Introduction
As part of the Pitt Resilience Framework, individual activity areas are asked to develop and submit plans that are consistent with the relevant university-wide standards and guidelines for each operational posture. Each plan should address all details necessary for those within a particular activity area to understand their responsibilities and fulfill their functions, while ensuring alignment with the relevant common elements of the Pitt Resilience Framework.

Operating Postures
The University’s Operating Postures are:

<table>
<thead>
<tr>
<th>High-Risk Posture</th>
<th>Elevated Risk Posture</th>
<th>Guarded Risk Posture</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meets the minimum standards of Pennsylvania’s red phase. In the High Risk Posture, the University is open, but activity is heavily restricted to help stop the spread of the virus.</td>
<td>Meets the minimum standards of Pennsylvania’s yellow phase. Under this posture, life on campus resumes at a minimal level, prioritizing activities that have high value but lower risk, such as certain research activities.</td>
<td>Meets the minimum standards of Pennsylvania’s green phase. Here, fewer restrictions are in place, while many mitigation measures remain. The activities taking place will account for chronic risk of operating during a pandemic, while continuing to prioritize health and safety.</td>
</tr>
</tbody>
</table>

Standards and Guidelines
The University is developing a series of Standards and Guidelines that govern its operations during the COVID-19 pandemic. Activity Areas will be required to remain compliant with all applicable university standards and guidelines. Several of these requirements apply to all University’s operations and personnel, regardless of the University’s operating posture. These include:

Healthcare Standards and Guidelines

These rules govern behavior while on Pitt’s campuses and include such requirements as:

- Face coverings should be used in campus buildings, except when eating or in an enclosed private single-occupancy space such as a personal office.
- Ensure physical distancing of at least six feet between University members
  - Chairs and desks in shared spaces should be removed or marked as not for use to ensure proper physical distancing.
- Limits on gathering sizes and defaulting to remote gatherings when possible
- In High Risk posture: no gatherings of more than 10 people
- In Elevated Risk posture: no gatherings of more than 25 people
- In Guarded Risk posture: no gatherings of more than 250 people

**Personnel Standards and Guidelines**

These rules are established to help reduce the number of people on campus, while maintaining support for students’ living and learning, and include such requirements as:

- All personnel should work from home, to the maximum extent possible, for the duration of the COVID-19 pandemic.
- Every attempt should be made to minimize the number of individuals required to be on campus to support authorized activities.
- Faculty and staff who are returning to on-campus work will be required to complete a mandatory training.
- Supervisors should follow Office of Human Resources guidance when making accommodations for personnel.
I. Overview

Activity Area
Campus
Activity Area Lead
President
Individual submitting Activity Area Plan
Date of submission
Revision of a previously approved Activity Area Plan?

RC 41, Johnstown
Dr. Jem Spectar,
Amy Buxbaum, VPFA
August 10, 2020
No

Brief summary of plan

Unit plan reinforces campus commitment to standards and guidelines, each unit details with specificity:

- Dedensification Strategies
  - Default to work from home in all postures except for instruction, student services and essential functions
  - Offer remote instruction, remote work opportunities and remote student services options
  - Mark physical spaces with instructional signage to promote proper distancing and dedensification
  - Use scheduling, pathways and communication resources to control individual traffic into spaces or functions that are most prone to crowding (e.g. dining, classroom changes)
  - Promote outdoor opportunities for recreation, student engagement and dining

- Cleaning Protocols and Personal Hygiene
  - Signage
  - Cleaning to conform to CDC recommendations
  - Adding access to hand sanitizer in all buildings

- Require each operational unit to create subplan for implementation at unit level, attached as addenda to master plan for campus

Pitt-Johnstown confirms its commitment to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines

**Healthcare Standards and Guidelines**

These rules govern behavior while on Pitt’s campuses and include such requirements as:
• Face coverings should be used in campus buildings, except when eating or in an enclosed private single-occupancy space such as a personal office.

• Ensure physical distancing of at least six feet between University members
  o Chairs and desks in shared spaces should be removed or marked as not for use to ensure proper physical distancing.

• Limits on gathering sizes and defaulting to remote gatherings when possible
  o In High Risk posture: no gatherings of more than 10 people
  o In Elevated Risk posture: no gatherings of more than 25 people
  o In Guarded Risk posture: no gatherings of more than 250 people

**Personnel Standards and Guidelines**

These rules are established to help reduce the number of people on campus, while maintaining support for students' living and learning, and include such requirements as:

• All personnel should work from home, to the maximum extent possible, for the duration of the COVID-19 pandemic.

• Every attempt should be made to minimize the number of individuals required to be on campus to support authorized activities.

• Faculty and staff who are returning to on-campus work will be required to complete a mandatory training.

• Supervisors should follow Office of Human Resources guidance when making accommodations for personnel.

**II. Functions in Each Operational Posture**

Given the operational postures and the uniform standards and guidelines outlined in the introduction, describe how functions in your unit will be performed in each operational posture. Functions are specific to each activity area, and include items such as teaching, research, administrative operations, clinical operations, business operations, etc. Note that each activity area is required to adhere to the additional standards and guidelines that are relevant to its functions.

*Outline*

1. **High Risk Posture**
   a. Instruction and Student Services
      i. What is being done – academic instruction and student services such as advising, counseling, career services, student engagement and business services.
      ii. How it is being done - Primarily through remote technology, to include Microsoft Office tools, University Web Applications, and similar electronic applications. Detailed descriptions by unit are detailed in addenda. Units may have specific tasks that are
required to be performed on campus. Such task, their time and location limits and controls are included in unit plans.

ii. Number of people/positions required on campus - 5

iv. Buildings – Student Union

b. Essential Services
   i. Maintenance, IT, Housing and Dining
   ii. How it is being done. In person with detailed guidelines as outlined in each plan to limit campus access to essential personnel performing essential functions that must occur on the physical campus. Due to complexity of campus, Facilities, IT, Housing and Dining provide appropriate detail.

   iii. Number of people/positions required on campus – Approximately 70

   iv. Buildings – Essential Services may occur in every campus building. Details of access needs are in unit plans.

c. Administrative and Business Functions
   i. What is being done - Planning, Reporting, Management, Financial Transactions

   ii. How is this being done - Primarily through remote technology, to include Microsoft Office tools, University Web Applications and similar electronic applications. Detailed descriptions by unit are detailed in addenda. Units may have specific tasks that are required to be performed on campus. Such task, their time and location limits and controls are included in unit plans.

   iii. Number of people/positions required on campus – approximately 30, in addition to essential personnel identified in essential services. Unit plans provide additional detail on frequency and control of campus access.

   iv. Buildings – Limited access to Blackington, Student Union, Krebs, Biddle, NHS, E&S, Chemical Engineering, Owen, LLC, PPAC, Sports Center, Wellness Center

d. Research
   i. What is being done – Faculty and Student Academic Research

   ii. How is this being done – Remotely

   iii. Number of people required on campus – Two – to maintain sensitive research equipment on an as-needed basis

   iv. Buildings – E&S

e. Services to External Stakeholders and Visitors

5
i. What is being done – serving external stakeholders and visitors through a variety of campus resources
ii. How is this being done – only remotely in a high risk posture
iii. Number of people required on campus. - None
iv. Buildings - None

2. Elevated Risk Posture
   a. Instruction and Student Services
      i. What is being done – academic instruction and student services such as advising, counseling, career services, student engagement and business services.
      ii. How it is being done – Reduced in-person interaction supplemented through remote technology, to include Microsoft Office tools, University Web Applications, and similar electronic applications. Detailed descriptions by unit are detailed in addenda. Units may have specific tasks that are required to be performed on campus. Such task, their time and location limits and controls are included in unit plans.
      iii. Number of people/positions required on campus – approximately 200, to include faculty. Please note that all faculty and students will have options to attend and experience remotely as they desire.
      iv. Buildings – All

   b. Essential Services
      i. What is being done - Maintenance, IT, Housing and Dining
      ii. How it is being done – In person with detailed guidelines as outlined in each plan to limit campus access to essential personnel performing functions that must occur on the physical campus. Due to complexity of campus, individual Facilities, IT, Housing and Dining provide appropriate detail.
      iii. Number of people/positions required on campus – Approximately 80
      iv. Buildings – Essential Services may occur in every campus building. Details of access needs are in unit plans.

   c. Administrative and Business Functions
      i. What is being done – Planning, Reporting, Management, Financial Transactions
ii. How it is being done – Primarily through remote technology, to include Microsoft Office tools, University Web Applications and similar electronic applications. Detailed descriptions by unit are detailed in addenda. Units may have specific tasks that are required to be performed on campus. Such task, their time and location limits and controls are included in unit plans.

iii. Number of people/positions required on campus – approximately 30, in addition to essential personnel identified in essential services. Unit plans provide additional detail on frequency and control of campus access.

iv. Buildings – Limited access to Blackington, Student Union, Krebs, Biddle, NHS, E&S, Chemical Engineering, Owen, LLC, PPAC, Sports Center, Wellness Center

d. Research
   i. What is being done – Faculty and Student Academic Research
   ii. How it is being done – Remotely
   iii. Number of people/positions required on campus – Two – to maintain sensitive research equipment on an as-needed basis
   iv. Buildings – E&S

e. Services to External Stakeholders and Visitors
   i. What is being done – serving external stakeholders and visitors through a variety of campus resources
   ii. How is this being done – only remotely in an elevated risk posture
   iii. Number of people required on campus – None
   iv. Buildings -- None

3. Guarded Risk Posture
   a. Instruction and Student Services
      i. What is being done – academic instruction and student services such as advising, counseling, career services, student engagement and business services.
      ii. How it is being done – In-person operations supplemented through remote technology, to include Microsoft Office tools, University Web Applications, and similar electronic applications. Detailed descriptions by unit are detailed in addenda. Units may have specific tasks that are required to be performed on campus. Such task, their time and location limits and controls are included in unit plans.
      iii. Number of people/positions required on campus – approximately 250, to include faculty and staff. Please note that
all faculty and students will have options to attend and experience remotely as they desire.

iv. Buildings – All

b. Essential Services
   i. What is being done – Maintenance, IT, Housing and Dining
   ii. How it is being done – In person with detailed guidelines as outlined in each plan to limit campus access to essential personnel performing functions that must occur on the physical campus. Due to complexity of campus, individual Facilities, IT, Housing and Dining provide appropriate detail.
   iii. Number of people/positions required on campus – Approximately 90
   iv. Buildings – Essential Services may occur in every campus building. Details of access needs are in unit plans.

  c. Administrative and Business Functions
     i. What is being done – Planning, Reporting, Management, Financial Transactions
     ii. How it is being done – Primarily through remote technology, to include Microsoft Office tools, University Web Applications and similar electronic applications. Detailed descriptions by unit are detailed in addenda. Units may have specific tasks that are required to be performed on campus. Such task, their time and location limits and controls are included in unit plans.

     iii. Number of people/positions required on campus – approximately 30, in addition to essential personnel identified in essential services. Unit plans provide additional detail on frequency and control of campus access.

     iv. Buildings – Limited access to Blackington, Student Union, Krebs, Biddle, NHS, E&S, Chemical Engineering, Owen, LLC, PPAC, Sports Center, Wellness Center

d. Research
   i. What is being done – Faculty and Student Academic Research
   ii. How it is being done. On campus, in person within university standards and guidance
   iii. Number of people/positions required on campus – TBD

  e. Services to External Stakeholders and Visitors
i. What is being done – serving external stakeholders and visitors through a variety of campus resources
ii. How is this being done – gatherings of 25 or less where social distancing can be maintained, primarily by appointment or at an outdoor location.
iii. Number of people required on campus – 10 or less, see unit plans for details
iv. Buildings – All Academic/Administrative buildings

III. Transitions between Operational Postures

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

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

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

Students, Faculty and Staff will be notified of posture shift through email communication and social media platforms as directed by Pitt-Johnstown President or his designee. Unit Heads are responsible for executing unit level communications in accordance with their plan. Each unit must indicate what the shift means for employees and students regarding conduct of operations (e.g. shift to in-person, or shift to more remote operations).

IV. Stakeholder Outreach

Engagement and Communication with Stakeholders will begin with President’s Cabinet who have responsibility for representing stakeholders from across campus and soliciting their input changes. Each unit head will ensure communications with their respective stakeholders.

V. Monitoring and Amendment

The head of each activity area is responsible for monitoring compliance with their activity area plan.

Changes to Unit Plans must be reviewed by Cabinet Level supervisor before being recommended for submission for Senior Leadership review. The Provost and Senior Vice Chancellor must approve all changes to this plan.
Office of Academic Affairs Activity Area Plan

I. Overview

1. Name of Activity Area: Office of Academic Affairs (AA)
2. Name of Activity Area Lead: Janet L. Grady, Vice President for Academic Affairs
3. Name of individual submitting Activity Area Plan: Janet L. Grady
4. Date of submission: August 10, 2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary of plan: There are four employees in the Office of Academic Affairs. Most work is able to be done from home, and will continue as such, with a few limited exceptions described below.
7. As the lead of this activity area, I hereby confirm that AA will commit to following the Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, AA 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
   e. Remove or mark as not for use chairs and desks in shared spaces in order to assure proper physical distancing

II. Functions in Each Operational Posture

1. High Risk Posture

   a. Function 1
      i. What: Ad hoc access to supplies and maintenance of computer equipment, if required
      ii. How: 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 only infrequently; permission for access requires completion notification and assistance of Campus Police. Routine access will not be granted during High Risk posture. Self-attestation document completion is required.
      iv. Building: Blackington Hall (Pitt Johnstown campus)

   b. Function 2
      v. What: Collection of mail, faxes, files, etc. in support of functions of the Office of Academic Affairs
      vi. How: once-per-week trips to AA by one representatives of AA, if required.
      vii. Number of people/positions required on campus: 1 person, one visit each per week; access requires completion of self-attestation document and access assistance by Campus Police.
      viii. Building: Blackington Hall (Pitt Johnstown campus)

   c. Function 3
      i. What: Repository and space for review of faculty dossiers by Faculty Committees, eg. Campus Status Committee
      ii. How: Faculty files will be uploaded to secure Box file or secure Microsoft Teams site. Faculty
who are members of relevant committees will be given access to files and review will be done remotely.
iii. Number of people/positions required on campus: None
iv. Building: None

d. Function 4
i. What: Provision of all other services to students typically offered by the AVPAA will be done remotely via Zoom, MS Teams, or other online platform. Such service may include assistance with special issues, such as Academic Integrity concerns, and higher-level advising problems.
ii. How: Students needing appointments with the AVPAA will be scheduled remotely.
iii. Number of people/positions required on campus: None
iv. Building: None

2. Elevated Risk Posture

a. Function 1
i. What: Ad hoc access to supplies and maintenance of computer equipment
ii. How: 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 only infrequently; permission for access requires completion of self-attestation document
iv. Building: Blackington Hall (Pitt Johnstown campus)

b. Function 2
i. What: Collection of mail, faxes, files, etc. in support of functions of the Office of Academic Affairs
ii. How: once-per-week trips to AA by one or two representatives of AA.
iii. Number of people/positions required on campus: 2-4 people, one visit each per week; access requires completion of self-attestation document
iv. Building: Blackington Hall (Pitt Johnstown campus)

c. Function 3
i. What: Repository and space for review of faculty dossiers by Faculty Committees, eg. Campus Status Committee
ii. How: Faculty files will be uploaded to secure Box file or secure Microsoft Teams site. Faculty who are members of relevant committees will be given access to files and review will be done remotely.
iii. Number of people/positions required on campus: None
iv. Building: None

d. Function 4
i. What: Provision of all other services to students typically offered by the AVPAA will be done remotely via Zoom, MS Teams, or other online platform. Such service may include assistance with special issues, such as Academic Integrity concerns, and higher-level advising problems.
ii. How: Students needing appointments with the AVPAA will be scheduled remotely.
iii. Number of people/positions required on campus: None
iv. Building: None

3. Guarded Risk Posture

a. Function 1
i. What: Ad hoc access to supplies and maintenance of computer equipment
ii. How: 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 only infrequently; permission for access requires completion of self-attestation document (once building is cleared for occupancy).
iv. Building: Blackington Hall (Pitt Johnstown campus)

b. Function 2
i. What: Collection of mail, faxes, files, etc. in support of functions of the Office of Academic Affairs
ii. How: once-per-week trips to AA by one or several representatives of AA. Note: there are 4 employees in the AA office, and each has a separate office area with a locking door.
iii. Number of people/positions required on campus: 2-4 people, one visit each per week if needed; access requires completion of self-attestation document
iv. Building: Blackington Hall (Pitt Johnstown campus)

c. Function 3
i. What: Repository and space for review of faculty dossiers by Faculty Committees, eg. Campus Status Committee
ii. How: Faculty 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. In accordance with the University’s Facilities Standards and Guidelines, spaces will be equipped with signage, hand sanitizers as per the University’s Health Standards and Guidelines. Faculty will call ahead to schedule a time for dossier review. Only one faculty member will be scheduled for each time slot. Access to the AA Office will be assisted by Campus Police. Faculty members who wish to review files remotely can do so by contacting Academic Affairs and requesting a digital file.
iii. Number of people/positions required on campus: 1 person in the conference/review room at a time. May also include one AA employee in an office separate from the conference/review room.
iv. Building: Blackington Hall (Pitt Johnstown campus)- as noted, space will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University’s Health Standards and Guidelines

d. Function 4
i. What: Provision of all other services to students typically offered by the AVPAA Office. This includes students requiring assistance with special issues, including Academic Integrity concerns, and higher-level advising problems.
ii. How: Students needing appointments with the AVPAA may be scheduled one at a time, with only one student in the office area. A waiting student would be asked to wait in seating area in the hall. Appointments will be made so that no more than one student is waiting at a time.
iii. Number of people/positions required on campus: None if appointment can be completed via Zoom or other online platform. Two persons if the student is meeting with the AVPAA in person, and in-person meetings will adhere to physical distancing and face covering requirements.
iv. Building: Blackington Hall (Pitt Johnstown Campus) if needed.

