a virtual mandatory orientation.

Students involved in this program will not be utilizing the office space.

Community Partner Engagement
- PittServes Outreach Coordinator will continue engagement with community partners in a virtual setting through one-on-one meeting and monthly online group conversations.

Elevated and Guarded Risk Postures

Overall:
- Maintain remote work where possible and maintain physical distancing.
  - Goal is to be accessible and reachable to community utilizing technology whenever and wherever possible.
  - Staff member will need to identify if a situation needs a physical presence and if necessary, use health guidance in approaching any situation in person in any of the phases (face covering, physical distancing, etc.).
- All staff must wear a face covering while inside campus buildings.
- Routinely clean all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
- **Health and Safety is everyone’s responsibility.** A critical part of returning to campus is ensuring that everyone can be successful and healthy in our modified environment. PittServes team members are expected to review these practices, to be thoughtful about how COVID-19 may be impacting people, and to assist others with managing the changes that COVID-19 brings to people’s lives and to campus.
- The Office of PittServes will follow guidelines and recommendations of the University’s Health Care Advisory Group.

Main Office/923 WPU
- PittServes will operate the physical space two (2) days a week for in-person assistance to students (Tuesday and Thursday). Chaz Kellem will be the primary person to open the office with an occasional additional member of the team joining
- Office occupancy will be limited to two (2) professional staff members at any given time
- Students will be encouraged to touch base with program lead prior to arrival at office and/or to contact the main office to reach a staff member. **Student appointments are strongly encouraged**
- A limit of five (5) total people can be within the Office of PittServes at one time
- All other PittServes team members will remain in the remote work format
- Signage will be located throughout the office to assure staff and student safety including remainders about face coverings, physical distancing, etc.
- PittServes staff members will be responsible for cleaning frequently touched areas
Staff meetings will continue in remote format

920 – Education Room Preparation Room/Space
- Available for use by students to reserve/access by appointment/approved times only
- Accessible hours will be shared with program participants in advance
- Remove chairs to only limit select number of students per time slot
  - Limit four (4) individuals within the space at a single time
- PittServes staff will routinely clean all frequently touched surfaces
- Reminder of wearing face coverings will be posted on the door prior to entry
- Signage about physical distancing will appear throughout the space

Student Volunteerism and Community Engagement Activities

Pitt Pandemic Service Initiative (PSI)
- Since March 16, 2020 these volunteer activities have transited to a virtual setting. To continue the effort to provide service opportunities to communities most affected by COVID, the Office of PittServes has been a member of PSI since March 2020. Volunteer activities offered with the PSI are listed on the PittServes volunteer portal, these opportunities include both virtual and in person opportunities. Participation in these volunteer activities are complete voluntary and choice of volunteer activities is at the sole discretion of the student volunteer.

PittServes Volunteer Portal
- PittServes will continue to highlight service opportunities facilitated by community partners. These opportunities will be both virtual and in person, thus will be highlighted via our volunteer portal. Students will volunteer at their own discretion.

PittServes Student Service Organizations
- For service opportunities facilitated by PittServes Student Civic Engagement Council (SCEC), these opportunities will be limited to in person (no more than 10 volunteers per project) and drop off Do-It-Yourself (DIY) service projects. These DIY projects will be in the form of donation drives or the creation of items. Students that chose to partake in these DIY activities will have limited in person contact-less interaction with the designated PittServes student member at a preassigned time. These interactions will not surpass 15 minutes and will only serve as an exchange. Members of the SCEC will conduct all other requirements for the program remotely. All weekly meetings and student office hours will be conducted virtually. PittServes Assistant Director will conduct all group meetings via an online platform.
  - Students involved in this program will not be utilizing the office space unless special permission is given by the Assistant Director of PittServes.
- As part of the Community Assistant program, 14 students will work alongside nonprofit organizations in the neighborhoods of the Hill District, Homewood and Oakland. In this program, students contribute to the development of project that is vital in carrying out the mission of these organizations. These community projects will vetted by our partners in Community & Governmental Relations (CGR). These projects will be conducted either in person or virtually. For projects conducted in person, students will travel to the service site using their own means of transportation with all approved travel in advance by Dean Kenyon Bonner. All weekly students’ meetings for this group will be conducted virtually and will be facilitated by the Assistant Director of PittServes and a student leader.
  - Students involved in this program will not be utilizing the office space unless special permission is given by the Assistant Director of PittServes.
In partnership with the Black Action Society, PittServes has co-facilitated the Black Youth Connection program. In this program students provide weekly mentoring and tutoring services to 3-8th grades in partnership with the Schenley Heights for Youth (SH4Y) program located in the Hill District.

- In this posture, the 8-10 student mentors will be divided into virtual or in-person groups. In the virtual group setting student mentors will engage with 1-2 mentees on a virtual platform.
- In the in-person group, student mentors will adhere to the SH4Y COVID-19 requirements as well as University requirements. All in-person mentoring will occur at the SH4Y facility. In this building students will wear a face covering at all times, physical distance and wash/sanitize hands frequently when interacting with mentees.
- All student mentors will be subject to FBI, PA child Abuse, National Sex Offender Registry and PA Criminal Record check regardless of in-person or virtual tutoring.
- All meetings with Pitt student mentors will occur virtually. These meetings will be conducted by the designated student leader and the Assistant Director. There will be no use of physical office space.

The America Read program (ARC), will work jointly with Pittsburgh Public schools. In this program 20 student tutors will be conducting weekly tutoring sessions via an online platform.

- Students in this program will adhere to COVID 19 restrictions as outlined by Pittsburgh Public Schools and the University of Pittsburgh.
- All student mentors will be subject to FBI, PA child Abuse, Registry and PA Criminal Record checks when conducting virtual tutoring.
- All meetings with Pitt student mentors will occur virtually. These meetings will be conducted by the designated student leader and the Assistant Director. There will be no use of physical office space.

Annual signature days of service have been substantially revised to adhere to Pitt standards and public health guidelines. The student group responsible for the logistical and operational support of these days of service is the Student Signature Days of Service committee (SDOS). All student meetings for this group will be conducted virtually.

- Civic Action Week will be have most programs occurring virtually. A small amount of in-person activities are being planned and spread out over the week to enable group sizes of no more than 25 people, inclusive of any support staff, partner representatives and students.
- Leading up to this week, all staff members (Assistant Director and Outreach Coordinator) associated with Civic Action Week as well as student leaders will work remotely unless an in-person volunteer event associated with Civic Action Week is schedule or in the rare event, it is a project requirement. The Outreach Coordinator as well as select student leaders may be on campus to provide logistical support if needed. If in-person on campus, will maintain physical distance and wear face coverings.
- For this week, PittServes and partners in CGR have vetted and solicited in-person direct service opportunities that will engage no more than 25 total people per site, inclusive of staff. In the case that transportation is being provided, University Parking Transportation & Services have advised that no more than 16 persons are allowed on a bus or shuttle during a single trip. Any additional participants or staff support traveling independently will adhere to the 25-participant maximum per site. In order to host an in-person Civic Action Week service event, community host sites are required to have safety guidelines that are equal to or more conservative than University’s Health Standards and Guidelines and make them available to PittServes and CGR. Community participants may also provide remote or virtual opportunities.
o All Civic Action Week in-person activities require volunteers to sign the University-approved Pitt Pandemic Service Initiative volunteer waiver and complete a Daily COVID-19 Health Check (staff) before participating. In-person volunteers will wear face coverings, practice proper personal hygiene, and physically distance. Activities will occur both virtually and in person.

o All community partners engaged through in-person projects will be required to participate in a mandatory virtual orientation that includes specifying public health/COVID-19 procedures and policies unique to their site.

o Number of people/positions required on campus: Up to 25 people total in non-University sites based on University Resilience Framework and state guidelines.

o Students involved in this program will not be utilizing the office space unless special permission is given by the Assistant Director of PittServes.

Community Partner Engagement

- PittServes will continue engagement with community partners in a virtual setting through one-on-one meeting and monthly online group conversations.

III. Transitions between Operational Postures

The Office of PittServes will consistently communicate around all aspects of the Plan with impacted personnel (staff, students and visitors). As mitigation plans change, updates and modifications must be conveyed to applicable individuals covered in this plan, in a timely manner.

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 shifts in posture increase or decrease, we will notify our team via email and follow-up with discussion in our weekly team meeting(s). We will also remain in close contact with the Division of Student Affairs leadership including Marketing and Communications to communicate with our students about the change.

IV. Stakeholder Outreach

The Office of PittServes staff members are dedicated to engaging in healthy and helpful conversations around the various elements of program delivery. Discussions in detail will occur with program participants to assure they understand the functionality of the office within the postures. Clear and direct program standards are set to assure student safety. All program participants will receive accurate and direct communication from that specific program staff and the office will support using social media platforms.
V. Monitoring and Amendment

This proposed plan for the Office of PittServes has been assembled with the knowledge and discussion with the PittServes team.

The head of each activity area is responsible for monitoring compliance with their activity and program area plan. Chaz Kellem will touch base with team members frequently to assure appropriate adjustments can be made. Any revisions to this plan must be approved by the Provost and Senior Vice Chancellor.
Activity Area Plan: Residential Life (Pittsburgh Campus)

I. Overview

1. Name of Activity Area: Residence Life
2. Activity area lead: Steve Anderson, Associate Dean of Students and Director of Residence Life
3. Person submitting report: Steve Anderson
4. 7/15/2020
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).

In any posture Residence Life will work remotely with the capability to respond in person if necessary. Due to the responsibility of residence life staff to support residence hall students, our goal is to be accessible to our students during this pandemic while also balancing the safety of students and staff. In-person work will be limited to emergency response and other incidents that require staff presence. In all operating postures, Residence Life staff will maintain remote work and, if necessary to work in-person, maintain physical distancing and use face coverings.

Residence Life will utilize technology whenever and wherever possible. All staff members will need to identify if a situation needs a physical presence (wellness checks, duty call, etc.), and follow health guidance in approaching any situation in person in any of the postures (face coverings, physical distancing, PPE, etc.). Residence Life will use a variety of software and technology, including virtual community extensions, to connect and offer resources to residents during the pandemic. Under high and guarded risk, all office hours be offered via community extensions, all programming occurs utilizing digital online formats and spaces, and meetings between students and residence life staff occur utilizing digital tools. When we move to guarded risk, we may supplement our programming via virtual community extensions by offering additional in-person programming in small groups in which social distancing protocols can be enacted and health guidelines strictly abided by.

Health and Safety is everyone’s responsibility. A critical part of returning to campus is ensuring that everyone can be successful and healthy in our modified environment. We are all expected to review these practices, to be thoughtful about how COVID-19 may be impacting people, and to assist others with managing the changes that COVID-19 brings to people’s lives and to campus.

- We will follow guidelines and recommendations of the University’s Health Care Advisory Group and the COVID Medical Response Office.
- We will need to be adaptable to any changes in the environment and guidance.

7. Residence Life commits to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines.

II. Functions in Each Operational Posture

The following procedures apply across all three operational postures. Any deviations are noted under the specific operational posture.
Overall:

- If you are ill or feel unwell, you should not physically come to work.
- Maintain remote work where possible and maintain physical distancing.
  - Goal is to be accessible and reachable to community utilizing technology whenever and wherever possible.
  - Staff member will need to identify if a situation requires a physical presence (wellness checks, duty call, etc.), and if necessary, use health guidance in approaching any situation in person in any of the risk postures (face covering, physical distancing, PPE, etc.).
- All staff must wear face covering, while inside campus buildings and residence halls.
- Routinely clean all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.

**Health and Safety is everyone's responsibility.** A critical part of returning to campus is ensuring that everyone can be successful and healthy in our modified environment. We are all expected to review these practices, to be thoughtful about how COVID-19 may be impacting people, and to assist others with managing the changes that COVID-19 brings to people’s lives and to campus.
  - We will follow guidelines and recommendations of the University’s Health Care Advisory Group and the COVID Medical Response Office.
  - We will need to be adaptable to any changes in the environment and guidance.

**Main Office/935 WPU**

- Office is remote, contact 412.648.1200 to reach a staff member.
- Maintain office managing of office phones and email during the work schedule.
- Staff are accessible and available to respond to students on campus when necessary.
- Live on/in staff can access their offices, but also continue to work remotely.
- 918 Conference room will not be used by the Residence Life staff.
- Staff meetings will continue in remote format.

