Greensburg-Academic Affairs Activity Area Plan

I. Overview

1. Activity Area: Greensburg-Academic Affairs
2. Lead: Jacqueline Horrall-Vice President for Academic Affairs
3. Submitter of Area Activity Plan: Dr. Robert G. Gregerson, President
4. Date of submission: July 17, 2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary of Plan: (a). Greensburg faculty will work remotely or in person in the Guarded and Elevated Risk postures. All faculty will pivot to remote teaching if the posture is High Risk. (b). Greensburg Financial Aid, Registrar, and Academic Advising will work remotely under the High Risk and Elevated Risk postures and a maximum of 50% of personnel will work in-person in the Guarded Risk posture. (c). Each office consists of the Faculty Administrative Assistant assigned to one of three office buildings. Faculty Administrative Assistants will work primarily remotely coming to campus as needed. With limited exceptions as highlighted below, personnel within the Greensburg - Academic Affairs - Faculty Administrative Assistants will work remotely for the duration of the COVID-19 pandemic, regardless of the University’s operating posture.

7. I hereby confirm that Greensburg Academic Affairs will commit to the following University’s Healthcare Standards and Guidelines, and Personnel Standards and Guidelines. In particular, while on campus, and not in a private office, Greensburg Academic Affairs 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

1. High Risk Posture
   a. Function 1
      i. What is being done: Instruction and service.
      ii. How it is being done: Remote work posture.
      iii. Number of people/positions required on campus: 0
      iv. Buildings: N/A
   b. Function 2
      i. What is being done: Professional Development work. This might require periodic access to building to obtain supplies and address other needs as they arise.
ii. How it is being done: On-site, physical handling of supplies and equipment.

iii. Number of people/positions required on campus – 1-2 people per building per instance of need; physical presence required very infrequently; permission for access must be granted by the Campus president, facilitated in cooperation with Facilities Management and Campus Police. Distancing is practiced and face coverings are worn in accordance with the University’s Health Standards and Guidelines.

iv. Buildings: Smith Hall, McKenna Hall, Powers Hall, Faculty Office Building, Cassell Hall, and Lynch Hall - Greensburg campus
   c. Function 3
   i. What is being done: Access to Internet and technology to support instruction and research functions.
   ii. How it is being done: As needed trips to Smith Hall, McKenna Hall, Powers Hall, Faculty Office Building, Cassell Hall, and Lynch Hall - Greensburg campus.
   iii. Number of people/positions required on campus: 1-2 people per building per instance of need; physical presence required as needed for instruction where faculty can only get access to instructional materials including internet access on campus; permission for access must be granted by the Campus president, facilitated in cooperation with Facilities Management and Campus Police. Distancing is practiced and face coverings are worn in accordance with the University’s Health Standards and Guidelines.
   iv. Buildings: Smith Hall, McKenna Hall, Powers Hall, Faculty Office Building, Cassell Hall, and Lynch Hall - Greensburg campus.
   d. Function 4
   i. What is being done: All academic advising and registrar functions
   ii. How it is being done: Remote work posture.
   iii. Number of people/positions required on campus: 1 person per instance of need; physical presence required very infrequently; permission for access must be granted by the Campus president, facilitated in cooperation with Facilities Management and Campus Police. Instances that require an in-person presence include retrieving and processing mail and checks, accessing hard-copy records related to student issues, and performing some aspects of the graduation certification process.
   iv. Buildings: Millstein Library
   e. Function 5
   i. What is being done: Assisting full- and part-time faculty with duties as needed.
   ii. How it is being done: Remote work posture.
   iii. Number of people/positions required on campus: 0
   iv. Buildings: N/A

2. Elevated Risk Posture
   a. Function 1
i. What is being done: Instruction and service.

ii. How it is being done: Most classes will be done remotely with a limited number of exceptions. Remote classes will be a mix of synchronous and asynchronous instruction.

iii. Number of people/positions required on campus: A limited amount of in-person instruction as approved by the President.

iv. Buildings: Chambers Hall, McKenna Hall and all classrooms, laboratories, and offices under Academic Affairs - Smith Hall, McKenna Hall, Powers Hall, Faculty Office Building, Cassell Hall, and Lynch Hall, Village Hall, Ferguson Theatre Lyceum - Greensburg Campus.

b. Function 2

i. What is being done: Professional Development work. Full access to buildings to obtain supplies and address other needs as they arise.

ii. How it is being done: On-site, physical handling of supplies and equipment.

iii. Number of people/positions required on campus – About 7 to 10 instructors are expected to work in-person on any given day. For those working in-person: as determined by social distancing requirement per space, per instance of need. For those working remotely: physical presence required very infrequently; permission for access must be granted by the Campus president, facilitated in cooperation with Facilities Management and Campus Police.

iv. Buildings: Chambers Hall, McKenna Hall and all classrooms, laboratories, and offices under Academic Affairs - Smith Hall, McKenna Hall, Powers Hall, Faculty Office Building, Cassell Hall, and Lynch Hall, Village Hall, Ferguson Theatre Lyceum - Greensburg Campus. Adjusted classroom capacities have been calculated and implemented.

c. Function 3

i. What is being done: Access to Internet and technology by remote instructors to support instruction and research functions.

ii. How it is being done: As needed trips to Smith Hall, McKenna Hall, Powers Hall, Faculty Office Building, Cassell Hall, and Lynch Hall - Greensburg campus.

iii. Number of people/positions required on campus: 15. 5 remote instructors per division (Behavioral Sciences, Humanities, Natural Sciences) per instance of need; physical presence required as needed for instruction; permission for access must be granted by the Division Chairs in consultation with the campus president, facilitated in cooperation with Facilities Management and Campus Police. Distancing is practiced and face coverings are worn in accordance with the University’s Health Standards and Guidelines.

iv. Buildings: Smith Hall, McKenna Hall, Powers Hall, Faculty Office Building, Cassell Hall, and Lynch Hall - Greensburg campus, Greensburg campus

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d. Function 4
i. What is being done: All academic advising and registrar and financial aid functions
ii. How it is being done: Remote work posture.
iii. Number of people/positions required on campus: 1 person per instance of need; physical presence required infrequently. Permission for access must be granted by the Campus president, facilitated in cooperation with Facilities Management and Campus Police. The same types of instances listed in the High Risk posture apply: Instances that require an in-person presence include retrieving and processing mail and checks, accessing hard-copy records related to student issues, and performing some aspects of the graduation certification process.
iv. Buildings: Millstein Library
e. Function 5
i. What is being done: Assisting full- and part-time faculty with duties as needed.
ii. How it is being done: Remote work posture.
iii. Number of people/positions required on campus: 0
iv. Buildings: N/A

3. Guarded Risk Posture
a. Function 1
i. What is being done: Instruction and service.
ii. How it is being done: Combination of remote and in-person work posture.
iii. Number of people/positions required on campus: Up to 50% of instruction will be done in person. The number of students in the classroom will vary with the size of the room. All room capacities have been adjusted to adhere with social distancing guidelines. New cleaning protocols are in place, appropriate signage for hallway and staircase traffic flow, restrooms have been reconfigured, and adherence to the University recommendations for safety. Data has already been collected from students regarding their intentions to attend remotely or in-person in the fall term to ensure appropriate in-person limits are not exceeded.
iv. Buildings: Chambers Hall, McKenna Hall and all classrooms, laboratories, and offices under Academic Affairs - Smith Hall, McKenna Hall, Powers Hall, Faculty Office Building, Cassell Hall, and Lynch Hall, Village Hall, Ferguson Theatre Lyceum - Greensburg Campus.
   b. Function 2
i. What is being done: Professional Development work. About 7 to 10 faculty are expected to work on campus on any given day. Full access to buildings to obtain supplies and address other needs as they arise.
ii. How it is being done: On-site, physical handling of supplies and equipment.
iii. Number of people/positions required on campus – About 7 to 10 instructors are expected to work in-person on any given day. For those working in-person: As determined by social distancing requirement per space, per instance of need. For those working remotely: physical presence required very infrequently; permission for access must be granted by the Campus president, facilitated in cooperation with Facilities Management and Campus Police.

iv. Buildings: Chambers Hall, McKenna Hall and all classrooms, laboratories, and offices under Academic Affairs - Smith Hall, McKenna Hall, Powers Hall, Faculty Office Building, Cassell Hall, and Lynch Hall, Village Hall, Ferguson Theatre Lyceum - Greensburg Campus.

c. Function 3
i. What is being done: Access to Internet and technology by remote instructors to support instruction and research functions.

ii. How it is being done: As needed trips to Smith Hall, McKenna Hall, Powers Hall, Faculty Office Building, Cassell Hall, and Lynch Hall - Greensburg campus.

iii. Number of people/positions required on campus: In addition to in-person faculty, 1-2 remote workers per building per instance of need; physical presence required as needed for instruction; permission for access must be granted by the Campus president, facilitated in cooperation with Facilities Management and Campus Police. Distancing is practiced and face coverings are worn in accordance with the University's Health Standards and Guidelines.

iv. Buildings: Smith Hall, McKenna Hall, Powers Hall, Faculty Office Building, Cassell Hall, and Lynch Hall - Greensburg campus.

d. Function 4
i. What is being done: All academic advising, financial aid, and registrar functions

ii. How it is being done: Remote work posture. Offices would remain closed to students. Staff would primarily interact with students remotely, but will have the option to do non-student facing work in the office on a rotating, scheduled basis.

iii. Number of people/positions required on campus: None are required, but 2-4 people per day on a rotating basis with permission from the campus President. Instances that require an in-person presence include training, retrieving and processing mail and checks, accessing hard-copy records related to student issues, printing, copying and scanning, and performing some aspects of the graduation certification process, as well as at least a minimal level of maintenance of the student, financial aid, and registrar files and record-keeping systems.

iv. Buildings: Millstein Library (offices in the 110-120 suite)

e. Function 5
i. What is being done: Assisting full- and part-time faculty with duties as needed.

ii. How it is being done: Remote work posture primarily, combined with scheduled work from campus once per week. One administrative assistant will be in each of the three faculty buildings one day per week. Only one administrative assistant will be scheduled in person on any given day.

iii. Number of people/positions required on campus: 3. One assistant on any given day.

iv. Buildings: Cassell Hall, Faculty Office Building, Smith Hall

These functions will remain the same across the three operational postures:

f. Function 6
i. What is being done: Ad hoc access to building to obtain supplies and address other needs as they arise.

ii. How it is being done: On-site, physical handling of supplies and equipment. (Examples: Mailing documents to students, obtaining keys for new faculty from the Police Department, retrieving needed documents from the office.)

iii. Number of people/positions required on campus – 1 person per building per instance of need; physical presence required very infrequently; permission for access must be granted by the Campus President, facilitated in cooperation with Facilities Management and Campus Police.

iv. Buildings: Cassell Hall, Faculty Office Building (FOB), Smith Hall.

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
   No changes in the mode of operation will be made.

2. Shift from Elevated Risk Posture to Guarded Risk Posture
   No broad changes in the mode of operation will be made. In-person instruction within safety guidelines will be encouraged.

As risk levels increase:
3. Shift from Guarded Risk Posture to Elevated
4. Risk Posture
   Because of space constraints, the Greensburg campus can entertain gatherings larger than 25 people in only a few instances. Our mode of operation under the Elevated posture will shift to primarily remote with few exceptions.
a. Faculty and Academic Affairs personnel will be advised of the change in posture via email communication from the President or the Vice President for Academic Affairs.

