Office of the Provost Activity Area Plan

I. Overview

1. Activity Area: Office of the Provost
2. Name of Activity Area Lead: Ann E. Cudd, Provost and Senior Vice Chancellor
3. Name of individual submitting Activity Area Plan: Lucy Russell, Vice Provost and Chief of Staff
4. Date of submission: October 19, 2020
5. Revision of a previously approved Activity Area Plan? (Yes or no) Yes.
6. Summary of plan:
   This plan incorporates Office of the Provost functions on the 3rd and 8th floors of the Cathedral Learning as well as activities in several units. The following OTP entities are preparing their own plans: UCIS, Student Affairs, OAFA, Office of the Registrar, University Press, LRDC, Center for Teaching and Learning, UCSUR. In addition, Army and Air Force ROTC programs, although in the OTP RC, will be included in the Student Affairs AAP (OTP will grant building access under the ATO system.)

   Generally speaking, in the high-risk posture, working remotely is required. In the elevated and guarded risk postures, working remotely is preferred. Any work on campus under any posture will adhere to all relevant standards and guidelines.

7. Confirmation: We confirm that we will follow the Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, employees will:
   a. Wear face coverings in the presence of any other individual, and as they enter and leave 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

II. Functions in Each Operational Posture

i. High Risk Posture and Elevated Risk Posture
   a. Function 1
      i. What is being done: OTP administrative operations.
      ii. How it is being done: All members of the Office of the Provost who ordinarily work on the 3rd and 8th floors of the Cathedral of Learning carry out their duties remotely.
      iii. Number of people/positions required on campus: none
      iv. Buildings: N/A
   b. Function 2
i. What is being done: Retrieving and processing OTP mail; retrieving necessary items from OTP office space.

ii. How it is being done: Once a week one staff member goes to the office to process mail and to retrieve necessary items (e.g., computer monitors) for OTP members. In Elevated Risk Posture, staff will be allowed to schedule time to visit their offices to retrieve belongings, office supplies, etc.

iii. Number of people/positions required on campus: One, one time per week for mail (in High and Elevated Risk Postures); for staff retrieval of items, no more than five per day (Elevated Risk Posture only).

iv. Buildings: Cathedral of Learning

c. Function 3
   i. What is being done: Faculty Records: Processing faculty records, including appointments, reappointments, promotion and tenure decisions, leave requests, status changes, etc.
   
   ii. How it is being done: Fully remote operations.
   
   iii. Number of people/positions required on campus: None
   
   iv. Buildings: N/A

d. Function 4
   i. What is being done: Center for Creativity operations
   
   ii. How it is being done: Center for Creativity staff work strictly from home, through a virtual environment. In Elevated Risk Posture, staff may request occasional access to Center for Creativity spaces (in coordination with other units where C4C spaces are located, if applicable).
   
   iii. Number of people/positions required on campus: None in High Risk Posture; no more than two staff members at any given time in a C4C space in Elevated Risk Posture.
   
   iv. Buildings: N/A

e. Function 5
   i. What is being done: Pitt Interprofessional Center for Health Careers
      
      • Virtual personalized student advising sessions (1:1) via Zoom or phone (student choice). Students schedule appointments with advisors through Pathways.
      
      • New program design and program redesign for remote delivery in fall 2020.
      
      • Continued development of PIC Health Careers Web site.
   
   ii. How it is being done: Remote work posture. It is possible to continue to work from home for the duration of the COVID-19 pandemic.
   