**Resident Director Offices:**

- Occupancy of the RD office is limited to one (1) person at a time with no face-to-face meetings occurring in the office.
- Routinely clean all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.

**Rounds/Duty/Incident/Crisis Response**

- If a person needs to speak with the student staff or professional staff member on duty, call Panther Central 412.648.1100.

**High Risk Posture**

In addition to the functions above that remain the same across all three postures, below are details for how the remaining functions will operate under the High Risk Posture.
Programming/Community Engagement/Building

- We will keep all activities and events remote
  - Residents will be directed to the virtual community extensions to engage with floor, building and campus wide level programming opportunities.
  - Check-in conversations [one on one meetings] between student staff and residents will continue utilizing telecommunication tools.
  - Check-in conversations will be done virtually. These tools leverage mobile technology to gather temperament and needs, which will inform how we personalize the deployment of resources.

Elevated Risk Posture
In addition to the functions above that remain the same across all three postures, below are details for how the remaining functions will operate under the Elevated Risk Posture.

Programming/Community Engagement/Building

- Most activities will be remote, except small gatherings of up to 25 people that can maintain physical distancing and follow all health guidelines.
  - Residents will be encouraged to continue participation in “parallel programming”, opportunities occurring in the virtual community extensions and in small family groups as defined by the University’s COVID Medical Response Office and to the comfort level of those invited to participate
  - Check-in conversations [one-on-one meeting] between student staff and residents will continue utilizing telecommunication tools.
  - Check-in conversations will be mostly virtual check ins. These tools leverage mobile technology to gather temperament and needs, which will inform how we personalize the deployment of resources.

Guarded Risk Posture
In addition to the functions above that remain the same across all three postures, below are details for how the remaining functions will operate under the Guarded Risk Posture.

Overall:

- We may supplement our programming via virtual community extensions by offering additional in-person programming in small groups in which social distancing protocols can be enacted and health guidelines strictly abided by.

Main Office/935 WPU

- 918 Conference room can be used for small gatherings of 4-6 people, if needed.

Programming/Community Engagement/Building

- Many activities will be remote and will coordinate events and programs that adhere to all health guidelines, including maintaining physical distancing.
Residents will be invited to continue participation in “parallel programming”, opportunities occurring in the virtual community extensions and in small family groups as defined by the University’s COVID Medical Response Office and to the comfort level of those invited to participate.

Check-in conversations [one on one meetings] between student staff and residents will continue utilizing telecommunication tools.

Check-in conversations will be supported by virtual check ins. These tools leverage mobile technology to gather temperament and needs, which will inform how we personalize the deployment of resources.

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 shifts in posture increase or decrease, we will notify our team via email and notify the on-call staff so that they can notify our student staff. We will also work with Panther Central and DSA’s Marketing and Communications to communicate with our residents about the change. For instance, if we rise to guarded, we will allow in person events and programs with following health guidelines, including physical distancing and face coverings.

IV. Stakeholder Outreach

Our key stakeholders are our residents, student staff, professional staff, and our colleagues in Business Auxiliary Services (BAS). BAS and Residence Life have integrated communication via Panther Central. We have developed several technology platforms to continue to do our work and engage the residents living on campus on a regular basis, which can help us communicate when shifting between postures.

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 Provost and Senior Vice Chancellor.
Activity Area Plan: Student Health Service (Pittsburgh Campus)

I. OVERVIEW

1. Name of Activity Area: Student Health Service
2. Area Lead: Marian Vanek, Executive Director, Wellness Center
3. Submitted By: Marian Vanek, Executive Director, Wellness Center
4. Date of Submission: July 31, 2020
5. Revision of Previously Approved Plan? No
6. A Brief Summary of Most Critical Pieces of Plan:

The Student Health Service (SHS) provides an essential service for the students of the University of Pittsburgh. In preparation for return to campus, the SHS implemented the following:

- The SHS followed guidance from the Center for Disease Control and Prevention (CDC) and the American College Health Association (ACHA) in developing our protocols and procedures for a safe return to on-site medical services.
- The SHS plan was developed with consideration of these guiding principles: engineering controls, administrative controls, safe work practices and infection control measures.
- Engineering Controls include but are not limited to:
  o Remote release for monitoring the entrance to the Wellness Center.
  o Installation of negative pressure rooms for 13 of our 18 exam rooms (completion expected by early August.)
  o Physical barriers (plexiglass) were placed at key locations: Front Desk in the Wellness Center Pharmacy, and nursing stations
  o Replacement of hand operated sinks with motion activated units.
- Administrative Controls: Applications include but not limited to:
  o Staff will be required to review and attest to all new policies and procedures as well as educational materials to ensure adequate knowledge about COVID-19 symptoms, transmission, treatment, safety protocols and updated CDC guidance.
  o All staff who will work on-site will complete a pre-screen prior to entry and upon arrival with temperature readings. Data will be kept confidential.
  o There will be a phased-in return of SHS staff, no more than 30% initially (1 clinician, 3 RNS, 2 receptionists, 1 administrator). Flexible work hours and shifts will be implemented to support physical distancing strategies
- Safety and Infectious Disease Preparedness Controls: Applications include but not limited to:
  o Physical distancing of staff will be applied to minimize contact; staggered work shifts to enhance physical distancing and reduce density of workers
  o All staff will always be required to wear face coverings with surgical facemasks or N95 masks (for specific patient contact) the standard; face shields and disposable gowns are to be worn during examination.
  o Students will always be required to wear face coverings when in the Wellness Center, unless directed to remove during examination.
  o Provisions for enhanced cleaning are being coordinated with Housekeeping.

Triage & Patient Care

- Patient registration and check-in procedures were transitioned to on-line process via our secure messaging system.
- All patients will be subject to phone or telemedicine prescreen by a SHS nurse prior to presentation at the Wellness Center. All appointments are scheduled; walk-in, urgicare service on site will be suspended and replaced by telemedicine service.
- Redesigned workplace model includes creation of mini - “Team A” and “Team B” clinical teams. Each Team will operate at opposite ends of the clinic. Clinical staff will be assigned to a team for the remainder of the term. This will minimize contact.
Separate, COVID-19 care zone will be created once negative pressure rooms are complete. Use of nebulizers and other procedures that may generate aerosolization are prohibited until further notice.

7. As the lead of this activity, I hereby confirm the Student Health Service staff will commit to following the University’s Healthcare Standards and Guidelines and Personal Standards and Guidelines. While on campus, SHS staff members 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

Clinic Operations

1. Guarded Risk Posture

a. Function 1: SHS Clinic

- The SHS will continue to provide telemedicine services for most conditions; this should account for 65-70% of care provided.
- On-site care is by appointment only and will be subject to a nurse pre-screen. Walk-in, unscheduled visits will continue to be suspended. Appointments will be primarily limited to these conditions:
  - Gynecological problems,
  - IUD and Nexplanon insertions and removal
  - Musculoskeletal complaints
  - Select physical exams
  - Abdominal pain
  - UTI with any atypical symptoms
  - Chest pain
  - Injuries, sutures
  - Abscess I&D
  - Allergy infections, vaccinations, specimen collection (COVID-19 testing) and phlebotomy

b. Flu vaccine clinics will be provided at a designated on-campus site; by appointment only to support physical distancing.
c. On-site staff will be limited to 12 FTEs or less on any given day. Staff will rotate through on-site and remote schedules with most clinical staff providing telemedicine from home. Flexible work hours and shifts will be implemented to support physical distancing strategies on-site while continuing to provide adequate medical care.
d. Receptionists, with no more than two at any given time, will rotate through on-site assignment to assist with management of immunization data, health insurance and payment for services.
e. Computer support and administration support will continue to be remote. If computer support is needed on-site, service will be provided after hours of operation.
f. Building: Nordenberg Hall, Wellness Center
2. Elevated Risk

a. **Function 1: SHS Clinic**
   - The SHS will continue to provide telemedicine services for most conditions (including contraceptive management, sleep concerns, STI testing and education, dietary consults, UTI, psychiatry, etc.); this should account for 70-75% of care provided.
   - On-site care is by appointment only and will be subject to a nurse pre-screen. Walk-in, unscheduled visits will continue to be suspended. Appointments will be primarily limited to these conditions:
     - Gynecological problems,
     - IUD and Nexplanon insertions and removal
     - Musculoskeletal complaints
     - Select physical exams
     - Abdominal pain
     - UTI with any atypical symptoms
     - Chest pain
     - Injuries, sutures
     - Abscess I&D
     - Allergy infections, vaccinations, specimen collection (COVID-19 testing) and phlebotomy

b. Flu vaccine clinics will be discontinued; flu vaccines will be administered during scheduled appointments in the Wellness Center.

c. On-site staff will be limited to 8 FTEs or less with no more than two clinicians and four nurses on site at any given time. The remaining clinical staff will provide telemedicine from home. Flexible work hours and shifts will be implemented to support physical distancing strategies on-site while continuing to provide adequate medical care.

d. Receptionists, with no more than two at any given time, will rotate through on-site assignment to assist with management of immunization data, health insurance and payment for services.

e. Computer support and administration support will continue to be remote. If computer support is needed on-site, service will be provided after hours of operation.

f. Building: Nordenberg Hall, Wellness Center

3. High Risk

a. **Function 1: SHS Clinic**
   - The Student Health Service is an essential service for our students. Providing that there continues to be students who remain on campus, the SHS will continue to provide limited onsite care. Most services will be provided via telemedicine services. This should account for 80% - 85% of care provided. On-site staff will be limited to 4 or less. Clinical staff will provide telemedicine at home.
   - On-site care is by appointment only and will be subject to a nurse pre-screen. Walk-in, unscheduled visits will continue to be suspended. Appointments will be primarily limited to these conditions On-site care will be primarily limited to urgent services:
     - gynecological problems,
     - Abdominal pain
     - UTI with any atypical symptoms
     - Chest pain
     - Abscess I&D
     - Allergy infections, vaccinations, specimen collection (for COVID-19) and phlebotomy
b. The need for a receptionist on-site will be evaluated at that time; if deemed necessary, only one will be on-site at any given time; staff will rotate.
c. Computer support and administration support will continue to be remote.
d. Building: Nordenberg Hall, Wellness Center.

Health Education and Stress-Free Zone Operations

1. Guarded Risk Posture
   a. Function 1: Health Education and SFZ
      • All Health Education services and most Stress-Free Zone (SFZ) programs will continue to be provided online. This includes
        o Personal Education Assistance and Referral Program (PEAR)
        o Q.U.I.T tobacco cessation program
        o Substance abuse prevention programming
        o Sexual health education
      • SFZ programs will include live recordings for yoga, guided meditation, etc.
      • Weather permitting, outdoor yoga and guided/meditative nature walks, all while observing physical distancing, are being considered. Outdoor classes will be limited to less ten and will require advance reservation. This will require one SFZ staff person for the duration of the class.
      • Appointments for nutrition/dietary support and counseling will be provided via telehealth only.
      • Building: NA

2. Elevated Risk
   a. Function 1: Health Education and SFZ
      • All Health Education services and Stress-Free Zone (SFZ) programs will be provided online. There will be no on-site programming.
      • Appointments for nutrition/dietary support and counseling will be provided via telehealth only.
      • Building: NA

3. High Risk
   a. Function 1: Health Education and SFZ
      • All Health Education services and Stress-Free Zone (SFZ) programs will be provided online. There will be no on-site programming.
      • Appointments for nutrition/dietary support and counseling will be provided via telehealth only.
      • Building: NA

University Pharmacy Operations

1. Guarded Risk Posture
   a. Function 1: University Pharmacy
University Pharmacy operates 9am-5pm Mon-Fri and accepts walk-in business. However, physical distancing and face coverings are required for entrance to the pharmacy.

Curbside pick-up and mail delivery of prescriptions service are available as well.

Patients are encouraged to call the pharmacy and make payments over the phone prior to picking up their prescriptions.

On-site staff will be limited to three or fewer pharmacists at any given time. Workstations are properly distanced, greater than six feet apart.