5. Shift from Elevated Risk Posture to High Risk Posture
   All instruction and work will shift to the remote mode.
   a. Faculty Training: Faculty are currently preparing all class for fully remote instruction so they are ready to pivot with little effort if we enter the High Risk Posture. The Community for the Advancement of Teaching has been conducting on-line instruction training for faculty throughout the summer.
   b. Students are being advised about the possibility of a shift in the mode of instruction if the we get to the High Risk Posture
   c. Faculty and Academic Affairs personnel will be advised of the change in posture via email communication from the President or the Vice President for Academic Affairs.

IV. Stakeholder Outreach

Stakeholders of Greensburg Academic Affairs include faculty, Academic Affairs staff, current students, and prospective students and their families. Notification of Greensburg-Academic Affairs mode of instruction status will be communicated to students via emails from the President, and is posted on the campus website (www.greensburg.pitt.edu). Advising has communicated to all students via email and has posted information on the Academics page. Admissions has communicated to new incoming students via emails and has maintained their home page https://www.greensburg.pitt.edu/admissions with updated information. All constituents will be notified of shifts in posture.

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 reviewed by the Greensburg Campus President and approved by the Provost of the University of Pittsburgh
Greensburg-Administrative Services Activity Area Plan

I. Overview

1. Activity Area: Greensburg Administrative Services
2. Activity Area Lead: Ronna Colland, Director of Finance & Risk Management
3. Name of individual submitting Activity Area Plan: Robert Gregerson, President
4. Date of submission: August 4, 2020
5. Revision of a previously approved Activity Area Plan? No
6. With the exceptions that were highlighted below, personnel within the Greensburg Administrative Services department will work mostly remotely for the duration of the Covid-19 pandemic, regardless of the University’s operating posture.
7. As the lead in the Greensburg Administrative Services Department, I hereby confirm that Greensburg-Administrative Services will commit to the following University’s Healthcare Standards and Guidelines, and Personnel Standards and Guidelines. In particular, while on campus, and not in a private office, Greensburg-Administrative Services 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

1. High, Elevated, and Guarded Risk Postures
   a. Function 1
      i. What is being done: Functions as chief business officer for Greensburg Campus, manage the Greensburg Campus budget for all departments, oversee accounting and compliance, process journal entries, and print any other necessary email. Print financial statements/level reports, when applicable. Answer questions and retrieve data requested by Greensburg Campus president or other departments. Check in with Campus Store manager for updates, Check in with Business Services manager, review the paper checks printed by Campus Business Services and mail to recipients.
      ii. How it is being done: Remotely and one to two days per week on Campus.
iii. Number of people/positions required on campus: 1 (Director of finance & risk management) employee is on the essential list.
iv. Buildings: Lynch Hall and Campus Store located in Chambers Hall, Greensburg Campus.

b. Function 2
i. What is being done: Administrative assistance provided to the director of finance & risk management, retrieve mail, answer emails and phone calls, scheduling meetings for director, updating accounting records pertaining to grants management, collection of Sarbanes Oxley disclosures, budget reports, transcription of meeting notes, and other projects as assigned by director of finance.
ii. How it is being done: Remotely
iii. Number of people/positions required on campus – 1 – (Currently, the position is vacant and incumbent left University in May. Due to the COVID-19 environment, a replacement has not yet been requested, however director of finance requires help from administrative assistant)
iv. Building: Lynch Hall, Greensburg Campus

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

Since a change in the University’s Operational Postures will not change the operations of the Administrative Services unit, no transition is required when the University shifts operational postures.

IV. Stakeholder Outreach
Stakeholders of Greensburg- Administrative Services department include staff and faculty from other departments on campus. Limited interaction with students. Notification of Greensburg-Administrative Services department’s remote-work status has been communicated broadly, and will be updated on our website for the start of the Fall 2020 semester.

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 Greensburg Campus president and the Provost and Senior Vice Chancellor.
Greensburg-Admissions Activity Area Plan

I. Overview

1. Activity Area: Greensburg-Admissions
2. Lead: Dana Bearer, Director of Admissions
3. Submitter of Area Activity Plan: Robert Gregerson, President
4. Date of submission: October 15, 2020
5. Revision of a previously approved Activity Area Plan? Yes
6. Summary of Plan: With limited exceptions as highlighted below, personnel within the Greensburg-Admissions Office will work remotely for the duration of the COVID-19 pandemic, regardless of the University’s operating posture.
7. As the lead in the Greensburg Admissions Office, I hereby confirm that Greensburg-Admissions will commit to the following University’s Healthcare Standards and Guidelines, and Personnel Standards and Guidelines. In particular, while on campus, and not in a private office, Greensburg-Admissions 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

The functions and staffing approach of the Greensburg Admissions office will remain the same under all three operational postures for these functions:

a. Function 1
   i. What is being done: Processing prospective student applications.
   ii. How it is being done: Remote work posture.
   iii. Number of people/positions required on campus: 0
   iv. Buildings: N/A

b. Function 2
   i. What is being done: Ad hoc access to building to obtain supplies and address other needs as they arise.
   ii. How it is being done: On-site, physical handling of supplies and equipment.
   iii. Number of people/positions required on campus – 1-2 people per instance of need; physical presence required very infrequently; permission for access must be granted by the Campus president,
facilitated in cooperation with Facilities Management and Campus Police.

iv. Buildings: Rossetti House, Greensburg campus

c. Function 3
i. What is being done: Collection of mail, faxes, etc. to support Admissions function and related process of our operations.
ii. How it is being done: One time per week trips to Rossetti House by one representative Admissions.
iii. Number of people/positions required on campus: 1 person, one visit per week, typically on Wednesday; access facilitated in cooperation with Facilities Management and Campus Police.
iv. Buildings: Rossetti House, Greensburg campus

d. Function 4
i. What is being done: Drive-thru campus tours to provide prospective students and their families a preview of campus.
ii. How it is being done: For fall, there will be 4-6 select Saturdays by 3-4 representatives of Admissions who will be stationed around campus under tents and wearing face masks while speaking to families in their vehicles.
iii. Number of people/positions required on campus: 7-10 people, dispersed throughout campus; all social distancing guidelines and standards followed; access facilitated in cooperation with Facilities Management and Campus Police.
iv. Buildings: No access to buildings; Outdoor events only on Greensburg campus.

In the Guarded Risk Posture, the Admissions office would add the following function;

a. Function 5
v. What is being done: Offering on-campus interviews and tours 2-3 times per week to prospective students.
vi. How is it being done: While in guarded posture, there will be opportunity for prospective students to register for an in-person admissions interview and abbreviated walking tour of campus. Entrance into select buildings only, no residence halls. A prospective student would be permitted to attend with one guest only. All interviews will be pre-arranged. One admissions counselor and one student tour guide will chaperone the student and guest for the duration of the visit.

vii. Number of people required on campus: 1 admissions counselor and 1 student tour guide and up to 2 visitors per prospective student visit. Can accommodate up to 5 visits per day. All will wear masks, and social distancing guidelines and standards will be followed.

viii. Buildings: Rossetti House (Admissions), Chambers Hall, Millstein Library, Campana Chapel, Smith Hall and McKenna Hall as needed. Access facilitated in cooperation with Facilities Management and Campus Police.
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

For the most part, there will be no change in the approach to conducting the functions of the Admissions office as the operational postures change. In the Guarded Risk Posture, will begin to offer in-person admissions interviews and visits. A shift to guarded will allow in-person visits to being. A shift to elevated would mean that in-person visits cease.

IV. Stakeholder Outreach

Stakeholders of Greensburg-Admissions include prospective students and their families. Notification of Greensburg-Admissions remote-work status has been communicated broadly, and is indicated prominently on the home page of our web site: https://www.greensburg.pitt.edu/admissions.

Prospective students and their families requesting application processing support will be instructed as to the relevant protocol to follow given the University's current risk posture.

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 reviewed by the Greensburg Campus President and approved by the Provost and Senior Vice Chancellor.
Greensburg-Business Services Activity Area Plan

I. Overview

1. Activity Area: Greensburg Business Services
2. Activity Area Lead: Karen Tate, Manager of Business Services
3. Name of individual submitting Activity Area Plan: Robert Gregerson, President
4. Date of submission: July 27, 2020
5. Revision of a previously approved Activity Area Plan? No
6. With the exceptions that were highlighted below, personnel within the Greensburg Business Services will work mostly remotely for the duration of the Covid-19 pandemic, regardless of the University’s operating posture.
7. As the lead in the Greensburg Business Office, I hereby confirm that Greensburg-Business Services will commit to the following University’s Healthcare Standards and Guidelines, and Personnel Standards and Guidelines. In particular, while on campus, and not in a private office, Greensburg-Business Service 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

1. High Risk Posture
   a. Function 1
      i. What is being done: Retrieve mail, process student account payments, complete bank statements, print journal entries, print any other necessary emails. Retrieve any data requested by General Accounting or other departments. Process cash journals.
      ii. How it is being done: As needed, but no more than two days per week.
      iii. Number of people/positions required on campus: 1, employee is on the essential list.
      iv. Buildings: Millstein Library, Greensburg Campus
   b. Function 2
      i. What is being done: Accounts Payable, process AP remotely, 2 days on campus to retrieve mail and print checks.
      ii. How it is being done: As needed but no more than two days per week.
iii. Number of people/positions required on campus – 1 – employee is on the essential list.
   Buildings: Millstein Library, Greensburg Campus

   a. Function 3
      iv. What is being done: Purchasing for the Greensburg Campus
      v. How it is being done: Remotely
     vi. Number of people/positions required on campus: 1 person, periodically to retrieve required bank statements and Pcard statements, when needed this is approved by the President of the Campus.
    vii. Buildings: Millstein Library, Greensburg Campus

   b. Function 4
     viii. What is being done: Student Accounts, answering emails, taking phone calls.
     ix. How it is being done: Remotely
    x. Number of people/positions required on campus: 0
   xi. Buildings: N/A

2. Elevated and Guarded Risk Posture
   a. Function 1
      i. What is being done: Retrieve mail, process student account checks, complete bank statement, print journal entries, print any other necessary emails. Retrieve any data requested by General Accounting or other departments. Process cash journals.
      ii. How it is being done: 2 days per week on Campus.
      iii. Number of people/positions required on campus: 1, employee is on the essential list.
     iv. Buildings: Millstein Library, Greensburg Campus

   b. Function 2
      i. What is being done: Accounts Payable, process AP remotely, 2 days on campus to retrieve mail and print checks.
      ii. How it is being done: 2 days per week on Campus.
      iii. Number of people/positions required on campus – 1 – employee is on the essential list.
         Buildings: Millstein Library, Greensburg Campus

   c. Function 3
      iv. What is being done: Purchasing for the Greensburg Campus
      v. How it is being done: 2 day per week on campus.
     vi. Number of people/positions required on campus: 1 person, to retrieve required bank statements and Pcard statements, take bank deposits to the bank.
    vii. Buildings: Millstein Library, Greensburg Campus

   d. Function 4
     viii. What is being done: Student Accounts, answering emails, taking phone calls, assisting students.
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

A shift to high risk posture will mean that purchasing and student accounts functions transition to all remote work. A shift from elevated to guarded risk posture will not change the operations of the Business Services unit.

IV. Stakeholder Outreach

Stakeholders of Greensburg-Business Services include students and their families and other departments on Campus. Notification of Greensburg-Business Office remote-work status has been communicated broadly, and will be updated on our website for the start of the Fall 2020 semester.