   iii. Number of people/positions required on campus: None
   
   iv. Building: N/A

f. Function 6 PLEASE SEE ATTACHMENT
   i. What is being done: Center for Philosophy of Science
   
   ii. How it is being done
   
   iii. Number of people/positions required on campus
   
   iv. Buildings
g. Function 7: PLEASE SEE ATTACHMENT.
   i. What is being done: Academic Support Services for Student-Athletes
   ii. How it is being done
   iii. Number of people/positions required on campus
   iv. Buildings

ii. Guarded Risk Posture

a. Function 1
   i. What is being done: OTP administrative operations.
   ii. How it is being done: Members of the Office of the Provost who ordinarily work on the 3rd and 8th floors of the Cathedral of Learning continue to carry out their duties predominantly remotely. However, if being on campus will improve their ability to carry out their duties, they may work on campus on a limited, voluntary basis in accordance with a schedule that determines the number of people in the office at any one time. All operations will be in accordance with applicable standards and guidelines (e.g., face coverings, physical distancing, dedensification of shared spaces). Staff meetings will continue to be held virtually.
   iii. Number of people/positions required on campus: up to 15/day
   iv. Buildings: Cathedral of Learning

b. Function 2
   i. What is being done: Retrieving and processing OTP mail.
   ii. How it is being done: This will be done in person based on the OTP schedule.
   iii. Number of people/positions required on campus: One
   iv. Buildings: Cathedral of Learning

c. Function 3
   i. What is being done: Faculty Records: Processing faculty records, including appointments, reappointments, promotion and tenure decisions, leave requests, status changes, printing emeritus certificates and distributing gifts to newly retired faculty, etc.
   ii. How it is being done: Continue to work remotely. However, if being on campus will improve their ability to carry out their duties, they may work on campus on a limited, voluntary basis in accordance with a schedule that determines the number of people in the office at any one time. All operations will be in accordance with applicable standards and guidelines (e.g., face coverings, physical distancing, dedensification of shared spaces).
   iii. Number of people/positions required on campus: Up to 1 per day.
   iv. Buildings: Cathedral of Learning

d. Function 4
   i. What is being done: Center for Creativity.
ii. How it is being done:

C4C will continue to focus on offerings through a virtual environment, but will offer limited in-person staffing of the two C4C physical spokes so that members of the University may have access to these resources if needed. Staff would be on campus on a voluntary basis only; no staff member will be required to be on campus if they do not feel safe being there. C4C staff who choose to work on campus will work limited hours, rotating to work-from-home as needed. The number of Pitt community members permitted within either the Workshop (UStore) or Text & conText (Hillman) spoke will be limited by the number that can be present in a defined space while maintaining a minimum of 6’ distance, demarcated through signage and tape lines. Operating plans will be consistent with the University Store and Hillman Library and these plans will meet or exceed the health precautions identified in the activity plans posted for those areas. All operations will be in compliance with the University health standards and guidelines, including but not limited to requirements to wear masks, maintain physical distancing, and practice hand hygiene.

iii. Number of people/positions required on campus: 2 to 5 (potentially 2 in U Store, 2 in Hillman, 1 in Bellefield Hall)

iv. Buildings: University Store; Hillman Library; Bellefield Hall (offices only—no public)

e. Function 5
   i. What is being done: Pitt Interprofessional Center for Health Careers
      - Virtual personalized student advising sessions (1:1) via Zoom or phone (student choice). Students schedule appointments with advisors through Pathways.
      - New program design and program redesign for remote delivery in fall 2020.
      - Continued development of PIC Health Careers Web site.
   ii. How it is being done: Remote work posture.
   iii. Number of people/positions required on campus: None required.
   iv. Building: N/A

f. Function 6 PLEASE SEE ATTACHMENT
   i. What is being done: Center for Philosophy of Science
   ii. How it is being done
   iii. Number of people/positions required on campus
   iv. Buildings

g. Function 7: PLEASE SEE ATTACHMENT.
   i. What is being done: Academic Support Services for Student-Athletes
   ii. How it is being done
   iii. Number of people/positions required on campus
   iv. Buildings

III. Transitions between Operational Postures
Generally speaking, all functions covered in this plan are carried out remotely in the high and elevated risk postures. As risk levels decline to guarded, employees will complete training modules before any return to campus and will comply with the University’s Health and Personnel Standards and Guidelines. Employees will be notified one week in advance of the time in which they will be able to return to campus, and schedules will be created to minimize the number of people in the various workspaces at one time.

