Name of Activity Area Lead: Paul A. Supowitz, Vice Chancellor for Community and Governmental Relations

RC Area: SVC Engagement (7)

Submitted by: Paul Supowitz – July 2020

Revision of a previously approved Activity Area Plan? No

*Please note that separate Plans will be submitted for the Community Engagement Centers in Homewood and the Hill District.

As the lead of this activity area, I hereby confirm that Community and Government Relations (CGR) will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, CGR employees will:

1. Wear face coverings in the presence of any other individual, and in full accordance with the University’s Standards and Guidance on PPE, Face Coverings and Hygiene
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 of work period

All staff members from CGR have successfully transitioned to conducting its day-to-day operations remotely since March 17, 2020. The following is a summary of activities from the different areas of CGR:

- Pitt Pandemic Service Initiative
- Participated in and convened neighborhood weekly virtual meetings during Pandemic
  Virtual meetings at all levels, state, Federal and local
- Monitored and supported Commonwealth budget and Pitt appropriation for FY21
- Monitored, supported and interpreted Federal legislation in response to pandemic
  Staying connected as we continue to work remotely through weekly staff zoom meetings
  and regular check-ins throughout the team
- Adjusting all programming for the Fall to virtual

CGR will continue to work remotely under all three of the University’s operational postures until the campus is cleared to open for normal operations.

Commonwealth:
Continue to monitor introduced legislation and evaluate its potential impact on Pitt. Serve as the point of contact for public officials and the University on Commonwealth-related matters.

Continue to provide advocacy strategies as needed.

Federal Relations:
Continue to maintain relationships with federal legislators and their staff, administrative agency personnel, and other departments within the executive branch. The office provides these individuals and agencies with information about the personnel, programs, and accomplishments of the University and promotes Pitt perspectives and projects with members of Congress.
Continue monitor and evaluate legislation and regulations to determine any potential impact on the University of Pittsburgh and provides information to faculty, staff, and programs potentially affected by these actions. The office develops and implements the federal advocacy strategy on behalf of the University and communicates input from faculty and staff to legislators and administrative agencies.

**Local Governmental Relations:**
Continue to build and maintain positive relationships with the City of Pittsburgh, Allegheny County, and other surrounding county and municipal governments. Facilitate communication between Pitt administration, faculty, staff, and students with local municipal elected officials, department administrators, and their staff the University can provide its expertise on issues and help to address pressing challenges of our region.

Continue to process Parking Permits and Street Closures as needed.

**Community Relations:**
Continue to strengthen community connections. Through community engagement, Community Relations is the point of contact to support our institutional mission, bridging internal and external stakeholders to forge new collaborations.

1. **High Risk Posture:**
   a. Function 1: **Continue the mission of the Office of Community and Governmental Relations:** The University of Pittsburgh's Office of Community and Governmental Relations (CGR) maintains relationships with all levels of government, including Federal, Commonwealth, County, and City, while also leading Pitt’s community-facing work through collaboration, communication, and facilitation of University engagement with its broader communities. CGR is responsive, bringing neighborhood voices, policy awareness, and issue-based activity together by bridging internal and external stakeholders to forge new collaborations.
      - What is being done: All CGR staff (including our student interns) are working remotely, including virtual meetings
      - How it is being done: Virtually
      - Number of people/positions required on campus: None
      - Building(s): None
   
   b. Function 2: **Lead efforts to engage faculty and staff through direct service volunteer opportunities as well as other civic pathways.** There are three ways that CGR facilities direct service volunteer opportunities during normal operations: recurring events we facilitate by providing transportation, space, and/or logistical support, events we point staff and faculty to, and signature days of service. These were put on hold and Pitt Pandemic Service Initiative (PSI) was launched. PSI was designed to facilitate the staff volunteerism policy implemented when Allegheny County moved into stay-at-home orders; the initiative provides staff an opportunity to utilize a portion of their paid work week for volunteer efforts. Faculty and students may also participate (note: student volunteerism is vetted, coordinated, and managed by PittServes). Participation is completely voluntary and choice of volunteer activity
is at the sole discretion of the volunteer. The effort is vital to keeping the Pitt workforce engaged and enabling Pitt to be responsive to regional needs during the pandemic.