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 Greensburg Campus President and the Provost and Senior Vice Chancellor.
Pitt Greensburg Campus Store Area Activity Plan

I. Overview

1. Name of Activity Area: Pitt Greensburg Campus Store
2. Name of Activity Area Lead: Lindsey Martin Store Manager
3. Name of individual submitting Activity Area Plan: Lindsey Martin
4. Date of submission 08/03/2020
5. Revision of a previously approved Activity Area Plan? (Yes or no) No
6. A brief summary of the most critical pieces of your plan (a few bullet points).
   a. Assess necessary operational support for campus learning, including especially course material delivery, technology, regalia, etc.
   b. Modify store operations and hours and website delivery options as required
   c. Follow and monitor all safety requirements for staff that will work on campus
7. As the lead of this activity area, I hereby confirm that the retail division will commit to following the University’s Health Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, retail 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 requirements
   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. Operational Posture Function

The Pitt Greensburg campus Store will modify its business operations in accordance with the University of Pittsburgh’s operational posture, including the store’s operations, hours, services, and staffing. The number of staff required to be on campus and in which buildings will fluctuate given operational posture.

1. High Risk Posture
   a. Function 1: Store will be closed to the public and online order fulfillment only will be completed as determined by Store Manager as necessary for essential service delivery of course materials and technology products
      i. Operations
         1. Online order fulfillment of course materials
         2. Store website remains operational with focus on course material delivery.
      ii. Staffing
         1. Staff members will not exceed 8 at any time and scheduled to limit exposure
         2. Daily completion of health self-attestation
3. Follow all University Health Standards and Guidelines
   a. A face covering, which may be cloth or disposable and may be self-supplied and re-used, is to be worn in public, on campus, and in campus buildings at all times, except while eating or in an enclosed private, single occupancy space (e.g., private study room or private office).
   b. Face coverings must be worn in single-occupant spaces that others use (e.g., public bathrooms, copier rooms, public study rooms).
   c. Personal Hygiene
      i. Hand sanitizer provided at all work stations
   d. Physical Distancing
      i. All staff working on campus will maintain a minimum of 6ft from other individuals at all times
      ii. Work stations modified to maintain distance

4. Cleaning
   a. Cleaning log to be maintained and completed
   b. Staff will clean all high touch areas every 2 hours
   c. Disinfectant or disinfecting wipes utilized.

iii. Facilities
   1. Access to Pitt Greensburg Campus Store Required
   2. All required signage in the process of being updated per University Guidelines

2. Elevated Risk Posture
   a. Function 1: Store closed to the public when students are not on campus; online order fulfillment available; shipping or in-store pickup option available
      i. Operations
         1. Bookstore website Operational
         2. When students return to campus, store hours will be adjusted to accommodate semester needs
         3. All University Health Standards and Guidelines for retail implemented
         4. Occupancy levels determined by campus
            a. Occupancy = TBD
         5. Occupancy metering utilized
         6. Sneeze guards installed at all cashier and customer facing areas
         7. Customer flow/directional signage or floor markers implemented to assist in maintaining social distancing
     8. Signage
        a. PA “COVID-19 Safety Procedures for Businesses”
        b. Occupancy
        c. Queuing directions
        d. Mask guidance
     9. Cleaning
a. Cleaning log to be maintained and completed
b. Staff will clean all high touch areas every 2 hours
c. Disinfectant or disinfesting wipes utilized.

10. Staffing
   a. Staff members will not exceed 8 at any time and scheduled to limit exposure
   b. Daily completion of health self-attestation
   c. Follow all University Health Standards and Guidelines
      i. A face covering, which may be cloth or disposable and may be self-supplied and re-used, is to be worn in public, on campus, and in campus buildings at all times, except while eating or in an enclosed private, single occupancy space (e.g., private study room or private office).
      ii. Face coverings must be worn in single-occupant spaces that others use (e.g., public bathrooms, copier rooms, public study rooms).
      iii. Personal Hygiene
      iv. Hand sanitizer provided at all work stations
      v. Physical Distancing
      vi. All staff working on campus will maintain a minimum of 6ft from other individuals at all times
      vii. Work stations modified to maintain distance

ii. Facilities
   1. Access to Pitt Greensburg Campus Store Required
   2. All required signage in the process of being updated per University Guidelines

3. Guarded Risk Posture
   a. Function 1: Store open to the public with limited hours based on semester need; online order fulfillment available; shipping or pickup option available
      i. Operations
         1. Bookstore website Operational
         2. When students return to campus, store hours will be adjusted to accommodate semester needs
         3. All University Health Standards and Guidelines for retail implemented
         4. Occupancy levels determined by campus
            a. Occupancy = TBD
         5. Occupancy metering utilized
         6. Sneeze guards installed at all cashier and customer facing areas
         7. Customer flow/directional signage or floor markers implemented to assist in maintaining social distancing
         8. Signage
            a. PA “COVID-19 Safety Procedures for Businesses”
b. Occupancy
c. Queuing directions
d. Mask guidance

9. Cleaning
   a. Cleaning log to be maintained and completed
   b. Staff will clean all high touch areas every 2 hours
   c. Disinfectant or disinfecting wipes utilized.

10. Staffing
    a. Staff members will not exceed 8 at any time and scheduled to limit exposure
    b. Daily completion of health self-attestation
    c. Follow all University Health Standards and Guidelines
       i. A face covering, which may be cloth or disposable and may be self-supplied and re-used, is to be worn in public, on campus, and in campus buildings at all times, except while eating or in an enclosed private, single occupancy space (e.g., private study room or private office).
       ii. Face coverings must be worn in single-occupant spaces that others use (e.g., public bathrooms, copier rooms, public study rooms).
       iii. Personal Hygiene
       iv. Hand sanitizer provided at all work stations
       v. Physical Distancing
       vi. All staff working on campus will maintain a minimum of 6ft from other individuals at all times
       vii. Work stations modified to maintain distance

ii. Facilities
   1. Access to Pitt Greensburg Campus Store Required
   2. All required signage in the process of being updated per University Guidelines

III. Transitions between Operational Postures

As risk levels decline:

1. Shift from High Risk Posture to Elevated Posture
   o Update operation hours and services as outlined in plan
   o Review and update all facility checklists
   o Notify staff at least one week in advance of schedule change and need to report to campus or remote work options
      • Notification will take place via scheduling software, email, and staff meeting
   o Notify University communications of updated operational hours and services
2. Shift from Elevated Risk Posture to Guarded Risk Posture
   o Update operation hours and services as outlined in plan
   o Review and update all facility checklists
   o Notify staff at least one week in advance of schedule change and need to report to campus or remote work options
     Notification will take place via scheduling software, email, and staff meeting
   o Notify University communications of updated operational hours and services

As risk levels increase:
3. Shift from Guarded Risk Posture to Elevated Risk Posture
   o Update operation hours and services as outlined in plan
   o Review and update all facility checklists
   o Notify staff at least one week in advance (if possible) of schedule change; remote work options in place for most staff
     o Notification will take place via scheduling software, email, and staff meeting
   o Notify University communications of updated operational hours and services
4. Shift from Elevated Risk Posture to High Risk Posture
   o Update operation hours and services as outlined in plan
   o Review and update all facility checklists
   o Notify staff of immediate closure of stores; remote work options implemented
     o Notification will take place via scheduling software, email, and staff meeting
   o Notify University communications of updated operational hours and services

IV. Stakeholder Outreach

The Pitt Greensburg Campus Store supports key stakeholders including students, faculty, staff, alumni, and the community.

1. Store hours, service, and online order fulfillment availability will be communicated to all stakeholders through multiple channels including:
   o Store front signage
   o Website banners and information
   o Store voicemail/automated phone messages, email and newsletter communication to mailing lists
   o Store social media sites
   o University shared communication websites and notifications
   o Departmental notification to leadership at Greensburg Campus, including the Director of Finance & Risk Management, President’s Office, Academic Affairs, Student Affairs and Housing/Residence Life.

2. Operational and facility changes will be discussed and assessed by Greensburg Campus leadership and then communicated to Director of Finance & Risk Management and Campus Store Manager.
V. Monitoring and Amendment

The Pitt Greensburg Campus Store manager and management team are responsible for monitoring compliance with all plans and policies. Any revision to this plan will be reviewed and assessed by the Director of Finance & Risk Management, and the Provost and Senior Vice Chancellor.
I. Overview

1. Name of Activity Area  Greensburg-Computing Services and Telecommunications
2. Name of Activity Area Lead  Scott Coulson, Director
3. Name of individual submitting Activity Area Plan  Dr. Robert Gregerson, President
4. Date of submission  July 15, 2020
5. Revision of a previously approved Activity Area Plan? No
6. A brief summary of the most critical pieces of your plan (a few bullet points).
   - Help Desk Support
   - Networking, Wireless Networking and Telecommunications
   - Classroom Technology

7. As the lead in the Greensburg Computing Services and Telecommunications department, I hereby confirm that the department will commit to the following University’s Healthcare Standards and Guidelines, and Personnel Standards and Guidelines. In particular, while on campus, and not in a private office, Greensburg-Computing Services 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

1. High Risk Posture
   a. Function 1
      i. What is being done: Help desk
      ii. How it is being done: Remote/online
      iii. Number of people/positions required on campus: 0
      iv. Buildings: 0
   b. Function 2
      i. What is being done: Telecommunications/Networking
      ii. How it is being done: We have one person who handles all of the telecom/networking on our campus. All of our buildings have wireless access points, data ports and phone telecom that he controls. If something were to “break” he would have to go into whatever building it is when needed.
      iii. Number of people/positions required on campus: 1
iv. Buildings: Cassell Hall is the main IT building; All buildings that have networking and telecomm.

2. Elevated Risk Posture
   a. Function 1
      i. What is being done: Help Desk
      ii. How it is being done: Remote/On campus by appointment with IT staff; permission from supervisor and campus President. Help desk has plexiglass barrier, rubber gloves, hand sanitizer and disinfectant wipes. New signage and social distancing stickers in place.
      iii. Number of people/positions required on campus: 2
      iv. Buildings: Cassell Hall primarily, other buildings as necessary
   b. Function 2
      i. What is being done: Telecommunications/Networking
      ii. How it is being done: On campus as needed; all of our buildings have wireless access points, data ports and phone telecom that he controls. If something were to “break” he would have to go into whatever building it is when needed.
      iii. Number of people/positions required on campus: 1
      iv. Buildings: Cassell Hall is the main IT building; All buildings that have networking and telecomm.
   c. Function 3
      i. What is being done: Classroom/Lab AV
      ii. How it is being done: Would not be on campus permanently but only if there were faculty teaching on campus and would need us to fix the remote setup in the lab/classroom.
      iii. Number of people/positions required on campus: 2
      iv. Buildings: Cassell Hall is the main IT building; all buildings that house faculty and staff would be included.

3. Guarded Risk Posture
   a. Function 1
      i. What is being done: Help Desk
      ii. How it is being done: Remote/On campus by appointment with IT staff. Social distancing protocols still in place, Help Desk has plexiglass barrier, rubber gloves, hand sanitizer and disinfectant wipes. New signage and social distancing stickers in place.
iii. Number of people/positions required on campus: 2
iv. Buildings: Cassell Hall primarily, other buildings as necessary

b. Function 2
i. What is being done: Telecommunications/Networking
ii. How it is being done: On campus as needed; all of our buildings have wireless access points, data ports and phone telecom that he controls. If something were to “break” he would have to go into whatever building it is when needed.
iii. Number of people/positions required on campus: 1
iv. Buildings: Cassell Hall is the main IT building; All buildings that have networking and telecomm.

c. Function 3
i. What is being done: Classroom/Lab AV
ii. How it is being done: Staff will be on campus as needed in classroom and lab buildings for classroom technology.
iii. Number of people/positions required on campus: 2
iv. Buildings: Entire campus including faculty remote office setup, classroom and lab buildings, large lecture halls, cafeteria and gym, and chapel.

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

A shift from the High to Elevated Risk posture will trigger an increase in on-campus visits by administrative staff to ensure continued operations of the department. Other staff may be able to access the offices more often, but on a cases by case basis.