Building: Nordenberg Hall

2. Elevated Risk
   a. Function 1: University Pharmacy
      - University Pharmacy operates 9am-5pm Mon-Fri and accepts walk-in business. However, physical distancing and face coverings are required for entrance to the pharmacy.
      - Curbside pick-up and mail delivery of prescriptions service are available as well.
      - Patients are encouraged to call the pharmacy and make payments over the phone prior to picking up their prescriptions.
      - On-site staff will be limited to three or fewer pharmacists at any given time. Workstations are properly distanced, greater than six feet apart.
      - Building: Nordenberg Hall

3. High Risk
   a. Function 1: University Pharmacy
      - The University Pharmacy will cease walk-in business and revert to a “curb-side” service model. Customers will not be permitted in the Pharmacy. Appointments for pick-up of prescriptions will be necessary.
      - Mail delivery service will continue.
      - On-site staff will be limited to no more than two pharmacists at any given time.
      - Building: Nordenberg Hall

III. TRANSITION BETWEEN OPERATIONAL POSTURE

The Student Health Service and University Pharmacy are well positioned to efficiently transition between postures. We hold weekly, all-staff meetings via ZOOM where current conditions, local and national are discussed. Should the University’s Senior Leadership Team decide a change in postures is required, plans are reviewed and preparation for staffing and service changes are made.

The SHS has protocols for providing care remotely and on-site. All staff rotate through these services so transition in either direction can be easily and efficiently provided by any and all staff.

- Frequent updates using multiple communication modalities…ZOOM meetings, email, phone calls, etc.
- Communications concerning trends in infection rates, etc. are held weekly.
- Staff schedules are prepared monthly but can be adjusted weekly.
• Should there be a change in posture, staff will be notified within a week’s time of possible adjustments. This has been communicated with staff previously so all understand short notice may be necessary.

IV. STAKEHOLDER OUTREACH

Students are our primary stakeholder. The Student Health Service, University Pharmacy, Health Education and SFZ exist to provide medical care, pharmacy services and education and programming regarding health and wellness for our students.

• Changes in posture that will result in changes in service levels (move to expanded or restricted on-site care, etc.) will be communicated via several modalities…..website updates (SHS and Coronavirus.pitt.edu), secure email messaging with current patients, social media announcements managed by our Health Education team, and postings…..internally and on the exterior doors.
• The Senior Staff within Student Affairs will be informed of service changes via weekly ZOOM meetings and/or email messages. Marketing and Communications within Student Affairs will assist with messaging.
• Other Pitt stakeholders……select academic departments, facilities/housekeeping, etc. will receive emails regarding service changes.
• Important vendors (Quest Diagnostics, Stericycle, McKesson, etc.) will be notified of any changes via phone call.

MONITORING AND AMENDMENT

The Student Health Service has a very committed, skilled management team. We have developed numerous policies and procedures regarding quality services and care as well as safety requirements. All staff are required to read and sign an attestation that they will comply with the policies. SHS leadership will perform routine surveillance; non-compliance will be addressed immediately. Compliance with safety protocols is part of every employee’s annual evaluation. It is also an important component of our AAAHC accreditation. Any trends will be discussed at weekly SHS Admin Team meetings.

The SHS has a robust Continuous Quality Improvement (CQI) program. Matters of compliance with protocol and procedure are discussed during weekly Management Team meetings and monthly CQI meetings.

Any revisions to this plan must be approved by the Student Affairs Vice Provost and the Provost and Senior Vice Chancellor.
ACTIVITY AREA PLAN: OFFICE OF STUDENT LIFE

I. Overview

1. Name of Activity Area: Office of Student Life
2. Name of Activity Area Lead: Linda Williams-Moore, Associate Dean & Director of Student Life
3. Name of individual submitting Activity Area Plan: Linda Williams-Moore
4. Date of submission: 8/10/20
5. Revision of a previously approved Activity Area Plan? No
6. Brief Summary of Plan
   A brief summary of the most critical pieces of your plan (a few bullet points).
   - Determining if we are working from home, in the office, or a hybrid model based off of each posture.
   - Notifying key stakeholders of availability and setting up meetings in advance based off of each posture.
   - When in the office, keeping a safe distance and requiring meetings to be set up ahead of time so there is not too much traffic inside the office.
7. A confirmation that the activity area will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines. Yes.

II. Functions in Each Operational Posture

Outline

1. High Risk Posture
   a. Function 1: General Office Operations
      i. What: Staffing and general operations.
      ii. How: All services, programs offered remotely.
      iii. Number of people/positions required on campus: No staff will be required to be on campus.
      iv. Buildings: Staff will work remotely from home.

2. Elevated Risk Posture
   a. Function 1: General Office Operations
      i. What: We will rotate one staff member in for four days of the week. One of the days, the office would be shut down completely.
      ii. How: Meetings would be pre-arranged. If there is any other function requiring an additional staff member to be present, that staff member could come in as well. Staff are able to keep their distance from each other in case more need to be in the office at one time.
      iii. Number or Positions required on Campus: (1) per day, unless ad hoc need arises and is approved by the Associate Dean & Director of Student Life.
      iv. Building: William Pitt Union Office 130
3. **Guarded Risk Posture**
   a. **Function 1: General Office Operations**
      i. What: We would have 2 staff in the office per day in order to remain physically distanced.
      ii. How: We would continue virtual meeting. Any in-person meetings would be pre-arranged. Additional staff members may be approved to be physically present on an ad hoc basis.
      iii. iv. Number of Positions Required: (2) per day, unless ad hoc need arises and is approved by the Associate Dean & Director of Student Life.
      v. Building: William Pitt Union Office 130

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

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

In the event where the operational posture is changed, all staff will be notified via email immediately. If a zoom meeting is needed, it will be set up promptly. If shifting to elevated or guarded risk posture, assigned days for working home and working in person will be chosen.

I. **Stakeholder Outreach**

Key stakeholders would be New Student Programs, Family Weekend, First Year Mentors, Student Life, PALS, RISE. I would communicate with them by email detailing the plans for each posture. I would notify them of the dates I will be working from home and in the office. I will also set up an appointment calendar so that they can always be in contact with me and schedule one-on-one’s if needed.

II. **Monitoring and Amendment**

The head of each activity area is responsible for monitoring compliance with their activity area plan. Modification of the Plan must be approved by the Provost and Senior Vice Chancellor.
WPTS RADIO AREA ACTIVITY PLAN

I. OVERVIEW

Name of Activity Area: WPTS Radio
Name of Activity Area Lead: Gregory Weston
Name of individual submitting Activity Area Plan: Gregory Weston
Date of submission: 7/28/20
Revision of a previously approved Activity Area Plan? No
Brief summary of plan:

- WPTS is a multi-faceted organization with many different departments performing many different functions. This plan highlights the aspects of WPTS that generally need at least some access to the WPTS facilities in the William Pitt Union.
- This plan is informed by the necessity of WPTS Radio to adhere to the requirements of its FCC license in areas including minimum operating hours, Emergency Alert System (EAS) operations and other regulations.
- Beyond EAS, WPTS has an important role in communicating timely, accurate information to our community – particularly during times of crisis - so this plan prioritizes the continuation of information programming.
- WPTS Radio is committed to following the University’s Healthcare Standards and Guidelines and the Personnel Standards and Guidelines. All plans below adhere to (and, generally, go beyond) Pitt’s requirements for physical distancing, size of gatherings, etc.

II. FUNCTIONS IN EACH OPERATIONAL POSTURE

a. High Risk Posture
   i. Station Management
      1. Student and staff leadership responsibilities.
      2. All student directors’ office hours to be held remotely. WPTS GM will be at station as needed to carry out essential functions to ensure compliance with FCC license.
      3. 1-2 at a time, with approval of WPTS GM and in coordination with facilities management. If more than 1 person is present, face coverings will be worn and physical distance will be maintained.
      4. 411 WPU suite
   ii. DJ-Hosted Shows
      1. Music shows hosted by DJs
      2. No live, in-studio shows in this posture. No live, remote shows possible with current technology. Option for DJs to pre-record shows off-site.
3. 1, to enter pre-recorded shows into automation system (to be done by WPTS General Manager)
4. 411 WPU suite

iii. Sports Shows
1. Live sports talk shows hosted by sportscasters
2. No live, in-studio shows in this posture. No live, remote shows possible with current technology. Option for pre-recorded, remote shows
3. 1 to enter pre-recorded shows into automation system (to be done by WPTS General Manager)
4. 411 WPU suite

iv. News
1. Daily news updates, plus weekly news review and Campus Round Table programming
2. Daily news updates to inform community of critical issues to be recorded by WPTS directors in this posture. No regularly scheduled, long-form news programming in this posture, although off-site, pre-recorded content could be used for deeper coverage of critical issues.
3. 1, with approval of WPTS GM
4. 403 WPU

v. Production
1. Recording and editing of production elements for broadcast on WPTS Radio
2. Production done individually in 403 or 413 WPU, with remote production done when possible
3. 1, with approval of WPTS GM
4. 403/413 WPU

vi. Podcasting
1. Recording and editing of student-produced podcasts
2. Recording done remotely via platforms such as Discord and Twitch
3. 0
4. N/A

vii. Live Sessions
1. Recording and broadcast of live musical performances
2. Only non-contact, remote sessions streamed via platforms such as Instagram Live in this posture.
3. 0
4. N/A

viii. Training
1. Students being trained on FCC Rules, WPTS policy, and equipment operation
2. All presentations to be done remotely via video. No hands-on/in-person training or certification testing in this posture.
3. None
4. N/A

ix. Engineering
1. Equipment repair and maintenance
2. Staff engineer to come to WPTS weekly to handle routine maintenance. Student engineer to respond to emergencies only, and with approval of GM.
3. 1-2. If more than 1 person is present, face coverings will be worn and physical distance will be maintained.
4. 411 WPU Suite (and CL roof in case of transmitter emergencies)

b. Elevated Risk Posture
i. Station Management
   1. Student and staff leadership responsibilities.
   2. Student and staff leadership will divide required office hours between in-person and remotely.
   3. Not more than 3 per room. Physical distancing will be maintained and face coverings required if more than 1 person is present in a given space.
4. 411 WPU Suite

ii. DJ-Hosted Shows
   1. Music shows hosted by DJs
   2. Live, in-studio shows possible with up to 2 hosts in studio at a time. Pre-recorded shows encouraged.
   3. 1-2 at a time. Physical distance will be maintained and face coverings required if more than 1 DJ is present.
4. 414 WPU

iii. Sports Shows
   1. Live sports talk shows hosted by sportscasters
   2. Regularly scheduled in-studio shows possible, with 1-2 people in Master Control Room (MCR) and 1-2 people in another studio, with additional guests hosted remotely. Physical distance will be maintained and face coverings required if more than 1 person is present in a given space.
3. 1-4
4. 414/412 WPU

iv. News
   1. Daily news updates, but weekly news review and Campus Round Table programming
   2. Daily pre-recorded news updates. Weekly news programming to resume with 1-2 people in (MCR) and 1-2 people in another studio, with additional guests hosted remotely. Remote recording of weekly programming also possible. Physical distance will be maintained and face coverings required if more than 1 person is present in a given space.
3. 1-4
4. 411 WPU Suite

v. Production
1. Recording and editing of production elements for broadcast on WPTS Radio
2. Production done with up to two people in 403 or one person in 412 with producer in 413 WPU. Remote production done if necessary.
3. 1-2. Physical distance will be maintained and face coverings required if more than 1 person is present in a given space.
4. 412/413/403 WPU

vi. Podcasting
1. Recording and editing of student-produced podcasts
2. Recording done in 412 WPU with up to 2-3 in-studio guests and a producer in 413 WPU. Remote production also an option.
3. 2-4. Physical distance will be maintained and face coverings required if more than 1 person is present in a given space.
4. 412/413 WPU

vii. Live Sessions
1. Recording and broadcast of live musical performances
2. Only solo artists and duos to be hosted in 412 WPU in this posture. Sessions also can be streamed from remote locations provided that physical distancing can be maintained.
3. 1-5
4. 412/413 WPU

viii. Training
1. Students being trained on FCC Rules, WPTS policy, and equipment operation
2. All presentations to be done remotely via video. Hand-on training and certifications done individually with trainer.
3. 2. Physical distance will be maintained and face coverings required.
4. 411 WPU Suite

ix. Engineering
1. Equipment repair and maintenance
2. Staff engineer to visit WPU 1-2 times per week for maintenance and training/mentoring of student engineering staff. Student engineer to maintain regular office hours.
3. 1-3. Physical distance will be maintained and face coverings required if more than 1 person is present in a given space.
4. 411 WPU Suite (and CL roof in case of transmitter emergencies)

c. Guarded Risk Posture
i. Station Management
1. Student and staff leadership responsibilities.
2. Student and staff leadership will do most office hours in person but will be encouraged to work remotely as long as essential job functions are completed.
3. Dependent on job function and room location. In-person office hours will be staggered as needed to maintain physical distancing, and face coverings required.
4. 411 WPU Suite

