University of Pittsburgh | Activity Area Plan for
The Graduate School of Public & International Affairs “GSPIA”

University of Pittsburgh designated Operating Postures
The University’s Operating Postures are:

<table>
<thead>
<tr>
<th>Posture</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>High-Risk Posture</strong></td>
<td>Meets the minimum standards of Pennsylvania’s red phase. In the High Risk Posture, the University is open, but activity is heavily restricted to help stop the spread of the virus.</td>
</tr>
<tr>
<td><strong>Elevated Risk Posture</strong></td>
<td>Meets the minimum standards of Pennsylvania’s yellow phase. Under this posture, life on campus resumes at a minimal level, prioritizing activities that have high value but lower risk, such as certain research activities.</td>
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<tr>
<td><strong>Guarded Risk Posture</strong></td>
<td>Meets the minimum standards of Pennsylvania’s green phase. Here, fewer restrictions are in place, while many mitigation measures remain. The activities taking place will account for chronic risk of operating during a pandemic, while continuing to prioritize health and safety.</td>
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</tbody>
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*Blue hyperlinks throughout this document will transfer you to relevant University websites for further information.

I. Overview

1. **Name of Activity Area:**
   Graduate School of Public and International Affairs (GSPIA)

2. **Name of Activity Area Lead:**
   For all areas of GSPIA: Dean John T.S. Keeler (until 9/30/20);
   Effective October 1, 2020, Dean Carissa S. Slotterback

3. **Name of individual submitting Activity Area Plan:**
   Dean Carissa S. Slotterback

4. **Date of submission:**
   July 31, 2020; revised November 19th, 2020, for the period of 1/1/2021-6/30/2021.

5. **Revision of a previously approved Activity Area Plan? (Yes or no)**
   YES
6. A brief summary of the most critical pieces of your plan.
As part of the Pitt Resilience Framework, individual activity areas are tasked with developing plans that are consistent with the University-wide standards and guidelines under each operational posture. This plan addresses pertinent details necessary for GSPIA activity areas to understand school responsibilities and functions, while ensuring alignment with the relevant common elements of the Pitt Resilience Framework.

The most critical pieces of the plan include the adherence to the University of Pittsburgh Standards and Guidelines, the health and safety of employees, the delivery of instruction, research efforts, University guidance regarding travel, quarantine advice, and the general operations of the GSPIA Dean’s Office, GSPIA Student Services department, GSPIA Centers/Institutes, The University of Pittsburgh Washington Center, and the Hesselbein Forum in New York City. Special consideration of our satellite offices in Washington, DC and New York City is also included under this activity plan. GSPIA’s operating posture will change minimally between the “Elevated” and “Guarded” postures, and will enter a strict, general-shutdown phase when operating in the “High-Risk” posture.

7. Confirmation of Blanket Standards and Guidelines

*Activity Areas will be required to remain compliant with all applicable university standards and guidelines regardless of the University’s Posture.

This plan serves as conformation that the activity areas will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines. The University has developed a series of Standards and Guidelines that govern its operations during the COVID-19 pandemic. As these requirements apply to all University’s operations and personnel, regardless of the University’s operating posture, we have listed them here blanketly across all areas and require that GSPIA employees review and acknowledge their understanding of the guidelines. These blanket, school-wide guides in effect include:

Healthcare Standards and Guidelines

These health and safety rules govern behavior while on Pitt’s campuses regardless of the University’s posture. Staff should familiarize themselves with the above link as well. The link includes details on such requirements as:

- **Face coverings:**
  In all three (3) University operating postures:
  - Employees, students and visitors must wear face coverings properly in campus buildings, except when eating or in an enclosed private single-occupancy space, such as a personal office.
  - Any type of cloth or disposable material that covers the mouth and nose and can be safely secured in place (e.g., looped around ears or around the head) while in use. For the purposes of this guidance, face coverings include masks.
  - Faculty and Staff will be expected to implement the rule in their occupied areas as necessary.

