I. **Overview**

1. **Name of Activity Area:** Graduate School of Public Health  
2. **Name of Activity Area Lead:** Eleanor Feingold, Executive Associate Dean, Renae Brinza, Associate Dean for Finance and Administration  
3. **Name of individual submitting Activity Area Plan:** Eleanor Feingold, Executive Associate Dean, Renae Brinza, Associate Dean for Finance and Administration  
4. **Date of submission:** July 24, 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. In the high risk posture classroom education will be entirely remote, administration will be entirely remote, most research will be entirely remote, but laboratory and clinical research may continue if permitted by university standards and guidelines. Building access will be by permission only except for laboratory researchers.  
   b. In the elevated risk posture almost all classroom education will be remote, administration will be entirely remote, most research will be remote, but laboratory and clinical research may continue if permitted by university standards and guidelines. Building access will be by permission only except for laboratory researchers.  
   c. In the guarded risk posture classroom education will be a mix of remote and in person, and administration will be remote except for staff needed to support the student presence in the building. Some research will be performed in the building in accordance with university standards and guidelines. Building access will be in accordance with university 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**
   The Graduate School of Public Health is committed to following the Health Standards and Guidelines and Personnel Standards and Guidelines, as well as all other Standards and Guidelines set forth by the University in carrying out its operations.

II. **Functions in Each Operational Posture**

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

1. **High Risk Posture**
a. Function 1 Classroom-based teaching and co-curriculum
   i. What is being done: Graduate education
   ii. How it is being done: We will organize classroom instruction and co-curricular activities as per the Flex@Pitt model. In the high risk posture, all classroom instruction will occur remotely. GSPH has only two lab-based classes, and those will be delayed or administered in significantly altered remote form.
   iii. Number of people/positions required on campus: Employees and students will not be required on campus, with the exception of individual employee or student requests for specific purposes. As related to classroom instruction, this would primarily be occasional needs for instructors to enter the building to retrieve teaching materials or use their office to teach due to connectivity problems at home. Individuals who need to make such visits will be approved by their department administrators and the associate dean for administration and finance.
   iv. Buildings None; GSPH classroom teaching is housed in the Public Health and Crabtree buildings, as well as in other university classrooms. In the high risk posture none of these will be used since the teaching will be done remotely. Building access will be by permission only.

b. Function 2 Practical Training
   i. What is being done Practical training for GSPH students can be research (laboratory, clinical, community-based, computational, social science and humanities) or internships at community, governmental, or healthcare organizations. Only one program (genetic counseling) does clinical training. All of these activities are required for academic progress and graduation, although the activity varies by program.
   ii. How it is being done Varies by program. Most activities will be required to be remote (e.g. remote participation with community organizations), with the potential for an exemption process for some in-person activities if allowed under university standards and guidelines. Student participation in laboratory research will only continue as permitted by university standards and guidelines.
   iii. Number of people/positions required on campus N/A except for laboratory research as permitted by university standards and guidelines and as outlined in Conduct of Research Plans.
   iv. Buildings Laboratory research as permitted by university standards and guidelines will be performed in Public Health, Crabtree, and other campus buildings in which our faculty work (e.g. Hillman, DLAR). No other practical training activities will occur in Pitt buildings.

c. Function 3 Research
   i. What is being done: Research (laboratory, clinical, community-based, computational, social science and humanities)
ii. How it is being done: Laboratory, clinical, and community-based research may continue if permitted by university standards and guidelines and subject to an approval process within GSPH via the Conduct of Research plans. All other research will be performed remotely.

iii. Number of people/positions required on campus: Employees and students engaged in laboratory and clinical research may be on campus per conditions discussed above. Necessary personnel will be permitted on campus taking into consideration risk aversion and with all necessary risk mitigation. The major category for on-campus work will be maintaining essential lab functions, for example animal colony maintenance activities. A small number of personnel will also come in regularly to maintain the physical facilities, including freezers and computer equipment. The total number of on-site personnel will typically be fewer than ten per day in the building. Personnel who require regular access will be approved and tracked by the appropriate research committee(s) and the associate dean for administration and finance. Individuals who need to make ad hoc visits will be approved by their department administrators and the associate dean for administration and finance.