A shift from Elevated to High Risk posture will trigger a decrease in on-campus visits by administrative staff to ensure personnel safety, yet continue the operations of the department. Other staff will be able to access the offices on a more limited basis.

There is no change in staffing or on-campus presence when shifting between the Elevated Risk and Guarded Risk postures.
Employees returning to campus for any of the above functions will complete training modules and comply with the University’s Health and Personnel Standards and Guidelines. They will be notified one week in advance of the prospective need to return to campus.

Greensburg Computing Services and Telecommunications department personnel will continue to communicate internally using email, MS Teams and Zoom. External department communication will be via campus Website, digital signage and standard signage.

IV. Stakeholder Outreach

Greensburg Computing Services and Telecommunications stakeholders are the students, faculty and staff of the campus. Notifications are communicated through the campus website, email and digital signage around campus.

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 Greensburg Campus President.
Greensburg Facilities Management / Operations Activity Area Plan

I. Overview

1. Activity Area: Facilities Management (FM)
2. Lead: Joseph Bleehash, Director of Facilities and Operations
3. Submitter of Area Activity Plan: Joseph Bleehash
4. Date of submission: July 22, 2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary of plan:
   a. Facilities Management (FM) - Generally, the Operations and Maintenance staff will continue to work on campus with the amount of their presence dictated by the University’s Operational Posture. With limited exceptions, three (3) Administrative staff will work on campus and one (1) Administrative support staff will work primarily from home, regardless of the University’s operating posture.
   b. Mail Services (MS) – One (1) Mail Services staff member will work on campus to deliver mail and packages to campus residents, staff and faculty.
   c. Conferencing Services (CS) – Two (2) CS staff will work from home

7. As the lead of this activity area, I hereby confirm that FM, MS, and CS will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, FM, MS, and CS employees will:
   a. 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
   b. Adhere to all physical distancing, safety, and hygiene standards and guidelines
   c. Use physical barriers or maintain six feet of physical distance while engaging with others
   d. Clean their vehicles, equipment and personal and office spaces at the beginning and end of each work period with EPA-approved products, in adherence with the University’s Cleaning, Disinfection and Hygiene Standards and Guidelines

II. Functions in Each Operational Posture

1. High Risk Posture
   a. Function 1
      i. What: Operations and Maintenance Personnel – 24/7/365 Provision of services necessary to ensure buildings (those that remain open, and where needed those that are closed) are maintained and continue to operate safely and in accordance with the University’s Health and Facilities Standards and Guidelines. Those buildings that are open will require full services. Buildings that are closed will still require routine checks and their mechanical systems will continue to require routine maintenance and occasional repair.
      ii. How: Half of the Trades, Custodial, and Grounds Crews will report for duty
on campus and alternate weekly with the other half of the crews. Due to limited numbers, all of the Operating Engineers (MW3 Classification) will report for duty every day. All Custodial and Operations and Maintenance Supervisors will continue to report every day to provide oversight and direction to crews. All crews will report to their job assignment and not a central check-in/out location. Tools and equipment will be delivered to the employee if required.

iii. Number of people/positions required on campus: 23 (shift breakdown as required)

iv. Building: All buildings across campus

b. Function 2
   i. What: Business Administration – Payroll, Accounting, Contract Administration, and Administrative Support
   ii. How: Remote work posture
   iii. Number of people/positions required on campus: 0
   iv. Building: None required

c. Function 3
   i. What: Facilities Management Senior Leadership On-Site Presence
   ii. How: Director of Facilities and Operations will report to the President daily and have operational direction of the Operations and Maintenance personnel.
   iii. Number of people/positions required on campus: 1
   iv. Building: FMBD

d. Function 4
   i. What: Mail Services
   ii. How: One (1) Mail Services employee works independently and provides sorting and delivery of critical items only
   iii. Number of people/positions required on campus: 1
   iv. Building: Chambers Hall Mail Room

e. Function 5
   i. What: Conferencing Services
   ii. How: Two (2) Conferencing Services employees work remotely (no outside groups permitted on campus)
   iii. Number of people/positions required on campus: 0
   iv. Building: N/A

2. Elevated Risk Posture
   a. Function 1
      i. What: Operations and Maintenance Personnel – Provision of services necessary to ensure buildings (those that remain open, and where needed those that are closed) are maintained and continue to operate safely and in accordance with the University’s Health and Facilities Standards and Guidelines. Those buildings that are open will require full services. Buildings that are closed will still require routine checks and their mechanical systems will continue to require routine maintenance and occasional repair.
      ii. How: All Trades, Custodial, Operating Engineers and Grounds Crews will report for duty on campus every day. All Custodial Supervisors and Operations and Maintenance Senior Managers will continue to
report every day to provide oversight and direction to crews. All crews will
report to their job assignment and not a central check-in/out location. Tools
and equipment will be delivered to the employee if required.

iii. Number of people/positions required on campus: 23 (shift breakdown
as required)

iv. Building: All buildings across campus

b. Function 2

i. What: Business Administration – Payroll, Accounting, Contract
   Administration, and Administrative Support

ii. How: Remote work posture

iii. Number of people/positions required on campus: 0

iv. Building: FMBD

c. Function 3

i. What: Facilities Management Senior Leadership On-Site Presence

ii. How: Director of Facilities and Operations will report to the President daily
   and have operational direction of the Operations and Maintenance personnel.

iii. Number of people/positions required on campus: 1

iv. Building: FMBD

d. Function 4

i. What: Mail Services

ii. How: One (1) Mail Services employee works independently and provides
   sorting and delivery of mail to campus residents and buildings

iii. Number of people/positions required on campus: 1

iv. Building: Chambers Hall Mail Room

e. Function 5

i. What: Conferencing Services

ii. How: Two (2) Conferencing Services employees work remotely (no outside
   groups permitted on campus)

iii. Number of people/positions required on campus: 0

iv. Building: N/A

3. Guarded Risk Posture

a. Function 1

i. What: Operations and Maintenance Personnel – Provision of services
   necessary to ensure buildings (those that remain open, and where needed
   those that are closed) are maintained and continue to operate safely and in
   accordance with the University’s Health and Facilities Standards and
   Guidelines. Those buildings that are open will require full services. Buildings
   that are closed will still require checks and their mechanical systems will
   continue to require maintenance and occasional repair.

ii. How: All Trades, Custodial, Operating Engineers and Grounds Crews will
   report for duty on campus every day. All Custodial Supervisors and
   Operations and Maintenance Managers will continue to report every day to
   provide oversight and direction to crews. All crews will report to their job
   assignment and not a central check-in/out location. Tools and equipment will
   be delivered to the employee if required.

iii. Number of people/positions required on campus: 23 (shift breakdown
   as required)
iv. Building: All buildings across campus

b. Function 2
i. What: Business Administration – Payroll, Accounting, Contract Administration, and Administrative Support
ii. How: Remote work posture except to retrieve a hard copy file or invoice 3-4 times per week.
iii. Number of people/positions required on campus: 1
iv. Building: FMBD

c. Function 3
i. What: Facilities Management Senior Leadership On-Site Presence
ii. How: Director of Facilities and Operations will report to the President daily and have operational direction of the Operations and Maintenance personnel.
iii. Number of people/positions required on campus: 1
iv. Building: FMBD

d. Function 4
i. What: Mail Services
ii. How: One (1) Mail Services employee works independently and provides sorting and delivery of mail to campus residents and buildings
iii. Number of people/positions required on campus: 1
iv. Building: Chambers Hall Mail Room

e. Function 5
i. What: Conferencing Services
ii. How: Two (2) Conferencing Services employees work remotely (no outside groups permitted on campus)
iii. Number of people/positions required on campus: 0
iv. Building: 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

The main function impacted by a shift in posture is Operations and Maintenance. A shift from the High to Elevated Risk posture will trigger an increase in on-campus staffing by 12 personnel to ensure critical maintenance and operations of the campus buildings. Additional employees are critical to maintain the additional campus activities expected in an “Elevated Risk” posture.

A shift from the Elevated to High Risk Posture will prompt the Operations and Maintenance personnel to return to split crews operating on alternate weeks with one crew on campus and one crew remote. Facilities supervisors will continue to report on a daily basis to provide guidance to trades personnel.
There is no change in staffing or on-campus presence when shifting between the Elevated Risk and Guarded Risk postures.

Employees returning to campus for any of the above functions will complete training modules and comply with the University’s Health and Personnel Standards and Guidelines. They will be notified one week in advance of the prospective need to return to campus.

IV. Stakeholder Outreach

Stakeholders of FM include all University employees. Notification of FM’s partial remote-work status has been communicated broadly to the regional community.

All requests for facilities services go through the Facilities Help Desk and can be completed on-line via the Maintenance Request form located at https://help.greensburg.pitt.edu/maintenance/. Employees requesting building access and/or other facilities support will be instructed as to the relevant protocol to follow given the University’s current risk posture.

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 Greensburg Campus President, as well as the Provost and Senior Vice Chancellor.
I. Overview

1. Name of Activity Area: Pitt-Greensburg Health Center
2. Name of Activity Area Lead: Pam Freger, Director of Health Center
3. Name of individual submitting Activity Area Plan: Pam Freger
4. Date of submission: 8/26/20
5. Revision of a previously approved Activity Area Plan? No
   a. Under Elevated and Guarded Postures, Health Center open by appointment only.
   b. All appointments prescreened.
   c. Telehealth and phone consultations preferred in all postures.
7. As the lead of this activity area, I hereby confirm that the Health Center will commit to following the University’s Health Standards and Guidelines and Personnel Standards and Guidelines in particular, while on campus, I will:
   a. Wear face coverings in the presence of others, and as I enter and leave buildings.
   b. Adhere to all physical distancing, safety, and hygiene requirements.
   c. Use barriers or maintain 6’ of physical distance when engaging with others.
   d. Clean my 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. Health Center closed. Teleheath appointments and physician consults are available 9:00 a.m. to 4:30 p.m. Monday through Friday.

   B. Operations

      1. Website updated with current COVID-19 information and Center operations.
      2. Telehealth sessions led by Nurse.
      3. Only Nurse is permitted in Health Center.
      4. Self-Care Center and waiting room closed.
      5. Health Records need to be faxed to 724-836-9947 or mailed to 216 Chambers Hall.
      6. Plexiglass installed at all patient facing areas.
      7. Appropriate patient signage implemented.
         1. Face coverings required.
         2. 6’ Physical distancing.
         3. Good hygiene/handwashing practices.
      4. Cleaning
         a. Center cleaned each business day.
b. Disinfecting wipes utilized throughout the day.

C. Staffing

1. No appointment permitted.
2. Staff and Contact Tracing training completed.
4. Hours may be reassessed based on demand.
5. Follow all University Health Standards and Guidelines.

2. Elevated Risk Posture

A. Function

1. Health Center is open by appointment only. Telehealth and in-person appointments and physician consults are available 9:00 a.m. to 4:30 p.m. Monday through Friday.

B. Operations

1. Website updated with current COVID-19 information and Center operations.
2. Telehealth sessions led by Nurse.
3. No more than 1 patient and Nurse permitted in Health Center at one time, except Thursday mornings when Physician and Nursing Student may be present.
4. Self-Care Center closed during business hours. Opens at 5:30 p.m. Monday through Friday and all day on weekends.
5. Waiting Room limited to appointments only.
6. Plexiglass installed at all patient facing areas.
7. Health Records need to be faxed to 724-836-9947 or mailed to 216 Chambers.
8. Appropriate patient signage implemented.
   a. Face coverings required.
   b. 6’ Physical distancing.
   c. Good hygiene/handwashing practices.
9. Cleaning
   a. All areas cleaned after each patient.
   b. Center cleaned each day.
   c. Disinfecting wipes utilized as recommended.