- **Personal Hygiene:**
In all three (3) University operating postures: Personal hygiene is a key element of mitigating the spread of COVID-19 to others and protecting yourself from the virus.

- All Employees will be required to clean their office space when entering or leaving. Sanitization of areas should be according to the Pitt guidelines.
- When sneezing or coughing, cover your nose and mouth with the inner angle of your arm or use a disposable tissue. When at all possible, avoid touching your face, including your mouth, eyes, and nose.
- Skin is an effective barrier against COVID-19. Membranes inside your eyes, nose, and mouth are not effective barriers. If you touch your eyes, nose, or mouth with your hands and your hands have been exposed to the virus, you may become infected. Gloves may or may not be effective in preventing infection, and gloves do not replace good hand hygiene. Good hand hygiene includes washing your hands frequently and thoroughly with soap and water for at least 20 seconds and then thoroughly drying your hands with a paper towel. If you are unable to wash your hands with soap and water, use antibacterial gel with 70% alcohol and cover all surfaces of your hands and rub them together until dry. Hand hygiene should be practiced as much as possible, and especially before touching your face, before preparing/eating food, after coughing or sneezing, before and after touching high-contact surfaces, and before and after putting on a face covering or mask.

- **Social Distancing:**
  In all three (3) University operating postures:
  - Employees must ensure physical distancing of at least six (6) feet between University members.
  - Chairs and desks in GSPIA’s common and shared spaces has been removed or marked as ‘not for use’ to ensure proper physical distancing. GSPIA Staff who occupied desks in common areas will be assigned private offices during the pandemic.
  - The GSPIA Staff Lounge will be closed during the pandemic.
  - The GSPIA Student Lounge will be closed during the pandemic.
  - The Ford Institute/Ridgway Center kitchenette and conference room will be closed during the pandemic.
  - Johnson Institute and CMS library, computer lab and conference room will be closed during the pandemic.
  - Due to social distancing limitations, GSPIA conference rooms and classrooms (including those in center suite spaces) will not be available for reservation during the Fall 2020 and Spring 2021 terms.
  - Posvar Hall’s 3rd floor hallway lounge area has designated signage for seating arrangements (round seat stickers) informing people of proper social distancing.
  - 3rd Floor Posvar Hall Restrooms have been altered with signage on proper usage for social distancing. Additionally, there is a sign outside of the restroom instructing people to not gather/form a line.
  - 3rd Floor Posvar Hall elevator lobby area has designated floor signage (round stickers) directing traffic on the proper places to stand and wait for an elevator. Employees are encouraged to use the stairs and escalators and to limit elevator use for only when absolutely necessary.

- **Gatherings:**
Limits on gathering sizes and defaulting to remote gatherings when possible
  - In High Risk posture: no gatherings of more than 10 people
  - In Elevated Risk posture: no gatherings of more than 25 people
  - In Guarded Risk posture: no more than the number of people who can fit in a given space while maintaining 6 feet of distance between individuals up to the allowable occupancy rate permitted by federal, state, or local gatherings standards.
  - For the Fall 2020 and Spring 2021 terms (until further notice), visitors (non-employees or registered students) will not be permitted into the GSPIA Complex.

*These rules are strictly enforced.
*Employees should familiarize themselves with the standard and guideline document titled “COVID-19 Standards and Guidelines: Face Coverings, Personal Protective Equipment, and Personal Hygiene.”

**Personnel Standards and Guidelines** *(Click for complete guide)*

These rules are established to help reduce the number of people on campus (de-densify), while maintaining support for students’ living and learning arrangements, and include such requirements as:

- All personnel should work from home, to the maximum extent possible, for the duration of the COVID-19 pandemic.
  - During the High-Risk and Elevated-risk posture, Posvar Hall may or may not be closed. During these two phases, GSPIA however, will be shut down completely without entry (unless you obtain approval for limited authorized access through Jillian Rodgers).
  - When Posvar Hall is open, any staff who are reporting to the office must consult with Jillian Rodgers prior to entering the building to ensure the GSPIA offices remain properly de-densified.
  - Student employees (GSA, TA/TF, GSR, hourly employees) should also work from home wherever possible. Student employment work must be done remotely.