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 functions impacted by a shift in posture are:

1) Review of faculty files by faculty committees (for T/P/R decisions). A shift from the High or Elevated Risk to Guarded posture will trigger a pivot to in-person file review. To facilitate the pivot, faculty on the specific committee will be notified that in-person review is permitted, and an appointment will be made.

2) Student appointments with the Assistant Vice President for Academic Affairs (AVPAA). A shift from the High or Elevated Risk to Guarded posture will trigger a pivot to in-person appointments if requested. To facilitate the pivot, students will be notified by Dr. Steve Kilpatrick AVPAA, or his Administrative Assistant.

III. Stakeholder Outreach

Dr. Janet Grady, VPAA, will notify faculty via broadcast email of any shift in operational posture. In addition, Dr. Grady's Administrative Assistant will individually contact via email each faculty member serving on a relevant committee and alert them of the change in posture. She will provide instructions on how to access the required faculty files electronically, if there is a change from Guarded to a higher risk level posture.

Similarly, Dr. Steve Kilpatrick, AVPAA, or his Administrative Assistant will notify all students if a change in posture to a higher risk level requires that meetings, advising sessions, etc. be done remotely.

IV. Monitoring and Amendment

Any revisions to this plan must be approved by the Vice President of Academic Affairs, the Johnstown Campus President and the Provost and Senior Vice Chancellor
Business & Enterprise Division Activity Area Plan

I. Overview

1. Activity Area: Division of Business and Enterprise
2. Lead: Raymond B. Wrabley, Chair, Division of Business and Enterprise
3. Submitter of Area Activity Plan: Raymond B. Wrabley
4. Date of submission: August 10, 2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary of plan: With limited exceptions highlighted below, personnel within the Business and Enterprise will work from home for the duration of the COVID-19 pandemic, regardless of the University’s operating posture.

7. As the lead of this activity area, I hereby confirm that the Division of Business and Enterprise will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, the Division's employees will:

   1. Wear face coverings in the presence of any other individual, and as they enter and leave buildings
   2. Adhere to all physical distancing, safety, and hygiene signage
   3. Use physical barriers or maintain six feet of physical distance while engaging with others
   4. Clean their personal and office spaces at the beginning and end of work periods

Functions in Each Operational Posture

1. High Risk Posture

   1. Function 1: Teaching
      i. What: Teaching classes by full-time and adjunct faculty
      ii. How: Remote from off-campus consistent with Flex@Pitt Operational Principles and using technology to deliver classes synchronously and/or asynchronously, including Canvas and Zoom
      iii. Number of people/positions required on campus: faculty (~12) should not need regular access to campus; if teaching-related materials need to be retrieved from campus, permission for access must be granted by the Vice President for Academic Affairs, facilitated by the Division Chair; Attestation forms must be submitted in advance
      iv. Building: Biddle Hall and classroom buildings

   2. Function 2: Administration
      i. What: a wide range of tasks including monitoring Division budget and reconciling expenditures; auditing and maintaining student academic records; advising students; submitting course waivers and substitutions ordering office supplies; distributing mail; notifying students of class cancellations; faculty book orders; etc.
      ii. How: All work will be done remotely using email, phone calls, People Soft, Concur, and other University resources accessible online. Occasional access to the Division Office may be required.
      iii. Number of people/positions required on campus: 1 Division secretary may need occasional access to the Division Office, to be facilitated by VPAA and Campus Police
      iv. Building: Biddle Hall 130
2. Elevated Risk Posture

1. Function 1: Teaching
   i. What: Teaching classes by full-time and adjunct faculty
   ii. How: On-campus, in classrooms and remote from off-campus. On-campus, in-person classes are limited to classes with enrollments of 25 or less. The University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines will be followed, especially regarding the mandatory use of face coverings, social distancing, and hygiene.
   iii. Number of people/positions required on campus: A varying number of faculty members will need access to their offices and classrooms; permission to teach on campus must be granted by the VPAA, facilitated by the Division Chair. Attestation forms will be submitted each day a faculty member comes to campus.
   iv. Building: Biddle Hall and all classroom buildings

2. Function 2: Administration
   i. What: A wide range of tasks including monitoring Division budget and reconciling expenditures; auditing and maintaining student academic records; advising students; submitting course waivers and substitutions; ordering office supplies; distributing mail; notifying students of class cancellations; faculty book orders; etc.
   ii. How: Almost all work will be done remotely using email, phone calls, People Soft, Concur, and other University resources accessible online. Occasional trips to Division Office by Division Secretary. In-person meetings with students or faculty by appointment only.
   iii. Number of people/positions required on campus: Occasional trip to campus by 1 Division Secretary; access facilitated by VPAA and Campus Police or Division Chair
   iv. Building: Biddle Hall 130

3. Guarded Risk Posture

1. Function 1: Teaching
   i. What: Teaching classes by full-time and adjunct faculty
   ii. How: Most classes will be taught on-campus, in-person. The number of students permitted in a classroom will be limited by the social distancing requirements reflected in the HF Lenz study of each classroom. The University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines will be followed, especially regarding the mandatory use of face coverings, social distancing, and hygiene. Classroom technology will be used to make each class session accessible synchronously to students who are not in the classroom. Faculty may request permission from the VPAA to teach classes from off-campus. In that case, students will attend class, limited by the classroom capacity, and a facilitator will assist in the classroom.
   iii. Number of people/positions required on campus: Most faculty members will need access to their offices, the classrooms, and other indoor campus spaces. Attestation forms will be submitted by each faculty member each time they come to campus.
   iv. Building: Biddle Hall and classroom buildings.

2. Function 2: Administration
   i. What: A wide range of tasks including monitoring Division budget and reconciling expenditures; auditing and maintaining student academic records; advising students; submitting course waivers and substitutions; ordering office supplies; distributing mail; notifying students of class cancellations; faculty book orders; etc.
   ii. How: Almost all work will be done remotely using email, phone calls, People Soft, Concur, and other University resources accessible online. Once-per-week trips to Division Office by Division Secretary. In-person meetings with students or faculty by appointment.
iii. Number of people/positions required on campus: 1 person, one visit per week; access facilitated in cooperation with Campus Police and Division Chair. Attestation form will be submitted for each day she comes to campus.

iv. Building: Biddle Hall 130

**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 high risk posture to elevated risk posture may allow some faculty to teach courses in person (if approved by VPAA). A shift from elevated to guarded risk posture will allow mean that most classes will be taught in person (unless approved by VPAA to teach remotely). Increasing levels of risk will lead to fewer or no classes being taught in person.

**IV. Stakeholder Outreach**

Stakeholders of the Division of Business and Enterprise include faculty, staff, and students. Notification of the Division's status will be communicated through emails and text messages, and will indicate whether faculty and student should generally expect to participate in classes in-person or remotely.

**V. Monitoring and Amendment**

Any revisions to this plan must be approved by the Vice President of Academic Affairs, the Johnstown Campus President and the Provost and Senior Vice Chancellor.
I. Overview

1. Activity Area – Pitt-Johnstown Education Division
2. Activity Area Lead – Dr. Gerald Zahorchak, Education Division Chair
3. Individual submitting Activity Area Plan – Dr. Gerald Zahorchak
4. Date of submission – August 10, 2020
5. Revision of a previously approved Activity Area Plan? NO
6. Summary of Plan:

- **Classroom Instruction by Faculty** – procedures will be dependent upon varying Operational Postures and will include on-campus classes, staggered/hybrid classes, and synchronized remote formats.

- **Student Teaching and other required Field Placements** – forthcoming guidelines from Pennsylvania Department of Education will be followed; Pitt-Johnstown Education Division students and faculty placed within or visiting local school districts will also adhere to the COVID-19 procedures of the respective districts and the University of Pittsburgh standards and guidelines regarding Off-campus Academic Experiences.

- **Administrative Functions** – (faculty advising, staff administrative, work study) will work remotely when possible, although unique circumstances or events may require physical presence on campus. Meetings among faculty, staff and students will be remote in all possible cases by Zoom, teleconference, etc.

7. Pitt-Johnstown Education Division will commit to all pertinent guidelines from:
   - University of Pittsburgh at Johnstown
   - Forthcoming PDE guidelines concerning teacher education program
   - University Healthcare Standards and Guidelines and the Personnel Standards and Guidelines. This will especially apply to face mask requirements, six-foot distancing, and disinfecting of workstations, offices and common areas.
   - Pitt-Johnstown Education Division Mitigation Plan (July 2020)

II. Functions in Each Operational Posture

1. High Risk Posture
   a. Function 1
      i. What: **Classroom Instruction by Faculty**
      ii. How it is being done: All courses will be remote and synchronized.
      iii. Number of people/positions required on campus: No faculty, staff, work study, or students will be allowed on campus or in offices.
iv. Buildings: No access to campus buildings

b. Function 2
i. **What: Student Teaching and other required Field Placements**

- How it is being done: PDE Guidelines and Pitt-Johnstown recommendations will be followed concerning the placement of student teachers in local school districts during High Risk Posture. Remote classrooms and virtual experiences may be considered if local schools are closed due to COVID-19. Pitt-Johnstown Education Div. students/faculty placed within, or visiting, local school districts will also adhere to the COVID-19 procedures of the respective districts and the University’s Health Standards and Guidelines.

- Number of people/positions required on campus: None, unless by special campus permission. 34 student teachers could possibly be placed at local school districts if open. Other field placements would likely be cancelled, and virtual classroom experiences substituted.

- Buildings: No access to campus buildings

ii. **Number of people/positions required on campus: None, unless by special campus permission. 34 student teachers could possibly be placed at local school districts if open. Other field placements would likely be cancelled, and virtual classroom experiences substituted.**

iii. **Buildings: No access to campus buildings**

2. **Elevated Risk Posture**

a. **Function 1**

- **What: Classroom Instruction by Faculty**

  - How it is being done: With approval of campus President, classroom instruction may be on-campus or a staggered approach with combinations of on-campus and remote classes. Emphasis on remote classes may prevail if the COVID-19 infection rate increases. Remote classes will be synchronized.

  - Number of people/positions required on campus: The Education Div. consists of 20 combined faculty and staff. With approval of campus President for on campus instruction, approximately 10 faculty would be on campus at any given time. Administrative staff members (2) may work remotely or stagger days/times, although unique circumstances or events may require physical presence on campus.

  - Buildings: Many Education Division on-campus classes are in Biddle Hall. Due to 6-foot distancing rules, some classes will be in various locations on the Johnstown campus.

b. **Function 2**

- **What: Student Teaching and other required Field Placements**

  - How it is being done: Student Teaching and other required Field Placements will continue during the Elevated Risk Posture; however, number of days/times/visits may vary, and remote learning sessions may be substituted for some field experiences. Forthcoming PDE guidelines will be our predominant framework. Pitt-Johnstown Education Div. students/faculty placed within, or visiting, local school districts will also adhere to the COVID-19 procedures of the respective districts and the University’s Health Standards and Guidelines.

  - Number of people/positions required on campus: Student Teaching and other Field Placements have no on-campus requirements. The Education Division anticipates placing 34 student teachers this Fall 2020 with approx. 10 faculty members supervising. An additional 125 students enrolled in other courses requiring field experience may be visiting local districts. Virtual classroom experiences may be substituted if the COVID-19 infection rates increase.
iv. Buildings Student Teaching and other Field Placements have no on-campus classroom locations. However, approximately 20 local school districts with multiple classrooms each may be involved.

c. Function 3
i. What is being done: **Administrative Functions** – including faculty advising, staff administrative functions, and work study (2) duties

ii. How it is being done: The Education Div. will encourage remote meetings between all faculty and students for advising and other issues when at all possible. The Division and faculty offices will be closed with any on-site meetings by appointment only with staggered start/end times to minimize traffic. Chairs and tables will be removed from common meeting areas to enforce 6-foot distancing. Administrative Staff employees and Work Study may work remotely or stagger days/hours. On-campus work may be required if circumstances or events require physical presence in the offices.

iii. Number of people/positions required on campus: Assuming staggered remote/on-campus classes, approximately 12 employees on campus at varying times each day.

iv. Buildings: Education Div. faculty and staff offices are in Biddle Hall.

3. **Guarded Risk Posture**

a. Function 1
i. What: **Classroom Instruction by Faculty**

ii. How it is being done: Most classes will be on-campus with a remote option offered to students requiring off-site learning. All Education Div. faculty are prepared to switch between on-campus, staggered or remote classes if the need arises. Any remote classes will be synchronized.

iii. Number of people/positions required on campus: The Education Div. consists of 20 combined faculty and staff. Assuming Guarded Risk and most classes on-campus, approximately 17 people would be on campus at any given time.

iv. Buildings: Most Education Division on-campus classes are in Biddle Hall. Due to 6-foot distancing rules, some classes will be in various locations on the Johnstown campus.

b. Function 2
i. What: **Student Teaching and other required Field Placements**

ii. How it is being done: Student Teaching and other required Field Placements will be scheduled; however, number of days/times/visits may vary, and remote learning sessions may be substituted for some field experiences if necessary. Forthcoming PDE guidelines will be our predominant framework. Pitt-Johnstown Education Div. students/faculty placed within, or visiting, local school districts will also adhere to the COVID-19 procedures of the respective districts and the University’s Health Standards and Guidelines.

iii. Number of people/positions required on campus: Student Teaching and other Field Placements have no on-campus requirements. The Education Division anticipates placing 34 student teachers this Fall 2020 with approx. 10 faculty members supervising. An additional 125 students enrolled in other courses requiring field experience may be visiting local districts. Virtual classroom experiences may be substituted if the COVID-19 infection rates increase.

iv. Buildings: Student Teaching and other Field Placements have no on-campus classroom requirements. However, approximately 20 local school districts with multiple classrooms each may be involved.
c. Function 3
   i. What: Administrative Functions - including faculty advising, staff administrative functions, and Work Study (2) duties

   ii. How it is being done: The Education Div. will encourage remote meetings between all faculty and students for advising and other issues when possible. The Division and faculty offices will be closed with most on-site meetings by appointment only with staggered start/end times to minimize traffic. Chairs and tables will be removed from common meeting areas to enforce 6-foot distancing. Administrative Staff employees and Work Study will either work remotely, stagger days/hours, or work on-campus if circumstances require physical presence in the offices.

   iii. Number of people/positions required on campus: Assuming most classes are on-campus, approximately 17 employees on campus at varying times each day.

   iv. Buildings: Education Div. faculty and staff offices are in Biddle 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

All Education Division faculty are prepared to teach their assigned courses in 3 ways, so shifts up or down in Risk Posture have been considered.