ii. DJ-Hosted Shows
1. Music shows hosted by DJs
2. Live, in-studio shows standard in this posture, with up to 3 hosts in studio at a time. Pre-recorded shows also an option.
3. 1-3 at a time. Physical distance will be maintained and face coverings required if more than 1 person is present in a given space.
4. 414 WPU

iii. Sports Shows
1. Live sports talk shows hosted by sportscasters
2. Regularly scheduled in-studio shows possible, with 1-3 people in Master Control Room and 1-2 people in another studio, with additional guests hosted remotely
3. 1-5. Physical distance will be maintained and face coverings required if more than 1 person is present in a given space.
4. 414/412 WPU

iv. News
1. Daily news updates, but weekly news review and Campus Round Table programming
2. Daily pre-recorded news updates. Weekly news programming to resume with 1-3 people in (MCR) and 1-2 people in another studio, with additional guests hosted remotely. Remote recording of weekly programming also possible.
3. 1-5. Physical distance will be maintained and face coverings required if more than 1 person is present in a given space.
4. 411 WPU Suite

v. Production
1. Recording and editing of production elements for broadcast on WPTS Radio
2. Production done with up to two people in 403 or 1-4 people in 412 and producer in 413 WPU. Remote production done if necessary
3. 1-5. Physical distance will be maintained and face coverings required if more than 1 person is present in a given space.
4. 412/413/403 WPU

vi. Podcasting
1. Recording and editing of student-produced podcasts
2. Recording done in 412 WPU with to 4 in-studio guests and a producer in 413 WPU. Remote production also an option.
3. 2-5. Physical distance will be maintained and face coverings required if more than 1 person is present in a given space.
4. 412/413 WPU

vii. Live Sessions
1. Recording and broadcast of live musical performances
2. Only solo artists and duos to be hosted in 412 WPU in this posture.
3. 1-5. Physical distance will be maintained and face coverings required if more than 1 person is present in a given space.
4. 412/413 WPU

viii. Training
1. Students being trained on FCC Rules, WPTS policy, and equipment operation
2. All training to be done remotely via video. Hands-on training and certifications to be done in small groups.
3. 2-5. Physical distance will be maintained and face coverings required if more than 1 person is present in a given space.
4. 411 WPU Suite

ix. Engineering
1. Equipment repair and maintenance
2. Engineering staff to maintain regular schedules.
3. 1-4. Physical distance will be maintained and face coverings required if more than 1 person is present in a given space.
4. 411 WPU Suite (and CL roof in case of transmitter emergencies)

III. TRANSITIONS IN OPERATIONAL POSTURE

a. Transitions in operational posture will be communicated from the WPTS General Manager and Station Manager to Assistant Station Managers and Directors through the WPTS Directors Slack channel. Directors will notify their staffs through their departmental communications channels. Directors will indicate to their departments what the shift in operational posture will mean for their in-person presence with the change in the operational posture (i.e. whether individuals will or will not be allowed to be physically present on campus).

b. WPTS will continue to broadcast 24/7/365 regardless of operational posture. However, operations will be altered in the ways described above as risk levels fluctuate.

IV. STAKEHOLDER OUTREACH

a. Key WPTS stakeholders include
   i. WPTS professional staff members
   ii. WPTS student directors
   iii. WPTS student staff members
iv. WPTS Listeners

b. WPTS professional staff members and student directors have been collaboratively developing this plan, so those stakeholders are and will remain intimately familiar with how WPTS will function in the various operational postures, and how any changes in posture will impact their areas of responsibility.

c. WPTS student directors will be responsible for communicating with their respective student staff members the portions of this plan that impact them. This communication will take place on an on-going basis, but particularly at the beginning of the school year and as shifts in operational posture approach.

d. WPTS will continue to provide uninterrupted programming – including music, news updates and other content – regardless of operational posture, so shifts in operational posture will have limited impact to WPTS listeners.

V. MONITORING AND AMENDMENT

a. WPTS General Manager Gregory Weston will be responsible for monitoring compliance and proposing amendments to this plan. Any revisions to this plan must be approved by the Provost and Senior Vice Chancellor.
I. Overview

Name of Activity Area: Pitt Program Council
Name of Activity Area Lead: Tom Misuraca
Name of individual submitting Activity Area Plan: Tom Misuraca
Date of submission: 8/3/2020
Revision of a previously approved Activity Area Plan? Yes

A brief summary of the most critical pieces of your plan (a few bullet points).

The Pitt Program Council will be producing numerous programs in any and all of the Operational postures. The posture will determine if these programs will be virtual or in-person. We would like to have a system that would allow us to accept money electronically without having to pay a service fee so as to be able to offset some of the costs and reduce or eliminate the need for outer office personnel.

A confirmation that the activity area will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines

II. Functions in Each Operational Posture

**Outline**

**High Risk Posture**

Function 1: Producing Programs

What is being done: Programs are being produced 100% virtually
How it is being done: Zoom, Panopto, Microsoft Teams
Number of people/positions required on campus: 0
Buildings: N/A

Function 2: Customer Service/business operations

What is being done: Virtual customer service.
How it is being done: via email and social media
Number of people/positions required on campus: 0
Buildings: N/A

**Elevated Risk Posture**

Function 1: Producing Programs

What is being done: Majority will be virtual except outdoor programs that can be physically distanced.
How it is being done: Majority via Zoom, Panopto and Teams. Some will be outdoor programs where we can maintain physical distancing and masks.
Number of people/positions required on campus: Until such a time as the students are taking in-person classes the office operations will remain virtual. If students are taking in person classes we will have 1
person in the office Monday through Thursday from 10 a.m. until 3 p.m.
Buildings: M-30 WPU and WPU ticket office

Function 2: Customer service/operations
What is being done: one person available from 8:30 a.m. until 7 p.m.
M-F for customer service and taking payments for events.
How it is being done: 1 person in the office 8:30 a.m.-5 p.m. and 1 person in tix ofc 5 p.m.-7p.m.
Number of people/positions required on campus: 2/day at different times in different places
Buildings: M-30 WPU and WPU ticket office

Guarded Risk Posture

Function 1: Producing programs
What is being done: At least 50% of programs that will attract less than 250 people will be produced live (space permitting); others will be produced virtually.
How it is being done: Producing programs in available rooms ensuring proper notifications, face coverings and physical distancing. Virtual programs will also continue.
Number of people/positions required on campus: 3 staff (not all at the same time), 9 student directors (not all at the same time).
Buildings: WPU and any other buildings/spaces that can be used for events.

Function 2 Customer service/operations
What is being done: person available from 8:30 a.m. until 5 p.m. M-F for customer service and taking payments for events and 9 student directors for planning and customer service (not all at the same time).
How it is being done: 1 person in the office 8:30 a.m.-5 p.m In-person programs in available rooms ensuring proper notifications, face coverings and physical distancing.
Number of people/positions required on campus: 2/day at different times in different places; plus 9 student directors (but not all at the same time)
Buildings: WPU and any other buildings/spaces that can be used for events.

IV. Transitions between Operational Postures

Pitt Program Council Personnel will be notified via email, text and phone calls. A switch from high to elevated risk posture would mean that a limited staff could return to M-30 WPU and WPU ticket office. A shift to guarded would allow events to begin occurring in-person and student directors to work from the office to produce events. A switch from guarded to elevated would result in a shift to primarily virtual events. A shift from elevated to high would result in all operations shifting to a remote status.
V. **Stakeholder Outreach**

Stakeholders are the undergraduate students. They will be notified via email and texting (if they’ve signed up for an event), all social media and our website.

VI. **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 Provost and Senior Vice Chancellor.
Activity Area Plan: Student Government Board (Pittsburgh Campus)

I. Overview

Name of Activity Area: Student Government Board
Name of Activity Area Lead: Caitlyn Haluck, Student Government Board Administrative Assistant
Name of individual submitting Activity Area Plan: Caitlyn Haluck
Date of submission: 8/10/20
Revision of a previously approved Activity Area Plan? No

Summary of Plan: Primarily, all personnel within the Student Government Board Office will work remotely for the duration of the COVID-19 pandemic, regardless of the University’s operating posture. The exception will be that the Administrative Assistant will be available, on a limited basis, in the Elevated and Guarded Postures.

The Student Government Board office will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines.

   a. In particular, while on campus, SGB staff/members 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 signage
      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

II Functions in Each Operational Posture

High Risk Posture
Function 1: General Office Operations
   What: Student Government Board Pitt Email/Phone
   How: Administrative Assistant will be answering emails/phone calls remotely, M-F 8:30-5PM
   Number of people/positions required on campus: No Positions will be required on Campus.
   Buildings: All positions and Student Government Board will be working remotely
Function 2: Lawyer Appointments
   What: Scheduling and Holding Lawyer Appointments
   How: Students can schedule an appointment by email or calling M-F 8:30-5PM. Following guidelines, consultations will take place either virtually or over the phone.
   Number of people/positions required on campus: No Positions will be required on Campus.
Buildings: All positions and Student Government Board will be working remotely

**Function 3: Student Government Board Allocations Process**

*What:* Allocations Requests

*How:* All allocations requests from undergraduate student organizations will be submitted online to Allocations Committee. All meetings regarding Allocations process will occur via Zoom.

*Number of people/positions required on campus:* No Positions will be required on Campus.

*Buildings:* All positions and Student Government Board will be working remotely

**Function 4: Student Leader Remunerations**

*What:* Processing Remunerations

*How:* Remunerations will be processed remotely by Administrative Asst. and all required documents from students will be uploaded to a box file.

*Number of people/positions required on campus:* No Positions will be required on Campus.

*Buildings:* All positions and Student Government Board will be working remotely

**Function 5: Student Leader Office Hours**

*What:* Student Government Board/Committee Members Office Hours/Meetings

*How:* All Members will be holding office hours and meetings via Zoom platform to ensure Pitt Students have a way of reaching out with any questions/concerns. These hours will be posted on SGB website.

*Number of people/positions required on campus:* No Positions will be required on Campus.

*Buildings:* All positions and Student Government Board will be working remotely

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**Elevated Risk Posture**

**Function 1: General Office Operations**

*What:* Student Government Board Pitt Email/Phone

*How:* Administrative Assistant will be answering emails/phone calls remotely, M-F 8:30-5PM

*Number of people/positions required on campus:* Administrative Assistant will be operating from SORC office, 1 day per week; otherwise remote

*Buildings:* William Pitt Union, rooms 833 and 848

**Function 2: Lawyer Appointments**

*What:* Scheduling and Holding Lawyer Appointments

*How:* Students can schedule an appointment by email or calling M-F 8:30-5PM. Following guidelines, consultations will take place either virtually or over the phone.
Number of people/positions required on campus: Administrative Assistant will be operating from SORC office, 1 day per week; otherwise remote
Buildings: William Pitt Union, rooms 833 and 848

Function 3: Student Government Board Allocations Process
What: Allocations Requests
How: All allocations requests from undergrad student organizations will be submitted online to Allocations Committee. All meetings regarding Allocations process will occur via Zoom.
Number of people/positions required on campus: Administrative Assistant will be operating from SORC office, 1 day per week; otherwise remote
Buildings: William Pitt Union, rooms 833 and 848

Function 4: Student Leader Remunerations
What: Processing Remunerations
How: Remunerations will be processed remotely by Administrative Asst. and all required documents from students will be uploaded to a box file.
Number of people/positions required on campus: Administrative Assistant will be operating from SORC office, 1 day per week; otherwise remote
Buildings: William Pitt Union, rooms 833 and 848

Function 5: Student Leader Office Hours
What: Student Government Board/Committee Members Office Hours/Meetings
How: All Members will be holding their office hours and meetings via Zoom platform to ensure Pitt Students have a way of reaching out with any questions/concerns. These hours will be posted on SGB website. **When SGB Administrative Asst. is in office, Board/Committee Members can schedule a time with the Admin to come in for Quiet Hours in a closed office space. To ensure members are following health guidelines of physical distancing, only 1 person per closed office space allowed at a time.**
Number of people/positions required on campus: Administrative Assistant will be operating from SORC office, 1 day per week; otherwise remote. On Administrative Assistant’s office days, Board/Committee members can schedule time in individual offices.
Buildings: William Pitt Union, rooms 833 and 848

