

**University of Pittsburgh | Activity Area Plan**  
**Office of the Senior Vice Chancellor for Research (OSVCR)**

**I. Overview**

1. **Activity Area:** Office of the Senior Vice Chancellor for Research (OSVCR)
2. **Activity Area Lead:** Rob A. Rutenbar, Senior Vice Chancellor for Research
3. **Submitter of Activity Area Plan:** Rob A Rutenbar
4. **Date of Submission:** July 30, 2020
5. **Revision of a previously approved Activity Area Plan?** No
6. With limited exceptions highlighted below, personnel within the Office of the Senior Vice Chancellor will work from home for the duration of the COVID-19 pandemic, regardless of the University’s operating posture. By functional area, this encompasses: Office of the Senior Vice Chancellor for Research, Office of Innovation and Entrepreneurship, Office of Research Computing, Office of Research Protections, Office of Sponsored Programs, and Office of Trade Compliance.
7. The OSVCR confirms that we will commit to following the [University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines](#). In particular, while on campus, OSVCR employees will:
  - a. Wear face coverings in the presence of others, and when entering or leaving 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

The OSVCR Pandemic Safety Ambassador is Shari Manges ([sdm43@pitt.edu](mailto:sdm43@pitt.edu)).

**II. Functions in Each Operational Posture**

Function/Service		High Risk Posture	Elevated Risk Posture	Guarded Risk Posture
<b>What is being done</b>  <b>Radiation Safety Office:</b> Radiation surveys, tests, and audits required by PA DEP regulations.  Administrative tasks include collection of mail, faxes, documents, processing of radiation dosimeters, etc.	How it is being done (IT and document requirements etc.)	Staff come to campus as needed to perform surveys, tests, and audits.	Staff come to campus as needed to perform surveys, tests, and audits.	Staff come to campus as needed to perform surveys, tests, and audits.
	Number of people/positions required on campus	7 technical staff, 7 professional staff, and 2 secretarial/office assistant staff.	7 technical staff, 7 professional staff, and 2 secretarial/office assistant staff.	7 technical staff, 7 professional staff, and 2 secretarial/office assistant staff.
	Administrative tasks include collection of mail, faxes, documents, processing of radiation dosimeters, etc.	There are typically 5-7 staff on campus each day.	There are typically 5-7 staff on campus each day.	There are typically 5-7 staff on campus each day.
	Space and buildings involved/required access	Radiation Safety Office in Hieber Building.  Any of the following 39 University buildings using radioactive material or x-ray equipment	Radiation Safety Office in Hieber Building.  Any of the following 39 University buildings using radioactive material or x-ray equipment	Radiation Safety Office in Hieber Building.  Any of the following 39 University buildings using radioactive material or x-ray equipment

Bellefield Professional Bldg  
 Benedum Hall  
 Biomedical Science Tower (South and West)  
 Bridgeside Point2 450 Technology Drive  
 Biomedical Science Tower 3 (BST3)  
 Center for Biotechnology and Bioengineering  
 Chevron Science Center  
 Clapp Hall  
 Crawford Hall  
 Duratz Athletic Complex  
 Eberly Hall  
 Energy Innovation Center  
 Fitzgerald Field House  
 Graduate School of Public Health  
 Hieber Building  
 Hillman Cancer Center  
 Langley Hall  
 Life Sciences Annex  
 Magee Women's Research Institute  
 McGowan Institute for Regenerative Medicine

Oak Hill Court  
 Old Engineering Hall  
 Peterson Event Center  
 Peterson Sports Complex  
 Primate Center  
 Rangos Research Center  
 Rivertech Office Works - NMRL  
 Rivertech Office Works - ORT  
 Salk Hall  
 Salk Pavilion  
 Scaife Hall  
 Space Research Coordination Center  
 UPMC Children's Hospital  
 UPMC Magee Women's Hospital  
 UPMC Presbyterian  
 UPMC Shadyside  
 Victoria Hall  
 Posvar Hall  
 Western Psychiatric Institute

Function/Service		High Risk Posture	Elevated Risk Posture	Guarded Risk Posture
<b>What is being done</b>  Big Idea Center Days one day per week where students can meet a member of the Big Idea Center staff and/or meet with an onsite Entrepreneur in Residence	How it is being done (IT and document requirements etc.)	Cancel in person program and reposition to be online only	Could be either once-per-week trips to the Office of Big Idea Center by one staff member and one Entrepreneur in Residence or cancel in person program and reposition to be online only	Once-per-week trips to the Office of Big Idea Center by one staff member and one Entrepreneur in Residence
	Number of people/positions required on campus	0	One person from Big Idea Center staff, one visit per week; one visit per week of Entrepreneur in Residence. These will be one-on-one meetings and by appointment only. Staff will commit to following the <a href="#">University's Healthcare Standards and Guidelines and Personnel Standards and Guidelines</a> as described in #7 in the Overview.	One person from Big Idea Center staff, one visit per week; one visit per week of Entrepreneur in Residence. These will be one-on-one meetings and by appointment only. Staff will commit to following the <a href="#">University's Healthcare Standards and Guidelines and Personnel Standards and Guidelines</a> as described in #7 in the Overview.