As risk levels increase, we will return to a remote posture. If possible, employees will be notified one week in advance. Although ideally employees would be provided the opportunity to arrange for retrieval of necessary work items from their workspace, when risk levels increase, they should be prepared for a shift in operating posture to come without notice.

IV. Stakeholder Outreach

Key stakeholders of the OTP include students and faculty members. We will place a sign at the reception desk on the 8th floor of the Cathedral of Learning explaining our remote or reduced status and explaining how to get in touch with members of the office. All units (functions) covered by this plan will post information on their websites about how to access services.

V. Monitoring and Amendment

Any revisions to this plan must be approved by the Provost and Senior Vice Chancellor.
Attachment: Function 6: Center for Philosophy of Science

Center for Philosophy of Science Activity Area Plan

I. Overview

1. Activity Area: Center for Philosophy of Science
2. Area Lead: Edouard Machery, Director
3. Submitter of Activity Area Plan: Edouard Machery
4. Date of submission: September 30, 2020
5. Revision of a previously approved Activity Area Plan? Yes
6. A brief summary of the most critical pieces of your plan (a few bullet points).

In case of high risk and elevated risk postures, work will take place fully remotely.

In case of a guarded posture, work will take place remotely in September, and a decision about whether to use the Center’s facilities for research in October and November will be made late September. If we decide to use them in October and November, Fellows will be allowed to use their office, and in person events with a small audience will be planned. If in-person operations are to resume, this plan will be revised and approved by the Provost and Senior Vice Chancellor.

7. As the lead of this activity area, I hereby confirm that the Center for Philosophy of Science will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, Center employees will:
   a. Wear face coverings in the presence of any other individual, and as they enter and leave 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

II. Functions in Each Operational Posture

i. High Risk Posture
   a. Function 1
      i. What: Occasionally Center staff may need to physically report to the Center (1117 CL) in order to pick up materials in the office
      ii. How: On-site, physical handling of supplies, records, and equipment
      iii. Number of people/positions required on campus: 1 - 2 persons per instance of need; physical presence required only infrequently; permission must be granted by Director of the Center, facilitated in cooperation with Facilities Management
      iv. Building: Cathedral of Learning, 1117
   b. Function 2
      i. What: Center staff support
ii. How: remote work
iii. Number of people/positions required on campus: none
iv. Building: N/A

c. Function 3
   i. What: Processing new appointments & support of remote fellows/postdocs
   ii. How: remote work posture, no use of office allowed.
   iii. Number of people/positions required on campus: 0
   iv. Building: N/A

d. Function 4
   i. What: Center Fellows’ activities
   ii. How: Remote work posture; use of Zoom and Webinar to conduct events remotely.
   iii. Number of people/positions required on campus: 0
   iv. Building: N/A

e. Function 5
   i. What: Hosting Events (Annual Lecture Series, Lunchtime Talks, & Conferences)
   ii. How: Remote work posture; use of Zoom and Webinar to conduct events remotely
   iii. Number of people/positions required on campus: 0
   iv. Building: N/A

f. Function 6
   i. What: Public relations - The Center uses PR to advertise our events and other activities
   ii. How: Remote work posture; monthly bulletin, weekly newsletter, website, social media platforms
   iii. Number of people/positions required on campus: 0
   iv. Building: N/A

g. Function 7
   i. What: Staff Meetings and Planning for Future Events
   ii. How: Remote work posture, meetings held virtually, planning for future events done electronically
   iii. Number of people/positions required on campus: 0
   iv. Building: N/A

ii. Elevated Risk Posture
   1. Function 1
      a. What: Occasionally Center staff may need to physically report to the Center (1117 CL) in order to pick up materials in the offices
      b. How: On-site, physical handling of supplies, records, and equipment
      c. Number of people/positions required on campus: 1 – 2 persons per instance of need; physical presence required only infrequently; permission must be granted by Director of the Center, facilitated in cooperation with Facilities Management
      d. Building: Cathedral of Learning, 1117
2. Function 2
   a. What: Center staff support
   b. How: remote work
   c. Number of people/positions required on campus: none
   d. Building: N/A