- What is being done: All CGR staff (including our student interns) are working remotely. CGR will be soliciting and vetting virtual and no-contact (ie. meal pick up/drop off with 412 food rescue) volunteer opportunities
- How it is being done: Virtually and in-person (no contact). Virtual volunteer activities occur entirely online (including training and implementation). All in-person (no contact) activities require volunteers to sign a waiver, cleared in partnership with the Office of University Counsel. ¹ Staff and faculty volunteer at their own discretion.
- Community hosts offering in-person projects provide detailed project language that specifies the methods and processes used to ensure zero person-to-person contact.
- Number of people/positions required on campus: None
- Buildings: None

c. Function 3: **Day-to-Day operations, which also includes Human Resources, Financial, Research, Corresponding via email and other social networking platforms**

- What is being done: All CGR staff (including our student interns) are working remotely, including virtual meetings, mail pick-up by one individual from office (wears masks). One individual to campus for check deposits abiding by the guidelines upon arrival.
- How it is being done: Virtually, one individual picking up mail
- Number of people/positions required on campus: None
- Buildings: None

2. **Elevated Risk Posture**
   
a. Function 1: **Continue the mission of the Office of Community and Governmental Relations:** The University of Pittsburgh's Office of Community and Governmental Relations (CGR) maintains relationships with all levels of government, including Federal, Commonwealth, County, and City, while also leading Pitt’s community-facing work through collaboration, communication, and facilitation of University engagement with its broader communities. CGR is responsive, bringing neighborhood voices, policy awareness, and issue-based activity together by bridging internal and external stakeholders to forge new collaborations.

- What is being done: All CGR staff (including our student interns) are working remotely; including virtual meetings, mail pick-up by one individual from office (wears masks). One individual to campus for check deposits abiding by the guidelines upon arrival.
- How it is being done: Virtual meetings and events; Supowitz picking up mail; Kumar making deposits to campus as needed.
• Number of people/positions required on campus: Those who need to return to office will follow the protocol to request permission to obtain access to building as well as 710 Alumni Hall. Staff member is required to notify/request approval from Paul Supowitz as well as CGR’s assigned Facilities Management contact. Staff may occasionally request permission to enter Alumni Hall to get additional supplies so that they can continue working remotely.
• Building(s): 710 Alumni Hall

b. Function 2: Lead efforts to engage faculty and staff through direct service volunteer opportunities as well as other civic pathways. The Pandemic Service Initiative transitions from critical response to sustained pathways. There are three ways that CGR facilities direct service volunteer opportunities during normal operations: recurring events we facilitate by providing transportation, space, and/or logistical support, events we point staff and faculty to, and signature days of service.

• Recurring events with transportation needs, such as monthly off-campus Produce-to-People food security volunteerism, are postponed within this posture.
• CGR will continue to highlight community partner facilitated events, both virtual and in-person, for which staff and faculty volunteer at their own discretion.
• Annual signature days of service have been substantially revised to adhere to Pitt standards and public health guidelines. Civic Action Week is being hosted October 5-11, with most programs and activities becoming virtual. 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 or partner representatives present.
• What is being done: All CGR staff (including our student interns) are working remotely unless an in-person volunteer event associated with Civic Action Week is scheduled or in the rare event that a project requires. Director and/or Assistant Director of Community Engagement may be on campus to provide logistical support. For Civic Action Week, CGR has solicited and vetted 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 CGR. Community participants may also provide remote or virtual opportunities.
• How it is being done: Virtually and in-person. 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 before participating. In-person volunteers will wear face coverings, practice proper personal hygiene, and physically distance.

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.

• Number of people/positions required on campus: Up to 25 people total in non-University sites based on University Resilience Plans and state guidelines.
• Buildings: None

c. Function 3: **Day-to-Day operations, which also includes Human Resources, Financial, Research, Corresponding via email and other social networking platforms**

• What is being done: All CGR staff (including our student interns) is working remotely, including virtual meetings, mail pick-up by one individual from office (wears masks). One individual to campus for check deposits abiding by the guidelines upon arrival.
• How it is being done: Virtual meetings and events; Supowitz picking up mail; Kumar making deposits to campus as needed.
• Number of people/positions required on campus: None
• Buildings: None

3. **Guarded Risk Posture**

a. Function 1: **Continue the mission of the Office of Community and Governmental Relations:** The University of Pittsburgh's Office of Community and Governmental Relations (CGR) maintains relationships with all levels of government, including Federal, Commonwealth, County, and City, while also leading Pitt’s community-facing work through collaboration, communication, and facilitation of University engagement with its broader communities. CGR is responsive, bringing neighborhood voices, policy awareness, and issue-based activity together by bridging internal and external stakeholders to forge new collaborations.