Guarded Risk Posture
Function 1: General Office Operations
What: Student Government Board Pitt Email/Phone
How: Administrative Assistant will be answering emails/phone calls remotely, M-F 8:30-5PM
Number of people/positions required on campus: Administrative Assistant will be operating from SORC office, 2 days per week; otherwise remote
Buildings: William Pitt Union, room 848

Function 2: Lawyer Appointments
What: Scheduling and Holding Lawyer Appointments
How: Students can schedule an appointment by email or calling M-F 8:30-5PM. Following guidelines, consultations will take place either virtually or over the phone.
Number of people/positions required on campus: Administrative Assistant will be operating from SORC office, 2 days per week; otherwise remote
Buildings: William Pitt Union, room 848

Function 3: Student Government Board Allocations Process
What: Allocations Requests
How: All allocations requests from undergrad student organizations will be submitted online to Allocations Committee. All meetings regarding Allocations process will occur via Zoom.
Number of people/positions required on campus: Administrative Assistant will be operating from SORC office, 2 days per week; otherwise remote
Buildings: William Pitt Union, room 848

Function 4: Student Leader Remunerations
What: Processing Remunerations
How: Remunerations will be processed remotely by Administrative Asst. and all required documents from students will be uploaded to a box file.
Number of people/positions required on campus: Administrative Assistant will be operating from SORC office, 2 days per week; otherwise remote
Buildings: William Pitt Union, room 848

Function 5: Student Leader Office Hours
What: Student Government Board/Committee Members Office Hours/Meetings
How: All Members will be holding their office hours and meetings via Zoom platform to ensure Pitt Students have a way of reaching out with any questions/concerns. These hours will be posted on SGB website. **When SGB Administrative Asst. is in office, Board/Committee Members can schedule a time with the Admin to come in for Quiet Hours in a closed office space. To ensure members are following health guidelines of physical distancing only 2 people per closed office space allowed at a time, and both must be wearing face coverings the entire time. **
Number of people/positions required on campus: Administrative Assistant will be operating from SORC office, 2 days per week;
otherwise remote. On Administrative Assistant’s office days, Board/Committee members can schedule time in individual offices.  
Buildings: William Pitt Union, room 848

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:
- Shift from High Risk Posture to Elevated Risk Posture
- Shift from Elevated Risk Posture to Guarded Risk Posture

As risk levels increase:
- Shift from Guarded Risk Posture to Elevated Risk Posture
- Shift from Elevated Risk Posture to High Risk Posture

Regardless of the current posture, whenever a shift in postures occurs, the SGB President will notify via email all Board and Committee members of the change and will also inform them of what the office activity area plan will be during that posture, including whether “quiet hours” can be scheduled in the new posture. SGB will also be posting on the website (www.sgb.pitt.edu), the current Operational Posture for public information.

The Allocations Committee Chair and Liaisons will be responsible for contacting any student organization whose previously approved allocations might be impacted by the shift in postures.

IV. Stakeholder Outreach

Stakeholders of SGB include all Student Government Board Members and University employees and students. Notification of Student Government Boards remote-work status will be posted on our website: https://sgb.pitt.edu/.

V. Monitoring and Amendment

Any revisions to this plan must be approved by the Provost and Senior Vice Chancellor.
STUDENT ORGANIZATION RESOURCE CENTER
ACTIVITY AREA PLAN

I. Overview

Name of Activity Area:  Student Organization Resource Center (SORC)
Name of Activity Area Lead:  Lynne Miller, Coordinator SORC
Name of individual submitting Activity Area Plan:  Lynne Miller
Date of submission:  8/10/20
Revision of a previously approved Activity Area Plan? No
Brief Summary of Plan

In the **High Risk Posture**, the SORC will completely operate remotely and all programming and services will be offered virtually. Some non-essential services are not available due to remote work and limited-to-no activity on campus.

In the **Elevated Posture**, the SORC will operate under a hybrid of remote work and on-campus work. Most programming and services will be available either virtually or through a contactless process. With the exception of deliveries (UPS, FedEx), no one will be admitted into the SORC office without an appointment. Appointments will only be made for special circumstances that cannot be handled via phone or video conference.

In the **Guarded Posture**, the SORC will operate under a hybrid of remote work and on-campus work. Most programming and services will be available either virtually or through a contactless process. With the exception of deliveries (UPS, FedEx), no one will be admitted into the SORC office without an appointment. Appointments can be made for special circumstances and for one on one meetings with a staff member. The SORC Concessions program will reopen for balloon requests only.

As the lead of this activity area, I hereby confirm that the Student Organization Resource Center will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines.

II. Functions in Each Operational Posture

Outline

**High Risk Posture**

**Function 1: General Office Operations**
- **What:** Staffing and general operations.
- **How:** All services, programs offered remotely.
- **Number of people/positions required on campus:** No staff required.
- **Buildings:** Staff will work remotely from home.

**Function 2: Trainings & Programming**
- **What:** Training and programming for student organizations
- **How:** All trainings and programming will be conducted via Zoom, Microsoft 365, or other appropriate online platforms.
- **Number of people/positions required on campus:** No staff required.
Buildings: Staff will work remotely from home.

**Function 3: Registrations**
- **What:** Student organization registrations
- **How:** All submissions, communication, and approvals will be conducted through the online Campus Labs Engage platform and email communication.
- **Number of people/positions required on campus:** No staff required.
- **Building:** Staff will work remotely from home.

**Function 4: Student Organization Purchases**
- **What:** Purchase of goods and/or services for student organization business via Purchasing Card, Travel Card, PantherExpress, and/or contract process.
- **How:** Students will send an email for a request to use the SORC P/T-Card to the SORC Business Office, who will coordinate payment via virtual methods. All disbursement and reimbursement requests can be made through an online form developed by the SORC. All student organization contracts will be in a DocuSign format for ease of processing and approval.
- **Number of people/positions required on campus:** No staff required.
- **Building:** Staff will work remotely from home.

**Function 5: Student Organization Deposits**
- **What:** Student organization deposit funds into their accounts.
- **How:** Fundraised monies or dues can be mailed via U.S. Postal mail to a P.O. Box set up by the SORC. As they are able to, pending local guidelines regarding shelter in place, SORC staff will pick up the mail to process and will deposit at a local PNC branch. This process occurs once a week. If shelter in place guidelines prevent staff from being able to go to the post office, then the deposits will accumulate until the process is able to resume.
- **Number of people/positions required on campus:** No staff required; occasional (no more than once per week) access to campus to collect monies from the mail.
- **Building:** Mailing Services, Thomas Boulevard

**Function 6: Meetings**
- **What:** Meetings with student organizations
- **How:** All meetings are held virtually via Zoom or other appropriate platform or may be conducted over the phone.
- **Number of people/positions required on campus:** No staff required.
- **Building:** Staff will work remotely from home.

**Function 7: Student Organization Supplies & Copies**
- **What:** Student organizations receive free supplies & copies from SORC.
- **How:** These services will not be provided in this posture as they require access to the SORC office and are not crucial to the business of student organizations.
Number of people/positions required on campus: No staff required.  
Building: N/A.

**Function 8: Student Organization Mail**
What: Student organization mail pick up.  
How: Staff will pick up the mail and determine if anything needs to be mailed directly to a student or it will be held while the University is in this posture.  
Number of people/positions required on campus: 1 staff member, once a week  
Building: Mailing Services, Thomas Boulevard

**Function 9: Concessions Program**
What: Concessions Program  
How: These services will not be available in this posture.  
Number of people/positions required on campus: No staff required.  
Building: N/A.

**Elevated Risk Posture**

**Function 1: General Office Operations**
What: Office staffing & general operations  
How: Most services, programs offered virtually/remote.  
Safety measures
  a. The door to the office will be closed at all times.  
  Proper signage will direct students, faculty, staff to make an appointment to enter the space. Deliveries such as UPS or FedEx will not require an appointment.  
  b. A hand sanitizer stand will be available outside the door during hours when the campus office is open.  
  c. Proper signage, stickers, and PPE in place.  
  d. Proper face coverings will be available. Students, faculty, and/or staff without proper face coverings will not be permitted in the office.  
  e. Plexiglass covers will be installed at the front desk and the Administrative Assistant’s desk.  
  f. Staff and student workers MUST wear face coverings at all times.  
  g. All common surfaces will be wiped. with Clorox wipes at the beginning of the day. All staff are responsible for their own spaces. Common surfaces will be wiped after any visitor leaves and at the end of the day.

Number of people/positions required on campus: 1 staff member per day for four days. This will occur on a rotating basis amongst the SORC staff members. The office space will be closed one day a week.  
Building: 833 William Pitt Union
Function 2: Trainings & Programming
What: Training and programming for student organizations
How: All trainings and programming will be conducted via Zoom, Microsoft 365, or other appropriate online platforms.
Number of people/positions required on campus: No staff required.
Buildings: Staff will work remotely from home.

Function 3: Registrations
What: Student organization registrations
How: All submissions, communication, and approvals will be conducted through the online Campus Labs Engage platform and email communication.
Number of people/positions required on campus: No staff required.
Building: Staff will work remotely from home.

Function 4: Student Organization Purchases
What: Purchase of goods and/or services for student organization business via Purchasing Card, Travel Card, PantherExpress, and/or contract process.
How: Students will follow the guidelines for the High Risk Posture for purchases. For more complex purchases/financial transactions, students, faculty or staff must make an appointment with a SORC staff member in order to access the office space.
Number of people/positions required on campus: One staff member per day, four days a week.
Building: Complex purchases may be made in the SORC office (833 WPU) by appointment only. All others will be made virtually/over the phone.

Function 5: Student Organization Deposits
What: Student organization deposit funds into their accounts.
How: Students will drop deposits into a secured drop slot in the SORC office anytime the William Pitt Union is open. No appointments are necessary. Gloves will be available for staff handling of cash deposits.
Number of people/positions required on campus: One staff member per day, four days a week.
Building: 833 William Pitt Union

Function 6: Meetings
What: Meetings with student organizations
How: All meetings are held virtually via Zoom or other appropriate platform or may be conducted over the phone.
Number of people/positions required on campus: No staff required.
Building: Staff will work remotely from home.

Function 7: Student Organization Supplies & Copies
What: Student organizations receive free supplies & copies from SORC.
How: Student organizations may fill out an online request for either small office supplies or copies. Staff will fill and prepare orders for student organization pick-up. Supplies will be placed in box outside office. Supplies not picked up during a business day will be stored in the office overnight.
Number of people/positions required on campus: One staff member per day, four days a week.
Building: 833 William Pitt Union.

Function 8: Student Organization Mail
What: Student organization mail pick up.
How: Student organizations will be notified when mail is available and will be asked to make an appointment to pick up the mail.
Number of people/positions required on campus: One staff member per day, four days a week.
Building: 833 William Pitt Union.

Function 9: Concessions Program
What: Concessions Program
How: These services will not be available in this posture.
Number of people/positions required on campus: No staff required.
Building: N/A.

Guarded Risk Posture

Function 1: General Office Operations
What: Office staffing & general operations
How: Most services, programs offered virtually/remotely.
Safety measures
The door to the office will be closed at all times. Proper signage will direct students, faculty, staff to make an appointment to enter the space. Deliveries such as UPS or FedEx will not require an appointment. A hand sanitizer stand will be available outside the door during hours when the campus office is open. Proper signage, stickers, and PPE in place. Proper face coverings will be available. Students, faculty, and/or staff without proper face coverings will not be permitted in the office. Plexiglass covers will be installed at the front desk and the Administrative Assistant’s desk. Staff and student workers MUST wear face coverings at all times. All common surfaces will be wiped with Clorox wipes at the beginning of the day. All staff are responsible for their own spaces. Common surfaces will be wiped after any visitor leaves and at the end of the day.
Number of people/positions required on campus: 2 staff members, 5 days a week.
Building: 833 William Pitt Union

Function 2: Trainings & Programming
What: Training and programming for student organizations
How: All trainings and programming will be conducted via Zoom, Microsoft 365, or other appropriate online platforms.
Number of people/positions required on campus: No staff required.
Building: Staff will work remotely from home.

Function 3: Registrations
What: Student organization registrations
How: All submissions, communication, and approvals will be conducted through the online Campus Labs Engage platform and email communication.
Number of people/positions required on campus: No staff required.
Building: Staff will work remotely from home.