- De-densify campus. Every attempt should be made to minimize the number of individuals required to be on campus to support authorized activities.

- Employees (Faculty, Staff and Post-Docs) who are returning to on-campus work will be required to complete a mandatory training. Training is also required for those who are in satellite offices.

- Supervisors should follow Office of Human Resources guidance when making accommodations for personnel. Accommodations must be approved and filed in the Dean’s Office.

- [https://www.coronavirus.pitt.edu/covid-19-campus/guidance-supervisors-symptomatic-or-positive-employees](https://www.coronavirus.pitt.edu/covid-19-campus/guidance-supervisors-symptomatic-or-positive-employees) provides details on handling COVID-19 cases on campus. Should employees need to enter a self-quarantine period, they must notify their supervisor and the GSPIA Dean’s Office. The employee would not be permitted back onto campus until the quarantine period has been completed and the University advises it is safe to do so.

- Whenever a person who has tested positive for COVID-19 is reported to have been in a campus building during the time they may have been infectious, EH&S will instruct the
designated cleaning crew in Facilities Management or Auxiliary Services to close those rooms for a 24-hour period, if possible, and cleaned. EH&S will notify occupants when the area is cleared to be reopened. See the Cleaning, Disinfection and Hygiene Standards and Guidelines for additional details.

- **University-related Travel** - Across operational postures, University-related travel should be kept to a minimum. If a University member is traveling when the University moves to an Elevated or High Risk Posture, the individual should contact either the University’s Travel Office (for domestic travel) or Pitt Global (for international travel) who may consult with the EOC for guidance on whether returning to their home campus is necessary and safe to do so.
  
  o High Risk Posture: International, domestic or campus-to-campus travel are not permitted. Exceptions may be granted by the Provost and Senior Vice Chancellor if the travel is necessary to fulfill a primary job function and provide crucial support to the University.
  
  o Elevated Risk Posture: International, domestic or campus-to-campus travel is restricted to that necessary to fulfill a primary job function and approved by Provost and Senior Vice Chancellor or their designee.
  
  o Guarded Risk Posture: As an approved business necessity, University-related travel is permitted if: 1) approved in advance by the GSPIA Dean/Dean’s Office; 2) the trip is documented; and 3) expensed within 10 days of return.
  
  o While there are no restrictions on commuting or personal travel in any operational posture, University members are strongly encouraged to keep both activities to the absolute minimum. Additionally, all forms of transportation are permitted, but each come with their own risks. University members are encouraged to familiarize themselves with the risks of each type of travel and take precautions as they are able.

- **Quarantine after Travel** - Regardless of the University's operational posture, if a University member travels outside of the local region and adjacent counties, or engages in higher-risk activities like visiting crowded places where maintaining physical distancing is difficult or attending large social gatherings, quarantine for up to 14 days prior to returning to on-campus work is strongly recommended in order to monitor their health for COVID-like symptoms. Individuals should also follow all current guidance from public health authorities including the CDC, Pennsylvania Department of Health, and their local county health department. Additionally, anyone who experience COVID-like symptoms should refer to guidance for symptomatic individuals. See the complete Safe Mobility Standards and Guidelines.

- **Inbound International Travel** - At the recommendation of the Department of State, and considering the current travel restrictions, the Office of the Provost has suspended all new J-1 scholar programs until further notice and at least until August 1, 2020. Department administrators should coordinate with OIS in order to extend
or cancel currently scheduled scholars. On June 22, 2020, the White House issued a Proclamation suspending travel to the US by individuals who will seek entry to the United States using certain “non-immigrant visas.” While the announced provisions will have limited direct effect on the University of Pittsburgh’s international students, faculty, and staff, its overall impact is concerning. As a globally-focused institution, Pitt is concerned that limiting the availability of H1-B and other work visas will reduce American universities’ ability to attract international students and scholars, and harm overall US competitiveness. Fortunately, the proclamation expressly does not impact most J-1 Scholars in categories pertaining to employees or students. In addition, its impact on individuals currently inside the United States is minimal. A small number of new Pitt employees who are currently abroad and do not fall under either the student or scholar categories could be affected, and we are working with them to identify solutions. As these restrictions are put into place, students, faculty, or staff who are unsure of their status should not hesitate to contact Pitt’s Office of International Services (OIS). As always, OIS will be working to support our international community members, promote educational and research excellence, and continuously advocate for a humane and fair immigration system in the United States.