- Completely Remote (Synchronized)
- Staggered Format with combinations of remote and on-campus class sessions
- On-Campus with optional Remote available for students not able to be on-campus

Education Division Administrative Staff and Work Study (2) are also prepared to work remotely from home, in a staggered schedule between home and campus, or completely on-campus. Unique circumstances or events may require physical presence on campus.

IV. Stakeholder Outreach

Please provide an overview of your activity area’s key stakeholder groups and how you intend to engage and communicate with each of those groups in the course of executing this plan, particularly when preparing for a shift in operational posture.

The Education Division’s key stakeholder groups would be our students, local school districts, staff and faculty. The
Mitigation Plan Response Team members especially require timely notification of shifts in Operational Postures.

Local School Districts may need to be contacted to inform of changes in Student Teacher availability and possible cancellation of other Field Placements. This would be communicated by email, direct phone calls to teachers, principals and superintendents, or if available text message to cell phones.

Notifications of changing Risk Postures will be communicated to faculty, staff and students by email, cell phone (if available) or text message, and will indicate whether faculty and student should generally expect to participate in classes in-person or remotely.

V. Monitoring and Amendment

Any revisions to this plan must be approved by the Vice President of Academic Affairs, the Johnstown Campus President and the Provost and Senior Vice Chancellor.
Engineering and Computer Science Division Activity Area Plan

II. Overview

1. Name of Activity Area: Engineering and Computer Science
2. Name of Activity Area Lead: Jerry W. Samples, Director, Engineering and Computer Science
3. Name of individual submitting Activity Area Plan: Jerry W. Samples
4. Date of submission: August 10, 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 most critical elements of the plan are the modes of teaching and performance of laboratory exercises. Classes and laboratory groups will have to be developed, since in limited cases, can the whole class or laboratory function together at one time. Thus, the development of cohorts, and a rotation that provides the most in-person instruction, are the most important pieces of the plan.
7. As the lead of this activity area, I hereby confirm that Engineering and Computer Science will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. Before arriving on campus they will attest to their self-assessment as a healthy person. While on campus, Engineering and Computer Science employees and students 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
   e. Cooperate in the cleaning of common areas they use (printer, copier, etc.)
   f. Ensure the cleanliness of the classrooms and laboratories before departing these areas

8. Functions in Each Operational Posture

1. High Risk Posture
   a. Function 1
      i. What is being done: Administration of all records for students, supplies, general support to faculty and equipment checks.
      ii. How it is being done: Remote with infrequent trips to pick up necessary files above those that are electronic. Monthly visits to check on equipment.
      iii. Number of people/positions required on campus: One per visit which will be infrequent. Permission obtained from VPAA and facilitated by Campus Police.
      iv. Buildings: Engineering and Science and Blackington Hall
   b. Function 2
      i. What is being done: Teaching of all lecture and recitation classes.
      ii. How it is being done: Remotely
      iii. Number of people/positions required on campus: One person per instance of need; physical presence required only infrequently; permission for access must be granted by VPAA and facilitated by Campus Police.
      iv. Buildings: Engineering and Science and Blackington Hall
   c. Function 3
      i. What is being done: Laboratory classes
      ii. How it is being done: Remotely using the computer image for all computer based courses. Use of web resources such as manufacturers demonstrations and YouTube videos. Some
of the labs will have videos of experiments from previous closures. It may be necessary to have one person per lab to make videos if otherwise not available.

iii. Number of people/positions required on campus: One per visit which will be infrequent. Permission obtained from VPAA and facilitated by Campus Police.

iv. Buildings: Engineering and Science and Blackington Hall

d. Function 4
   i. What is being done: Office hours and advising
   ii. How it is being done: Remotely using Zoom or other technology
   iii. Number of people/positions required on campus: None
   iv. Buildings: Engineering and Science and Blackington Hall

2. Elevated Risk Posture
   a. Function 1
      i. What is being done: Administration of all records for students, supplies, general support to faculty and equipment checks.
      ii. How it is being done: Remote when possible but with at least one staff member present to guide students in the right direction for office visits or other tasks. There must be one person to supervise the work-study students.
      iii. Number of people/positions required on campus: The two administrative assistants will alternate days based on their needs and cover the office during the early hours from 7:30 to 12:00. Depending on the workload, the Division Chair may be send staff home to work from home during afternoon hours.
      iv. Buildings: Engineering and Science

   b. Function 2
      i. What is being done: Teaching of all lecture and recitation classes.
      ii. How it is being done: Teaching will originate from the classrooms using the current technology with no more than 25 students in the classroom. Permission will be obtained from the President for the on-campus classes, or the designated representative. The University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines will be followed, especially regarding the mandatory use of face coverings, physical distancing, and hygiene. Classes will be presented in their normal scheduled time and any in-person students will be spaced appropriately with most students receiving instruction synchronously through Zoom. It is possible that there will be cohorts for in-person attendance if enough students desire the classroom time.
      iii. Number of people/positions required on campus: Faculty will be on campus for the period of time to present classes and then go back home for all other functions. The number of students in the class depends on the authorized number.
      iv. Buildings: Engineering and Science and Blackington Hall

   c. Function 3
      i. What is being done: Laboratory classes
      ii. How it is being done: Laboratories will originate from the laboratory using the current technology in the laboratory with lab sizes appropriate to required physical distancing. Permission will be obtained from the President for the on-campus classes, or the designated representative. The University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines will be followed, especially regarding the mandatory use of face coverings, physical distancing, and hygiene. The laboratory will be presented in their normal scheduled time and any in-person students will be spaced appropriately with most students receiving instruction synchronously through Zoom. It is possible that there will be cohorts for in-person attendance if enough students desire the classroom time. Some of the laboratories will be presented remotely using the computer image for all computer based courses. Use of web resources such as manufacturers demonstrations and YouTube videos.
Some of the labs will have videos of experiments from previous closures. It may be necessary to have one person per lab to make videos if otherwise not available.

iii. Number of people/positions required on campus: Faculty will be on campus for the period of time to present the laboratory and then go back home for all other functions. The number of students in the laboratory depends on the authorized number.

iv. Buildings: Engineering and Science and Blackington Hall

d. Function 4
i. What is being done: Office hours and advising

ii. How it is being done: Some can be accomplished one on one when required. It is preferred that these be accomplished remotely using Zoom or other technology

iii. Number of people/positions required on campus: Faculty in private rooms with no more than one student (both must maintain physical distance and wear face coverings) and only when the function cannot be accomplished remotely.

iv. Buildings: Engineering and Science and Blackington Hall

3. Guarded Risk Posture Due to the numbers of seats available in the classrooms and labs, it is envisioned that guarded risk needs to be implemented the same way as the elevated risk was in the previous paragraphs.

   a. Function 1

      i. What is being done: Administration of all records for students, supplies, general support to faculty and equipment checks.

      ii. How it is being done: Remote when possible but with at least one staff member present to guide students in the right direction for office visits or other tasks. There must be one person to supervise the work-study students.

      iii. Number of people/positions required on campus: The two administrative assistants will alternate days based on their needs and cover the office during the early hours from 7:30 to 12:00. Depending on the workload, the Division Chair may send staff home to continue from there in the afternoon.

      iv. Buildings: Engineering and Science

   b. Function 2

      i. What is being done: Teaching of all lecture and recitation classes.

      ii. How it is being done: Teaching will originate from the classrooms using the current technology in the classroom. Classes will be presented in their normal scheduled time and any in-person students will be spaced appropriately with some number of students receiving instruction in-person with the rest attending synchronously through Zoom. Cohorts will be determined by the faculty based on the room capacity. This will be seriously limited by the number of seats available in each room.

      iii. Number of people/positions required on campus: Faculty will be on campus for the period of time to present classes and then go back home for all other functions. The number of students in the class depends on the authorized number.

      iv. Buildings: Engineering and Science

   c. Function 3

      i. What is being done: Laboratory classes

      ii. How it is being done: Laboratories will originate from the laboratory using the current technology in the laboratory. The laboratory will be presented in their normal scheduled time and any in-person students will be spaced appropriately with most students receiving instruction synchronously through Zoom. There will be cohorts for in-person attendance as determined by the faculty member and based on the availability of seats. Some of the laboratories will be presented remotely using the computer image for all computer based courses. Use of web resources such as manufacturers demonstrations and YouTube videos. Some of the labs will have videos of experiments from previous closures. It may be necessary to have one person per lab to make videos if otherwise not available.

      iii. Number of people/positions required on campus: Faculty will be on campus for the period of time to present the laboratory and then go back home for all other functions. The number of students in the laboratory depends on the authorized number.

      iv. Buildings: Engineering and Science and Blackington Hall

   d. Function 4

      i. What is being done: Office hours and advising
How it is being done: Some can be accomplished one on one when required. It is preferred that these function be accomplished remotely using Zoom or other technology.

Number of people/positions required on campus: Faculty in private rooms with no more than one student (both must maintain physical distance and wear face coverings) and only when the function cannot be accomplished remotely.

Buildings: Engineering and Science and Blackington Hall

II. 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

Once approved, the functions and risk status provided above will be sent to all faculty and staff and will be posted within the building where the departments reside. When a shift occurs, each member of the faculty and staff will be notified by email as has been done since the onset of the pandemic. This notification will then instruct them to take the appropriate action to move to a more, or less, restrictive posture. For example, moving from "guarded" to "elevated" would mean no one-on-one contact, classes and labs with fewer students based on the seat availability and more remote teaching. Each of these situations will be explained to the faculty and they will need to make decisions on the rotation of cohorts based on the level. The only severe reduction in facilities will be a shift to "high-risk" which will likely mean that on-campus resources will cease to be available.

III. Stakeholder Outreach

The stakeholders are the faculty, staff and students. As soon as a change in status is announced, an email will be communicated to the faculty and staff. There will also be messages sent to all students who are signed up for the seminar in their respective area, and will indicate whether faculty and student should generally expect to participate in classes in-person or remotely. It is envisioned that all students will receive a message from the Pitt-Johnstown administration that the status has changed. All notifications are also placed on the Pitt-Johnstown web site.

IV. Monitoring and Amendment

Any revision to this plan must be approved by the Vice President of Academic Affairs, the Johnstown Campus President and the Provost and Senior Vice Chancellor.
Humanities Division Activity Area Plan

I. Overview

1. Activity Area: Humanities Division
2. Lead: Dr. Michael Stoneham
3. Submitter of Area Activity Plan: Dr. Michael Stoneham
4. Date of submission: August 10, 2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary of plan: With limited exceptions highlighted below, personnel within the Humanities Division will work in-person in assigned offices and classrooms on campus at UPJ for the duration of the COVID-19 pandemic, depending upon the University’s operating posture.
7. As the lead of this activity area, I hereby confirm that the Humanities Division will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, Humanities Faculty and Staff 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

   1. Function 1
      i. What: Teaching
      ii. How: Remote
      iii. Number of people/positions required on campus: 1-2 people when required to gather teaching material; physical presence required only infrequently; permission for access must be granted by the VPAA, facilitated in cooperation with Facilities Management
      iv. Building: Biddle Hall
   2. Function 2
      i. What: Advising and counselling students.
      ii. How: Remote work posture
      iii. Number of people/positions required on campus: 0 under remote work posture
      iv. Building: NA under remote work posture
   3. Function 3
      i. What: Routine staffing functions (collection of mail, faxes, etc. in support of faculty and teaching functions)
      ii. How: once-per-week trips to Biddle Hall by either the Division Chair or Administrative Assistant.
      iii. Number of people/positions required on campus: 2 people, one visit each per week; access facilitated in cooperation with Facilities Management
      iv. Building: Biddle Hall (mail/fax rooms, 2d floor)
   4. Function 4
      i. What: Academic planning, assessment, and coordination
      ii. How: Remote work posture
      iii. Number of people/positions required on campus:
      iv. Building: Biddle Hall
   5. Function 5
2. Elevated Risk Posture

1. Function 1
   i. What: Teaching
   ii. How: In-person with the UPJ President’s permission; otherwise, all classes will be web-based.
   iii. Number of people/positions required on campus: Up to 25 faculty members, if approved by the president, working in their offices to deliver remote, web-based classes.
   iv. Building: Biddle Hall, Owen Library, and Blackington Hall.

2. Function 2
   i. What: Advising and counseling students.
   ii. How: Through remote technology
   iii. Number of people/positions required on campus: 0.
   iv. Building: Biddle Hall, Owen Library, and Blackington Hall.

3. Function 3
   i. What: Routine staffing functions (collection of mail, faxes, etc. in support of faculty and teaching functions)
   ii. How: daily by either the Administrative Assistant or Work Studies.
   iii. Number of people/positions required on campus: 1 people.
   iv. Building: Biddle Hall (mail/fax rooms, 2d floor)

4. Function 4
   i. What: Academic planning, assessment, and coordination
   ii. How: In-Person or virtual.
   iii. Number of people/positions required on campus: Gatherings of no more than 12 people maintaining social distancing and wearing appropriate protective equipment.
   iv. Building: Biddle Hall

5. Function 5
   i. What: Band and Chorus rehearsal
   ii. How: Remote rehearsal or in-person (with the UPJ President’s permission)
   iii. Number of people/positions required on campus: Gatherings
   iv. Building: PPAC Auditorium

6. Function 6
   i. What: Theatre rehearsal
   ii. How: In-person posture or remote
   iii. Number of people/positions required on campus: Gatherings of no more than 25 people maintaining social distancing and wearing appropriate protective equipment.
   iv. Building: PPAC Black Box

3. Guarded Risk Posture

1. Function 1
   i. What: Teaching
   ii. How: In-person or remote web-based instruction
   iii. Number of people/positions required on campus: from 1-44 faculty members, per faculty class schedules.
iv. Building: Biddle Hall, Owen Library, and Blackington Hall.

2. Function 2
   i. What: Advising and counselling students.
   ii. How: In-person posture with virtual option.
   iii. Number of people/positions required on campus: from 1-44 faculty members, per faculty schedules; most advising done remotely. Building: Biddle Hall, Owen Library, and Blackington Hall.

3. Function 3
   i. What: Routine staffing functions (collection of mail, faxes, etc. in support of faculty and teaching functions)
   ii. How: daily by either the Administrative Assistant or Work Studies.
   iii. Number of people/positions required on campus: 3 people, observing physical distancing and face covering requirements.
   iv. Building: Biddle Hall (mail/fax rooms, 2d floor)

4. Function 4
   i. What: Academic planning, assessment, and coordination
   ii. How: In-Person or virtual.
   iii. Number of people/positions required on campus: 10 Gatherings of no more than 25 people maintaining social distancing and wearing appropriate protective equipment.
   iv. Building: Biddle Hall, Owen Library, and Blackington Hall.