iv. Buildings Laboratory research as permitted by university standards and guidelines and outlines in Conduct of Research plans will be performed in Public Health, Crabtree, and other campus buildings in which our faculty work (e.g. Hillman, DLAR). If permitted, clinical research may be performed in various rental spaces.

d. Function 4 Administrative and Business Operations

i. What is being done: Human resources, admissions, student services budget and finance, grants administration, purchasing, information technology, communications, alumni/donor relations

ii. How it is being done: Virtually all work can be accomplished remotely.

iii. Number of people/positions required on campus: Employees and students will not be required on campus, with the exception of individual employee or student requests and/or personnel necessary to maintain physical facilities, as described under Research above.

iv. Buildings: None; these functions normally take place in Public Health and Crabtree buildings, but all work will be performed remotely in this posture.

2. Elevated Risk Posture

a. Function 1 Classroom-based teaching and co-curriculum

i. What is being done: Graduate education

ii. How it is being done: We will organize classroom instruction and co-curricular activities as per the Flex@Pitt model. In the elevated risk
posture, all classroom instruction will occur remotely. GSPH has only two very small lab-based classes, and those will be delayed or offered with appropriate distancing and PPE per standards and guidelines.

iii. Number of people/positions required on campus: Employees and students will not be required on campus, with the same exceptions and processes as described for the High risk posture.

iv. Buildings None

b. Function 2 Practical Training
i. What is being done Practical training for GSPH students can be research (laboratory, clinical, community-based, computational, social science and humanities) or internships at community, governmental, or healthcare organizations. Only one program (genetic counseling) does clinical training. All of these activities are required for academic progress and graduation, although the activity varies by program.

ii. How it is being done Varies by program. Most activities will be required to be remote (e.g. remote participation with community organizations), with the potential for an exemption process for some in-person activities if allowed under university standards and guidelines. Student participation in laboratory research will continue as permitted by university standards and guidelines.

iii. Number of people/positions required on campus N/A except for laboratory research as permitted by university standards and guidelines and Conduct of Research plans.

iv. Buildings Laboratory research as permitted by university standards and guidelines will be performed in Public Health, Crabtree, and other campus buildings in which our faculty work (e.g. Hillman, DLAR). No other practical training activities will occur in Pitt buildings.

c. Function 3 Research
i. What is being done: Research (laboratory, clinical, community-based, computational, social science and humanities)

ii. How it is being done: Laboratory, clinical, and community-based research may continue as permitted by university standards and guidelines and subject to an approval process within GSPH via the Conduct of Research plans. All other research will be performed remotely.

iii. Number of people/positions required on campus: Employees and students engaged in laboratory and clinical research may be on campus per conditions and approval processes discussed above.

iv. Buildings Laboratory research as permitted by university standards and guidelines will be performed in Public Health, Crabtree, and other campus buildings in which our faculty work (e.g. Hillman, DLAR). Clinical research may be performed in various rental spaces.

d. Function 4 Administrative and Business Operations
i. What is being done: Human resources, admissions, student services, budget and finance, grants administration, purchasing, information technology, communications, alumni/donor relations

ii. How it is being done: Virtually all work can be accomplished remotely.

iii. Number of people/positions required on campus: Employees and students will not be required on campus, with the exception of occasional employee or student requests via the access processes described under the High risk posture.

Buildings: None

3. Guarded Risk Posture

a. Function 1 Classroom-based teaching and co-curriculum
   i. What is being done: Graduate education
   ii. How it is being done: We will organize classroom instruction and co-curricular activities as per the Flex@Pitt model, with exceptions as approved by the Dean and the Office of the Provost. In the guarded risk posture there will be a mix of remote and in-person classroom instruction.
   iii. Number of people/positions required on campus: Employees and students will not be required on campus, but students and faculty who choose to attend classes in person will be in the buildings. There will also be a very limited number of support staff present in person to maintain physical facilities such as including laboratory, computer, and classroom facilities. Most student support functions will continue to be provided remotely.
   iv. Buildings GSPH classroom teaching is housed in the Public Health and Crabtree buildings, as well as in other university classrooms. Building access will be determined by university standards and guidelines.