II. Functions in Each Operational Posture

Given the operational postures and the uniform standards and guidelines outlined in the introduction, here we describe specific functions in our designated units and detail how they will be performed in each operational posture. Please remember that each activity area is required to adhere to the additional standards and guidelines that are relevant to its functions under each University posture, in accordance with this GSPIA document.

**GSPIA Dean’s Office, Instruction and Satellite Offices:**

*Outline*

1. **High Risk Posture**
   a. Function 1: GSPIA Employee (Faculty, Staff and Post-Docs) work location status.
      i. During High Risk Posture, all employees are to be in an off-campus, remote working status and the GSPIA complex will be closed.
         1. Staff are expected to be available during normal business hours unless prior arrangements are made. Please email the employee to schedule a time that works best for everyone.
         2. Pitt IT consultants and the Helpdesk are working remotely and are available during this time.
         3. Student employment (GSA, TA/TF, GSR, hourly employees) work must be done remotely.
      ii. Communication methods will primarily utilize Phone, E-mail, Zoom videoconferencing and MS Teams.
iii. Posvar Hall and the GSPIA Complex will be shut down and all doors locked. No employees should be on campus during this time.

iv. GSPIA will not utilize any on-campus facilities during this posture.
   1. Broad Note: GSPIA’s Staff Lounge and Student Lounge (including kitchenettes and center/institute common areas) will be closed and not available for use in the Fall 2020 or Spring 2021 terms.

b. Function 2: GSPIA Mailroom and deliveries
   i. During High Risk Posture, mail is being delivered only to the University central mailroom.
      1. Purchasers are encouraged to use the ship to location during checkout.Approvers are still Dean’s Office admin. Staff (Jillian, Alisha, Melissa).
   ii. Dean’s Office staff/Program Coordinators will pick up mail every 2 weeks if they are able to. The Assistant Director of Operations will create this schedule and notify staff accordingly.
   iii. No staff should be on campus during this time.
   iv. GSPIA will not utilize any on-campus facilities during this posture.

c. Function 3: GSPIA Instruction Delivery
   i. Faculty are to follow guidance provided from the Center for Teaching and Learning.
   ii. During High-Risk Posture, Faculty will work remotely, and course instruction will be delivered online only.
   iii. Communication methods will primarily be through Canvas, email and by phone, if needed.
   iv. No Faculty would be on campus for instruction purposes during this time.
      1. Student employment (GSA, TA/TF, GSR, hourly employees) work must be done remotely.

   i. The Washington DC center will follow the operating guidelines for the state of Virginia and the DC area. Building mitigation plans are on file from the landlord.
   ii. Instruction in DC will not occur under an area-specific shutdown.
      1. Students taking courses at Syracuse University will follow specific guidance from Syracuse. Syracuse University mitigation plans are in-line with the University of Pittsburgh’s plans.
   iii. The Hesselbein Institute operates in the Mutual building in New York City. The building is on hard-lockdown through September 6th, 2020. Employees are working remotely until further notice and mitigation plans will be available at a later time.