3. Function 3
   a. What: Processing new appointments & support of remote fellows/postdocs
   b. How: On-site, physical handling of appointment documents and filing
   c. Number of people/positions required on campus: 1 person per instance of need; physical presence required only infrequently; permission must be granted by Director of the Center, facilitated in cooperation with Facilities Management
   d. Building: Cathedral of Learning, 1117

4. Function 4
   a. What: Center Fellows’ activities
   b. How: Remote work posture; use of Zoom and Webinar to conduct events remotely.
   c. Number of people/positions required on campus: 0
   d. Building: N/A

5. Function 5
   a. What: Hosting Events (Annual Lecture Series, Lunchtime Talks, & Conferences)
   b. How: Remote work posture; use of Zoom and Webinar to conduct events remotely
   c. Number of people/positions required on campus: 0
   d. Building: N/A

6. Function 6
   a. What: Public relations - The Center uses PR to advertise our events and other activities
   b. How: Remote work posture; monthly bulletin, weekly newsletter, website, social media platforms
   c. Number of people/positions required on campus: 0
   d. Building: N/A

7. Function 7
   a. What: Staff Meetings and Planning for Future Events
   b. How: Remote work posture, Meetings held virtually, planning for future events done electronically
   c. Number of people/positions required on campus: 0
   d. Building: N/A

III. Guarded Risk Posture

1. Function 1
   a. What: Occasionally Center staff may need to physically report to the Center in order to pick up materials in the office
   b. How: On-site, physical handling of supplies, records, and equipment
c. Number of people/positions required on campus: 1 - 2 persons per instance of need
d. Building: Cathedral of Learning, 1117

2. Function 2
   a. What: Center staff support
   b. How: remote work in September; whether in-person research activities can happen in October will be assessed late September; if they do, one staff member will be present in turn.
   c. Number of people/positions required on campus: one, if in-person operations resume
   d. Building: Cathedral of Learning, 1117

3. Function 3
   a. What: Processing new appointments & support of remote fellows/postdocs
   b. How: On-site, physical handling of appointment documents and filing
   c. Number of people/positions required on campus: 1 person per instance of need; physical presence required only infrequently; permission must be granted by Director of the Center, facilitated in cooperation with Facilities Management
   d. Building: Cathedral of Learning, 1117

4. Function 4
   a. What: Center Fellows’ activities
   b. How: Fellows allowed to use their office at the Center; whether in person research meetings can happen in October will be assessed late September; in September, research meetings will be online.
   c. Number of people/positions required on campus: maximum of 6 Fellows, Director, one staff person. All positions will have individual offices.
   d. Building: Cathedral of Learning, 1117

5. Function 5
   a. What: Hosting Events (Annual Lecture Series, Lunchtime Talks, & Conferences)
   b. How:
      i. Online meetings in September; whether in person events (lunch time talks and ALS lectures) can happen in October will be assessed; events will also be streamed.
      ii. If in person meetings happen in October, attendance limited to 8 – 10 by RSVP only, spaced in chairs at a minimum of 6 ft. apart. Speaker will locate behind plastic barrier. There will be no sharing of paper, pens, etc. All surfaces will be sanitized before and after talks.
      iii. Attendees will be informed of and required to adhere to the University’s Health Standards and Guidelines, including the need to wear face coverings, adhere to all physical distancing, safety, and hygiene signage, and maintain six feet of physical distancing
iv. In accordance with the University’s Facilities Standards and Guidelines, spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University’s Health and Standards and Guidelines.

   c. Number of people/positions required on campus: 10-12
   d. Buildings: Cathedral of Learning, 1117

6. Function 6
   a. What: Public relations - The Center uses PR to advertise our events and other activities
   b. How: Remote work posture; monthly bulletin, weekly newsletter, website, social media platforms
   c. Number of people/positions required on campus: 0
   d. Buildings: N/A