C. Staffing

1. Hours may be reassessed based on demand.
2. Appointments staggered. No more than patient, Nurse and Physician in Center at one time.
3. Staff and Contact Tracing training completed.
5. Follow all University Health Standards and Guidelines.

3. **Guarded Risk Posture**

   A. **Function**

   1. Health Center is open 9:00 a.m. to 5:00 p.m. Monday through Friday by appointment. Telehealth and physician consults are available.

   B. **Operations**

   1. Website updated with current COVID-19 information and Center operations.
   2. Telehealth sessions led by Nurse.
   3. No more than 3 people and Nurse permitted in Health Center at one time.
   4. Waiting room limited to appointments only.
   5. Plexiglass installed at all patient facing areas.
   6. Health Records need to be faxed to 724-836-7907 or mailed to 216 Chambers.
   7. Signage updated in accordance with the University’s Standards and Guidelines.
      a. No walk-ins. By appointment only.
      b. Patients prescreened and temperature checked before appointment.
      c. Face coverings required.
      d. Maintain 6’ physical distancing.
      e. Modified Center hours.
      f. Maintain occupancy limits.
      g. Good hygiene/handwashing practices.
   8. Self-Care Center closed during business hours. Opens at 5:30 p.m. Monday through Friday and open all day on weekends.
   9. Cleaning
      a. Areas cleaned after each patient.
      b. Center cleaned each business day.
      c. Disinfecting wipes utilized.
   10. Appointments staggered with no more than 4 people (Nurse, patient, Physician and Nursing Student) in Center at one time.

   C. **Staffing**

   1. Staff and Contact Tracing training completed.
   3. Hours may be modified based on demand.
   4. Follow all University Health Standards and Guidelines.
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**
   a. We will begin seeing patients by appointment only. Limit to 4 people in Center at one time.
   b. Self-care and waiting Room open.
2. **Shift from Elevated Risk Posture to Guarded Risk Posture**
   a. We will notify students by email, signage and on website.

**As risk levels increase:**
3. **Shift from Guarded Risk Posture to Elevated Risk Posture**
   a. Students notified by email, signage and on website.
4. **Shift from Elevated Risk Posture to High Risk Posture**
   a. Health Center closed.
   b. We will only service patients via Telehealth or phone consults.
   c. Students notified by email and on website.
5. As risk levels decline from elevated to guarded, will begin seeing patients in person by appointment in the Center. As risk levels increase, we will shift to seeing patients via telehealth appointments only. We will notify students, parents and staff by email and on website.

II. **Stakeholder Outreach**

1. The Health Center’s main stakeholders are students. Additional stakeholders are parents and staff. We will post information about operations on website and via email for students, parents and staff. If in-person appointments need to be rescheduled to telehealth, students will be contacted individually.

III. **Monitoring and Amendment**

The Director of the Health Center is responsible for monitoring compliance with their activity area plan. Any revisions to the plan must be approved by the Greensburg campus President and the Provost and Senior Vice Chancellor.
Greensburg-Human Resources & Title IX Activity Area Plan

I. Overview

1. Activity Area: Greensburg-Human Resources
2. Lead: Mary Anne Koleny, Director of Human Resources & Title IX Liaison
3. Submitter of Area Activity Plan: Robert Gregerson, President
4. Date of submission: July 27, 2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary of Plan: With some exceptions as highlighted below, personnel within the Greensburg-Human Resources Office will work remotely 80%-100% of the time for the duration of the COVID-19 pandemic, according to the University’s operating posture.
7. As the lead in the Greensburg Human Resources Office, I hereby confirm that Greensburg-Human Resources will commit to the following University’s Healthcare Standards and Guidelines, and Personnel Standards and Guidelines. In particular, while on campus, and not in a private office, Greensburg-Human Resources 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

Functions 1 through 3 will be conducted in the same manner across all three operational postures.

Anyone who must come to campus on an ad hoc basis must adhere to the following process established for the Greensburg Campus: Permission to access campus must be approved by the Campus President. Permission for access is initiated by sending an email request to the Campus President, and copying the employee’s supervisor. The information contained in the email request must include: date requesting access, timeframe for access, specific building(s) access and purpose for access. The Campus President reserves the right to approve or deny any access as he deems appropriate.

I. High Risk Posture
   a. Function 1
      i. What is being done: Processing payroll and personnel actions for the Greensburg campus.
      ii. How it is being done: Remote work posture.
      iii. Number of people/positions required on campus: 0
      iv. Buildings: N/A
   b. Function 2
      i. What is being done: Ad hoc access to building to collect mail, obtain supplies and address other needs as they arise.
ii. How it is being done: On-site, physical handling of supplies and equipment.

iii. Number of people/positions required on campus – 1 Greensburg HR staff per instance of need; physical presence required very infrequently. Once access is approved, per the established campus process, access is facilitated in cooperation with Facilities Management and Campus Police.

iv. Buildings: Lynch Hall, Greensburg campus

c. Function 3
i. What is being done: Title IX Inquiries and Investigations.

ii. How it is being done: Remote work posture; Title IX Liaison meets with complainant and respondent virtually (e.g. Zoom or MS Teams) and conducts all case activities remotely.

iii. Number of people/positions required on campus: 0

iv. Buildings: N/A

d. Function 4
i. What is being done: Processing and verification of I-9 forms for new employees, and reverification of I-9s for non-immigrant employees

ii. How is it being done: Remote work posture, if permitted by United States Citizenship and Immigration Services (USCIS); otherwise, refer to Function 4 under the Elevated and Guarded Risk Postures

iii. Number of people/positions required on campus: 0 under remote work posture; otherwise, refer to Function 4 under the Elevated and Guarded Risk Postures.

iv. Buildings: N/A under remote work posture; otherwise, refer to Function 4 under the Elevated and Guarded Risk Postures.

e. Function 5
i. What is being done: Adjunct Instructor for in-person HRM course (T/TH) and office hours on same days

ii. How is it being done: In-person and pivoted per the Activity Plan as submitted by Greensburg Academic Affairs

iii. Number of people/positions required on campus: 1 – HR Director

iv. Buildings: Cassell Hall & Lynch Hall, Greensburg campus

2. Elevated Risk Posture

a. Function 1 – same for all risk postures

b. Function 2 – same for all risk postures

c. Function 3 – same for all risk postures

d. Function 4
i. What is being done: When processing I-9 forms for new employees, reverification for I-9 forms for non-immigrant employees, and in person verification of I-9 forms remotely under the High Risk Posture.

ii. How it is being done:
   1. In-person interactions with employees
   2. 15 minutes per interaction, prearranged on a reservation basis, one person per time slot.
3. Clients 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.

4. 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 Standards and Guidelines.

iii. Number of people/positions required on campus: 1 Greensburg HR staff on an ad hoc basis, depending on employee demand and corresponding reservation schedule.


e. Function 5
   i. What is being done: Adjunct Instructor for in-person HRM course (T/TH) and office hours on same days
   ii. How it is being done: In-person and pivoted per the Activity Plan as submitted by Greensburg Academic Affairs
   iii. Number of people/positions required on campus: 1 – HR Director
   iv. Buildings: Cassell Hall & Lynch Hall, Greensburg campus

3. Guarded Risk Posture
   a. Function 1 – same for all risk postures
   b. Function 2 – same for all risk postures
   c. Function 3 – same for all risk postures
   d. Function 4
      i. What is being done: Processing I-9 forms for new employees, reverification of I-9s for non-immigrant employees, and in-person verification of I-9s completed remotely under the High Risk Posture
      ii. How it is being done:
         1. In-person interactions with employees
         2. 15 minutes per interaction, prearranged on a reservation basis, one person per time slot
         3. Clients 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
         4. 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 Standards and Guidelines
      iii. Number of people/positions required on campus: 1 Greensburg HR staff on an ad hoc basis, depending on employee demand and corresponding reservation schedule.
iv. Buildings: Lynch Hall, Greensburg campus; as noted, spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University’s Health Standards and Guidelines.

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

Function #4 (I-9s) will be impacted by a shift in posture is the processing of I-9 forms. A shift from the High to Elevated Risk posture will trigger a pivot to in-person processing. To facilitate the pivot, an appointment schedule will be established for the Greensburg HR processing location (Lynch Hall), which will be prepared for use by Facilities Management and Campus Police in accordance with the University’s Facilities Standards and Guidelines. Employees returning to campus to facilitate processing will complete training modules and comply with the University’s Health and Personnel Standards and Guidelines. They will be notified one week in advance of the prospective need to return to campus to support I-9 processing, and will be informed of the time slot their presence is required on any given day 24 hours in advance of each required appearance. A shift from the Elevated to High Risk Posture will prompt the resumption of processing I-9 forms remotely, as allowed by federal government.

Function #5 (Adjunct instruction) – Any shifts in postures will follow the approved Activity Plan of the Greensburg Academic Affairs and their established instruction protocols.

IV. Stakeholder Outreach

Stakeholders of Greensburg-Human Resources Office include faculty, staff and students on the Greensburg campus. Notification of Greensburg-Human Resources remote-work status has been communicated broadly, and is indicated prominently on the home page of our web site: https://www.greensburg.pitt.edu/faculty-staff/office-human-resources. Faculty, staff and students requesting Human Resources services will be instructed regarding the relevant protocol to follow given the University’s current risk posture.

V. Monitoring and Amendment

Any revisions to this plan must be reviewed by the Greensburg Campus President and approved by the University Provost and Senior Vice Chancellor.
Greensburg- President’s Office Activity Area Plan

I. Overview

1. Activity Area: Greensburg-President’s Office
2. Lead: Robert Gregerson, President
3. Submitter of Area Activity Plan: Robert Gregerson, President
4. Date of submission: July 20, 2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary of Plan: This office consists of the President and the President’s Assistant. The President will work primarily remotely, coming to campus approximately one day a week, as needed. The President’s Assistant will work mostly from home, coming into the office only when absolutely necessary. These work arrangements will be adhered to in the Guarded Risk and Elevated Risk Operating Postures. In the High Risk Posture, the President’s Assistant will not come to campus for any reason.
7. The President’s Office personnel will commit to following the University’s Healthcare Standards and Guidelines, and Personnel Standards and Guidelines. In particular, while on campus, and not in their respective offices, the President and President’s Assistant 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 his personal and office spaces at the beginning and end of work periods

II. Functions in Each Operational Posture

Virtually all functions of the Office of the President will remain the same across the three operational postures:

a. Function 1
   i. What is being done: professional interaction with other Pitt-Greensburg personnel, personnel at other Pitt campuses, and many other working relationships
   ii. How it is being done: Remote work posture.
   iii. Number of people/positions required on campus: 0 or 1 (President, very rarely)
   iv. Building: Lynch Hall, Greensburg campus

b. Function 2
   i. What is being done: Drive-through admissions visits
   ii. How it is being done: Outside, under a tent, greeting visitors who remain in their cars. Distancing is practiced and face coverings are worn in accordance with the [University’s Health Standards and Guidelines](https://example.com).
   iii. Number of people/positions required on campus – 1 (President)
iv. Buildings: Outside Lynch Hall, Greensburg campus

c. Function 3
   i. What is being done: Receiving mail and processing paper forms.
   ii. How it is being done: President visits campus every-other week; mail
       is in Assistant’s Office.
   iii. Number of people/positions required on campus: 1 (President)
   iv. Buildings: Lynch Hall

d. Function 4
   i. What is being done: Team teaching virtual summer class for incoming
       freshman
   ii. How it is being done: President visits campus Monday and Wednesday
       10:00-noon for 6 weeks in second summer term.
   iii. Number of people/positions required on campus: 1 (President)
   iv. Buildings: Cassell Hall

Below are additional functions that require some adjustment across the High Risk,
Elevated Risk, and Guarded Risk Postures.