5. Function 5
   i. What: Band and Chorus rehearsal
   ii. How: In person work posture or virtual
   iii. Number of people/positions required on campus: 2 Gatherings of no more than 25 people maintaining social distancing and wearing appropriate protective equipment.
   iv. Building: PPAC Auditorium

6. Function 6
   i. What: Theatre rehearsal
   ii. How: In-person posture or virtual
   iii. Number of people/positions required on campus: 2 Gatherings of no more than 25 people maintaining social distancing and wearing appropriate protective equipment.
   iv. Building: PPAC Black Box

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 functions impacted by a shift in posture is teaching, advising, counselling, and offering educational opportunities to students. A shift from the High to Elevated Risk posture will trigger a pivot to the option for in-person teaching, advising, counselling, academic coordination, and staffing actions. Employees returning to campus will complete training modules and comply with the University’s Health and Personnel Standards and Guidelines.

A shift from the Elevated to High Risk Posture will prompt the resumption of remote teaching, advising, counselling, academic coordination, and staffing actions.

IV. Stakeholder Outreach

Stakeholders of the Humanities Division include all division employees. Notification of the division’s status will be
communicated broadly, and will indicate whether faculty and student should generally expect to participate in classes in-person or remotely. The division’s status is indicated prominently on the home page of our web site: https://www.coronavirus.pitt.edu/operational-postures.

V. Monitoring and Amendment

Any revisions to this plan must be approved by the Vice President of Academic Affairs, the Johnstown Campus President and the Provost and Senior Vice Chancellor.
Natural Sciences Division Activity Area Plan

I. Overview
1. Name of Activity Area: Division of Natural Sciences, Pitt-Johnstown
2. Name of Activity Area Lead: Steven E. Stern, Chair, Division of Natural Sciences
3. Name of individual submitting Activity Area Plan: Steven E. Stern
4. Date of submission: August 10, 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).

   Classroom Instruction by Faculty – procedures will be dependent upon varying Operational Postures and will include on-campus classes, staggered/hybrid classes, and synchronized remote formats.

   Administrative Functions – (faculty advising, staff administrative, work study) will work remotely when possible, although unique circumstances or events may require physical presence on campus. Meetings among faculty, staff and students will be remote in all possible cases by Zoom, teleconference, etc.

7. As the lead of this activity area, I hereby confirm that the Division of Natural Sciences (Pitt-Johnstown) will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, employees will:
   a. Wear face coverings in the presence of any other individual, and as they enter and leave buildings
   b. Adhere to all physical distancing, safety, and hygiene signage
   c. Use physical barriers or maintain six feet of physical distance while engaging with others
   d. Clean their personal and office spaces at the beginning and end of work periods

II. Functions in Each Operational Posture

1. High Risk Posture
   a. Function 1: Teaching
      i. What is being done: Delivery of instruction in the form of lectures and laboratory courses
      ii. How it is being done: Fully remote posture; all instruction delivered online; synchronously or asynchronously as appropriate
      iii. Number of people/positions required on campus: None
      iv. Buildings: None needed
   b. Function 2: Research
      i. What is being done: Laboratory investigations in all fields of the Natural Sciences
      ii. How it is being done: Only work that can be completed remotely will be permissible. There will be no access to labs unless determined to be necessary by Division Chair and VPAA.
      iii. Number of people/positions required on campus: None
      iv. Buildings: Emergency access, if needed, to be granted for Krebs Hall, E&S, and NHS (1 person maximum)
   c. Function 3: Administrative operations
      i. What is being done: Reception, mail sorting, telephone, schedule adjustments, book orders, purchasing, travel reimbursement, major changes/program adjustments, course catalog adjustments, secretarial assistance to Division Chair, etc.
ii. How is it being done: Fully remote posture; daily contact between Division Chair and each Administrative Assistant. All contact by telephone/zoom/email. Student calls forwarded to cell phones
iii. Number of people/positions required on campus: None, except in emergency
iv. Buildings: Emergency access, if needed, to be granted for Krebs Hall (1 person maximum)

2. **Elevated Risk Posture**
   a. Function 1: Teaching
      i. What is being done: Delivery of instruction in the form of lectures and laboratory courses
      ii. How it is being done: Synchronously and remotely except in special cases approved by Campus President. Classes will be limited to a maximum of 25 students present or the cap (if < 25) provided by space study (Practical Layout); rotating cohort model (or other solution) to be followed for courses exceeding this limit.
      iii. Number of people/positions required on campus: All faculty opting to teach in person will be required on campus.
      iv. Buildings: All buildings with designated teaching space.
   b. Function 2: Research
      i. What is being done: Laboratory investigations in all fields of the Natural Sciences
      ii. How it is being done: Faculty conducting research will only perform tasks on campus if needed. Full adherence to all physical distance, PPE, facial coverings. Other safety precautions, as per submitted lab restart and other documentation will be followed.
      iii. Number of people/positions required on campus: Estimated 15 faculty with active laboratory research requiring laboratory access.
      iv. Buildings: Krebs, E&S; NHS
   c. Function 3: Administrative operations
      i. What is being done: Reception, mail sorting, telephone, schedule adjustments, book orders, purchasing, travel reimbursement, major changes/program adjustments, course catalog adjustments, secretarial assistance to Division Chair, etc.
      ii. How is it being done: Remote, on-campus as necessary, depending upon task. Office employees (administrative assistants) will have plexiglass barriers.
      iii. Number of people/positions required on campus: 1 administrative assistant max will be in Krebs 141 (front of office). Work at home will be required except for occasional tasks to keep office functioning for students and faculty.
      iv. Buildings: Krebs
   d. Function 4: Student advisement and scheduling
      i. What is being done: Assisting students chose their courses for upcoming semester, career advice, assistance with class work on a one-to-one basis
      ii. How it is being done: Zoom, telephone, or email will be used to meet with students
      iii. Number of people/positions required on campus: None
      iv. Buildings: None

3. **Guarded Risk Posture**
   a. Function 1: Teaching
      i. What is being done: Delivery of instruction in the form of lectures and laboratory courses
ii. How it is being done: Classes will be limited the cap provided by space study (Practical Layout); rotating cohort model (or other solution) to be followed for courses exceeding this limit.

iii. Number of people/positions required on campus: All faculty opting to teach in person will be required on campus.

iv. Buildings: All buildings with designated teaching space.

b. Function 2: Research
   i. What is being done: Laboratory investigations in all fields of the Natural Sciences
   ii. How it is being done: Faculty conducting research will only perform tasks on campus if needed. Full adherence to all physical distance, PPE, facial coverings. Other safety precautions, as per submitted lab restart and other documentation will be followed.
   iii. Number of people/positions required on campus: Estimated 15 faculty with active laboratory research requiring laboratory access.
   iv. Buildings: Krebs, E&S; NHS

c. Function 3: Administrative operations
   i. What is being done: Reception, mail sorting, telephone, schedule adjustments, book orders, purchasing, travel reimbursement, major changes/program adjustments, course catalog adjustments, secretarial assistance to Division Chair, etc.
   ii. How is it being done: Hybrid of on campus and remote, depending upon task. Office employees (administrative assistants) will have plexiglass barriers.
   iii. Number of people/positions required on campus: 1 to 2 administrative assistants will be in Krebs 141 (front of office). Work at home will be encouraged for tasks that can be handled readily at home.
   iv. Buildings: Krebs

d. Function 4: Student advisement and scheduling
   i. What is being done: Assisting students chose their courses for upcoming semester, career advice, assistance with class work on a one-to-one basis
   ii. How it is being done: Zoom, telephone, or email will be used to meet with students. Conference rooms provided for advising will permit adequate physical distancing for meetings.
   iii. Number of people/positions required on campus: None required, yet faculty permitted to meet individually with students in designated spaces using appropriate precautions.
   iv. Buildings: Krebs, E&S.

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

Shift in risk will be communicated immediately by email as well as posted on Division websites and through other appropriate venues. All students will be notified as well as faculty and staff, and notifications will indicate whether faculty and student should generally expect to participate in classes in-person or remotely. Faculty will be required to shift their classroom caps/instructional method accordingly. Research, advisement, and office functions will shift...
according to the above plans as well and notifications will be sent to all stakeholders.

IV. Stakeholder Outreach

Faculty: Direct communication will be mostly by email. Occasional zoom meetings will be held to discuss emerging issues and concerns.

Staff: Division has only 2 staff members. Communication in person/email/telephone to be conducted as appropriate. Both staff attend all faculty meetings.

Students: Information affecting all students will be emailed to them. Faculty will be required to clearly communicate with students in their classes and their academic advisees.

V. Monitoring and Amendment

Any revisions to this plan must be approved by the Vice President of Academic Affairs, the Johnstown Campus President and the Provost and Senior Vice Chancellor.
Nursing and Health Sciences Division Activity Area Plan

I. Overview

1. Activity Area: Division of Nursing and Allied Health
2. Lead: Dr. Janet Grady, VPAA, Division Chair, Nursing and Allied Health
3. Name of individual submitting Activity Area Plan: Dr. Janet Grady
4. Date of submission: August 10, 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):
   
   **Classroom Instruction by Faculty** – procedures will be dependent upon varying Operational Postures and will include on-campus classes, staggered/hybrid classes, and synchronized remote formats.

   **Administrative Functions** – (faculty advising, staff administrative, work study) will work remotely when possible, although unique circumstances or events may require physical presence on campus. Meetings among faculty, staff and students will be remote in all possible cases by Zoom, teleconference, etc.

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

8. Functions in Each Operational Posture

   1. **High Risk Posture**
      
      a. Function 1
         
         i. What: Ad hoc access to building to obtain supplies and mail, maintain computer equipment, and address other needs that may arise.
         
         ii. How: 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 only infrequently; permission for access must be granted by the VPAA and facilitated by campus police.
         
         iv. Buildings: Nursing and Health Sciences; Nursing Suite

      b. Function 2
         
         i. What: Collection of mail, faxes, etc. in support of student progression.
         
         ii. How: Once per week trips to the Nursing Suite by one staff member.

      c. Number of people/positions required on campus: 2 people, one visit each per week; permission for access must be granted by the VPAA and facilitated by campus police.

      iv. Building: Nursing and Health Sciences Nursing Suite and Student Union (Mail room)

      d. Function 3
         
         i. What: Classroom Teaching
         
         ii. How: On-line via Zoom
         
         iii. Number of people/positions required on campus: 0

         iv. Buildings: N/A
d. Function 4  
i. What: Clinical Teaching  
ii. How: On-line via Zoom via simulation activities  
iii. Number of people/positions required on campus: 0  
iv. Buildings: Nursing and Health Sciences; Nursing Suite  

e. Function 5  
i. What: Skills Laboratory Teaching  
ii. How: On-line via Zoom via simulation activities  
iii. Number of people/positions required on campus: 0  
iv. Buildings: Nursing and Health Sciences; Nursing Suite  

f. Function 6  
i. What: Simulation Activities  
ii. How: On-line via Zoom via simulation activities  
iii. Number of people/positions required on campus: 0  
iv. Buildings: Nursing and Health Sciences; Nursing Suite  

2. Elevated Risk Posture  

a. Function 1  
i. What: Ad hoc access to building to obtain supplies and mail, maintain computer equipment, and address other needs that may arise.  
ii. How: 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 1-2 days per week; permission for access must be granted by the VPAA and facilitated by campus police.  
iv. Buildings: Nursing and Health Sciences; Nursing Suite  

b. Function 2  
i. What: Collection of mail, faxes, etc. in support of student progression.  
ii. How: Twice per week trips to the Nursing Suite by one staff member.  
iii. Number of people/positions required on campus: 2 people, one visit each per week; permission for access must be granted by the VPAA and facilitated by campus police.  
iv. Building: Nursing and Health Sciences Nursing Suite and Student Union (Mail room)  

c. Function 3  
i. What: Classroom Teaching  
ii. How: In-person as physical space allows using physical distancing standards. Implement rotating cohort model (week-on, week off). No more than 24 students plus one faculty member in a class at one time. Live-stream will be available to students who are not in physical attendance and recorded for those in different time zones. In-person teaching requires approval by Campus President or his designee.  
iii. Number of people/positions required on campus: 5 Faculty  
iv. Buildings: Nursing and Health Sciences; Nursing Suite and other campus classrooms as assigned  

d. Function 4  
i. What: Skills Laboratory Teaching  
ii. How: In person as physical distancing space allows. Implement rotating cohort model. No more than 24 students plus 1 faculty in any space at any one time. Increase use of Zoom discussions. In-person skills laboratory teaching requires approval by Campus President or his designee.  
iii. Number of people/positions required on campus: 5 faculty  
iv. Buildings: Nursing and Health Sciences; Nursing Suite  

 e. Function 5  
i. What: Clinical Education
ii. How: Use of clinical sites as permitted by clinical agencies. Following all rules of clinical agencies and the University of Pittsburgh Off-campus Academic Experiences standards and guidelines.

iii. Number of people/positions required on campus: 0
iv. Buildings: clinical agencies
f. Function 6
  i. What: Simulation Activities
  ii. How: In-person simulation activities allowing for physical distancing and using appropriate PPE
  iii. Number of people/positions required on campus: 3 faculty
  iv. Buildings: Nursing and Health Sciences; Nursing Suite

3. Guarded Risk Posture
   a. Function 1
      i. What: Ad hoc access to building to obtain supplies and mail, maintain computer equipment, and address other needs that may arise.
      ii. How: On-site physical handling of supplies and equipment.
      iii. Number of people/positions required on campus: 1 staff person per instance of need; physical presence required 2-3 days per week; permission for access must be granted by the VPAA and facilitated by campus police.
      iv. Buildings: Nursing and Health Sciences; Nursing Suite
   b. Function 2
      i. What: Collection of mail, faxes, etc. in support of student progression.
      ii. How: Once per week trips to the Nursing Suite by one staff member.
      iii. Number of people/positions required on campus: 1 staff person, physical presence required 2-3 days per week; permission for access must be granted by the VPAA and facilitated by campus police.
      iv. Building: Nursing and Health Sciences Nursing Suite and Student Union (Mail room)
   c. Function 3
      i. What: Classroom Teaching
      ii. How: In person with appropriate physical distancing in place. Live-streamed to those not in physical attendance. Recorded for those in different time Zones.
      iii. Number of people/positions required on campus: 5 Full-time faculty
      iv. Buildings: Nursing and Health Sciences; Nursing Suite; others as scheduled.
   d. Function 4
      i. What: Skills Laboratory Teaching
      ii. How: In person as physical distancing space allows. Implement rotating cohort model. No more than 24 students plus 1 faculty in any space at any one time. Increase use of Zoom discussions.
      iii. Number of people/positions required on campus: 5 faculty
      iv. Buildings: Nursing and Health Sciences; Nursing Suite
   e. Function 5
      i. What: Clinical Teaching
      ii. How: Use of clinical sites as permitted by clinical agencies. Following all rules of clinical agencies.
      iii. Number of people/positions required on campus: 0
      iv. Buildings: clinical agencies
   f. Function 6
      i. What: Simulation Activities
      ii. How: In-person simulation activities allowing for physical distancing and using appropriate PPE
      iii. Number of people/positions required on campus: 3 faculty
      iv. Buildings: Nursing and Health Sciences; Nursing Suite
      v.
II. 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 risk level decline will trigger a move to in-person teaching/learning maintaining the guidelines for health and safety set forth by the University. Employees and students will be notified by the University. Schedules for rotating cohort models will be designed and distributed by the primary teachers and follow the University’s Facilities Standards and Guidelines. Return to clinical activities will follow guidance of the clinical agencies.

A risk level increase will trigger a move to rotating cohort models or complete remote learning. Employees and students will be notified by the University and rotating cohort model schedules will be distributed by the primary teachers and follow the University’s Facilities Standards and Guidelines.