7. Function 7
   a. What: Staff Meetings and Planning for Future Events
   b. How: Remote work posture, Meetings held virtually, planning for future events done electronically
   c. Number of people/positions required on campus: 0
   d. Buildings: N/A

IV. Transitions between Operational Postures

In High and Elevated Risk Postures, the center will work/function remotely. A shift to a guarded risk posture would lead us to allow Fellows to use their office and would lead us to consider holding events at the Center in a face to face format. To facilitate the pivot, a limit will be set for attendance (8 – 10 people), and the room will be prepared for use by Facilities Management following the plans they establish and in accordance with the University’s Facilities Standards and Guidelines. Employees returning to campus to facilities will complete training modules and comply with the University’s Health and Personnel Standards and Guidelines.

A shift from Guarded to Elevated Posture will prompt the resumption of conducting LTs and ALS remotely.

V. Stakeholder Outreach

Stakeholders of the Center’s plan will include all Visitors and participants in Center events. Notification will be communicated via the Center website along with Weekly Newsletters, Monthly Bulletins, and social media platforms.
Attachment: Function 7: Academic Support Services for Student-Athletes

I. Overview
1. Activity Area: Office of the Provost, Academic Support Services for Student-Athletes (ASSSA)
2. Lead: Michael A. Farabaugh, Director
3. Submitter of Area Activity Plan: Michael A. Farabaugh
4. Date of submission: August 4, 2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary of plan: Operation of the Academic Support Services for Student-Athletes unit for the duration of the pandemic will follow guidelines provided by the resilience steering committee, the healthcare advisory group, the COVID-19 Medical Response Office, and from both the Chancellor and Office of the Provost, in conjunction with the Athletics department.
7. Commitment: As Director and lead of the area, ASSSA will commit to following the University’s Healthcare Standards and Guidelines, as well as the Personnel Standards and Guidelines.

In addition:

a. All staff and students must wear a face covering in public areas of buildings and when people are within 6 feet in distance.

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.

II. Functions in Each Operational Posture
1. High Risk Posture
a. Function 1
   i. What: Minimal access to Petersen Events Center to obtain supplies, maintain computer equipment or other essential needs.
   ii. How: Limited in-person presence as needed and with the permission of the Director and Department of Athletics facility management.
   iii. Number of people/positions required on campus: 1-2 people per instance of need; physical presence required only infrequently; permission for access must be granted by the Director and Department of Athletics facility management.
   iv. Building: Petersen Events Center
b. Function 2
   i. What: Tutorial program
   ii. How: Remote for tutorial staff and student-athletes.
   iii. Number of people/positions required on campus: 0
   iv. Building: Will function remotely
c. Function 3
   i. What: Structured Study/Study Hours
   ii. How: Remote for all students and staff
   iii. Number of people/positions required on campus: 0
   iv. Building: Will function remotely
d. Function 4
i. What: Meetings with Recruits/Parents
ii. How: Remote meetings
iii. Number of people/positions required on campus: 0
iv. Building: Remote meetings

2. Elevated Risk Posture

a. Function 1
i. What: ASSSA will have in-person operations during the fall term under an elevated risk posture and will follow policies under the University Standards and Guidelines document.

ii. How: Meetings: Staff-student (or staff-staff/staff-coach) contact will continue to primarily function in a limited fashion while in the office. Meetings will involve only 1 student/staff/coach at a time in an office, following physical distance policies and with a face covering or mask. Any meetings that require a group of size <25 will follow appropriate guidelines.

iii. Number of people/positions required on campus: Requisite number (<10) to maintain center coverage.

iv. Building: Petersen Events Center, Duratz Football Facility

b. Function 2
i. What: Tutorial program

ii. How: Remote for tutorial staff, on/off site for student-athletes participation, with no more than 25 people in a single space, with appropriate physical distancing.

iii. Number of people/positions required on campus: Requisite number (<10) to maintain center coverage as scheduled by the Director of ASSSA.

iv. Building: PEC or Duratz football facility for students if they are utilizing Academic Support resources (computer lab, study spaces, etc.)