8. High Risk Posture
   a. Function 5
      i. What is being done: Move-in Day. President greets incoming students
         and family members.
      ii. How it is being done: n/a
      iii. Number of people/positions required on campus: 0
      iv. Buildings: n/a
   b. Function 6
      i. What is being done: Managing office files
      ii. How it is being done: n/a.
      iii. Number of people/positions required on campus: 0
      iv. Buildings: n/a

9. Elevated Risk Posture
   c. Function 5
      i. What is being done: Move-in Day. President greets incoming students
         and family members.
      ii. How it is being done: All parties wear face coverings, President
         welcomes arriving students while maintaining distancing in
         accordance with the University’s Health Standards and Guidelines
      iii. Number of people/positions required on campus: 1 (President)
      iv. Buildings: Outside of residence halls
   d. Function 6
      i. What is being done: Managing office files
      ii. How it is being done: President’s Assistant visits office to work on
         physical files on an as-needed basis.
      iii. Number of people/positions required on campus: 1 (President’s
           Assistant)
      iv. Buildings: Lynch Hall
10. Guarded Risk Posture  
   e. Function 5  
      i. What is being done: Move-in Day. President greets incoming students and family members.  
      ii. How it is being done: All parties wear face coverings, President welcomes arriving students while maintaining distancing in accordance with the University’s Health Standards and Guidelines  
      iii. Number of people/positions required on campus: 1  
      iv. Buildings: Outside of residence halls  
   f. Function 6  
      i. What is being done: Managing office files  
      ii. How it is being done: President’s Assistant visits office to work on physical files on an as-needed basis.  
      iii. Number of people/positions required on campus: 1 (President’s Assistant)  
      iv. Buildings: Lynch Hall  

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  

A shift from the High to Elevated Risk posture will trigger an increase in on-campus visits by the President to ensure continued operations of the office. The Administrative Assistant may be able to access the offices more often, but on a cases by case basis.  

A shift from Elevated to High Risk posture will trigger a decrease in on-campus visits by the President to ensure personnel safety, yet continue the operations of the department. The administrative Assistant will be able to access the offices on a more limited basis.  

There is no change in staffing or on-campus presence when shifting between the Elevated Risk and Guarded Risk postures.
Employees returning to campus for any of the above functions will complete training modules and comply with the University’s Health and Personnel Standards and Guidelines. They will be notified one week in advance of the prospective need to return to campus.

The President’s Office at Pitt-Greensburg will continue to communicate with others via email, MS Teams, zoom meetings, and phone calls.

**IV. Stakeholder Outreach**

Stakeholders of The University of Pittsburgh at Greensburg President’s Office include faculty, staff and students on the Greensburg campus, alumni, donors, Advisory Board members and the members of the surrounding community. Notification of the remote-work status has been communicated broadly, and is indicated prominently on the home page of the university (www.greensburg.pitt.edu). Any future changes in operating posture and other aspects of the university’s operation will be communicated on the website, by direct emails, and through social media outlets.

**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 reviewed by the Greensburg Campus President and approved by the Provost of the University of Pittsburgh.
Greensburg-Student Services Activity Area Plan

I. Overview

1. Activity Area: Greensburg-Student Services
2. Lead: Rick Fogle
3. Submitter of Area Activity Plan: Robert Gregerson, President
4. Date of submission: July 22, 2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary of Plan: This Activity Area Plan covers the following functional areas: Activities, Athletics, Career Services, Counseling, and Housing & Residence Life.
7. A brief summary of the most critical pieces of the plan include:

   Activities:
   - The majority of programs will be offered remotely/virtually regardless of posture, with lower risk postures adding limited in person components.
   - De-densification of spaces in Chambers Hall
   - Collaboration as possible with other areas of campus and campus partners

   Athletics: The Athletics Return Plan is an evolving document that prioritizes the health, safety and well-being of all student-athletes, coaches, staff, and guests of the Department of Athletics. It focuses on social distancing, personal protective equipment, team return progression for fall sports, athletic facilities, team practices, home games, and travel to away competitions.

   Career Services: With limited exceptions as highlighted below, personnel within Greensburg Career Services will work remotely for the duration of the COVID-19 pandemic, regardless of the University’s operational posture.

   Counseling: With limited exceptions described below, Counseling Center staff and interns will work remotely for the duration of the COVID-19 pandemic, regardless of the University’s operational posture.
   - Ongoing counseling sessions will be remote via Tele-therapy
   - Outreach will be remote via zoom-type meetings, with occasional in-person classroom presentations
   - Administrative work will be remote unless staff have to retrieve supplies or are in their offices for limited times during elevated or guarded postures.

   Housing & Residence Life: Our on-campus residence can accommodate up to 550 students, accounting for rooms that will be provided for meeting medical accommodations. All rooms have private bathrooms and no more than 4 students will share bathroom facilities. We will also have another 22 Community Assistants living in the residence halls.

We have spaces identified for isolating any students that test positive for COVID-19. The four apartments to be used for this purpose share an entrance that other residents will not be able to access. We will coordinate the relocation process for students, delivery of
meals while in isolation, removal of trash, etc. In addition, we’ll have quarantine procedures in place for students who may have been exposed, but have not tested positive for COVID-19.

8. As the lead in the Greensburg-Student Services, I hereby confirm that Greensburg-Student Services and each functional area, will commit to the following University’s Healthcare Standards and Guidelines, and Personnel Standards and Guidelines. In particular, while on campus, and not in a private office, Greensburg-Student Services staff and related functional areas, including community assistants, graduate interns and student leaders 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

Each director of the units within Student Services is aware of their responsibility for enforcing the Healthcare Standards and Guidelines, and Personnel Standards and Guidelines within in their unit.

II. Functions in Each Operational Posture
   I. High Risk Posture
      a. Function 1 – Student Activities
         i. What is being done: SGA, SAB, Clubs
         ii. How it is being done: Remote programs through Zoom, Use of Engage website for promotion and recruitment, Use of Canvas for training, Drop-Off programs in Residence Halls by SAB, Virtual Meetings for SAB and Clubs, Virtual Activities Fair
         iii. Number of people/positions required on campus: 1 Staff member limited days per week
         iv. Buildings – Remote Programs, Residence Halls
      b. Function 2 – Student Leadership
         i. What is being done: Leadership Series, Leadership Conference
         ii. How it is being done: Remote programs - Leadership Keynotes, Workshop Series, Emerging Leaders through Canvas
         iii. Number of people/positions required on campus: 0
         iv. Buildings – Remote Programs
      c. Function 3 – Student Center Operations
         i. What is being done: Front Desk & Building Operations
         ii. How it is being done: Daily Operations – Wiping down of equipment checked out, answer questions from students; Enforce De-Densification of Fireside, Fitness Center & Locker Rooms, One-way stairwells, Game Room Closed
         iii. Number of people/positions required on campus: 1 student per shift
         iv. Buildings: Chambers Hall
      d. Function 4 – Student Service
         i. What is being done: Into the Streets, Pitt Make a Difference Day
ii. How it is being done: Programs canceled, Remote opportunities as possible

iii. Number of people/positions required on campus: 0

iv. Buildings: Chambers Hall, Remote Programs

e. Function 5 – Athletic Activities
   i. What is being done – team practices & workouts
   ii. How it is being done – in groups of 10 or less (including coaching staff as well as following NCAA Resocialization Guidelines)
   iii. Number of people/positions required on campus – in-season coaches can report to facility for team practices & workouts

f. Function 6 – Athletic Office Operations
   i. What is being done – student-athlete development meetings / recruiting / Pitt paperwork
   ii. How it is being done – remotely
   iii. Number of people/positions required on campus – none
   iv. Buildings – Chambers

g. Function 7 – Athletic Off-Campus Recruiting
   i. What is being done – recruitment of 2021 class
   ii. How it is being done – per University of Pittsburgh safe mobility standards and guidelines, and standards and guidelines regarding visitors to campus.
   iii. Number of people/positions required on campus – none
   iv. Buildings – Chambers & Campus for tours

h. Function 8 – Career Services
   i. What is being done: Meeting with student/alumni appointments.
   ii. How it is being done: Remote work posture.
   iii. Number of people/positions required on campus: 0
   iv. Buildings: N/A

i. Function 9 – Career Services supplies/equipment
   i. What is being done: Ad hoc access to building to obtain supplies and address other needs as needed.
   ii. How it is being done: On-site, physical handling of supplies and equipment.
   iii. Number of people/positions required on campus – 1 person per instance of need; physical presence required very infrequently; permission for access must be granted by the Campus president, facilitated in cooperation with Facilities Management and Campus Police.
   iv. Buildings: Chambers Hall, Greensburg campus

j. Function 10 – Career Services operations
   i. What is being done: Collection of mail, faxes, etc. to support Career Services function and related process of our operations?
   ii. How it is being done: One time per week trips to Chambers Hall by one representative.
iii. Number of people/positions required on campus: 1 person, one visit per week with access facilitated in cooperation with Facilities Management and Campus Police.
iv. Buildings: Chambers Hall, Greensburg campus

k. Function 11 – Career Service events
   i. What is being done: Events, programs, and presentations
   ii. How it is being done: Remote work posture
   iii. Number of people/positions required on campus: 0
   iv. Buildings: No access to buildings

l. Function 12 – Career services advising
   i. What is being done: Job development
   ii. How it is being done: Remote work posture
   iii. Number of people/positions required on campus: 0
   iv. Buildings: No access to buildings

m. Function 13 - Mental Health Counseling
   i. What is being done: Individual mental health counseling sessions
   ii. How it is being done: Remote work posture – tele therapy exclusively
   iii. Number of people/positions required on campus: 0
   iv. Buildings: N/A

n. Function 14 - Mental Wellness Outreach
   i. What is being done: Workshops and presentations on Wellness topics
   ii. How it is being done: Remote work posture – Zoom-type group meetings
   iii. Number of people/positions required on campus: 0
   iv. Buildings: N/A

o. Function 15 – Counseling Administrative Work
   i. What is being done: Accessing client paper files, retrieving necessary supplies, collecting or sending mail, faxes, etc. to support above listed Counseling functions?
   ii. How it is being done: Rare, occasional visits to offices by induvial Counseling staff as needed, never on the same day.
   iii. Number of people/positions required on campus: 1 person per visit, one visit every two weeks. Physical presence required very infrequently; permission for access will be granted by Campus president, facilitated in cooperation with Facilities Management and Campus Police.
   iv. Buildings: Chambers Hall, Greensburg campus

p. Function 17 – Housing and Residence Life
   i. What is being done: Providing housing accommodations and activities for residential students
   ii. How it is being done: Modifying living arrangements to satisfy social distancing, isolation and quarantine requirements.
   iii. Number of people/positions required on campus:
      1. 4 students per apartment in Academic Villages, University Court & Westmoreland Hall;
a. If needed: 4 apartments (16 total beds) in University Court will be used for isolation of students who have tested positive for COVID-19.
b. If needed; 2 students assigned to single bedroom apartment typically occupied by the Confucius scholar in University Court.

2. 2 students per room in College Hall and Robertshaw Hall.
3. 3 students will be placed in the two large rooms located on the 3rd floor of College Hall.