III. Stakeholder Outreach

Clinical agencies are our primary outside stakeholder outside of our students and faculty. We will be in close communication and will follow their rules/regulations in addition to those at Pitt.

IV. Monitoring and Amendment

Any revisions to this plan must be approved by the Vice President of Student Affairs, the Johnstown Campus President and the Provost and Senior Vice Chancellor.

Nursing and Health Sciences Division Activity Area Plan (cont)

-Allied Health Department Activity Area Plan

Overview

1. Name of Activity Area: Allied Health Department
2. Lead: Kurtis Pierce, Director of Clinical Education and Assistant Director of Allied Health
3. Name of individual submitting Activity Area Plan: Kurtis Pierce
4. Date of submission: 8/10/2020
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 delivery of lecture will vary depending on the posture.
Clinical rotations will continue throughout each posture, students will be grouped in small groups to optimize safety. Additionally, our programs will adhere to the guidelines of the University of Pittsburgh as well as our clinical affiliates to allow our students to continue in the program and learn needed skills.

Students who wish to postpone clinical experiences will be deferred to the following year and will work to earn credits to their bachelor’s degree to stay on track to graduate on time as close as possible.

7. As the lead of this activity area, I hereby confirm that the Allied Health Department will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, Allied Health Faculty and Staff 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. Lectures
      ii. Lectures and advising will be done remotely through online mediums.
      iii. The instructor will lecture remotely and stream lecture.
      iv. Buildings: Biddle Hall
   b. Function 2
      i. Clinicals
      ii. Students will be broken up into small groups (4 or 5 students per group or less) for clinical rotations if sites continue to accept students. Students will adhere to Pitt’s guidelines as well as each clinical site’s policies and protocols to ensure safety. We will follow Off-campus Academic Experiences standards and guideline, which include approval by campus President.
      iii. 1-2 clinical instructors will be needed to manage clinical groups. Adjunct faculty will continue to be used on an as needed basis to support the student/program needs.
      iv. Buildings: Designated clinical sites (off-campus)
   c. Function 3
      i. Labs
      ii. Labs will be moved online. Hands-on simulation of equipment (ventilators, etc.) for second year Respiratory care students will be done on an individual basis with each student. We would first obtain approval from campus President.
      iii. On an as needed basis, 1 to 2 instructors will be needed
      iv. Buildings: Biddle Hall (113 and 115)
   d. Function 4
      i. Administrative duties/ Advising/ reports
      ii. Generally remote, though as needed on-site for physical handling of supplies and equipment. Advising will be done remotely through online mediums.
      iii. Number of people/positions required on campus: 1-2 people per instance as needed; physical presence required only infrequently; permission for access must be granted by Director of Administration, facilitated in cooperation with Facilities Management
      iv. Building: Biddle Hall

2. Elevated Risk Posture
   a. Function 1
      i. Lectures
ii. Lectures will be facilitated according to social distancing guidelines with rotating groups to accommodate available classroom space and be primarily virtual with in-person lectures as needed. Any in-person classes would be held only after obtaining permission from President/designee.

iii. The instructor will lecture remotely to stream lecture.

iv. Buildings: Biddle Hall

b. Function 2
i. Clinicals
ii. Students will be broken up into small groups (4 or 5 students per group or less) for clinical rotations if sites continue to accept students. Students will adhere to Pitt’s guidelines as well as each clinical site’s policies and protocols to ensure safety.

iii. 1-2 clinical instructors will be needed to manage clinical groups.

Adjudant faculty will continue to be used on an as needed basis to support the student/program needs.

iv. Buildings: Designated clinical sites (off-campus)

c. Function 3
i. Labs will in-person for both first- and second-year Respiratory care students. Labs will be done on an individual basis with each student. Any in-person classes would be held only after obtaining permission from President/designee.

ii. 1 to 2 instructors will be needed

iii. Buildings: Biddle Hall (113 and 115)

d. Function 4
i. Administrative duties/ Advising/ Reports

Generally remote, though as needed on-site for physical handling of supplies and equipment. Advising will be done remotely.

iii. Number of people/positions required on campus: 1-2 people per instance as needed; physical presence required only infrequently; permission for access must be granted by Director of Administration, facilitated in cooperation with Facilities Management

iv. Building: Biddle Hall

3. Guarded Risk Posture
a. Function 1
i. Lectures

Lectures will be facilitated according to social distancing guidelines with rotating groups to accommodate available classroom space and be primarily in-person. Lectures are recorded for anyone who can’t be there in person.

iii. The instructor will hold lectures in-person and online if needed.

iv. Buildings: Biddle Hall

b. Function 2
i. Clinicals

Students will be broken up into small groups (4 or 5 students per group or less) for clinical rotations. Students will adhere to Pitt’s guidelines as well as each clinical site’s policies and protocols to ensure safety.

iii. 1-2 clinical instructors will be needed to manage clinical groups.

Adjudant faculty will continue to be used on an as needed basis to support the student/program needs.

iv. Buildings: Designated clinical sites (off-campus)

c. Function 3
i. Labs

Labs will be all in-person. Hands-on simulation will be conducted for both first- and second-year Respiratory care students. Labs will be done on an individual basis with each student due to
the limited size of the RT lab

iii. 1 to 2 instructors will be needed

iv. Buildings: Biddle Hall (113 and 115)
4. 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:
5. Shift from High Risk Posture to Elevated Risk Posture
6. Shift from Elevated Risk Posture to Guarded Risk Posture

As risk levels increase:
7. Shift from Guarded Risk Posture to Elevated Risk Posture
8. Shift from Elevated Risk Posture to High Risk Posture

All Allied Health faculty and staff will be aware of the plans set for each posture. Faculty and staff will need to be ready to go online for a shift to the high-risk posture while clinical rotations resume at the designated clinical sites. A shift to the lesser levels will reflect the respective steps outlined above. Faculty and Staff will adhere to the University of Pittsburgh’s guidelines as well as the respective clinical site.

5. Stakeholder Outreach

Our department will be in communication with our students enrolled in our programs via email to ensure they understand the changes coinciding with the change in posture. Generally, students who wish not to continue on in the clinical portion of the program will be deferred to the following year to continue on in their respective program.

The Allied Health Department will continue to work closely with clinical sites and ensure they are informed of our changes should they occur in our operating posture. Additionally, we will also keep an open line of communication with Conemaugh’s School of Surgical Technology to ensure transparency between programs. Communications will take place in the form of email and telephone.

6. Monitoring and Amendment

Any revisions to this plan must be approved by the Vice President of Academic Affairs, the Johnstown Campus President and the Provost and Senior Vice Chancellor.
Division of Social Sciences Activity Area Plan

I. Overview

1. Activity Area: Division of Social Sciences
2. Lead: Raymond B. Wrabley, Chair, Division of Social Sciences
3. Submitter of Area Activity Plan: Raymond B. Wrabley
4. Date of submission: August 10, 2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary of plan: With limited exceptions highlighted below, personnel within the Division of Social Sciences will work from home for the duration of the COVID-19 pandemic, regardless of the University’s operating posture.
7. As the lead of this activity area, I hereby confirm that the Division of Social Sciences will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, the Division's 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: Teaching
      i. What: Teaching classes by full-time and adjunct faculty
      ii. How: Remote from off-campus consistent with Flex@Pitt Operational Principles and using technology to deliver classes synchronously and/or asynchronously, including Canvas and Zoom
      iii. Number of people/positions required on campus: faculty (~12) should not need regular access to campus; if teaching-related materials need to be retrieved from campus, permission for access must be granted by the Vice President for Academic Affairs, facilitated by the Division Chair; Attestation forms must be submitted in advance
      iv. Building: Krebs Hall (various locations throughout)
   b. Function 2: Administration
      i. What: a wide range of tasks including monitoring Division budget and reconciling expenditures; auditing and maintaining student academic records; advising students; submitting course waivers and substitutions; ordering office supplies; distributing mail; notifying students of class cancellations; faculty book orders; etc.
      ii. How: All work will be done remotely using email, phone calls, People Soft, Concur, and other University resources accessible online. Occasional access to the Division Office may be required.
      iii. Number of people/positions required on campus: 1 Division secretary may need occasional access to the Division Office, to be facilitated by VPAA and Campus Police
      iv. Building: Krebs Hall 101
2. Elevated Risk Posture
   a. Function 1: Teaching
      i. What: Teaching classes by full-time and adjunct faculty
      ii. How: On-campus, in classrooms and remote from off-campus. On-campus, in-person classes are limited to classes with enrollments of 25 or less. The University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines will be followed, especially regarding the mandatory use of face coverings, physical distancing, and hygiene.
      iii. Number of people/positions required on campus: A varying number of faculty members will need access to their offices and classrooms; permission to teach on campus must be granted by the VPAA, facilitated by the Division Chair. Attestation forms will be submitted each day a faculty member comes to campus.
      iv. Building: Krebs Hall and all classroom buildings
   b. Function 2: Administration
      i. What: a wide range of tasks including monitoring Division budget and reconciling expenditures; auditing and maintaining student academic records; advising students; submitting course waivers and substitutions; ordering office supplies; distributing mail; notifying students of class cancellations; faculty book orders; etc.
      ii. How: Almost all work will be done remotely using email, phone calls, PeopleSoft, Concur, and other University resources accessible online. Occasional trips to Division Office by Division Secretary. In-person meetings with students or faculty by appointment only.
      iii. Number of people/positions required on campus: Occasional trip to campus by 1 Division Secretary; access facilitated by VPAA and Campus Police or Division Chair
      iv. Building: Krebs Hall 101
3. **Guarded Risk Posture**
   a. **Function 1: Teaching**
      i. **What:** Teaching classes by full-time and adjunct faculty
      ii. **How:** Most classes will be taught on-campus, in-person. The number of students permitted in a classroom will be limited by the physical distancing requirements reflected in the HF Lenz study of each classroom. The University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines will be followed, especially regarding the mandatory use of face coverings, physical distancing, and hygiene. Classroom technology will be used to make each class session accessible synchronously to students who are not in the classroom. Faculty may request permission from the VPAA to teach classes from off-campus. In that case, students will attend class, limited by the classroom capacity, and a facilitator will assist in the classroom.
      iii. **Number of people/positions required on campus:** Most faculty members will need access to their offices, the classrooms, and other indoor campus spaces. Attestation forms will be submitted by each faculty member each time they come to campus.
      iv. **Building:** Krebs Hall and classroom buildings.

   b. **Function 2: Administration**
      i. **What:** A wide range of tasks including monitoring Division budget and reconciling expenditures; auditing and maintaining student academic records; advising students; submitting course waivers and substitutions; ordering office supplies; distributing mail; notifying students of class cancellations; faculty book orders; etc.
      ii. **How:** Almost all work will be done remotely using email, phone calls, PeopleSoft, Concur, and other University resources accessible online. Once-per-week trips to Division Office by Division Secretary. In-person meetings with students or faculty by appointment.
      iii. **Number of people/positions required on campus:** 1 person, one visit per week; access facilitated in cooperation with Campus Police and Division Chair. Attestation form will be submitted for each day she comes to campus.
      iv. **Building:** Krebs Hall 101
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

As risk levels increase, teaching will shift from generally in-person in guarded risk posture, to generally remotely in elevated risk posture, and fully remote in high risk posture. Decreasing levels of risk will result in similar shifts but in the opposite direction. In addition, a shift to guarded risk posture will mean that the division secretary is present in the office one day per week, rather than only as needed.
IV. Stakeholder Outreach

Stakeholders of the Division of Social Sciences include faculty, staff, and students. Notification of the Division's status will be communicated through emails and text messages, and notifications will indicate whether faculty and student should generally expect to participate in classes in-person or remotely.

V. Monitoring and Amendment

Any revisions to this plan must be approved by the Vice President of Academic Affairs, the Johnstown Campus President and the Provost and Senior Vice Chancellor.
Office of the Registrar Activity Area Plan

I. Overview

1. Activity Area: Office of the Registrar - Johnstown Campus
2. Lead: Lisa A. Hunter, Campus Registrar
3. Submitter of Area Activity Plan: Lisa A. Hunter
4. Date of submission: August 10, 2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary of plan: With limited exceptions highlighted below, personnel within the Office of the Registrar will work from home for the duration of the COVID-19 pandemic, regardless of the University’s operating posture.
7. As the lead of this activity area, I hereby confirm that Office of the Registrar will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, Office of the Registrar 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

8. Functions in Each Operational Posture

1. High Risk Posture
   a. Function 1
      1. What: Ad hoc access to building to obtain supplies, maintain computer equipment, and address other needs that may arise
      2. How: On-site, physical handling of supplies and equipment
      3. Number of people/positions required on campus: 1-2 people per instance of need; physical presence required only infrequently; permission for access must be granted by Vice President of Academic Affairs, facilitated in cooperation with Facilities Management
      4. Building: Blackington Hall (Room 279)
   b. Function 2
      1. What: Collection of mail, faxes, etc. in support of the Office of Registrar functions of our operations
      2. How: once-per-week trips to Office of the Registrar and Campus Mail Room by one representative of the Office of the Registrar
      3. Number of people/positions required on campus: 1 person one visit each per week; permission for access must be granted by Vice President of Academic Affairs and facilitated in cooperation with Facilities Management
      4. Building: Blackington Hall (Room 279) and Campus Mail Room (Student Union)
   c. Function 3
      1. What: Processing of Transcript Requests and verification of records for students and outside agencies
      2. How: Remote work posture, if records are available remotely (only electronic requests will be permitted), otherwise refer to Function 3 under the Elevated and Guarded Risk Postures
      3. Number of people/positions required on campus: 0 under remote work posture; otherwise, refer to Function 3 under the Elevated and Guarded
4. Building: NA under remote work posture; otherwise, refer to Function 3 under the Elevated and Guarded Risk Postures
d. Function 4
1. What: Provision of all other services to university clients. By functional area, this encompasses: Classroom Scheduling, Veterans Benefits, Communications, University and Course Catalog, Graduation Conferral, Student Scheduling, Maintaining student records, Stored Student records
2. How: Remote work posture if records are available remotely; otherwise refer to Function 3 under the Elevated and Guarded Risk Postures
3. Number of people/positions required on campus: 0
4. Building: NA