2. Elevated Risk Posture
   a. Function 1: GSPIA Employee (Faculty, Staff and Post-Docs) work location status
i. During Elevated Risk Posture, all employees are to be in an off-campus, remote working status and the GSPIA complex will be closed.
   1. Staff are expected to be available during normal business hours unless prior arrangements are made. Please email the employee to schedule a time that works best for everyone.
   2. Pitt IT consultants and the Helpdesk are working remotely and are available during this time.
   3. Student employment (GSA, TA/TF, GSR, hourly employees) work must be done remotely.

ii. Communication methods will utilize phone, email, Zoom videoconferencing and MS Teams.

iii. The GSPIA Complex will be shut down and all doors locked. No faculty and staff should be in-office during this time unless they have received permission with an authorized (limited) purpose.
   1. If you need authorization, please contact Jillian Rodgers in the Dean’s Office. Note: Dean approval is required.
   2. Note: Posvar Hall may be open for student access to classrooms during this posture.

iv. GSPIA will not utilize any on-campus facilities during this posture.
   1. Reminder: GSPIA’s Staff Lounge and Student Lounge (including kitchenettes in Center>Institute common spaces) will be closed and not available for use.

b. Function 2: GSPIA Mailroom and deliveries
   i. During Elevated Risk Posture, mail is being delivered only to the University central mailroom.
      1. Purchasers are encouraged to use the ship to location during checkout. Approvers are still Dean’s Office admin. Staff (Jillian, Alisha, Melissa).
   ii. Dean’s Office staff/Program Coordinators will pick up mail every 2 weeks if they are permitted into the building and able to do so. The Assistant Director of Operations will create this schedule and notify staff accordingly.
   iii. No staff should be on campus during this time.
   iv. GSPIA will not utilize any on-campus facilities during this posture.

c. Function 3: GSPIA Instruction Delivery
   i. Faculty are to follow guidance provided from the Center for Teaching and Learning.
   ii. During Elevated Risk Posture, faculty should only teach classes in-person where there is a substantial benefit to the instruction of that class (such as a hands-on lab or a performance-based class) and with approval of the dean. Class size is limited to 25.
   iii. Communication methods will primarily be through Canvas, email and by phone if needed. Instruction/Communication may be in-person in the assigned classroom.
iv. Faculty may be teaching on campus involved in the Hybrid/Flex@Pitt delivery of courses. They would utilize whatever classroom they are assigned to during that period.

1. Student employment (GSA, TA/TF, GSR, hourly employees) work must be done remotely.


i. The Washington DC center will follow the operating guidelines for the state of Virginia and the DC area. Building mitigation plans are on file from the landlord.

ii. Instruction in DC will not occur under an area-specific shutdown.

iii. Students taking courses at Syracuse University will follow specific guidance from Syracuse.

1. Syracuse University mitigation plans are in-line with the University of Pittsburgh’s plans.

iv. The Hesselbein Institute operates in the Mutual building in New York City. The building is currently operating at 25% capacity until further notice. Employees are working remotely until further notice and mitigation plans are on file in the Dean’s Office.

3. Guarded Risk Posture

a. Function 1: GSPIA Employee (Faculty, Staff and Post-Docs) work location status

i. During Guarded Risk Posture, employees will typically be in an off-campus, remote working status.

1. Staff are expected to be available during normal business hours unless prior arrangements are made. Please email the employee to schedule a time that works best for everyone.

2. Pitt IT consultants and the Helpdesk are working remotely and are available during this time.

3. Student employment (GSA, TA/TF, GSR, hourly employees) work must be done remotely.

   a. TF/Teaching Fellows: may be permitted in if they have a scheduled recitation in a pre-scheduled classroom. Please note: For Fall 2020 and Spring 2021 terms, any recitations are online and not in a physical classroom.

4. Under this phase, Posvar Hall and the GSPIA Complex may be open. If permitted, employees may come to their office if it is safe to do so, while observing the University Standards and Guidelines.

   a. All employees will still be required to follow the blanket health and personnel standards and guidelines.