2. Elevated Risk Posture
   a. Function 1 – Student Activities
      i. What is being done: SGA, SAB, Clubs
      ii. How it is being done: Remote programs through Zoom, Use of Engage website for promotion and recruitment, Use of Canvas for training, Drop-Off programs in Residence Halls by SAB, Limited in person programs based on space availability with virtual components included to allow for full engagement. Activities staff will make the determination. Encouraged virtual Meetings for SAB and Clubs, Limited in-person meetings as space allows, Tracking of in-person event/meeting attendees, Virtual Activities Fair
      iii. Number of people/positions required on campus: 1 Staff Member per day. Rotation.
      iv. Buildings – Remote Programs, Residence Halls, Chambers Hall
   b. Function 2 – Student Leadership
      i. What is being done: Leadership Series, Leadership Conference
      ii. How it is being done: Remote programs - Leadership Keynotes, Workshop Series, Emerging Leaders through Canvas, Limited in-person viewing and small group discussion of keynotes & series
      iii. Number of people/positions required on campus: 1 Student Facilitator or Staff Member. Activities staff will make the determination.
   c. Function 3 – Student Center Operations
      i. What is being done: Front Desk & Building Operations
      ii. How it is being done: Daily Operations – Wiping down of equipment checked out, answer questions from students; De-Densification of Fireside, Fitness Center & Locker Rooms, One-way stairwells, Limited use of Game Room equipment as allowed
      iii. Number of people/positions required on campus: 1 student per shift
      iv. Buildings: Chambers Hall
   d. Function 4 – Student Services
      i. What is being done: Into the Streets, Pitt Make a Difference Day
      ii. How it is being done: Large scale programs canceled, Remote opportunities in Residence Halls & Cornerstone courses, Partnerships
with local agencies for opportunities, assuming agencies meet health standards as required by the off-campus academic experiences standards and guidelines.

iii. Number of people/positions required on campus: 0
iv. Buildings: Chambers Hall, Remote Programs, Local Agencies (as possible)

e. Function 5 – Athletic Activities
   i. What is being done – team practices & workouts
   ii. How it is being done – in groups of 25 or less (including coaching staff as well as following NCAA Resocialization Guidelines)
   iii. Number of people/positions required on campus – in-season coaches can report to facility for team practices & workouts

f. Function 6 – Athletics Office Operations
   i. What is being done – student-athlete development meetings / recruiting / Pitt paperwork
   ii. How it is being done – staggered format for coaches and staff that share an office
   iii. Number of people/positions required on campus – as needed but will be strongly encouraged to work from home
   iv. Buildings – Chambers

g. Function 7 – Athletics Off-Campus Recruiting
   i. What is being done – recruitment of 2021 class
   ii. How it is being done – per University of Pittsburgh safe mobility standards and guidelines, and standards and guidelines regarding visitors to campus.
   iii. Number of people/positions required on campus – as allowed for on-campus visits
   iv. Buildings – Chambers & Campus for tours

h. Function 8 – Career Services
   i. What is being done: Meeting with student/alumni appointments
   ii. How it is being done: Remote work posture
   iii. Number of people/positions required on campus: 0
   iv. Buildings: N/A

i. Function 9 – Career Services supplies/equipment
   i. What is being done: Ad hoc access to building to obtain supplies and address other needs as they arise.
   ii. How it is being done: On-site, physical handling of supplies and equipment.
   iii. Number of people/positions required on campus – 1 person per instance of need; physical presence required very infrequently; permission for access must be granted by the Campus president, facilitated in cooperation with Facilities Management and Campus Police.
   iv. Buildings: Chambers Hall, Greensburg campus

j. Function 10 – Career Services operations
i. What is being done: Collection of mail, faxes, etc. to support functions and related process of our operations to work on collaborations.

ii. How it is being done: One time per week trips to Chambers Hall by one representative

iii. Number of people/positions required on campus: 1 person, one visit per week with access facilitated in cooperation with Facilities Management and Campus Police

iv. Buildings: Chambers Hall, Greensburg campus

a. Function 11 – Career Service events
   i. What is being done: Programs, presentations, and events
   ii. How it is being done: Remote work posture
   iii. Number of people/positions required on campus: 0/1 if limited number of attendees within program or classroom presentation
   iv. Buildings: No access to buildings; Outdoor programs, if possible.

b. Function 12 – Career services advising
   i. What is being done: Job Development
   ii. How is it being done: Remote work posture
   iii. Number of people/positions required on campus: 0
   iv. Buildings: No access to buildings

c. Function 13 - Mental Health Counseling
   i. What is being done: Individual mental health counseling sessions
   ii. How it is being done: Remote work posture – tele therapy with very rare exceptions. Possible triage or in-person crisis or intake sessions for students too anxious/uncomfortable to utilize tele therapy for their first session only. Subsequent sessions will all be remote/tele therapy.
   iii. Number of people/positions required on campus: 1 person per instance, with total staff presence of 15 hours on campus/week – 1 counselor available 5 hours/day 3 days/week (M, W, T 10am-3pm)
   iv. Buildings: Chambers Hall, Village Hall (part-time staff person’s office is too small to allow for 6 feet of social distancing, so she will utilize an office in Village Hall.)

d. Function 14 - Mental Wellness Outreach
   i. What is being done: Workshops and presentations on Wellness topics
   ii. How it is being done: Remote work posture – Zoom-type group meetings; occasional classroom presentations.
   iii. Number of people/positions required on campus: 1 per instance of classroom presentation.
   iv. Buildings: Smith Hall, Powers Hall

e. Function 15 - Administrative Work
   i. What is being done: Accessing client paper files, retrieving necessary supplies, collecting or sending mail, faxes, etc. to support above listed Counseling functions. Some administrative work done while in office during hours described above for Function 13 – individual counseling
   ii. How it is being done: Any retrieval of supplies or other administrative tasks will be completed during the 15 hours/week time counseling staff is individually staffing Counseling Center for crisis/special intake situations to complete function 13 for this risk posture.

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iii. Number of people/positions required on campus: 1 person per instance, with total staff presence of 15 hours on campus/week – 1 counselor available 5 hours/day 3 days/week (M, W, TH 10am-3pm). This will not be any increased presence on campus – Function 3 will occur at the same time, with the same staffing as Function 1.

iv. Buildings: Chambers Hall

f. Function 16 - Housing and Residence Life
   i. What is being done: Providing housing accommodations and activities for residential students.
   ii. How it is being done: Modifying living arrangements to satisfy social distancing, isolation and quarantine requirements.
   iii. Number of people/positions required on campus:
       1. 4 students per apartment in Academic Villages, University Court & Westmoreland Hall;
          a. If needed: 4 apartments (16 total beds) in University Court will be used for isolation of students who have tested positive for COVID-19.
          b. If needed: 2 students assigned to single bedroom apartment typically occupied by the Confucius scholar in University Court.
       2. 2 students per room in College Hall and Robertshaw Hall.
       3. 3 students will be placed in the two large rooms located on the 3rd floor of College Hall.

3. Guarded Risk Posture
   a. Function 1 – Student Activities
      i. What is being done: SGA, SAB, Clubs
      ii. How it is being done: Remote programs through Zoom, Use of Engage website for promotion and recruitment, Use of Canvas for training, Drop-Off programs in Residence Halls by SAB, In person programs based on space availability with virtual components included to allow for full engagement. Encouraged virtual Meetings for SAB and Clubs, In-person meetings as space allows, Tracking of in-person event/meeting attendees, De-densified Activities Fair on Chambers Lawn, Grab & Go programs sponsored by SAB & SGA
      iii. Number of people/positions required on campus: 2 Full Time Staff members
   iv. Buildings – Remote Programs, Residence Halls, Campus Lawn & Common Spaces

b. Function 2 – Student Leadership
   i. What is being done: Leadership Series, Leadership Conference
   ii. How it is being done: Remote programs - Leadership Keynotes, Workshop Series, Emerging Leaders through Canvas, Limited in-person viewing and small group discussion of keynotes & series
iii. Number of people/positions required on campus: 1 Student Facilitator or Staff Member
c. Function 3 – Student Center Operations
   i. What is being done: Front Desk & Building Operations
   ii. How it is being done: Daily Operations – Wiping down of equipment checked out, answer questions from students; De-Densification of Fireside, Fitness Center & Locker Rooms, One-way stairwells, Use of Game Room equipment
   iii. Number of people/positions required on campus: 1 Student Facilitator or Staff Member
   iv. Buildings: Chambers Hall
d. Function 4 – Student Service
   i. What is being done: Into the Streets, Pitt Make a Difference Day
   ii. How it is being done: Medium scale programs done as possible, Remote opportunities in Residence Halls, Common Spaces, and Cornerstone courses, Partnerships with local agencies for opportunities, assuming agencies meet health standards as required by the off-campus experiences standards and guidelines.
   iii. Number of people/positions required on campus: 1 Staff Member
   iv. Buildings: Chambers Hall, Remote Programs, Local Agencies (as possible)
e. Function 5 – Athletic Activities
   i. What is being done – team practices & workouts
   ii. How it is being done – full-team practice & workouts (including coaching staff as well as following NCAA Resocialization Guidelines)
   iii. Number of people/positions required on campus – in-season coaches can report to facility for team practices & workouts Out of season coaches will be on campus to meet students, practice, recruit, and as needed.
f. Function 6 – Athletics Office Operations
   i. What is being done – student-athlete development meetings / recruiting / Pitt paperwork
   ii. How it is being done – remote will be encouraged but individual meetings will be permitted as long as Healthcare Standards and Guidelines and the Personnel Standards and Guidelines are followed
   iii. Number of people/positions required on campus – staggered format for coaches and staff that share an office
   iv. Buildings – Chambers
g. Function 7 – Athletics Off-Campus Recruiting
   i. What is being done – recruitment of 2021 class
   ii. How it is being done – per University of Pittsburgh safe mobility standards and guidelines, and standards and guidelines regarding visitors to campus.
   iii. Number of people/positions required on campus – as allowed for on-campus visits
iv. Buildings – Chambers & Campus for Tours

h. Function 8 – Career Services
   i. What is being done: Meeting with student/alumni appointments
   ii. How it is being done: Remote work posture
   iii. Number of people/positions required on campus: 0
   iv. Buildings: N/A

i. Function 9 – Career Services supplies/equipment
   i. What is being done: Ad hoc access to building to obtain supplies and address other needs as needed.
   ii. How it is being done: On-site, physical handling of supplies and equipment.
   iii. Number of people/positions required on campus – 1-2 people per instance of need; physical presence required very infrequently; permission for access must be granted by the Campus president, facilitated in cooperation with Facilities Management and Campus Police.
   iv. Buildings: Chambers Hall, Greensburg campus

j. Function 10 – Career Services operations
   i. What is being done: Collection of mail, faxes, etc. to support Career Services function and related process of our operations
   ii. How it is being done: One time per week trips to Chambers Hall by one representative
   iii. Number of people/positions required on campus: 1 person, one visit per week with access facilitated in cooperation with Facilities Management and Campus Police.
   iv. Buildings: Rossetti House, Chambers Hall Greensburg campus

k. Function 11 – Career Service events
   i. What is being done: Programs, presentations, and events
   ii. How it is being done: Remote work posture
   iii. Number of people/positions required on campus: 1-3 people; all social distancing guidelines and standards followed; access facilitated in cooperation with Facilities Management and Campus Police.
   iv. Buildings: No access to buildings; Outdoor events only on Greensburg campus.

l. Function 12 – Career services advising
   i. What is being done: Job development
   ii. How it is being done: Remote work posture
   iii. Number of people/positions required on campus: As needed (access to agencies, businesses, and organizations would be limited to a remote meeting preference)
   iv. Building: No access to campus buildings

m. Function 13 - Mental Health Counseling
   i. What is being done: Individual mental health counseling sessions.
   ii. How it is being done: Remote work posture – tele therapy with very rare exceptions. Possible triage or in-person crisis or intake sessions for students too anxious/uncomfortable to utilize tele therapy for their first session only. Subsequent sessions will all be remote/tele therapy.
iii. Number of people/positions required on campus: 1 person per instance, with total staff presence of 15 hours on campus/week – 1 counselor available 5 hours/day 3 days/week (M, W, Th 10am-3pm)

iv. Buildings: Chambers Hall, Village Hall (part-time staff person’s office is too small to allow for 6 feet of social distancing, so she will utilize an office in Village Hall.)

n. Function 14 - Mental Wellness Outreach
   i. What is being done: Workshops and presentations on Wellness topics
   ii. How it is being done: Remote work posture – Zoom-type group meetings; occasional classroom presentations. Possible outdoor or gym, socially distant workshops for groups of 5 students and 1 staff, especially spring semester if risk is stable.
   iii. Number of people/positions required on campus: 1 per instance
   iv. Buildings: Smith Hall, Powers Hall, Chambers Hall

o. Function 15 - Administrative Work
   i. What is being done: Accessing client paper files, retrieving necessary supplies, collecting or sending mail, faxes, etc. to support above listed Counseling functions. Some administrative work done while in office during hours described above for Function 13 – individual counseling
   ii. How it is being done: Any retrieval of supplies or other administrative tasks will be completed during the 15 hours/week time counseling staff is individually staffing Counseling Center for crisis/special intake situations to complete function 1 for this risk posture.
   iii. Number of people/positions required on campus: 1 person per instance, with total staff presence of 15 hours on campus/week – 13 counselor available 5 hours/day 3 days/week (M, W, TH 10am-3pm). This will not be any increased presence on campus – Function 3 will occur at the same time, with the same staffing as Function 1.