c. Function 3
i. What: Structured Study/Study Hours

ii. How: Student-athletes will access the Academic Support Center in this posture with study/tutoring hours based on academic level and previous academic performance. All student-athletes will be required to swipe in their ID card for access to services, regardless of academic level, however, study hours will be assigned based on academic support guidelines and in groups of size <25. This will assist in managing the density of the facility and for contact tracing. The swipe in access will be located in an area of minimal density for student safety. Students must practice and adhere to all safety guidelines.

iii. Number of people/positions required on campus: Requisite number (<10) to maintain center coverage as scheduled by the Director of ASSSA.

iv. Building: PEC or Duratz football facility for students if they are utilizing Academic Support resources (computer lab, study spaces, etc.)

d. Function 4
i. What: Meetings with Recruits/Parents

ii. How: Remote meetings

iii. Number of people/positions required on campus: N/A

iv. Building: Remote meeting, guests not granted access to Petersen Events Center in this posture.

3. Guarded Risk Posture

12
a. Function 1
   i. What: ASSSA will have operations during the fall term under a guarded risk posture and will follow policies under the University Standards and Guidelines document.
   ii. How: Meetings: Staff-student (or staff-staff/staff-coach) contact will continue to primarily function in a limited fashion while in the office. Meetings will involve only 1 student/staff/coach at a time in an office, following physical distance polices and with a face covering or mask. Any meetings that require a group of size <250 will follow appropriate guidelines.
   iii. Number of people/positions required on campus: Requisite number (<10) to maintain center coverage.
   iv. Building: Petersen Events Center, Duratz Football Facility
b. Function 2
   i. What: Tutorial program
   ii. How: Remote for tutorial staff, on/off site for student-athletes participation.
   iii. Number of people/positions required on campus: Requisite number (<10) to maintain center coverage as scheduled by the Director of ASSSA.
   iv. Building: PEC or Duratz for students if they are utilizing Academic Support resources (computer lab, study spaces, etc.).
c. Function 3
   i. What: Structured Study/Study Hours
   ii. How: Student-athletes will access the Academic Support Center in this posture with study/tutoring hours based on academic level and previous academic performance. All student-athletes will be required to swipe in their ID card for access to services, regardless of academic level, however, study hours will be assigned based on academic support guidelines. This will assist in managing the density of the facility and for contact tracing. The swipe in access will be located in an area of minimal density for student safety. Students must practice and adhere to all safety guidelines.
   iii. Number of people/positions required on campus: Requisite number to maintain center coverage.
   iv. Building: PEC or Duratz for students if they are utilizing Academic Support resources, i.e., computer lab, study spaces, etc.
d. Function 4
   i. What: Meetings with Recruits/Parents
   ii. How: Remote, unless guest restrictions to PEC are revised.
   iii. Number of people/positions required on campus: 1-2 staff dependent on sport and group size. Meetings will occur in a space that allows for appropriate physical distancing based on the group size.
   iv. Building: PEC

III. Transitions between Operational Postures
Academic Support Services will follow University’s Leadership Team’s determination when the University’s operational posture must shift to either more or less restricted. The function impacted by a shift in posture from High risk to Elevated Risk will be a notification of resumption of on-campus services for student-athletes under the guidelines established above. Tutoring will not be impacted as it will remain remote for the duration of the semester,
regardless of posture. Conversely, a shift from Elevated risk to High risk will result in a notification of the need to resume remote staffing functions.

Operations will generally be similar in Elevated and Guarded Risk Postures, and so a shift between either of those will require a notification of staff (and others as necessary) and limits on group sizes.

Staff will be notified in advance of the prospective need to move to a return/remote to/from campus to support programming, and will be informed of their expected work schedule.

**IV. Stakeholder Outreach**

Stakeholders include Office of the Provost, Department of Athletics and student-athletes and will be articulated in writing and in various staff meetings, team meetings from various platforms (Zoom, Teamworks, etc.) before the start of the fall term and any instance of a change in postures.