I. Overview

1. Activity Area: Office of Diversity and Inclusion (ODI)
2. Lead: Katie Pope (Interim)
3. Submitter of Area Activity Plan: Katie Pope
4. Date of Submission: August 11, 2020
5. Revision of a previously approved Activity Area Plan? Revision of a previously approved Activity Area Plan? NO
6. Summary of Plan: ODI personnel will work from home for the duration of the COVID-19 pandemic, regardless of the University’s operating posture. The following core functions of the OUC will continue to be executed remotely under all operational postures:
   • Responding to needs of campus community;
   • Training and education; and,
   • Multicultural programs.
7. ODI will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines.

II. Functions in Each Operational Posture

1. High Risk Posture
   a. Responding to needs of campus community via remote posture established in March
      i. What: Responding to outreach requests, bias reports, and DRS intakes
      ii. How: Remotely through phone, zoom, teams, and email
      iii. Number of people/positions required on campus: 0
      iv. Building(s): N/A
   b. Training and Education
      i. What: Training for campus community members on ODI related topics and content
      ii. How: Remotely through phone, zoom, teams, and email
      iii. Number of people/positions required on campus: 0
      iv. Building(s): N/A
   c. Multicultural programs
      i. What: Programming for multicultural and diversity events
      ii. How: Remotely through phone, zoom, teams, and email
      iii. Number of people/positions required on campus: 0
      iv. Building(s): N/A

2. Elevated Risk Posture
   a. Responding to needs of campus community via remote posture established in March
      i. What: Responding to outreach requests, bias reports, and DRS intakes
      ii. How: Remotely through phone, zoom, teams, and email
3. Guarded Risk Posture

a. Responding to needs of campus community via remote posture established in March
   i. What: Responding to outreach requests, bias reports, and DRS intakes
   ii. How: Remotely through phone, zoom, teams, and email
   iii. Number of people/positions required on campus: 0
   iv. Building(s): N/A

b. Training and Education
   i. What: Training for campus community members on ODI related topics and content
   ii. How: Remotely through phone, zoom, teams, and email
   iii. Number of people/positions required on campus: 0
   iv. Building(s): N/A

c. Multicultural programs
   i. What: Programming for multicultural and diversity events
   ii. How: Remotely through phone, zoom, teams, and email
   iii. Number of people/positions required on campus: 0
   iv. Building(s): N/A

III. Transitions between Operational Postures

As the environment shifts, the University’s Senior Leadership Team will make determinations about when the University’s operational posture must also shift to either more or less restricted.

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

As risk levels increase:
3. Shift from Guarded Risk Posture to Elevated Risk Posture
4. Shift from Elevated Risk Posture to High Risk Posture
If risk levels decline to a level that staff are able to return to the office, we will do so in small teams, prioritizing outreach and front-line staff in the Webster Hall office first to return.

IV. Stakeholder Outreach

Until such time as risk levels shift, we will continue communication with our stakeholders as we have been since mid-March, through web and email messages directing people on how best reach us.

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 Senior Vice Chancellor for Engagement, Dr. Kathy Humphrey.