Buildings: Chambers Hall

p. Function 16
   i. What is being done: Providing housing accommodations and activities for residential students.
   ii. How it is being done: Modifying living arrangements to satisfy social distancing, isolation and quarantine requirements.
   iii. Number of people/positions required on campus:
      1. 4 students per apartment in Academic Villages, University Court & Westmoreland Hall;
         a. If needed: 4 apartments (16 total beds) in University Court will be used for isolation of students who have tested positive for COVID-19.
         b. If needed: 2 students assigned to single bedroom apartment typically occupied by the Confucius scholar in University Court.
      2. 2 students per room in College Hall and Robertshaw Hall.
      3. 3 students will be placed in the two large rooms located on the 3rd floor of College Hall.

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

Athletics: Inevitably, operational postures will change and communication will be of utmost importance. As we receive communications in posture changes from the University of Pittsburgh Senior Leadership Team, the Director of Athletics will immediately communicate information via email, text, and phone calls to all sport head coaches, sports information director, and athletic training staff. It will be clear that our head coaches then alert their respective assistant coaches and student-athletes. We will utilize our athletic social media platforms and websites for any major changes to athletic schedules as well.

Counseling Center: Staff will meet weekly via Microsoft Teams and stay informed of any shifts in Posture during those meetings, by email, or by text message.

In each functional area the Director will be notified and they will make and communicate adjustments to students and campus community.

IV. Stakeholder Outreach

Activities: Key stakeholders are clubs/organization presidents and advisors. Clear updates will be sent as needed. Desk workers will be updated as needed with policy postings and changes.

Athletics: Key stakeholder groups include our coaching staff, athletic training staff, student-athletes, sports information director, fans, opposing institutions, transportation, and contest officials. The chain of command is pretty clear and concise for our communication as it begins with the Director of Athletics who will inform all head coaches, athletic training staff, sports information director, administrative assistants, and the Allegheny Mountain Collegiate Conference Commissioner. The head coaches will then inform our student-athletes. Our sports information director will post releases on our social media platforms and athletics website. And finally, our Operations Coordinator will inform opposing institutions, transportation providers, and contest officials.

Career Services: Key stakeholders include prospective and current students and alumni.

Notification of Greensburg-Career Services remote-work status has been communicated broadly, and is indicated prominently on the home page of our web site: https://www.greensburg.pitt.edu/student-resources/career-services. Students and alumni
requesting appointments and information are made aware of the status, contact information, and advised to contact us directly in conjunction with the University's current risk posture. **Counseling:** Stakeholders of Greensburg Counseling center include Pitt Greensburg students, and to a lesser extent faculty and staff who refer to us or consult with us.

The campus community will be informed through emails and website postings. Any student affected by a cancelled in-person event will be emailed. Classroom presentations will be determined by consult with the instructor and the instructor will notify the students. The Pitt Greensburg Counseling Center’s webpage is [https://www.greensburg.pitt.edu/student-resources/counseling-services](https://www.greensburg.pitt.edu/student-resources/counseling-services)

**Housing and Residence Life:** Key stakeholders include residential students. Notification of Greensburg-HRL posture and status will be communicated broadly, and will be displayed prominently throughout the residence halls. Residential students will not be permitted guests during any of the University risk postures.

**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 Greensburg Campus President, as well as the Provost and Senior Vice Chancellor.
University Relations and Institutional Advancement  
Area Activity Plan

I. Overview

1. Activity Area: Pitt-Greensburg: University Relations and Institutional Advancement (URIA)
2. Name of Activity Area Lead: Jodi Kraisinger
3. Name of individual submitting Activity Area Plan: Robert Gregerson, President
4. Date of submission: July 21, 2020
5. Revision of a previously approved Activity Area Plan? No
6. A brief summary of the most critical pieces of your plan (a few bullet points):
   The URIA staff encompasses alumni relations, grant writing, major gifts, annual fund, media relations, marketing, and on-line (web and social media) communications. On campus activities would include:
   • Processing donations (receive, account for, and depositing gifts);
   • Preparing development and communication mailings;
   • Preparing spirit bags and processing prizes;
   • Accessing hard copy files;
   • Campus photo opportunities (still and video);
   • and addressing any other needs that may arise.

   URIA staff will generally work remotely, regardless of operating posture, and with limited exceptions highlighted below.

7. As the lead for this area, I hereby confirm that URIA staff will be educated and expected to follow the University’s Healthcare Standards and Guidelines and the Personnel Standards and Guidelines. In particular, while on campus, the URIA team will:
   a. Wear a face covering in the presence of any other individual, and in full accordance with the University’s Standards and Guidance on PPE, Face Coverings and Hygiene
   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 space at the beginning and end of their work period.

II. Functions in Each Operational Posture

The following two functions of the URIA team will remain the same across all three operating postures.

a. Function 1
   i. What is being done: Campus Photography (still and video)
ii. How it is being done: On-campus, physical handling of the camera and equipment

iii. Number of people/positions required on campus: 1 person per designated photo opportunity; limited physical presence required on a case-by-case basis; permission for access must be granted by Director of University Relations and Institutional Advancement and the campus President who coordinates with Facilities Management

iv. Building: Various campus locations as designated by the photo shoot

b. Function 2
   i. What is being done: All other department services to university clients by the University Relations and Institutional Advancement team
   ii. How it is being done: Remotely
   iii. Number of people/positions required on campus: 0
   iv. Building: n/a

The following two functions have minor modifications in on-campus presence between High Risk Posture and Elevated/Guarded Risk Postures. The differences between the postures are in the number of people allowed on campus and the frequency of visits to campus.

1. High Risk Posture
   a. Function 3
      i. What is being done: Collection and processing of mail, donations, faxes, etc. as well as various prep for in-house mailings in support of the development, alumni relations and communications functions of the campus, and address other needs as they may arise
      ii. How it is being done: On-campus, physical handling of mail, correspondence, processing gifts for deposit/record, supplies and equipment.
      iii. Number of people/positions required on campus: 1: Once-per-week (Monday mornings: 8 am – 12 Noon) to the URIA offices by department secretary; standing permission for access has be granted by the Director of University Relations and Institutional Advancement and the campus President in coordination with Facilities Management
      iv. Building: Lynch Hall (various locations throughout); Millstein Library/Business office to drop off deposit; and possibly the Gatehouse

b. Function 4
   i. What is being done: Occasional access to building to obtain supplies, maintain computer equipment, and address other needs that may arise as it relates to the functions of University Relations and Institutional Advancement
   ii. How it is being done: On-campus, physical handling of mail, supplies, files, and equipment
iii. Number of people/positions required on campus: 1 person per designated shift due to work demands; physical presence required periodically and on a case-by-case basis; permission for access must be granted by Director of University Relations and Institutional Advancement and the campus President who coordinates with Facilities Management.

iv. Building: Lynch Hall (various locations throughout), and perhaps the Gatehouse.

2. Elevated and Guarded Risk Postures
   a. Function 3
      i. What is being done: Collection and processing of mail, donations, faxes, etc. in support of the department functions.
      ii. How it is being done: On-campus, handling of mail and correspondence, processing gifts for deposit/record, supplies, and equipment.
      iii. Number of people/positions required on campus: 1: Twice-per-week trip (Monday mornings: 8 am – 12 noon and Thursday afternoons: 12 noon – 4 pm) to the URIA offices by department secretary; standing permission for access has been granted by the Director of University Relations and Institutional Advancement and the campus President in coordination with Facilities Management.
      iv. Building: Lynch Hall (various locations throughout); Millstein Library/Business office to drop off deposit, and possibly the Gatehouse.
   b. Function 4
      i. What is being done: Limited access to URIA offices to obtain supplies, maintain computer equipment, and address other needs that may arise as it relates to the functions of University Relations and Institutional Advancement, including: Alumni Relations, Annual Fund, Major Gifts, Media Relations; and On-line Services.
      ii. How it is being done: On-campus, physical handling of mail, correspondence, files, supplies, and equipment.
      iii. Number of people/positions required on campus: 1-2 people per designated shift depending on work demands; physical presence required periodically and on a case-by-case basis. permission for access must be granted by Director of University Relations and Institutional Advancement and the campus President who coordinates with Facilities Management.
      iv. Building: Lynch Hall (various locations throughout) and perhaps the Gatehouse.

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

A shift from the High to Elevated Risk posture will trigger an increase in on-campus visits by administrative staff to ensure continued operations of the department. Other staff may be able to access the offices more often, but on a cases by case basis.

A shift from Elevated to High Risk posture will trigger a decrease in on-campus visits by administrative staff to ensure personnel safety, yet continue the operations of the department. Other staff will be able to access the offices on a more limited basis.

There is no change in staffing or on-campus presence when shifting between the Elevated Risk and Guarded Risk postures.

Employees returning to campus for any of the above functions will complete training modules and comply with the University’s Health and Personnel Standards and Guidelines. They will be notified one week in advance of the prospective need to return to campus.

The University Relations and Institutional Advancement office at Pitt-Greensburg will continue to communicate with each other via email, MS Teams, zoom meetings, phone calls and the department server.

IV. Stakeholder Outreach

University Relations and Institutional Advancement encompasses fund-development (Annual Fund, Major Gifts, grant writing), alumni relations, on-line communication (web sites and social media platforms) and media relations. Our stakeholders not only include students, faculty, and staff, but donors (individuals, corporations, and foundations), the media, advisory board members, prospective students, friends of the campus, members of the community, and alumni. Notification of the remote work status has been broadly communicated and is prominently indicated on the Pitt-Greensburg home page. We will continue to engage each constituent group via direct mail, emails, phone calls, through the web-site, social media platforms, MS teams, and zoom meetings.

V. Monitoring and Amendment
As the director for the Pitt-Greensburg University Relations and Institutional Advancement department, I will be responsible for monitoring compliance with this activity area plan. Any revisions to this plan must be reviewed by the President of the Pitt-Greensburg campus and approved by the University Provost and Senior Vice Chancellor.