2. Elevated Risk Posture
a. Function 1
1. What: Ad hoc access to building to obtain supplies, maintain computer equipment, and address other needs that may arise
2. How: On-site, physical handling of supplies and equipment
3. Number of people/positions required on campus: 1-2 people per instance of need; physical presence required only infrequently; permission for access must be granted by Vice President of Academic Affairs, facilitated in cooperation with Facilities Management
4. Building: Blackington Hall (Room 279)
b. Function 2
1. What: Collection of mail, faxes, etc. in support of the Office of Registrar functions of our operations
2. How: once-per-week trips to Office of the Registrar and Campus Mail Room by one representative of the Office of the Registrar
3. Number of people/positions required on campus: 1 person, one visit each per week; permission for access must be granted by Vice President of Academic Affairs, facilitated in cooperation with Facilities Management
4. Building: Blackington Hall (Room 279) and Campus Mail Room (Student Union)
c. Function 3
1. What: Processing of Transcript Requests and verification of records for students and outside agencies
2. How: Remote work posture, if records are available remotely (only electronic requests); otherwise on-site work posture required to retrieve required records and documents
3. Number of people/positions required on campus: 0 under remote work posture; otherwise 1 person, one visit each per week; permission for access must be granted by Vice President of Academic Affairs, facilitated in cooperation with Facilities Management
4. Building: NA under remote work posture; otherwise, Blackington Hall (Room 279) and Campus Mail Room (Student Union)
d. Function 4
1. What: Provision of all other services to university clients. By functional area, this encompasses: Classroom Scheduling, Veterans Benefits, Communications, University and Course Catalog, Graduation Conferral, Student Scheduling, Maintaining student records, Stored Student records
2. How: Remote work posture if records are available remotely; otherwise on-site work posture required to retrieve required records and documents
3. Number of people/positions required on campus: 0 under remote work posture; otherwise 1 person, one visit each per week; permission for access must be granted by Vice President of Academic Affairs, facilitated in cooperation with Facilities Management
4. Building: NA under remote work posture; otherwise, Blackington Hall (Room 279) and Campus Mail Room (Student Union)
3. Guarded Risk Posture
   a. Function 1
      1. What: Ad hoc access to building to obtain supplies, maintain computer equipment, and address other needs that may arise
      2. How: On-site, physical handling of supplies and equipment
      3. Number of people/positions required on campus: 1-2 people per instance of need; physical presence required only infrequently; permission for access must be granted by Vice President of Academic Affairs, facilitated in cooperation with Facilities Management
      4. Building: Blackington Hall (Room 279)
   b. Function 2
      1. What: Collection of mail, faxes, etc. in support of the Office of Registrar functions of our operations
      2. How: once-per-week trips to Office of the Registrar and Campus Mail Room by one representative of the Office of the Registrar
      3. Number of people/positions required on campus: 1 person, one visit each per week; permission for access must be granted by Vice President of Academic Affairs, facilitated in cooperation with Facilities Management
      4. Building: Blackington Hall (Room 279) and Campus Mail Room (Student Union)
   c. Function 3
      1. What: Processing of Transcript Requests and verification of records for students and outside agencies
      2. How: Remote work posture, if records are available remotely (only electronic requests); otherwise on-site work posture required to retrieve required records and documents
      3. Number of people/positions required on campus: 0 under remote work posture; otherwise 1 person, one visit each per week; permission for access must be granted by Vice President of Academic Affairs, facilitated in cooperation with Facilities Management
      4. Building: NA under remote work posture; otherwise, Blackington Hall (Room 279) and Campus Mail Room (Student Union)
   d. Function 4
      1. What: Provision of all other services to university clients. By functional area, this encompasses: Classroom Scheduling, Veterans Benefits, Communications, University and Course Catalog, Graduation Conferral, Student Scheduling, Maintaining student records, Stored Student records
      2. How: Remote work posture if records are available remotely; otherwise on-site work posture required to obtain
      3. Number of people/positions required on campus: 0 under remote work posture; otherwise 1 person, on an ad hoc basis, depending on demand and corresponding reservation schedule
      4. Building: NA under remote work posture; otherwise, Blackington Hall (Room 279); 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

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The lone function impacted by a shift in posture is the processing of requests for student records that are not maintained electronically and must be accessed with ad hoc on-site working posture. All other functions of the office can be performed remotely without in-person interactions.

A shift from the High to Elevated Risk posture will permit the processing of requests for student records that are not maintained electronically. 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 requests, 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 restrict processing of requests for student records to only those records that are available remotely. Clients would be notified of the change in processing procedures via the Office of the Registrar webpage, and Parchment Ordering Service.

IV. Stakeholder Outreach

Stakeholders of Office of the Registrar include all University employees, University Students (former and present), and outside agencies. Notification of the Office of the Registrar’s remote-work status has been communicated broadly, and is indicated prominently on the home page of our web site: https://www.johnstown.pitt.edu/academics/office-registrar.

All requests for Transcript processing go through the Parchment Ordering Service. Clients requesting transcripts will be instructed as to the relevant protocol to follow given the University’s current risk posture. The University Registrar’s Office has been communicating the remote-work status broadly and changing notifications according to risk postures on the website: https://exchange.parchment.com/send/adds/index.php?main_page=login&s_id=2XQ36ces5RzYXzzR.

V. Monitoring and Amendment

Any revisions to this plan must be approved by the Vice President of Academic Affairs, the Johnstown Campus President and the Provost and Senior Vice Chancellor.
Academic Success Center Activity Area Plan

I. Overview

1. Activity Area: Academic Success Center (ASC)
2. Lead: Kate Stahl Kinsinger, ASC Director
3. Submitter of Area Activity Plan: Kate Stahl Kinsinger
4. Date of submission: 8/10/20
5. Revision of a previously approved Activity Plan? No
6. Summary of plan:
7. As the lead of this activity area, I hereby confirm that the Academic Success Center will commit to following the University’s Healthcare Standards and Guidelines as well as the Personnel Standards and Guidelines. In particular, while on campus, ASC 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 office spaces and all other spaces within the ASC at the beginning and end of work periods

II. Functions in Each Operational Posture: ASC Non-Tutoring Functions

1. High Risk Posture
   a. Function 1: General ASC operations
      i. What: Student & staff utilization of ASC’s physical space will cease.
      ii. How: The ASC space is closed, including common study space, offices, computer lab, tutoring spaces, etc.
      iii. Number of people/positions required on campus: N/A
      iv. Building: Owen
   b. Function 3: First at Pitt-Johnstown
      i. What: All support services for first-generation students conducted remotely
      ii. How: Course instruction will be conducted via Zoom and Canvas; individual and group meetings will occur via Zoom; various methods of online communication will be employed
      iii. Number of people/positions required on campus: N/A
      iv. Building: N/A
   c. Function 3: Student scheduled appointments & walk-in inquiries (FYSP, Advising, First-Generation, Academic Support, etc.)
      i. What: Student appointments & “walk-in inquires” will be conducted remotely
      ii. How: ASC will utilize Zoom to meet with students; Program participants will receive instructions on remote protocols; ASC website and Pathways campaigns will promote ASC staff availability for appointments and “walk-in” inquiries
      iii. Number of people/positions required on campus: N/A
      iv. Building: N/A
   d. Function 4: Paraprofessional Work (Peer Mentors, Interns, Tutors, Office Workers)
      i. What: No work will be conducted on site; no in-person, student-student meetings will occur
      ii. How: Students will complete work remotely, including holding mentoring and tutoring meetings remotely via Zoom, tutoring platform, or other online tool
      iii. Number of people/positions required on campus: N/A
      iv. Buildings: N/A
   e. Function 5: Course instruction (CAS 1917, INDIST 0004, CAS 0906)
      i. What: Course instruction is conducted remotely.
Instructors will utilize Zoom to conduct synchronous lectures and Canvas to support other class activities.

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

Buildings: N/A

2. Elevated Risk Posture
   a. Function 1: General ASC operations
      i. What: Student & staff utilization of ASC’s physical space will cease.
      ii. How: The ASC space is closed, including common study space, offices, computer lab, tutoring spaces, etc.
      iii. Number of people/positions required on campus: N/A
      iv. Building: Owen
   b. Function 3: First at Pitt-Johnstown
      i. What: All support services for first-generation students conducted remotely
      ii. How: Course instruction will be conducted via Zoom and Canvas; individual and group meetings will occur via Zoom; various methods of online communication will be employed
      iii. Number of people/positions required on campus: N/A
      iv. Building: N/A
   c. Function 4: Student scheduled appointments & walk-in inquiries (FYSP, Advising, First-Generation, Academic Support, etc.)
      i. What: Student appointments & “walk-in inquires” will be conducted remotely
      ii. How: ASC will utilize Zoom to meet with students; Program participants will receive instructions on remote protocols; ASC website and Pathways campaigns will promote ASC staff availability for appointments and “walk-in” inquiries
      iii. Number of people/positions required on campus: N/A
      iv. Building: N/A
   d. Function 5: Paraprofessional Work (Peer Mentors, Interns, Tutors, Office Workers)
      i. What: No work will be conducted on site; no in-person student-student meetings will occur
      ii. How: Students will complete work remotely, including holding mentoring and tutoring meetings remotely via Zoom, tutoring platform, or other online tool
      iii. Number of people/positions required on campus: N/A
      iv. Building: N/A
   e. Function 6: Course instruction (CAS 1917, INDIST 0004, CAS 0906)
      i. What: Course instruction will occur remotely.
      ii. Instructors will utilize Zoom to conduct synchronous lectures and Canvas to support other class activities.
      iii. Number of people/positions required on campus: Course instructor
      iv. Building: Owen, G-25 and ASC Learning Lab

3. Guarded Risk Posture
   a. Function 1: General ASC operations
      i. What: Student & staff utilization of ASC’s physical space
      ii. How: ASC will be present in offices and general ASC areas, following physical distancing rules, to meet with students and to respond to student needs. ASC staff will work a staggered schedule, with counselors working on site on days of classroom instruction. Students can access computer lab, tutoring, and other services on a limited basis.
      iii. Number of people/positions required on campus: 4 staff will be on site on any given day, Monday-Friday.
      iv. Building: Owen, ASC
   b. Function 3: First at Pitt-Johnstown
      i. What: All support services for first-generation students will be conducted in person when physical distancing can occur.
      ii. How: Course instruction will be conducted in person; individual and group meetings will occur in person, utilizing appropriate physical distancing and wearing face coverings
iii. Number of people/positions required on campus: 1 Academic Counselor
iv. Building: Owen, ASC
c. Function 3: Student scheduled appointments & walk-in inquiries (FYSP, Advising, First-Generation, Academic Support, etc.)
   i. What: Student appointments & “walk-in inquires” will be conducted remotely
   ii. How: ASC will utilize Zoom to meet with students; Program participants will receive instructions on remote protocols; ASC website and Pathways campaigns will promote ASC staff availability for appointments and “walk-in” inquiries
   iii. Number of people/positions required on campus: Staff will do this work on site on days they also are on campus to teach. Monday-Friday
iv. Building: Owen, ASC
d. Function 4: Paraprofessional Work (Peer Mentors, Interns, Tutors, Office Workers)
   i. What: In-person student-student meetings will occur when spaces are available to allow for physical distancing
   ii. How: All paraprofessional meetings will follow a schedule, outlining time and location of meeting. If adequate space is not available, meetings may occur remotely. Front desk student workers will be scheduled to work when ASC staff assistant is not on-site.
   iii. Number of people/positions required on campus: varies
iv. Building: N/A
e. Function 5: Course instruction (CAS 1917, INDIST 0004, CAS 0906)
   i. What: Course instruction is conducted in person if classroom space will allow.
   ii. Instructors will utilize Zoom to conduct lectures in person, allowing access for any student who might need to join remotely.
   iii. Number of people/positions required on campus: Each instructor
iv. Building: Owen, G-25 and ASC Learning Lab

III. Functions in Each Operational Posture: ASC Non-Tutoring Functions

1. High Risk Posture
   a. Hiring & Training Peer Tutors
      i. Only tutors who have completed the required documentation for Human Resources will work as tutors. No new tutors will be hired. All tutor trainings will be offered in a remote format.
      ii. Remote instruction including Zoom and Canvas.
      iii. None
      iv. None
   b. Tutoring Support Services
      i. All tutoring services will be modified and offered in a remote format.
      ii. Tutors will work with faculty, tutees, and the tutoring coordinator to use Zoom and the Pitt Tutoring Platform to transition services.
      iii. None
      iv. None
   c. Tutoring Payroll
      i. Tutor session reports, hours, and timecards will be submitted remotely.
      ii. Session reports will be recorded in Qualtrics. Student Payroll Coordinators will access the Tutoring Support System remotely to track and approve hours and timecards.
      iii. None
      iv. None

2. Elevated Risk Posture
   a. Hiring & Training Peer Tutors
      i. Any student who is offered a peer tutoring position will have the opportunity to be hired and complete the required documentation for Human Resources. All tutor trainings will be offered in a remote format.
      ii. Remote instruction including Zoom and Canvas.
      iii. Tutoring Coordinator, Human Resources Staff as needed to complete hiring paperwork, by appointment.
iv. Owen Library (Academic Success Center), Blackington
b. Tutoring Support Services
   i. Supplemental Instruction and drop-in tutoring will be modified and offered in a remote format. One-on-one and small group tutoring may occur in-person, but no tutor or tutee will be required to meet in-person.
   ii. Tutors will work with faculty, tutees, and the tutoring coordinator to use Zoom and the Pitt Tutoring Platform to transition services.
   iii. As many tutors and tutees who elect to meet in-person
   iv. Any academic building

c. Tutoring Payroll
   i. Tutor session reports, hours, and timecards will be submitted remotely.
   ii. Session reports will be recorded in Qualtrics. Student Payroll Coordinators will work in the ASC to track and approve hours and timecards.
   iii. 0
   iv. Owen Library (Academic Success Center)

3. Guarded Risk Posture
   a. Hiring & Training Peer Tutors
      i. Any student who is offered a peer tutoring position will have the opportunity to be hired and complete the required documentation for Human Resources. All tutor trainings will be offered in a remote format.
      ii. Remote instruction including Zoom and Canvas.
      iii. Tutoring Coordinator, Human Resources Staff to facilitate hiring new tutors
      iv. Owen Library (Academic Success Center), Blackington

b. Tutoring Support Services
   i. All tutors and tutees will be given the option to meet in-person or remotely. Tutors for Drop-In and Supplemental Instruction must manage session size to ensure that physical distancing/room capacities are not exceeded. In addition, the services must also be offered in a remote format for those who are unable to attend in-person.
   ii. Tutors will work with faculty, tutees, and the tutoring coordinator to use Zoom and the Pitt Tutoring Platform to offer services both in-person and remotely.
   iii. As many tutors and tutees who elect to meet in-person
   iv. Any Academic Building

c. Tutoring Payroll
   i. Tutor session reports, hours, and timecards will be submitted remotely.
   ii. Session reports will be recorded in Qualtrics. Student Payroll Coordinators will work in the ASC to track and approve hours and timecards.
   iii. 3 (Tutoring Coordinator, 2 Student Payroll Coordinators) to manage tutoring payroll (and other tutoring operations)
   iv. Owen Library (Academic Success Center)

IV. 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

In High Risk and Elevated Postures, the ASC’s physical space is closed and most functions are conducted remotely. Course instruction will take place in a hybrid format under Elevated Risk and transition to remote instruction under High Risk.
Risk Posture. Under Guarded Risk, staff and paraprofessionals will work on-site with students with limitations, including physical distancing and staggered scheduling. Employees working on campus under Guarded Risk will complete training modules and comply with the University’s Health and Personnel Standards and Guidelines. Staff will be notified one week in advance of the need to return to campus.

V. Stakeholder Outreach

Students are our primary stakeholders. A shift in operational posture necessitating remote interactions will be communicated to students via email, text, and phone calls, when necessary. The ASC website will be updated to reflect the current status of operations and will include instructions for communicating and scheduling appointments with staff.