• What is being done: All CGR staff (including our student interns) is working remotely; including virtual meetings, mail pick-up by one individual from office (wears masks). One individual to campus for check deposits abiding by the guidelines upon arrival.
• How it is being done: Virtually, one individual picking up mail, one individual making check deposits to campus.
• Number of people/positions required on campus: None, however, when Guarded Risk Posture is reached, staff members can go to office—only if necessary to pick up items that may be needed to continue to work remotely (required to wear masks, gloves and continue social distancing…staggering or rotating those who do visit the office, as well as remaining in their own office area. Each staff member has own office in 710 Alumni Hall Office, therefore, can safely maintain physical contact with other individual(s) who may also be in office. Those who need to return to office will follow the protocol to request permission to obtain access to building as well as 710 Alumni Hall. Staff member is required to notify/request approval from Paul Supowitz as well as CGR’s assigned Facilities Management contact.

• Building(s): 710 Alumni Hall

b. Function 2: **Lead efforts to engage faculty and staff through direct service volunteer opportunities as well as other civic pathways** There are three ways that CGR facilities direct service volunteer opportunities during normal operations: recurring events we facilitate by providing transportation, space, and/or logistical support, events we point staff and faculty to, and signature days of service.

• Recurring events with transportation needs, such as monthly off-campus Produce-to-People food security volunteerism, are possible within this posture with opportunities that will engage no more than 25 participants, inclusive of staff directly supporting the project.

• CGR will continue to highlight community partner facilitated events, for which staff and faculty volunteer at their own discretion.

• Annual signature days of service have been substantially revised to adhere to Pitt standards and public health guidelines. Civic Action Week is being hosted October 5-11, with most programs and activities becoming virtual. 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 or partner representatives present.

• What is being done: All CGR staff (including our student interns) are working remotely unless an in-person volunteer event is scheduled. CGR will be soliciting and vetting in-person direct service opportunities that will engage no more than 25 total people per site, inclusive of all support staff, and updated transportation capacity limitations, as well as providing virtual or DIY projects. Community sites will have safety guidelines that are equal to or more conservative than University’s Health Standards and Guidelines.

• How it is being done: Virtually and in-person. 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 before participating. In-
person volunteers will wear face coverings, practice proper personal hygiene, and physically distance.

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.

- Number of people/positions required on campus: Up to 25 people total in non-University sites based on University Resilience Plans and state guidelines.
- Buildings: None

c. **Function 3: Day-to-Day operations, which also includes Human Resources, Financial, Research, Corresponding via email and other social networking platforms**
   - What is being done: All CGR staff (including our student interns) is working remotely, including virtual meetings, mail pick-up by one individual from office (wears masks). One individual to campus for check deposits abiding by the guidelines upon arrival.
   - How it is being done: Virtual meetings and events; Supowitz picking up mail; Kumar making deposits to campus as needed.
   - Number of people/positions required on campus: None, however, when Guarded Risk Posture is reached, staff members can go to office -- only if necessary to pick up items that may be needed to continue to work remotely (required to wear masks, gloves and continue social distancing…staggering or rotating those who do visit the office, as well as remaining in their own office area. Each staff member has own office in 710 Alumni Hall Office, therefore, can safely maintain physical contact with other individual(s) who may also be in office. Those who need to return to office will follow the protocol to request permission to obtain access to building as well as 710 Alumni Hall. Staff member is required to notify/request approval from Paul Supowitz as well as CGR’s assigned Facilities Management contact.
   - Buildings: 710 Alumni Hall

4. **Travel**
a. The Office of Community and Governmental Relations (CGR) does not anticipate having to travel prior to campus reopening (Harrisburg/Washington DC). However, CGR also hereby confirms that University-related travel (regardless of who is paying the travel expenses) for CGR employees will be restricted in accordance with the University’s Standards and Guidelines on Safe Mobility.

b. CGR staff will be asked to avoid personal travel during the Pandemic to the extent possible until after the Academic session is over. CGR employees will notify their supervisor in advance of any personal travel to ensure proper precautions can be taken before returning to work if the campus has reopened. Otherwise, CGR staff members will quarantine in place following any travel that may be need for urgent reasons. CGR staff members will adhere to the University’s Standards and Guidelines on Safe Mobility.

c. All University-related travel, in both the High and Elevated Operating Postures, will be prohibited unless approved by the Senior Vice Chancellor for Engagement and Secretary of the Board of Trustees.

d. University-related travel, in the Guarded Operating Posture, will be restricted only to that travel which is essential to University business and cannot be conducted remotely. Whenever possible, meetings with state and Federal legislators and their staff members will be conducted remotely. However, there is the potential for isolated instances where Federal and state relations matters require an in-person appearance. In those instances, all safety requirements will be followed including face coverings, physical distancing, and all other best practices and University guidance regarding travel, and EACH such instance must be approved in writing by the Vice Chancellor for Community & Governmental Relations.