b. Function 2 Practical Training
   i. What is being done Practical training for GSPH students can be research (laboratory, clinical, community-based, computational, social science and humanities) or internships at community, governmental, or healthcare organizations. Only one program (genetic counseling) does clinical training.
   ii. How it is being done In the guarded risk posture most activities will be conducted in person, as permitted by university standards and guidelines.
   iii. Number of people/positions required on campus: N/A except for laboratory research as permitted by university standards and guidelines.
   iv. Buildings Laboratory research as permitted by university standards and guidelines will be performed in Public Health, Crabtree, and other
c. Function 3 Research
   i. What is being done: Research (laboratory, clinical, community-based, computational, social science and humanities)
   ii. How it is being done: Laboratory, clinical, and community-based research may continue as permitted by university standards and guidelines and subject to an approval process within GSPH via the Conduct of Research plans. Most other research will be performed remotely.
   iii. Number of people/positions required on campus: Employees and students engaged in laboratory and clinical research may be on campus per conditions discussed above. There will be provisions for individual employee or student requests to be on campus following the processes described above, but other types of research will still primarily be performed remotely.
   iv. Buildings Laboratory research as permitted by university standards and guidelines will be performed in Public Health, Crabtree, and other campus buildings in which our faculty work (e.g. Hillman, DLAR). Clinical research will be performed in various rental locations.

d. Function 4 Administrative and Business Operations
   i. What is being done: Human resources, admissions, student services budget and finance, grants administration, purchasing, information technology, communications, alumni/donor relations
   ii. How it is being done: Virtually all work can be accomplished remotely.
   iii. Number of people/positions required on campus: Employees and students will not be required on campus. A very limited number of support staff (e.g. lab support staff, IT staff, some department administrators, and some student services staff) will also be present. Buildings: These functions normally take place in Public Health and Crabtree buildings, but most work will be performed remotely.

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. The major differences in GSPH operations between postures are twofold. First, under the Guarded posture some classroom teaching will occur in person and thus some students, faculty, and support staff will be present in person. Second, laboratory, community, and clinical research activities will be allowed to varying degrees under the different postures as determined by the
Conduct of Research Plans. Quantitative and other office-based research will be almost entirely remote under all postures, as will all administrative functions.

As risk levels decline:
1. Shift from High Risk Posture to Elevated Risk Posture
   - GSPH will be notified of changes in operational postures in communication through the Provost, Senior Vice Chancellor for Research, and Senior Vice Chancellor of the Health Sciences.
   - Communications will include an overview of how the change in posture will affect academics, research, students, employees, facilities and meetings, events and travel.
2. Shift from Elevated Risk Posture to Guarded Risk Posture
   - GSPH will be notified of changes in operational postures in communication through the Provost, Senior Vice Chancellor for Research, and Senior Vice Chancellor of the Health Sciences.
   - Communications will include an overview of how the change in posture will affect academics, research, students, employees, facilities and meetings, events and travel.

As risk levels increase:
3. Shift from Guarded Risk Posture to Elevated Risk Posture
   - GSPH will be notified of changes in operational postures in communication through the Provost, Senior Vice Chancellor for Research, and Senior Vice Chancellor of the Health Sciences.
   - Communications will include an overview of how the change in posture will affect academics, research, students, employees, facilities and meetings, events and travel.

4. Shift from Elevated Risk Posture to High Risk Posture
   - GSPH will be notified of changes in operational postures in communication through the Provost, Senior Vice Chancellor for Research, and Senior Vice Chancellor of the Health Sciences.
   - Communications will include an overview of how the change in posture will affect academics, research, students, employees, facilities and meetings, events and travel.

IV. Stakeholder Outreach

GSPH key stakeholder groups include, but are not limited to, students, faculty, staff, practical training preceptors, research subjects, alumni, visitors and the surrounding community. A coordinated communications plan is in place to inform our key stakeholders of shifts in operational postures in the following ways:
1. Faculty, staff, and students
   - COVID update, informational emails distributed weekly or as needed
   - Zoom town halls for all audiences
   - Regular and as-needed meetings via Zoom with Chairs, Associate Deans, and Department Administrators
   - Regular and as-needed meetings via Zoom with Program Directors
1. **Monitoring and Amendment**

Any revisions to this plan must be approved by the Dean of the Graduate School of Public Health and the Senior Vice Chancellor for the Health Sciences.