5. Reminder: GSPIA’s Staff Lounge and Student Lounge (including kitchenettes and common areas) will be closed and not available for use in the Fall 2020 and Spring 2021 terms.
ii. Communication methods will still utilize phone, email, Zoom videoconferencing and MS Teams. The use of electronic communication methods will be the primary document delivery method.
   1. In-person, paper transfer will not be ideal and should not be requested.

iii. Posvar Hall and the GSPIA Complex may be open and accessible during this posture.

iv. GSPIA may utilize on-campus facilities during this posture if it is deemed a business necessity. Due to the limited size of GSPIA classrooms and conference rooms, we are unable to gather in these spaces safely. GSPIA will request that these rooms be measured in accordance with social distancing rules. Extremely small meetings may be able to occur (less than 5 people) if permissible. More details to follow.

b. Function 2: GSPIA Mailroom and deliveries
   i. During Guarded Risk Posture, mail is being delivered only to the University central mailroom.
      1. Purchasers are encouraged to use the ship to location during checkout.
   ii. Dean’s Office staff/Program Coordinators will attempt to pick up mail once per week, if they are able to do so.
   iii. Employees may be on campus during this time if there is a business need and it is safe to do so.
   iv. GSPIA may utilize the GSPIA Posvar Hall 3rd floor complex during this time, and any assigned on-campus classrooms/facilities during this posture.

c. Function 3: GSPIA Instruction Delivery
   i. Faculty are to follow guidance provided from the Center for Teaching and Learning.
   ii. During Guarded Risk Posture, Faculty will mostly work remotely, but may be on campus to deliver instruction in person and can access their office, if they deem necessary.
   iii. Communication methods will primarily be through Canvas, email and by phone if needed. Communication may be in-person in the assigned classroom.
   iv. Faculty may be teaching on campus involved in the Hybrid/Flex@Pitt delivery of courses. They would utilize whatever classroom they are assigned to during that period.
      1. Student employment (GSA, TA/TF, GSR, hourly employees) work must be done remotely.
         a. TF/Teaching Fellows: may be permitted in if they have a scheduled recitation in a pre-scheduled classroom.
            Please note: For Fall 2020 and Spring 2021 terms, any recitations are online and not in a physical classroom.

i. The Washington DC center will follow the operating guidelines for the state of Virginia and the DC area. Building mitigation plans are available on file from the landlord.

ii. Instruction in DC will not occur under an area-specific shutdown.

iii. Students taking courses at Syracuse University will follow specific guidance from Syracuse.
   1. Syracuse University mitigation plans are in-line with the University of Pittsburgh’s plans.

iv. The Hesselbein Institute operates in the Mutual building in New York City. The building is currently operating at 25% capacity until further notice, with risk mitigation procedures in place. Many employees continue to work remotely and mitigation plans are on file in the Dean’s Office. Please reach out directly if you need assistance.

GSPIA Student Services (SS) and Career Services (CS) Office:

All functions remain the same across all postures:

Outline

a. Function 1: GSPIA Employee (Faculty, Staff, and Post-Docs) work location status
   i. During High Risk Posture, all employees are to be in an off-campus, remote working status as the GSPIA complex will be closed. SS and CS will be remote during the Fall 2020 and Spring 2021 terms, regardless of the University posture. Will reassess operations prior to the spring semester and submit a revised plan if necessary
      1. Student and Career Services Staff are expected to be available during normal business hours unless prior arrangements are made.
      2. Student employees in SS & CS will conduct work remotely.
   ii. Communication methods will utilize phone, email, Zoom videoconferencing and MS Teams.
   iii. Posvar Hall and the GSPIA Complex will be shut down and all doors locked. No employees should be on campus during this time.
   iv. GSPIA will not utilize any on-campus facilities during this posture.

b. Function 2: Current/Prospective Student Advising and Application Review
   i. The four (4) Student Services employees and both (2) Career Services employees will deploy advising and application review duties remotely and will not normally come into the office to perform these tasks.
   ii. All students will be informed electronically at the beginning of the semester that all student services functions will be conducted online. Counselors will be available for live Zoom meetings just as they normally would be available for in-person meetings by appointment. Counselors will be monitoring email and will respond to all student inquiries within 24 hours. Applications for admission will be reviewed
electronically on secure platforms. Applicants will submit all application materials electronically, as is already normal practice.

iii. No personnel will be required to come to campus under normal circumstances. No face-to-face meetings will be scheduled as there is no safe GSPIA meeting space to maintain six (6) feet distance.

iv. SS/CS Staff work out of Posvar Hall under normal circumstances but will not occupy space in Posvar Hall during the pandemic.

c. Function 3: Internships: GSPIA students who are required to complete an internship for graduation will be able to complete the requirement either in-person or remotely. The GSPIA Career Services office will handle and assist students individually in identifying opportunities and will be flexible about requirements, including the number of hours necessary to complete the internship.