	Space and buildings involved/required access	None	Big Idea Center G50 in GSCC; access is by swipe only as door is locked	Big Idea Center G50 in GSCC; access is by swipe only as door is locked
<b>Function/Service</b>		<b>High Risk Posture</b>	<b>Elevated Risk Posture</b>	<b>Guarded Risk Posture</b>
<b>What is being done</b>  Meetings between external partners, Pitt PIs, and members of the Office of Economic Partnerships	How it is being done (IT and document requirements etc.)	Will be conducted virtually	Will remain virtual to the extent possible. In rare cases when needed, may be at 3518 Fifth Ave or in the PI's space.	Will remain virtual to the extent possible. In rare cases when needed, may be at 3518 Fifth Ave or in the PI's space.
	Number of people/positions required on campus	0	Varies depending on meeting. Maximum of 4 people	Varies depending on meeting. Maximum of 4 people
	Space and buildings involved/required access	None	3518 Fifth Ave or in the PI's space in another building	3518 Fifth Ave or in the PI's space in another building

<b>Function/Service</b>		<b>High Risk Posture</b>	<b>Elevated Risk Posture</b>	<b>Guarded Risk Posture</b>
<b>What is being done</b>  <b>Periodic Access:</b> Reboot computers; pick up files, supplies; collect mail, faxes, documents, checks; or print program materials at various OSVCR locations.	How it is being done (IT and document requirements etc.)	Ad hoc access, approximately 1-2 trips/week per location.	Ad hoc access, approximately 1-2 trips/week per location.	Ad hoc access, approximately 1-2 trips/week per location.
	Number of people/positions required on campus	1-2 people per visit	1-2 people per visit	1-2 people per visit
	Space and buildings involved/required access	Cathedral of Learning (CL), 1 <sup>st</sup> Floor Gardner Steel Conference Center (GSCC), 1 <sup>st</sup> Floor, 2 <sup>nd</sup> Floor Murdoch I Bldg (MURDC), 3 <sup>rd</sup> Floor Schenley Place (SCHEN), 3 <sup>rd</sup> and 7 <sup>th</sup> Floors Thackery Hall (THACK): 2 <sup>nd</sup> Floor 3500 Fifth Ave (Hieber) – Basement – 4 <sup>th</sup> Floor 3518 Fifth Ave (FMED), 1 <sup>st</sup> Floor 3520 Forbes Avenue (PARKV Annex), 1 <sup>st</sup> Floor  Card access, otherwise coordinated with Facilities Management		

### 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:

1. Shift from Guarded Risk Posture to Elevated Risk Posture
2. Shift from Elevated Risk Posture to High Risk Posture

The only functions impacted by a shift in posture include: Big Idea Center Days and Office of Industry and Economic Partnerships meetings.

For both functions, a shift from the High to Elevated Risk posture will trigger a pivot to in-person meetings when remote meetings are insufficient to address the work requirements. To facilitate the pivot, authorized administrators will notify Facilities Management to prepare the location in accordance with the [University's Facilities Standards and Guidelines](#). Employees returning to campus will complete training modules and comply with the [University's Health and Personnel Standards and Guidelines](#).

#### **IV. Stakeholder Outreach**

Stakeholders include all faculty and staff engaged in research, clients of our units, including internal and external partners, and Pitt's senior leadership. Communication of remote work and restart status, as well as other guidance and resources related to research during the course of the pandemic, is conveyed by multiple channels, including:

- A hub website at <https://www.svcresearch.pitt.edu/pitt-researchers/research-restart>, which is tied directly to the main coronavirus page at <https://www.coronavirus.pitt.edu/>
- Email from the Senior Vice Chancellor for Research to targeted lists, including deans, center directors, regional campus presidents, and associate deans for research; as well as curated research lists
- Emails and newsletters distributed by any Pitt Research units
- Pitt Research social media sites

#### **V. Monitoring and Amendment**

Any revisions to this plan must be approved by the Senior Vice Chancellor for Research.