I. Transitions between Operational Postures

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

As risk levels decline:

1. Shift from High Risk Posture to Elevated Risk Posture: CGR staff will continue to work remotely.
2. Shift from Elevated Risk Posture to Guarded Risk Posture: CGR staff will continue to work remotely; however, staff may occasionally request permission to enter Alumni Hall to get additional supplies so that they can continue working remotely.

As risk levels increase:

1. Shift from Guarded Risk Posture to Elevated Risk Posture: CGR staff will continue to work remotely and will not return to campus for supplies.
2. Shift from Elevated Risk Posture to High Risk Posture: CGR staff will continue to work remotely.

Communication/Notification:
CGR staff will continue to successfully work remotely. As the environment shifts, Paul A. Supowitz, Vice Chancellor for Community and Governmental Relations will notify staff
members by email. Staff members will be reminded of specific requirements, example: continue
to work from home or to return to work. See list below for shift to return to work requirements

Return to office location:
Approval: Paul A. Supowitz, Vice Chancellor for Community and Governmental Relations
Transparent about travel: Staff member may have to be in isolation
Face coverings: If staff member does not have one, CGR will provide
Office Supplies: Hand sanitizer (available in each office as well as common areas in office) and
masks will be available upon return to office
Training: Staff will complete required training, including training for supervisors, as applicable.
Social Distancing: Office of Community and Governmental Relations will stagger staff if
returning to office
Health Issues: Confidential communication to Paul Supowitz to enable staff member to continue
to work remotely

II. Stakeholder Outreach

As the environment shifts at the University of Pittsburgh, Paul A. Supowitz, Vice Chancellor for
Community and Governmental Relations will notify the appropriate stakeholders below in order
to engage and communicate with those identified groups. The groups will be notified by email
notifying the specific shift and guidelines.

Commonwealth: Paul A. Supowitz, Vice Chancellor of Community and Governmental Relations and Charles McLaughlin, Director of Commonwealth Relations
Federal: Mike Ringler, Senior Director of Federal Relations and Tony Gibson, Executive Director of Federal Relations
Community: Jamie Ducar, Director for Community Engagement and Paul Supowitz, Vice Chancellor for Community and Governmental Relations and Lina Dostilio, Associate Vice Chancellor for Community Engagement
Local Government: James Williams, Director for Local Government and Paul Supowitz, Vice Chancellor for Community and Governmental Relations
Pitt Community: Paul A. Supowitz, Vice Chancellor for Community and Governmental Relations
Community Engagement Centers: Lina Dostilio, Associate Vice Chancellor for Community Engagement; Daren Ellerbee, Director for Community Engagement Center in Homewood; and Kirk Holbrook, Director for Community Engagement Center in Hill District

III. Monitoring and Amendment
Paul A. Supowitz, Vice Chancellor, Office of Community and Governmental Relations
Lina Dostilio, Associate Vice Chancellor for Community Engagement

Any revisions to this plan must be approved by the Senior Vice Chancellor for Philanthropic & Alumni Engagement.
“participation in any volunteering activity involves inherent risks and dangers of accidents, emergency treatment, property loss or damage, serious personal and bodily injury, death, and severe personal and economic losses. These may result not only from my own actions, inactions, or negligence, but also from the actions, inactions, or negligence of others, or the condition of the facilities, equipment, or vehicles. Further, there may be other risks not known to me or reasonably foreseeable at this time. I understand that I must assess the risks involved and if I choose to volunteer I am doing so freely and am assuming the risks. Further, in the event I decide to volunteer by doing so, I fully and forever release and discharge the University and its officers, trustees, employees, students, and agents (collectively, the "University Releasees") from any and all injuries (including death), losses, damages, claims (including negligence claims), demands, lawsuits, expenses, and any other liability of any kind, of or to me, my property, or any other person, directly or indirectly arising out of or in connection with my participation in any volunteer activity may have, on account of injuries (including death), losses, or damages sustained by me, other parties, or my (or others') property in connection with my participation in the volunteer activity, and I waive any right I may have to do so.”

repeat
repeat
repeat