GSPIA Centers/Institutes and Research Operations:

Outline

1. High Risk Posture
   a. Function 1: GSPIA Center/Institute employees (Faculty, Staff and Post-Docs) work location status
      i. During High Risk Posture, all employees are to be in an off-campus, remote working status, as the GSPIA complex will be closed.
         1. Staff are expected to be available during normal business hours unless prior arrangements are made. Please email the employee to schedule a time that works best for everyone.
         2. Any offsite meetings that are considered an absolute business need must be mutual and adhere to the University’s Healthcare Standards and Guidelines. Immediate supervisor approval is required to conduct these activities to ensure they are in compliance with the University’s guidelines.
      ii. Communication methods will utilize phone, email, Zoom videoconferencing and MS Teams.
      iii. Posvar Hall and the GSPIA Complex will be shut down and all doors locked. No faculty and staff should be on campus during this time. GSPIA will not utilize any on-campus facilities during this posture.
      iv. Reminder: GSPIA’s Staff Lounge and Student Lounge (including kitchenettes and common areas) will be closed and not available for use. This includes Center/Institute conference rooms, “library” areas, and computer lab space in these areas as well.
      v. GSPIA Conference rooms do not meet social distancing guidelines and should not be used.
   b. Function 2: GSPIA Research Projects
1. Under High-Risk Posture, GSPIA Research activities would be considered “non-essential” from a building necessity standpoint and must be conducted remotely in this phase.

2. Purchasers are encouraged to use the ship to location during checkout.

3. No staff should be on campus during this time. GSPIA will not utilize any on-campus facilities during this posture. No Faculty, staff, Post-Docs, student employees or research assistants would be on campus during this time.

4. Elevated Risk Posture

   Function 1: GSPIA Center/Institute employees (Faculty and Staff) work location status

   i. During Elevated Risk Posture, all employees are to be in an off-campus, remote working status, as the GSPIA complex will be closed.

      1. Staff are expected to be available during normal business hours unless prior arrangements are made. Please email the employee to schedule a time that works best for everyone.

      2. Any offsite meetings that are considered an absolute business need **must be mutual** and adhere to the University’s Healthcare Standards and Guidelines. Immediate supervisor approval is required to conduct these activities to ensure they are in compliance with the University’s guidelines.

   ii. Communication methods will utilize phone, email, Zoom videoconferencing and MS Teams.

   iii. Posvar Hall and the GSPIA Complex will be shut down and all doors locked. No faculty and staff should be on campus during this time. GSPIA will not utilize any on-campus facilities during this posture.

   iv. Reminder: GSPIA’s Staff Lounge and Student Lounge (including kitchenettes and common areas) will be closed and not available for use.

   v. GSPIA Conference rooms do not meet social distancing guidelines and should not be used.

   b. Function 2: GSPIA Research Projects

      i. Under Elevated-Risk Posture, GSPIA Research would be considered “non-essential” and must still be conducted remotely in this phase.

      ii. Purchasers are encouraged to use the ship to location during checkout.

      iii. No staff should be on in Posvar or on campus during this time. GSPIA will not utilize any on-campus facilities during this posture. No Faculty, staff, Post-Docs, student employees or research assistants would be on campus during this time.

5. Guarded Risk Posture

   Function 1: GSPIA Center/Institute employees (Faculty and Staff) work location status
During Guarded Risk Posture, employees will typically be in an off-campus, remote working status.

1. Staff are expected to be available during normal business hours unless prior arrangements are made. Please email the employee to schedule a time that works best for everyone.