Function 4: Student Organization Purchases
What: Purchase of goods and/or services for student organization business via Purchasing Card, Travel Card, PantherExpress, and/or contract process.
How: Students will follow the guidelines for the High Risk and Elevated Postures for purchases. For more complex purchases/financial transactions, students, faculty or staff must make an appointment with a SORC staff member in order to access the office space.
Number of people/positions required on campus: 2 staff members, 5 days a week.
Building: Complex purchases may be made in the SORC office (833 WPU) by appointment only. All others will be made virtually/over the phone.

Function 5: Student Organization Deposits
What: Student organization deposit funds into their accounts.
How: Students will drop deposits into a secured drop slot in the SORC office anytime the William Pitt Union is open. No appointments are necessary. Gloves will be available for staff handling of cash deposits.
Number of people/positions required on campus: 2 staff members, 5 days a week.
Building: 833 William Pitt Union

Function 6: Meetings
What: Meetings with student organizations
How: All meetings with more than two people are held virtually via Zoom or other appropriate platform or may be done over the phone. One on one meetings may occur in person, with individuals wearing face coverings. Meetings must be made by appointment.
Number of people/positions required on campus: 2 staff members, 5 days a week.
Building: Staff may meet with students as described above in the SORC office (833 WPU) by appointment only. All other meetings will be made virtually/over the phone.

Function 7: Student Organization Supplies & Copies
What: Student organizations receive free supplies & copies from SORC.
How: Student organizations may fill out an online request for either small office supplies or copies. Staff will fill and prepare orders for student organization pick-up. Supplies will be placed in box outside office. Supplies not picked up during a business day will be stored in the office overnight.
Number of people/positions required on campus: 2 staff members, 5 days a week.
Building: 833 William Pitt Union

Function 8: Student Organization Mail
What: Student organization mail pick up.
How: Student organizations will be notified when mail is available and will be asked to make an appointment to pick up the mail.
Number of people/positions required on campus: 2 staff members, 5 days a week.
Building: 833 William Pitt Union

Function 9: Concessions Program
What: Concessions Program
How: Student organizations and University departments are able to order balloons and/or rent helium tanks. No concession (food) machines will be rented. Balloon orders must be picked up from the SORC office by appointment.
Number of people/positions required on campus: Two staff members, 5 days a week.
Building: 833 William Pitt Union.

VI. 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:
In the case of a shift in any posture, SORC staff will be notified via email with a Zoom meeting to follow to discuss changes and needs. When shifting from the High Risk Posture to the Elevated Risk Posture or Elevated Risk Posture to Guarded Risk Posture, staff will be given one week notice prior to their return to campus/increased days on campus. During the first week after return to campus from the High Risk Posture to the Elevated Posture, the office space will be closed to visitors as the staff prepares, cleans, and reorganizes the area.

The most significant changes in functions will be from the High Risk Posture (and vice versa) as student organizations regain/lose access to services like copies, supplies and ease of deposits at an on-campus location. Additionally, as the University shifts to the Guarded Risk Posture, making more in-person events possible, our office anticipates more activity, thus a need in increase of staffing on campus.

IV. Stakeholder Outreach

Student Organization Officers & Advisors
An email will be sent out to organization officers and advisors anytime there is a shift from one posture to another. This email will outline new procedures and changes in services and availability. Additionally, the information will be posted on the SORC website and social media platforms, as appropriate.
Any organizations that have immediate business with the SORC will be contacted via email or phone to make arrangements for rescheduling and/or moving to a virtual process.

Concessions Customers
An email will be sent to student organizations and previous concession customers letting them know that balloons are available when moving into Guarded Posture.
In the case that orders need to be cancelled when moving from Guarded to Elevated Posture, the SORC Administrative Assistant will call each customer and follow up with an email.

Student Organization Contracted Vendors
In the case that student organizations contract with a vendor (when in an appropriate Posture and following guidelines for on-campus events) and the Posture shifts in such a way that the event can no longer occur, the SORC will work directly with student organization leaders and vendors to cancel contracts and events appropriately.

V. Monitoring and Amendment

Any revisions to this plan must be approved by the Provost and Senior Vice Chancellor.
Activity Area Plan: The Pitt News (Pittsburgh Campus)

I. Overview

Name of Activity Area: The Pitt News  
Name of Activity Area Lead: Terry Lucas, General Manager  
Name of individual submitting Activity Area Plan: Terry Lucas, General Manager  
Date of submission: July 29, 2020  
Revision of a previously approved Activity Area Plan? NO

A brief summary of the most critical pieces of your plan (a few bullet points).

• During High risk posture, The Pitt News (TPN) could have up to 3 or 4 students on-site, and during Elevated risk posture, up to 6-7 students in the office.
• In high and elevated postures, professional staff members will come to campus for emergencies only if they cannot be resolved with the student on the phone, by email or on Zoom.
• During the guarded risk posture, all staff return to work if necessary, although many can work from a distance. But if they choose to work in the office, they will follow university guidelines for capacities and cleaning procedures, will wear masks in the office, and will maintain physical distancing.
• Professional staff (general manager, professional multimedia account executive, office manager and news adviser) will rotate and come to campus one or two days per week as needed.

As the lead of this activity area, I hereby confirm that TPN will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, TPN students and professional 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

As the lead of this activity area, I hereby confirm that TPN will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, TPN students and professional staff will:

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

Outline

High Risk Posture

Function 1 - Editorial Operations

All operations to take place virtually; news adviser, editor and managing editor will come to campus for emergencies only if they cannot be resolved on the phone, by email or on Zoom. Emergency access will be approved by the Dean of Students or his designee. The writers and editors have the software and hardware necessary to write and edit from their homes.
One: Photographers will be urged to use their own equipment to avoid coming into the office, but the visual editor will have office access for photo/video equipment, if absolutely necessary. Emergency access will be approved by the Dean of Students or his designee.

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Function 2 – Business Operations

All operations to take place virtually; professional multimedia account executive, office manager and general manager will come to campus for emergencies only if they cannot be resolved on the phone, by email or on Zoom. Emergency access will be approved by the Dean of Students or his designee.

The student sales managers, digital manager, and account executives will have the necessary CRM (AdPro) and Pulse access to TPN server on their personal computers to contact local businesses and university clients remotely from their homes.

Three: Production Manager, Business or Sales Managers, Graphic Designer for advertising production Monday-Friday for the Wednesday print edition. Access will be approved by the Dean of Students or his designee.

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Function 3 – General Operations

Professional staff (general manager, professional multimedia account executive, office manager and news adviser) will come to campus for emergencies only if they cannot be resolved on the phone, by email or on Zoom. Emergency access will be approved by the Dean of Students or his designee.

Professional staff have the necessary CRM and Pulse access to TPN serve on their personal computers to remotely conduct business and to support the student staff from their homes.

Four: General Manager, News Adviser, Professional Multimedia Account Executive, and office manager will come to campus for emergencies only if they cannot be resolved on the phone, by email or on Zoom. Emergency access will be approved by the Dean of Students or his designee.

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Elevated Risk Posture

Function 1 – Editorial Operations

Editors and writers can still do their work from their homes, so they will only be in the office if absolutely necessary. Access will be approved by the Dean of Students or his designee to ensure that not all writers are physically present simultaneously.

The writers and editors have the software and hardware necessary to edit from their homes. The office will have distancing signs and Plexiglas as necessary.
Three: The news adviser will be allowed in the office if necessary for emergencies if he can get to campus safely, but otherwise, the student leaders can contact him any time of day, day or night. Layout editor, editor and/or managing editor for production on Monday and Tuesday nights for the Wednesday print edition. Photographers will be urged to use their own equipment to avoid coming into the office, but the visual editor will have office access for photo/video equipment, if absolutely necessary.

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Function 2 – Business Operations

All operations to take place virtually; professional multimedia account executive, office manager and general manager will come to campus for emergencies only if they cannot be resolved on the phone, by email or on Zoom. Emergency access will be approved by the Dean of Students or his designee.

The student sales managers, digital manager, and account executives will have the necessary CRM (AdPro) and Pulse access to TPN server on their personal computers to contact local businesses and university clients remotely from their homes.

Four: Production Manager, Business or Sales Managers, Graphic Designer for advertising production Monday-Friday for the Wednesday print edition.

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Function 3 – General Operations

Professional staff (general manager, professional multimedia account executive, office manager and news adviser) will come to campus for emergencies only if they cannot be resolved on the phone, by email or on Zoom. Emergency access will be approved by the Dean of Students or his designee.

Professional staff have the necessary CRM and Pulse access to TPN serve on their personal computers to remotely conduct business and to support the student staff from their homes.

Four: General Manager, News Adviser, Professional Multimedia Account Executive, and office manager will come to campus for emergencies only if they cannot be resolved on the phone, by email or on Zoom. Emergency access will be approved by the Dean of Students or his designee.

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**Guarded Risk Posture**

Function 1 – Editorial Operations

Newsroom open normal building hours all staff return to work if necessary, although once again, many can work from a distance and do the job just as well.
The writers and editors have the software and hardware necessary to edit from their homes. But if they choose to work in the office, they will follow university guidelines for capacities and cleaning procedures, will wear face coverings in the office, and will maintain physical distancing.

The layout editor will be in the office for production on Monday and Tuesday nights for the Wednesday print edition. Photographers will have office access to get equipment. The news adviser will be in the office if he can get to campus safely.

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Function 2 – Business Operations

Business and Production rooms open normal building hours, all staff return to work if necessary, although once again, many can work from remotely. Account executives will be in the office at the business and sales managers request.

The sales and digital managers, account executive have the CRM and pulse access to TPN servers necessary to sell from their homes. But if they choose to work in the office, they will follow university guidelines for capacities and cleaning procedures, will wear face coverings in the office, and will maintain physical distancing.

Production Manager, Business or Sales Managers, Graphic Designers for advertising production Monday-Friday for the Wednesday print edition. They will follow university guidelines for capacities and cleaning procedures, will wear masks in the office, and will maintain social distancing.

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Function 3 – General Operations

Professional staff (general manager, professional multimedia account executive, office manager and news adviser) will come to campus one or two days per week.

Professional staff have the necessary CRM and Pulse access to TPN serve on their personal computers to remotely conduct business and to support the student staff from their homes when not in the office one or two days per week.

On days the General Manager, News Adviser, Professional Multimedia Account Executive, and office manager are not on campus, they will come to campus for emergencies only if they cannot be resolved on the phone, by email or on Zoom.

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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:
   Shift from High Risk Posture to Elevated Risk Posture
   Shift from Elevated Risk Posture to Guarded Risk Posture

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

As postures change, The Pitt News will have a phone tree and email message to alert the editor, business manager, and professional staff (office manager, news adviser and professional multimedia account executive) when moving from one phase to another. The general manager should be alerted by senior leadership and he will call/email the student leaders (editor and business manager) and professional staff. From there, each staff member will contact their immediate team of student staff to let them know whether work will be executed on campus or from home.

IV. Stakeholder Outreach

Stakeholders include the student leaders (editor and business manager) and their student staff on the editorial and business divisions, respectively, the professional staff (general manager, office manager, news adviser and professional multimedia account executive).