VI. Monitoring and Amendment

Any revisions to this plan must be approved by the Vice President of Academic Affairs, the Johnstown Campus President and the Provost and Senior Vice Chancellor.
Office of Communications Area Activity Plan

I. Overview
   1. Name of Activity Area: Office of Communications (OC)
   2. Name of Activity Area Lead: Eric Sloss
   3. Name of individual submitting Activity Area Plan: Eric Sloss
   4. Date of submission: August 10, 2020
   5. Revision of a previously approved Activity Area Plan? No
   6. With limited exceptions, personnel within the OC will work remotely.
   7. As the lead of this activity area, I hereby confirm that OC will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, OHR 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

Outline
High Risk Posture
Function 1
   i. What: Ad hoc access to building to obtain supplies, maintain computer equipment, and address other needs that may arise
   ii. How: On-site, physical handling of supplies and equipment
iii. Number of people/positions required on campus: 1-2 people per instance of need, to be confirmed and approved by Executive Director for Communication and Public Relations; physical presence required only infrequently
iv. Building: Blackington Hall (various locations throughout)

Function 2

i. What: Collection of mail, voice mail, and use custom computer programs
ii. How: once-per-week trips to OC to use design programs and other custom computer programs on desktop computers
iii. Number of people/positions required on campus: 2 people, one or two visits each per week which will be staggered on different days
iv. Building: Blackington Hall suite 266

Elevated Risk Posture

Function 1

i. What: Ad hoc access to supplies and maintenance of computer equipment
ii. How: On-site, physical handling of supplies and equipment
iii. Number of people/positions required on campus: 1-2 people per instance of need, to be confirmed and approved by Executive Director for Communication and Public Relations; physical presence required only infrequently
iv. Building: Blackington Hall (various locations throughout)

Function 2

i. What: Collection of mail, faxes, etc. and use custom computer programs
ii. How: once-per-week trips to OC by one representative
iii. Number of people/positions required on campus: 2 people, one visit each per week
iv. Building: Blackington Hall suite 266
Guarded Risk Posture
Function 1
i. What: Ad hoc access to supplies, design programs on computers, and maintenance of computer equipment
ii. How: 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 only infrequently;
iv. Building: Blackington Hall (various locations throughout)
Function 2
i. What: Collection of mail, faxes, etc. and use custom computer programs
ii. How: once-per-week trips to OC by one representative
iii. Number of people/positions required on campus: 2 people, one visit each per week
iv. Building: Blackington Hall suite 266

III. 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

Most of the work from OC staff can be done remotely. Specialty technology requires some on campus work in each posture, which will be coordinated with small staff to assure physical distancing and dedensification. Alternative design programs that can be accessed remotely will be substituted in some cases during High Risk and Elevated postures where practicable.

I. Stakeholder Outreach

Key stakeholders include faculty, staff, students, student interns, media representatives and other tertiary stakeholders (alumni, board members, vendors) that the OC interacts with. We’ll continue to use remote technology like Teams, Basecamp, Pitt Box, Zoom and other support systems to keep stakeholders engaged.

II. 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 Johnstown Campus President and the Provost and Senior Vice Chancellor.
Finance and Administration Activity Area Plan

I. Overview

1. Activity Area: UPJ Finance and Administration
2. Lead: Amy Buxbaum
3. Submitter of Area Activity Plan: Amy Buxbaum
4. Date of submission: 8-10-20
5. Revision of a previously approved Activity Area Plan? No
6. Summary of plan:

- The primary working condition for Finance and Administration will be continuing Work From Home in all three operational postures.
- When work from campus is required, access will be coordinated with others in the office suite to reduce opportunities for physical encounters.
- Continuing use of IT from home, primarily Microsoft Office Suite products and University Web-Based applications.

7. As the lead of this activity area, I hereby confirm that UPJ Finance and Administration will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, UPJ Finance and Administration 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

III. High, Elevated, and Guarded Risk Posture

a. General Administration
   i. Planning, Budgeting, Reporting, Risk Management, Grant Administration
   ii. Work from home
   iii. 2 people on campus, at staggered times, as required to perform limited essential tasks such as cash reporting and receiving mail.
   iv. Blackington Hall, Student Union
b. Facility Supervision
   i. Review Conditions to Inform Decisions on Construction, Renovation, Maintenance or Space Use
   ii. In Person, emergency only
   iii. 1 – Amy Buxbaum
   iv. All

Finance and Administration AAP
7-17-20
c. Title IX
   i. Educational Programs, Procedural Administration
   ii. Remote via Computer
   iii. 0
   iv. 0
d. Function
   i. Unit Supervision and Oversight
   ii. Remote via Computer/Zoom/Email/etc
   iii. 0
   iv. 0

IV. Transitions between Operational Postures

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

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

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

Size of unit is only two people, and work will continue to be carried out primarily from home in all three postures.

V. Stakeholder Outreach

Unit stakeholders are whole campus. We will advise of opportunities to reach personnel through telephone and electronic communications on an on-going basis through each posture.

VI. Monitoring and Amendment

Revisions to plan will be reviewed by Campus President and approved by the Provost and Senior Vice Chancellor.
I. Overview

1. Activity Area: Blackington Hall, Admissions
2. Lead: Robert Beener
3. Submitter of Area Activity Plan: Brett Haselrig
4. Date of submission: August 10, 2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary of plan:
   - Prospective student and family engagement
   - Mail Processing
   - Check Processing
   - Application credential processing
   - Letter Generation
   - Computer Equipment/Maintenance

7. As the lead of this activity area, I hereby confirm that Admissions Welcome Center will commit to following the University's Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, Admissions Welcome Center employees will:
   a. Wear face coverings in the presence of any other individual, and as they enter and leave buildings
   b. Adhere to all physical distancing, safety, and hygiene signage
   c. Use physical barriers or maintain six feet of physical distance while engaging with others
   d. Clean their personal and office spaces at the beginning and end of work periods

II. Functions in Each Operational Posture

1. High Risk Posture

Admissions Welcome Center Recruitment & Operational Staff. All staff (Operations & Recruitment) will be notified by the Director of Enrollment Operations via email if we are in a High Risk Posture. All staff will be working remotely except those designated as essential for the activities listed below.
a. Function One: Incoming Mail Pick-Up
   i. Incoming Mail picked up at Student Union and delivered to Blackington hall
   ii. Performed weekly (currently every Thursday)
   iii. 1-2 staff designated as essential
   iv. Blackington Hall and the Student Union (mailroom pick-up)

b. Function Two: Mail Processing
   i. Transcripts and other application documents processed
   ii. Transcripts & other application document scanned using a network scanner in the Admissions Welcome Center, Blackington Hall
   iii. 1-2 staff designated as essential
   iv. Blackington Hall

c. Function Three: Essential Mailing
   i. Mailings, i.e. Acceptance Packets, printed and assembled
   ii. Using Welcome Center printers
   iii. 1-2 staff designated as essential
   iv. Blackington Hall, Student Union

2. Elevated Risk Posture

a. Function One: Incoming Mail Pick-Up
   i. Incoming Mail picked up at Student Union and delivered to Blackington hall
   ii. Performed weekly (currently every Thursday)
   iii. 1-2 staff designated as essential
   iv. Blackington Hall and the Student Union (mailroom pick-up)

b. Function Two: Mail Processing
   i. Transcripts and other application documents processed
   ii. Transcripts & other application document scanned using a network scanner in the Admissions Welcome Center, Blackington Hall
   iii. 1-2 staff designated as essential
   iv. Blackington Hall

c. Function Three: Essential Mailing
   i. Mailings, i.e. Acceptance Packets, printed and assembled
   ii. Using Welcome Center printers
   iii. 1-2 staff designated as essential
   iv. Blackington Hall, Student Union

3. Guarded Risk Posture

a. Function One: Incoming Mail Pick-Up
   i. Incoming Mail picked up at Student Union and delivered to Blackington hall
   ii. Performed weekly (currently every Thursday)
   iii. 1-2 staff designated as essential
   iv. Blackington Hall and the Student Union (mailroom pick-up)

b. Function Two: Mail Processing
i. Transcripts and other application documents processed
ii. Transcripts & other application document scanned using a network scanner in the Admissions Welcome Center, Blackington Hall
iii. 1-2 staff designated as essential
iv. Blackington Hall

Function Three: Essential Mailing
i. Mailings, i.e. Acceptance Packets, printed and assembled
ii. Using Welcome Center printers
iii. 1-2 staff designated as essential
iv. Blackington Hall, Student Union

Function Four: Visitor Engagement
i. Visitors Welcomed to Campus
ii. Following the University’s established HealthCare and Personnel Standards and Guidelines a limited number of prospective student campus visitors will be welcomed daily
iii. 3 staff and 1 student worker
iv. Blackington Hall and other approved campus buildings following strict access 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:

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

All staff will continue to work remotely, when possible, in all Operational Postures. Welcome Center staff will be notified via e-mail regarding any changes in the Pitt-Johnstown Operational Posture.

IV. Stakeholder Outreach

Key stakeholders include, Pitt-Johnstown faculty, staff, and students as well as prospective students, high school faculty and college counselors. Pitt-Johnstown community stakeholders will
be made aware, via internal e-mail, of any changes to Welcome Center operations impacted by changes in Operational Posture. Prospective students and parents, college counselors part of our inquiry pool will be made aware of changes in Operational Posture via the SalesForce Marketing Cloud tool. Other stakeholders will find information regarding Operating Postures on the University Web-site and the Admissions Homepage. Additionally we will use social media channels to announce Operational Posture updates to any/all stakeholders.

V. Monitoring and Amendment

Any changes to this plan must be reviewed by the Johnstown Campus President and Approved by the Provost and Senior Vice Chancellor.
Business Office

I. Overview

1. Activity Area: Business Office
2. Lead: Amanda Reed
3. Submitter of Area Activity Plan: Amanda Reed
4. Date of submission: 8-10-20
5. Revision of a previously approved Activity Area Plan?: No
6. Summary of plan:

With limited exception as detailed below, personnel within the Business Office will work from home for the duration of the COVID-19 pandemic, regardless of the University’s operating posture.

7. As the lead of this activity area, I hereby confirm that the Business Office will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, Business Office 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

High Risk Posture
a. Function 1
   i. What: Ad hoc access to building to print checks, review and mail checks, complete bank deposits, obtain supplies, maintain computer equipment, and address other needs that may arise
   ii. How: On-site, physical handling of supplies and equipment
   iii. Number of people: One person per visit as necessary. Potential for three different individuals going in on rotating days. Physical presence required no more than once per week per person. Permission for access must be granted by VP of Finance and Administration.
   iv. Building: Blackington Hall and Student Union
b. Function 2
   i. What: Provision of all other services
   ii. How: remote work posture
   iii. Number of people required on campus: 0
   iv. Building: NA
**Elevated Risk Posture**

c. Function 1  
   i. What: Ad hoc access to building to print checks, review and mail checks, complete bank deposits, obtain supplies, maintain computer equipment, and address other needs that may arise.  
   ii. How: On-site, physical handling of supplies and equipment  
   iii. Number of people: One person per visit as necessary. Potential for three different individuals going in on rotating days. Physical presence required no more than once per week per person. Permission for access must be granted by VP of Finance and Administration.  
   iv. Buildings: Blackington Hall and Student Union  

d. Function 2  
   i. What: Provision of all other services  
   ii. How: remote work posture  
   iii. Number of people required on campus: 0  
   iv. Building: NA

**Guarded Risk Posture**

e. Function 1  
   i. What: Ad hoc access to building to print checks, review and mail checks, complete bank deposits, obtain supplies, maintain computer equipment and address other needs that may arise. When necessary, in person cash depositing may occur.  
   ii. How: On-site, physical handling of supplies and equipment. Scheduled meeting times for in person cash depositing. All University Health Standards and Guidelines will be followed. In person interactions will be less than 15 minutes.  
   iii. Number of people: One person per visit as necessary. Potential for three different individuals going in on rotating days. Physical presence required no more than once per week per person. Two individuals will be onsite for large cash deposits. Permission for access must be granted by VP of Finance and Administration.  
   iv. Buildings: Blackington Hall and Student Union  

f. Function 2  
   i. What: Provision of all other services  
   ii. How: remote work posture  
   iii. Number of people required on campus: 0  
   iv. Building: NA

**III. Transitions between Operational Postures**

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

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

As risk levels increase:

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

The only change as risk posture shifts is that appointments may be made for cash depositing in guarded risk posture. If cash deposits will be accepted, Business Office staff will be notified. They will also be notified of any increase in risk posture and that cash deposits will no longer be accepted.

IV. Stakeholder Outreach

Stakeholders of the Business Office include, students and their families, outside vendors, and University employees. Notification of the Business Office’s remote-work status has been communicated on our webpage: https://www.johnstown.pitt.edu/businessoffice

V. Monitoring and Amendment

Any revisions to this plan must be approved by the Vice President of Finance and Administration, the Johnstown Campus President and the Provost and Senior Vice Chancellor.
I. Overview

1. Activity Area: Conference Services
2. Lead: Kathleen Clawson
3. Submitter of Area Activity Plan: Kathleen Clawson
4. Date of submission: 8/10/20
5. Revision of a previously approved Activity Area Plan? No
6. Summary of plan:

- University (internal) in-person events on campus: Conference Services’ on-campus work posture is dependent upon how many in-person on-campus events are being held. The more events taking place will require more Conference Services employees to be on campus to support the events (setup AV equipment, oversee room setup, oversee catering orders, etc.) Event scheduling, ad-hoc room bookings, and most pre-event planning can take place remotely.

- 3rd Party (external) in-person events on campus: Due to limited space availability and the overarching goal of mitigation efforts aimed at keeping the University’s faculty, staff, and students safe, external events will not be held on campus during the COVID-19 pandemic.

7. Continuing Medical Education Program: CE courses only resume in the Guarded Posture on a limited basis for the University community (Nursing & Respiratory Students)

- University vehicle rental program only resumes in the Guarded posture.

8. As the lead of this activity area, I hereby confirm that Conference Services will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. While on campus, Conference 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: Mail collection
      ii. How it is being done: Once per week trips by one person on the designated mail collection day.
iii. Number of people/positions required on campus: 1
iv. Buildings: Student Union

b. Function 2
   i. What is being done: University (internal) event scheduling & support
   ii. How it is being done: No in-person internal events taking place on campus. All administrative and strategic work being done remotely.
   iii. Number of people/positions required on campus: 0
   iv. Buildings: N/A

c. Function 3
   i. What is being done: 3rd Party (external) event scheduling & support
   ii. How it is being done: No in-person external events taking place on campus. All administrative and strategic work being done remotely.
   iii. Number of people/positions required on campus: 0
   iv. Buildings: N/A

d. Function 4
   i. What is being done: Continuing Medical Education program
   ii. How it is being done: No CE courses taking place. All administrative and strategic work being done remotely.
   iii. Number of people/positions required on campus: 0
   iv. Buildings: N/A

e. Function 5
   i. What is being done: University vehicle rental program
   ii. How it is being done: International, domestic or campus-to-campus travel are not permitted. Exceptions may be granted by the overseeing member of the Senior Leadership Team if the travel is necessary to fulfill a primary job function and provide crucial support to the University. Conference Services will adhere to guidelines put forth by Pitt Auxiliary Operations and Finance/Parking Transportation and Services.
   iii. Number of people/positions required on campus: 0 (1 to facilitate van prep and key distribution only if vehicle rental is granted)
   iv. Buildings: N/A (LLC Conference Services Office if vehicle rental is granted)

2. Elevated Risk Posture
   a. Function 1
      i. What is being done: Mail collection
      ii. How it is being done: Once per week trips by one person on the designated mail collection day.
      iii. Number of people/positions required on campus: 1
      iv. Buildings: Student Union
b. Function 2
   i. What is being done: University (internal) event scheduling & support
   ii. How it is being done: No in-person internal events of more than 25 people
       taking place on campus. All events will adhere to all guidelines outlined
       under Pennsylvania’s yellow phase, (https://www.governor.pa.gov/covid-19/
       restaurant-industry-guidance/) as well as forthcoming University standards
       and guidelines on Meeting, Events, Conferences and Travel. Physical
       distancing room setups, required face coverings, recommended catering
       modifications, frequent sanitization of high touch surfaces, event owner
       must obtain names and contact information of all attendees will be
       incorporated. Most administrative and strategic work being done remotely.
   iii. Number of people/positions required on campus: Number is dependent upon
       how many events are taking place, but minimum of 1 staff member in the
       office per day and 1-2 student employees at one time.
   iv. Buildings: Living/Learning Center (LLC) and locations of scheduled events

c. Function 3
   i. What is being done: 3rd Party (external) event scheduling & support
   ii. How it is being done: No in-person external events taking place on campus. Most
       administrative and strategic work being done remotely.
   iii. Number of people/positions required on campus: 0
   iv. Buildings: N/A

d. Function 4
   i. What is being done: Continuing Medical Education program
   ii. How it is being done: No CE classes taking place. All administrative and
       strategic work being done remotely.
   iii. Number of people/positions required on campus: 0
   iv. Buildings: N/A

e. Function 5
   i. What is being done: University vehicle rental program
   ii. How it is being done: International, domestic or campus-to-campus travel is
       restricted to that necessary to fulfill a primary job function and approved by
       the overseeing member of the Senior Leadership Team or their designee.
       Conference Services will adhere to guidelines put forth by Pitt Auxiliary
       Operations and Finance/Parking Transportation and Services.
   iii. Number of people/positions required on campus: 0 (1 if vehicle rental is
       granted)
   iv. Buildings: N/A (LLC Conference Services Office if vehicle rental is
       granted)

3. Guarded Risk Posture
   a. Function 1
      i. What is being done: Mail collection
ii. How it is being done: Once per week trips by one person on the designated mail collection day.