2. Student employment (GSA, TA/TF, GSR, hourly employees) work must be done remotely.
   a. TF/Teaching Fellows: may be permitted in if they have a scheduled recitation in a pre-scheduled classroom. Please note: For Fall 2020 and Spring 2021 terms, any recitations are online and not in a physical classroom.

3. Under this phase, Posvar Hall and the GSPIA Complex may be open. If permitted, employees may come to their office if it is safe to do so, while observing the University Standards and Guidelines. If you need access, please contact Jillian Rodgers and the Dean must provide approval for entry.
   a. All employees will still be required to follow the blanket health and personnel standards and guidelines.

4. Reminder: GSPIA’s Center/Institute Lounge/kitchenette and common areas, conference rooms, library areas and computer lab space will be closed and not available for use in the Fall 2020 and Spring 2021 terms.

Communication methods will still utilize phone, email, Zoom videoconferencing and MS Teams. The use of electronic communication methods will be the primary document delivery method.

2. In-person, paper transfer will not be ideal and should not be requested.

Posvar Hall and the GSPIA Complex may be open and accessible during this posture.

GSPIA may utilize on-campus facilities during this posture if it is deemed a business necessity. Due to the limited size of GSPIA classrooms and conference rooms, we are unable to gather in these spaces safely. GSPIA will request that larger rooms be measured in accordance with social distancing rules. Extremely small meetings may be able to occur (less than 5 people) if permissible. More details to follow.

b. Function 2: GSPIA Research Projects

The University still pushes for de-densifying campus under this phase. Under Guarded Risk Posture, GSPIA Research would be considered and should be conducted remotely if proper social distancing cannot be maintained. Please contact the Dean’s Office (Jillian Rodgers) for information on space size and social distancing guidelines. Faculty who wish to restart research on campus should follow guidance on submitting a Conduct of Research plan for approval.

https://www.svcresearch.pitt.edu/pitt-researchers/research-restart
ii. Purchasers are encouraged to use the ship to location during checkout.
iii. GSPIA may utilize on-campus facilities during this posture if it is deemed a business necessity. Due to the limited size of GSPIA classrooms and conference rooms, we are unable to gather in these spaces safely. GSPIA will request that larger rooms be measured in accordance with social distancing rules. Extremely small meetings may be able to occur (less than 5 people) if permissible, after a restart research plan is approved. More details to follow.

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 environments.

As risk levels decline:
1. Shift from High Risk Posture to Elevated Risk Posture
2. Shift from Elevated Risk Posture to Guarded Risk Posture
*This shift would occur gradually with advance notice and may require accommodations for safety.

As risk levels increase: if permissible after a restart research plan is approved.
3. Shift from Guarded Risk Posture to Elevated Risk Posture
4. Shift from Elevated Risk Posture to High Risk Posture
*This shift may occur with very little notice and require employees to shift quickly.

The Graduate School of Public and International Affairs, which includes the following areas (Dean’s Office, Student Services (Career Services), Instruction, Centers/Institutes, New York, New York location (Hesselbein) and the Washington DC Center satellite office) will remain remote during all Postures (High, Elevated, Guarded) and for the remainder of the Pandemic. In the guarded risk posture, courses may offer an in-class experience and faculty and students will be made aware of these changes and how it might impact those courses.

Employees and students will be promptly notified of any operational posture changes and if resource availability changes occur. These changes (especially with increasing risks) can be swift and occur with very little notice. Employees and students will be officially notified by email and a notice will be placed on the Pitt website. Guidance will come from GSPIA Dean’s Office or the GSPIA Student Services Department regarding specific guidance on GSPIA-related updates.

IV. Stakeholder Outreach
Our key stakeholders include: GSPIA’s Board of Visitors, Sponsored Project funders, many community partners, and Student Cabinet. GSPIA will continue to be engaged remotely and promptly communicated if our operational posture changes. The preferred communication channels will be e-mail correspondence and any meeting requests will be held over the zoom video conferencing platform. Teleconferencing and GoTo Meetings may also be used if necessary. Notification of GSPIA’s remote-work status has been communicated broadly through e-mail notification.

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.