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 Provost and Senior Vice Chancellor.
I. Overview

1. Name of Activity Area
   a. Student Office of Sustainability (SOOS)
2. Name of Activity Area Lead
   a. Erika Ninos, Sustainability Coordinator
3. Name of individual submitting Activity Area Plan
   a. Erika Ninos, Sustainability Coordinator
4. Date of submission
   a. July 30, 2020
5. Revision of a previously approved Activity Area Plan? (Yes or no)
   a. No
6. A brief summary of the most critical pieces of your plan (a few bullet points).
   a. The Student Office of Sustainability will only operate with limited in-person services while the University is in the Guarded or Elevated Risk postures
      i. The Student Office of Sustainability will not operate with any in-person services if the University is in a High Risk posture
   b. The Office will have a limited capacity of 9 people (including student and professional staff) while the University is in the Guarded posture.
   c. Student and professional staff will adhere to strict protocols including face coverings, social distancing and aggressive cleaning of high touch spaces
7. The Student Office of Sustainability confirms that the activity area will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines

II. Functions in Each Operational Posture

Outline

1. High Risk Posture
   a. Function 1- The Student Office of Sustainability- Office Operations
      i. Office is closed to all visitors. Student and professional staff to work remotely.
      ii. Social media to be updated with operational changes; all professional and student staff will work remotely; All staff and council meetings conducted remotely.
      iii. Number of people/positions required on campus-N/A
      iv. Buildings- N/A
      v. *See below for COVID-19 operations plan

2. Elevated Risk Posture
   a. Function 1- The Student Office of Sustainability- Office Operations
      i. Office is closed to all visitors.
         1. Office will be accessible to student staff and student council; however, student staff and council are encouraged to work remotely.
         2. Student staff and council will be limited to seven (7) at one time within the office/meeting space. All students will be required either swipe into the space to enter.
         3. Office will be accessible to professional staff; however, professional staff are encouraged to work remotely.
ii. Social media to be updated with operational changes; All student and professional staff are encouraged to work from home; All staff and Council meetings conducted remotely

iii. Number of people/positions required on campus-No one required, but limited to seven (7) allowed in the office at one time.

iv. Buildings- William Pitt Union - Room 510
v. *See below for COVID-19 operations plan

3. Guarded Risk Posture
   a. Function 1- The Student Office of Sustainability- Office Operations
      i. The SOOS will only be open to visitors while the University is in the Guarded operational posture.
         1. Signage posted outside of the Student Office of Sustainability: 1) Face coverings are required to enter; 2) Physical distancing will be enforced, 3) Maximum Capacity of the space is 9 people (including employees); SOOS student staff will sit behind a barrier and are empowered to enforce the rules in the mitigation and operational plan
         2. SOOS users may only access the space during open hours when staff is present; Swipe access to the SOOS will be limited to SOOS student staff, professional staff and SOOS council
         3. Office Occupancy will be limited to two (2) professional/student staff members and a total of 7 SOOS users
         4. Surfaces of workstations will be cleaned frequently. When workstations are used by multiple people, employees must clean and disinfect all surfaces at the end of their work shifts; SOOS staff will document enhanced cleaning and disinfecting procedures for high contact surfaces of all shared equipment and shared surfaces (e.g. shared desks, counter tops and telephones).
         5. Seats, furniture and workstations will be removed or reconfigured to preserve physical distancing of six feet between individuals working at the same time; the conference room will be temporarily closed and utilized for storage.
         6. Lockers located in the conference room can be accessed by appointment only during office open hours.
         7. SOOS Staff, SOOS Council and SOOS affiliate organizations are encouraged to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings, whenever possible.
            a. If virtual meetings are not possible limit in person meetings to 7 people or less within the Student Office of Sustainability.
            b. In person meetings are ONLY allowed in the Guarded posture
         8. Lockers located in the conference room can be accessed by appointment only.
         9. Temporarily discontinue the common beverage and snack area including the refrigerator and microwave.
      ii. Number of people/positions required on campus: 3 student employees and 2 professional staff
1. SOOS employees will continue to conduct work with a combination of remote work and on campus staffing (in the Guarded and Elevated Risk postures - as they are comfortable).

2. SOOS staff will work using alternating or staggered shifts, start times, break times to avoid sharing of spaces and equipment.

iii. Buildings: Student Office of Sustainability – William Pitt Union 510

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 Student Office of Sustainability serves students, faculty and staff and serves as a community space for collaboration and study. In the event that the University would move to a High Risk posture, we would use our social media and direct email to notify our users of operational changes. In the event that the University moved to the High Risk posture all student and professional staff would shift to remote work. If the University were moving from a High Risk posture to the Elevated Risk posture, we would use text and direct emails to notify our student staff and council members that we would be reopening access to the office within 3-5 days of the posture change (staff permitting). Only student and professional staff and SOOS council members (limited to 7) will have access to the SOOS in the Elevated Risk posture. If the University was moving from Elevated to Guarded posture we would utilize social media and direct emails to our SOOS users to notify them that office would be reopening for in person use within 3-5 days (staff permitting).

IV. Stakeholder Outreach

The Student Office of Sustainability serves students, faculty and staff and serves as a community space for collaboration and study. We utilize social media for much of our communications with support from the Office of PittServes and Student Affairs Marketing and Communications. In the event that the University would move to a High Risk posture, we would use our social media and direct email to notify our users and staff of operational changes. In the event that the University moved to the High Risk posture all student and professional staff would shift to remote work. If the University were moving from a High Risk posture to the Elevated Risk posture, we would use text and direct emails to notify our student staff and council members that we would be reopening access to the office within 3-5 days of the posture change (staff permitting). If the University was moving from Elevated to Guarded posture we would utilize social media and direct emails to our SOOS users to notify them that office would be reopening for in person use within 3-5 days (staff permitting).

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 Provost and Senior Vice Chancellor.
Activity Area Plan: University of Thriftsburgh and Pitt Bike Cave
Pittsburgh Campus

I. Overview

1. Name of Activity Area
   a. The University of Thriftsburgh (University thrift store)
   b. The Pitt Bike Cave (University bike cooperative)

2. Name of Activity Area Lead
   a. Erika Ninos, Sustainability Coordinator

3. Name of individual submitting Activity Area Plan
   a. Erika Ninos, Sustainability Coordinator

4. Date of submission
   a. July 30, 2020

5. Revision of a previously approved Activity Area Plan? (Yes or no)
   a. No

6. A brief summary of the most critical pieces of your plan (a few bullet points).
   a. The University of Thriftsburgh and the Pitt Bike Cave will only operate with limited in-person services while the University is in the Guarded or Elevated Risk postures
      i. Neither space will provide ANY in-person service if the University is in a High Risk posture
   b. The University of Thriftsburgh will utilize online sales, with no in-person store access
   c. The Pitt Bike Cave will utilize an appointment only system for all services and purchases and will allow only 4 people in the Bike Cave at one time (the Bike Cave is in an outdoor, partially covered space)
   d. Both of these activities provide a crucial service to the Pitt undergraduate and graduate student population

7. The University of Thriftsburgh and the Bike Cave confirm that the activity area will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines

II. Functions in Each Operational Posture

Outline

1. High Risk Posture
   a. Function 1- The University of Thriftsburgh Operations
      i. Store closed to online shopping, purchase pick-up and donations.
      ii. Website updated to “pause” online shop option
      iii. Number of people/positions required on campus – None - 3 student employees to work the backend (remote work) supported by core staff (1)
      iv. Buildings - N/A
   b. Function 2- The Bike Cave Operations
      i. The Bike Cave would be closed to in-person appointments; Student staff to answer questions via social media and post tutorials on common issues
      ii. Website and social media updated to notify that the Bike Cave is closed to in-person visits; Staff works to contact all visitors with schedule appointment to reschedule or provide remote assistance
      iii. Number of people/positions required on campus – None - 3 student employees to work the backend (remote work) supported by core staff (1)
      iv. Buildings - N/A
2. **Elevated and Guided Risk Postures:**
   a. Function 1 - The University of Thriftsburgh Store Operations
      i. The store website remains “open” for shopping; student employee and core staff (1) package purchased items; items are arranged for contactless pickup at assigned times
      ii. Student employees monitor purchases on the backend; order fulfillment spreadsheet is created and shared with store staff; Store employee and core staff (1) fulfill and package orders; notify shoppers of their assigned time for pick-up; pickup is done in a contactless fashion
      iii. Number of people/positions required on campus: 3 student employees- only 1 employee in the store at a time; Store employees supported by core staff (1)
      iv. Buildings: University of Thriftsburgh is located in the O’Hara Student Center (room 111)
      v. *See below for Covid-19 store operations plan
   b. Function 2 - The Bike Cave Operations
      i. The Bike Cave is accepting appointments via a google form for use of tools, mechanic assistance, and drop off of bikes for repair; Clients complete the google form, select available times and are contacted by a Bike Cave employee with their assigned time; Time slots are one hour with a 15 minute cleaning cushion in between; Face coverings are required to enter the Bike Cave; Customers must use hand sanitizer upon entering and before utilizing tools; Student staff and core staff will sanitize before opening each day, at closing and in between customers; The Bike Cave capacity is 4 people (2 employees and 2 customers)
      ii. Student employees monitor social media and google form for purchase and appointment requests; Send confirmation emails to customers reminding them of the rules to access the Bike Cave during their appointment; Monitor time windows- if a customer needs more time to work on their bike, check the appointment log to see if they can stay or if they need to schedule another appointment window; If a customer isn’t sure how to fix their bike they have the option of selecting a paid mechanic service to address their issue
      iii. Number of people/positions required on campus: 3 student employees- only 2 employee in the Bike Cave at a time; Student employees supported by core staff (1)
      iv. Buildings- Posvar Hall Pass-thru (outdoors)
      v. *See below for Covid-19 operations plan

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 operational procedures of the University of Thriftsburgh and the Pitt Bike Cave would remain the same in the transition from Elevated to Guarded posture or Guarded posture to Elevated posture. In the event that the University would move to a High Risk posture, we would use our social media and direct email to notify our customers of operational changes. In the event that the University moved to the High Risk posture, the University of Thriftsburgh and the Pitt Bike Cave would shift to remote work, with no in person service available. If the University was moving from a High Risk posture to the Elevated Risk posture we would use social media and direct emails to notify our customers that we would be reopening in person (and online shopping) services within 3-5 days of the posture change (staff permitting).

IV. Stakeholder Outreach

The University of Thriftsburgh and the Pitt Bike Cave both serve students (undergraduate and graduate), staff and faculty, as well as other community members. We utilize social media for much of our communications with support from the Office of PittServes and Student Affairs Marketing and Communications. In the event that the University would move to a High Risk posture, we would use our social media and direct email to notify our customers of operational changes. In the event that the University moved to the High Risk posture the University of Thriftsburgh and the Pitt Bike Cave would shift to remote work, with no in person service available. If the University was moving from a High Risk posture to the Elevated Risk posture we would use social media and direct emails to notify our customers that we would be reopening in person (and online shopping) services within 3-5 days of the posture change (staff permitting).

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 Provost and Senior Vice Chancellor.

University of Thriftsburgh – Covid-19 Operations Plan

Store Operations (Elevated and Guarded Risk Postures Only)

- The University of Thriftsburgh will operate with the door blocked off to create a store window. NO PUBLIC ENTRY INSIDE STORE. The store will operate from the door of Thriftsburgh with online pickup orders only.
- Signage in the O’Hara Lobby and posted in the store window: Face coverings required, use hand sanitizer, physical distance (follow tape on floor); Signs suggesting customers wash clothes ASAP when they get home and before wearing
  - Tape marks on floor for physical distancing in O’Hara lobby area
- Plastic/clear shield between employee and shoppers (at door area)
- Pickup orders by appointment slot* selected at time of purchase
- Designated days/times to donate
  - Maximum of one garbage bag/3 ‘grocery sized’ bag donations per person per day
  - Donations for store credit process - customers can write their information on a slip of paper and put it with their donations we will process and notify them of their account balance
- No returns (until further notice)
- No clothing try-ons
- Item will be placed in plastic or paper shopping bags with the customers last name for pick-up
STAFF RESPONSIBILITIES

- Handle everything with gloves; wear gloves during shift, handle money with gloves
- Sanitize hands often
- Wear a face covering
- Cleaning schedule (in accordance with Cleaning, Disinfection, and Hygiene Standards and Guidelines):
  - Before and after shifts: disinfect light switches, door knobs, work tables, desk and desk chair
  - Wipe desk and work tables in between customers
- Send confirmation emails to customers reminding them of the rules to picking up an online purchase
- Organize online order pickup appointment times
- Update social media with new operations for customers
- Make staff operations checklist and post by desk

Online Orders

- Store employees will take photos of featured weekly items- update stock each week with approximately 50-75 pieces in the online store weekly.
  - Store employees will photograph, create an item title (ex. “mom jeans”) or short description of the item, assign to category and price (we would also like the quantity of item to appear in the online store)
  - Either display items all on one page or categorize
    - If we categorize the online store categories would be similar to in-store categories: t-shirts, tops, tanks; sportswear; jeans; pants; shorts; skirts; coats and jackets; accessories and shoes; dollar sale (clearance)
  - Using our social media platforms of Instagram, Facebook and Tik Tok to promote stock
- Customer would shop through online store; make their selections and proceed to check-out; customer will choose a M/W/F Time pickup window upon check-out
- Customer will receive a confirmation email for their purchase
- Store employees will process and pull stock; Place purchased items in plastic or paper shopping bags with the customers last name, and the date/time of pick-up
- Customers will arrive to pick up their items on their assigned day/time; Store employees will work the “store window”, retrieve the items from the purchase area in the store and place them on the table for the customer.

The Bike Cave– Covid-19 Operations Plan

Store Operations

- Hand sanitizer located at door and on desk; Everyone must use hand sanitizer upon entering and before utilizing tools
- Signage in/around Bike Cave, posted at the gate: Face Coverings required, use hand sanitizer, physical distance (follow tape on floor), Appointments required (except for simple fixes or air-the mobile unit will be located outside the Bike Cave and monitored and sanitized regularly by a Bike Cave employee)
- Physical distancing in the Cave and when using the mobile unit outside of the Cave gate (tape on floor)
- Disinfectants, masks and gloves are provided
- Only 2 customers and 2 employees in the Cave at all time (one customer per table)
- Appointment only for all services except quick purchases (helmets, tape, etc.) - But customers must still comply with the capacity of 2 customers at a time
- Pickup online orders by appointment slot
**STAFF RESPONSIBILITIES**

- Handle everything with gloves; wear gloves during shift, handle money with gloves
- Sanitize hands often
- Sanitize tools and stands in between every appointment
- Wear face covering
- Cleaning schedule (in accordance with [Cleaning, Disinfection, and Hygiene](#) Standards and Guidelines):
  - Before and after shifts: disinfect gate, mobile unit, tools and stands, work tables, desk and desk chair
  - Wipe down tools, stands and work tables in between customers
- Monitor the google form for appointments
- Send confirmation emails to customers reminding them of the rules to access the Cave during their appointment
- Monitor time windows- if a customer needs more time to work on their bike, check the appointment log to see if they can stay or if they need to schedule another appointment window
- If a customer isn’t sure how to fix their bike - ask them to give you 6-feet of distance to assess the problem and explain to them how to fix it
- If they still can’t fix the problem- offer them one of our paid mechanic services
  - Diagnose the problem
  - Take their name, email and cell number
  - Give them quote for cost of service
  - Let them now an estimated time when they can pick up their bike and pay for service
  - Send a follow up confirmation email
  - Complete bike service
  - Send an email to schedule a time for them to pick up their bike and pay for service
- Take photos of bikes and set up online store Using Facebook), fulfill online orders, operate online store
- Organize online order pickup appointment times
- Update social media with new operations for customers
- Make staff operations checklist and post by desk

**Online Bike Sales**

- Take photos of 2-3 featured bikes per week (keep track of what has/hasn’t been photographed and uploaded)
  - Take photo with a tag for price
  - Create a description of the bike (size, and issues, age etc.)
- Online platforms: Instagram, website, FB to advertise and promote
- DM or email to purchase
- Schedule purchase/pickup window

**Programming and Rides**

- Community Rides will be facilitated in the Guarded Posture only and all participants will be required to wear face mask.
I. Overview

1. Activity Area: William Pitt Union (WPU) and O’Hara Student Center (OSC)
2. Lead: John Hoehn (OSU) and Kaitlin Tufts (WPU)
3. Submitter of Area Activity Plan: John Hoehn and Kaitlin Tufts
4. Date of submission: 7/27/2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary of plan: With limited exceptions highlighted below, personnel within the William Pitt Union and O’Hara Student Center will work from home for the duration of the COVID-19 pandemic.
7. As the leads of this activity area, we hereby confirm that the William Pitt Union and O’Hara Student Center will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. While on campus, WPU and OSC 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. Business operations
      i. What: Building to be closed; All operations to take place virtually including Reservations, Ticket Office, and Front Desk; Technical Services and Nordy’s Place services will be postponed; Dining Services to operate remotely or provide alternatives outside of WPU/OSC; Building Manager(s) may need to come to campus for emergencies only.
      ii. How: Phones forwarded to work computers or cell phones, email inboxes monitored from home, no events or classes in building; Ideally, the building would be on a soft lock down for building staff only unless Dining Services or the Chancellor would like WPU/OSC to be open for students to have somewhere to go beyond their residence halls.
      iii. Number of people: 0
      iv. Building: William Pitt Union and O’Hara Student Center
   b. Events
i. What: No events or meetings in WPU, OSC, Towers and Sutherland tabling, or outdoor locations (Quad, Towers patios, Cathedral lawn). We have postponed our reservation service for the university classrooms for the semester (typically Cathedral and David Lawrence classrooms on evenings and weekends). Reservations team is available via email or phone.

ii. How: EMS will be shut down and no reservations will be accepted until postures change. Reservations team will continue to monitor wmpittun@pitt.edu and ohara@pitt.edu inboxes as well as forward all calls to personal phones in order to answer customer questions and provide alternatives, if known.

iii. Number of people: 0

iv. Building: William Pitt Union, O’Hara Student Center, Schenley Quad, Towers, Sutherland, Cathedral lawn, David Lawrence, Cathedral of Learning

2. Elevated Risk Posture
   a. Business operations
      i. What: Building hours adjusted (to be determined by classroom hours and Schenley Café’s dining hours), shared spaces equipped with signage and furniture removed, professional staff return to work with a maximum of 2 people per day with alternating work schedules based on building and Dining Services hours for Schenley Cafe. Some classes will take place in WPU/OSC. Some student employees will return to work with adjusted job responsibilities. Meeting room reservations will resume with new occupancy guidelines per square footage of room (no meetings over 25 people). Technical Services staff to assist with meeting room events and/or troubleshooting classroom technology. Reservations office to function remotely. Ticket Office to operate from Front Desk and require only 1 student staff member. Nordy’s Place to be used as classroom space only.
      ii. How: Health and safety guidelines are in place throughout building: signage, face coverings, gloves, Clorox wipes, hand sanitizer. Student employees will be on site to check IDs upon entry of building and possibly act as elevator operators (if needed for compliance). We have 4 personal offices in our suite and can keep everyone separated. Plexiglas is being installed at the Reservations window and Front Desk.
      iii. Number of people: 1-2 professional staff members per day dependent on building hours (team of 5 on rotation); 3-4 student employees in various positions throughout day (physically distanced based on job responsibilities); 1 student manager in single-use office on evenings and weekends when professional staff are off.
      iv. Building: William Pitt Union and O’Hara Student Center
   b. Events
      i. What: Some events and meetings take place at reduced occupancies approved by Planning and Design (WPU 909, 837, 822, 542, 540, 539,
538, 527, Dance Studio, Dining Room C, Reflection Room, Kimbo Conference Room, Commuter Lounge, Schenley Quad, Towers and Sutherland tabling, Cathedral lawn in conjunction with the Chancellor’s office). Other rooms will be utilized as classrooms and therefore not host events for the semester. Rare exceptions may be made for special events in these rooms, but such exceptions must be reviewed and approved by the Dean of Students and Associate Dean and Director of Student Life. We have postponed our reservation service for the university classrooms for the semester (typically Cathedral and David Lawrence classrooms on evenings and weekends).

ii. How: Planning and Design has reviewed all of our rooms and lounges to indicate new occupancies. All events and meetings will be received through the Events Management System (EMS) and must conform to the new occupancies and follow the university’s COVID-19 guidelines and Social Compact, including physical distancing, face coverings, and proper signage and cleaning/hygiene techniques. Rooms will be cleaned before and after usage by WPU custodial staff and/or student employees and adequate time between events will be adhered to in order to complete this work. Rooms will be used as is and should not require furniture set-ups. Events cannot exceed 25 individuals. Once event details are reviewed and approved, the person making the reservation will be required to sign an electronic agreement for all in-person events that will outline all university guidelines and a responsibility to follow these guidelines. We will also be taking guidance from the Meetings, Event, Conferences and Guests guidelines when they are released. Event hosts will be responsible for requiring attendees to follow COVID-19 guidelines while event is taking place (face coverings, physical distancing, etc.). As usual, University Housing will be responsible for setting furniture in Schenley Quad and Sutherland and Towers lobby and patios for events and meetings as requested. The Reservations team will continue to work to get them this information 24-72 hours in advance.

iii. Number of people: 1-4 (Reservations Coordinator and Student Managers) working from home to review reservations. Attendance at events or meetings varies per space.

iv. Building: William Pitt Union, O’Hara Student Center, Schenley Quad, Towers, Sutherland, Cathedral lawn, David Lawrence, Cathedral of Learning

3. Guarded Risk Posture
   a. Business operations
      i. What: Building open normal building hours. All staff return to in-person work. Events resume and meet occupancy guidelines. In-person Ticket Office services, Reservations office services, and Technical Services resume. Nordy’s Place reopened and possibly used as event
space. All student employees resume regular job responsibilities. Classes will still take place in some rooms to help reduce large lectures

ii. How: Following university guidelines for capacities and cleaning procedures. Health and safety guidelines are in place throughout building: signage, face coverings, gloves, Clorox wipes, hand sanitizer. No gatherings more than 250 people, staff still in personal offices and able to remain physically distanced and wearing face coverings.

iii. Number of people: Three (3) professional staff members operating out of personal offices (2 daytime, 1 night); 1 student manager and 5-6 students in various positions throughout day (some overlap with professional staff; physically distanced based on job responsibilities).

iv. Building: William Pitt Union and O’Hara Student Center

b. Events

i. What: All events resume in spaces where class is not taking place (WPU 909, 837, 822, 542, 540, 539, 538, 527, Dance Studio, Dining Room C, Reflection Room, Kimbo Conference Room, Commuter Lounge, Schenley Quad, Towers and Sutherland tabling, Cathedral lawn in conjunction with the Chancellor’s office). May include Assembly Room, Ballroom, Kurtzman Room, Lower Lounge, Dining room A and B, WPU 548, WPU 630, WPU 310, OSC 114, OSC Ballroom, OSC Dining Room if classrooms are scaled back. We have postponed our reservation service for the university classrooms for the semester (typically Cathedral and David Lawrence classrooms on evenings and weekends) but may resume in Spring 2021 if Guarded Posture continues.

ii. How: Will follow occupancies provided by Planning and Design. Reservations will be received through EMS, and must conform to the new occupancies and follow the university’s COVID-19 guidelines and Social Compact, including physical distancing, face coverings, and proper signage and cleaning/hygiene techniques. Rooms will be cleaned before and after usage by WPU custodial staff and/or student employees and adequate time between events will be adhered to in order to complete this work. Rooms will be used as is and should not require furniture set-ups. Events cannot exceed 250 individuals. Once event details are reviewed and approved, the person making the reservation will be required to sign an electronic agreement for all in-person events that will outline all university guidelines and a responsibility to follow these guidelines. We will also be taking guidance from the Meetings, Event, Conferences and Guests guidelines when they are released. Event hosts will be responsible for requiring attendees to follow COVID-19 guidelines while event is taking place (face coverings, social distancing, etc.). As usual, University Housing will be responsible for setting furniture in Schenley Quad and Sutherland and Towers lobby and patios for events and meetings as requested. The Reservations team will continue to work to get them this information 24-72 hours in advance. Rooms will
be cleaned before and after usage by WPU or OSC custodial staff and adequate time between events will be adhered to in order to complete this work. Reservations team will return to work to complete daily tasks and monitor event and meeting spaces.

iii. Number of people: 13-15 (Reservations team) in office, on rotation Sunday – Saturday operating under typical shifts. Attendance at events or meetings varies per space.

iv. Building: William Pitt Union, O’Hara Student Center, Schenley Quad, Towers, Sutherland, Cathedral lawn, David Lawrence, Cathedral of Learning

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 postures change, we will have a phone tree to alert the team when moving from one phase to another. Building Manager(s) should be alerted by Student Affairs Senior Leadership and will call the Building Management team which consists of the Technical Services Manager, Reservations Coordinator and Operations Coordinator. From there, each staff member will contact their immediate team of student employees to let them know whether work will be executed on campus or from home. Student Affairs Senior Leadership should provide notice to the Directors so the building occupants/departments are aware of the change in building hours and operations. A building-wide email can be disseminated by the Building Manager(s) if directed by Student Affairs. Senior Leadership/Vice Provost and Dean of Students. Building Manager will alert University Housing of changes to the Quad, Sutherland, and Towers event spaces.

As for resource availability, the building hours and reservations services are the two that are most impacted by switching between postures. To review those changes among postures, please see the section above. Services will always be provided in some capacity and changes in hours will be reflected on our website, social media, and via email to our EMS users.

As August approaches, we are in need of contact information for our academic partners in order to alert Pitt IT and faculty who will be operating out of our building of any facility changes.

IV. Stakeholder Outreach
Stakeholders include building occupants, Vice Provost and Dean of Students, Associate Deans of Students and Directors, student employees, Building Management team, University Housing. In August, this team will grow to include faculty and classroom technicians.

V. Monitoring and Amendment

Any revisions to this plan must be approved by the Provost and Senior Vice Chancellor.