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

iv. Buildings: Student Union

b. Function 2
   i. What is being done: *Internal event scheduling & support*
   ii. How it is being done: No in-person internal events of more than 250 people taking place on campus. Will adhere to all guidelines outlined under Pennsylvania’s green phase (https://www.governor.pa.gov/covid-19/restaurant-industry-guidance/), such as proper social distancing room setups, masks required, recommended catering modifications, frequent sanitization of high touch surfaces, event owner must obtain names and contact information of all attendees. Some administrative and strategic work being done remotely.
   iii. Number of people/positions required on campus: Number is dependent upon how many events are taking place with minimum of 1 staff member in the office per day and 1-2 student employees at one time.
   iv. Buildings: LLC Conference Services office, AV closets, and locations of scheduled events

c. Function 3
   i. What is being done: *3rd Party (external) event scheduling & support*
   ii. How it is being done: No in-person external events taking place on campus. Some administrative and strategic work being done remotely.
   iii. Number of people/positions required on campus: 0
   iv. Buildings: N/A

d. Function 4
   i. What is being done: *Continuing Medical Education program*
   ii. How it is being done: CE classes taking place with proper social distancing setups used, face coverings required, regular sanitization of high touch surfaces, recommended catering modifications in place, event owner must obtain names and contact information of all attendees. Some administrative and strategic work being done remotely.
   iii. Number of people/positions required on campus: 1-2
   iv. Buildings: LLC Conference Services office, AV closets, and locations of scheduled events

e. Function 5
   i. What is being done: *University vehicle rental program*
   ii. How it is being done: University-related travel is permitted if approved by an individual’s unit, following the process outlined in the unit’s Activity Area Plan. Conference Services will adhere to guidelines put forth by Pitt Auxiliary Operations and Finance/Parking Transportation and Services.
iii. Number of people/positions required on campus: 0 (1 if vehicle rental is granted)
iv. Buildings: N/A (LLC Conference Services Office if vehicle rental is granted)

III. Transitions between Operational Postures

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

As risk levels decline:

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

   As risk levels increase:

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

Upon the university shifting postures due to change in risk levels, the Conference Services employees will notify all event contacts, van renters, and CE course leaders of necessary changes and impacts pertaining to each.

IV. Stakeholder Outreach

Conference Services stakeholders include faculty, staff, student organizations, and external clients. Faculty, staff, and students will be included in all university communications regarding shifts in operational posture. Conference Services will also personally connect with each appropriate faculty/staff member, student organizer, and external contact person regarding specific impacts pertaining to their event, room booking, CE class, or van reservation.

V. Monitoring and Amendment

Any revisions to this plan must be approved by the Vice President of Finance and Administration, the Johnstown Campus President and the Provost and Senior Vice Chancellor.
Johnstown Facilities Management Activity Area Plan

I. Overview

1. Activity Area: 
2. Lead: 
3. Submitter of Area Activity Plan: 
4. Date of submission: 
5. Revision of a previously approved Activity Area Plan: 
6. Summary of plan:

Facilities Management is comprised of three essential bargaining unit employee workgroups (Custodial, Grounds, and Maintenance) and six Supervisory employees. All essential employees will work on-campus under the terms and conditions of the collective bargaining agreement. Supervisory employees will work both on-campus/in their office or remotely regardless of the University’s operating posture.

As the lead of this activity area, I hereby confirm that Johnstown Facilities Management will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines. While working on campus, all Facilities employees will follow all protocols, practices, and guidance as outlined by: https://www.coronavirus.pitt.edu/, Environmental Health and Safety Department, and Oakland Facilities Management. Specifically, Facilities employees will wear face covering in the presence of any other individual, and as they enter and leave buildings, adhere to all physical distancing, safety, and hygiene signage, use physical barriers or maintain six feet of physical distance while engaging others, and clean their personal and office spaces at the beginning and end of work periods.

7. As the lead of this activity area, I hereby confirm that UPJ Facilities Management will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, UPJ Facilities Management 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
      i. Essential job functions by Custodial, Grounds, and Maintenance employees to support the essential campus infrastructure and building operations. The following standards and guidelines will be followed:
         https://www.policy.pitt.edu/sites/default/files/covid/Cleaning%20Disinfection%20Hygiene%20FINAL.pdf
         Supervisory employees will report to campus based off of operational needs ranging from in office 1-5 times per week to serve in a Supervisory role and perform administrative functions.
      ii. On-Campus for essential bargaining unit employees and remote work as directed for Supervisory employees.
      iii. Fifty (50) bargaining unit employees and up to six (6) Supervisory employees
      iv. All campus buildings and grounds

2. Elevated Risk Posture
   a. Function
      i. Essential job functions by Custodial, Grounds, and Maintenance employees to support the essential campus infrastructure and building operations. The following standards and guidelines will be followed:
         https://www.policy.pitt.edu/sites/default/files/covid/Cleaning%20Disinfection%20Hygiene%20FINAL.pdf
         Supervisory employees will report to campus based off of operational needs ranging from in office 1-5 times per week to serve in a Supervisory role and perform administrative functions.
      ii. On-Campus for essential bargaining unit employees and remote work as directed for Supervisory employees.
      iii. Fifty (50) bargaining unit employees and up to six (6) Supervisory employees
      iv. All campus buildings and grounds

3. Guarded Risk Posture
   a. Function
      i. Essential job functions by Custodial, Grounds, and Maintenance employees to support the essential campus infrastructure and
building operations. The following standards and guidelines will be followed:
https://www.policy.pitt.edu/sites/default/files/covid/Cleaning%20Disinfection%20Hygiene%20FINAL.pdf

Supervisory employees will report to campus based off of operational needs ranging from in office 1-5 times per week to serve in a Supervisory role and perform administrative functions.

i. On-Campus for essential bargaining unit employees and remote work as directed for Supervisory employees.

ii. Fifty (50) bargaining unit employees and up to six (6) Supervisory employees

iii. All campus buildings and grounds

III. Transitions between Operational Postures

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

As risk levels decline:

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

As risk levels increase:

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

Any and all shifts in posture will prompt communication to all Facilities employees via an official University Department memo. Essential employees will continue to function in normal capacity supporting essential building functions/operations and following all University protocols pertaining to COVID-19. Supervisory employees working remotely and returning to campus to work will need to complete training modules, daily self-attestation forms, and comply with the University’s Health and Personnel Standards and Guidelines.

IV. Stakeholder Outreach
Stakeholders of Johnstown Facilities Management include University employees and Contractors/Vendors/Suppliers. Notification of Johnstown Facilities Management employees remote-work status, as dictated by operational need, not to include bargaining unit members employees, have been communicated broadly and indicated prominently via: https://www.johnstown.pitt.edu/staff-faq. Notification to contractors/vendors/suppliers/other operational business matters have been notified that to conduct work on campus or visit campus, the respective stakeholder(s) must complete a required PROVIDER COVENANT TO COMPLY WITH COVID-19 POLICIES AND PROCEDURES.

V. Monitoring and Amendment

Any revisions to this plan must be approved by the Vice President for Finance and Administration the Johnstown Campus President and the Provost and Senior Vice Chancellor.
Financial Aid Office Activity Area Plan

I. Overview

1. Activity Area: Pitt Johnstown Financial Aid Office
2. Area Lead: Joni L. Trovato, Director
3. Submitter of Activity Area Plan: Joni L. Trovato
4. Date of submission: August 10, 2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary plan: With limited exceptions highlighted below, personnel within the Financial Aid Office will work from home for the duration of the COVID-19 pandemic, regardless of the University’s operating posture.
7. As the lead of this activity area, I hereby confirm that Financial Aid will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, Financial Aid 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 workdays

II. Functions in Each Operational Posture

1. High, Elevated and Guarded Risk Posture
   a. Function 1
      i. What: Collection of mail, faxes, etc. in support of Financial Aid functions and operations
      ii. How: Once per week trips to mailroom and Financial Aid office by one representative of the Financial Aid Office
      iii. Number of people/positions required on campus: 1-2 people per instance of need; physical presence required only infrequently; permission for access must be granted by Director, facilitated in cooperation with Campus Police or Facilities Management
      iv. Buildings: Blackington Hall and Student Union
   b. Function 2
      i. What: Ad hoc access to building to obtain supplies, maintain or use computer equipment, and address other needs that may arise
      ii. How: 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 only infrequently,
permissions for access must be granted by Director, facilitated in cooperation with Campus Police/Facilities Management

   iv. Building: Blackington Hall
   
   c. Function 3
      i. What: Services to customers
      ii. How: Remote work posture via telephone and email
      iii. Number of people/positions required on campus: 0
      iv. Building: NA

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

No function within the Financial Aid Office is impacted by a shift in posture.

In the event employees are required to return to campus, they 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 and will be informed of the time their presence is required on any given day 24 hours in advance of each required appearance.
IV. Stakeholder Outreach

Stakeholders of the Financial Aid Office include staff, faculty, and students. Notification of the Financial Aid office’s remote work status has been communicated broadly and is indicated prominently at the top of the home page of our website: https://www.johnstown.pitt.edu/financialaid

V. Monitoring and Amendment

The Director of Financial Aid is responsible for monitoring compliance with their activity area plan. Any revisions to this plan must be approved by the Vice President of Finance and Administration, the Johnstown Campus President and the Provost and Senior Vice Chancellor.
Human Resources Pitt-Johnstown

I. Overview

1. Activity Area: Human Resources Pitt-Johnstown

2. Lead: Pamela Jeanne Sabol

3. Submitter of Area Activity Plan: Pamela Jeanne Sabol

4. Date of submission: 08/10/2020

5. Revision of a previously approved Activity Area Plan? No

6. Summary of plan:

   Pitt-Johnstown HR will primarily work remotely during all 3 levels of risk. However, occasional on-campus presence will be required as outlined in our areas of function, the physical necessity to view I-9 documents when new hires must fulfill the I-9 requirement to show document to a University representative in person. Limits will be placed on office staffing with just one employee as needed and one visitor in the office.

7. As the lead of this activity area, I hereby confirm that the Office of Human Resources will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, the Office of 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

1. High, Elevated and Guarded Risk Posture

   a. Function 1
      i. As necessary access to building to obtain supplies, review physical files and address others needs that may arise.
      ii. On-site, physical handling of supplies and equipment
      iii. One person per instance of need, physical presence required only infrequently; permission for access must be granted by Director of Human Resources with notification to Campus Police.
      iv. Blackington
   b. Function 2
      i. Collection of mail, faxes, etc.
ii. Every other week; On-site

iii. One person, one visit per every other week. Access facilitate in cooperation with Campus Police and with prior approval of supervisor.

iv. Blackington
c. Function 3

i. Processing and verification of I-9 forms for new employees, and reverification of I-9s for new student, staff or faculty employees.

ii. When student hiring begins and part-time faculty need to complete I-9s, one staff member will work in-person each day while the other two work remotely. In this manner, someone will be present to view the I-9 documents. Appointments will be required to limit the amount of time the HR staff member will be required in the office. Both employees and new hires will always practice social distancing and wear face coverings.

iii. One HR employee working with one student employee for a minimal amount of time.

iv. Blackington

III. Transitions between Operational Postures

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

As risk levels decline:

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

As risk levels increase:

1. Shift from Guarded Risk Posture to Elevated Risk Posture
2. Shift from Elevated Risk Posture to High Risk Posture
Though the operations of the Office of Human Resources will not change significantly with a change in operational posture, employees will be notified as soon as possible when risk levels are changed, and the courses of action will be explained based on the level of risk.

IV. Stakeholder Outreach

Students, staff and faculty as well as former staff and faculty. Communication will be done via email as necessary or by posting signs on the office door with any specific instructions as to office availability and how to contact staff members.

V. Monitoring and Amendment

Any changes to this document will be approved by Senior Management, the Johnstown Campus President and the Provost and Senior Vice Chancellor, prior to implementation or change.
UPJ Information Technology

I. Overview

1. Activity Area: Pitt-Johnstown IT
2. Lead: Dr. J. Jeffrey Sernell, AVP
3. Submitter of Area Activity Plan: Dr. J. Jeffrey Sernell
4. Date of submission: 8/10/20
5. Revision of a previously approved Activity Area Plan? No
6. Summary of plan:

The staff of Pitt-Johnstown Information Technology will appropriately apply work-from-home protocols in conjunction with posture-based needs for on-campus support of technology. Varying levels of on-campus presence are detailed for units within Information Technology relevant to each risk posture.

7. As the lead of this activity area, I hereby confirm that PJIT will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, PJIT 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: Support Desk Operations
      ii. How: All units will monitor Support Desk activity remotely and respond to user tickets submitted via web, text, phone and email. PJIT staff will contact users via phone, email and text as appropriate for problem resolution.
      iii. Number of people/positions required on campus: PJIT staff will handle the majority of Support Desk tickets remotely. It is possible that certain issues will need 1-2 technicians on campus to correct a problem. These events will be a ‘fast-in’ and ‘fast-out’ situation following all appropriate University COVID-19 protocols and will

[Unit AAP] 1

Date
require permission from the Associate Vice President for Information Technology.


b. Function 2
   i. What: Information Systems data and software development.
   ii. How: Information Systems staff will work remotely to accomplish tasks as required by schedule or special request.
   iii. Number of people/positions required on campus: Rare technical problems will require one (1) PJIT/IS staff to visit campus for a ‘fast-in’ and ‘fast-out’ event following all appropriate University COVID-19 protocols and will require permission from the Associate Vice President for Information Technology.
   iv. Buildings: Owen Library (IT offices, G27)

c. Function 3
   i. What: Mail Room mail processing
   ii. How: Mail Room staff will work on campus one (1) day per week to process incoming and outgoing mail. The Mail Room service window will not be available to walk up customers. Offices can access mail through a locked mailbox or by calling mail room to schedule a pick-up time.
   iii. Number of people/positions required on campus: One (1) PJIT Mail Room staff will be required to work one (1) day on campus for a minimum amount of time necessary to process mail following all appropriate University COVID-19 protocols and will require permission from the Associate Vice President for IT.
   iv. Buildings: Student Union (Mail Room)

d. Function 4
   i. What: Print Shop operations
   ii. How: Print Shop staff will monitor requests remotely but expectations for printing requests are low due to the lack of personnel on campus.
   iii. Number of people/positions required on campus: Normally, none. In rare exceptions when an administrative request (health and safety related) for printing occurs, one (1) Print Shop staff will work on campus to complete the specific task following all appropriate University COVID-19 protocols and will require permission from the Associate Vice President for Information Technology.

e. Function 5
   i. What: Technical Services support of network, telephones and other technology.
   ii. How: Technical Services staff will work remotely to monitor Support Desk tickets pertaining to technology failures.
   iii. Number of people/positions required on campus: Certain technical failures may require 1-2 technicians on campus to correct a problem. These events will be a ‘fast-in’ and ‘fast-out’ situation following all
appropriate University COVID-19 protocols and will require permission from the Associate Vice President for IT.


f. Function 6
   i. What: User Services support of campus desktop computing and faculty teaching efforts.
   ii. How: User Services staff will work remotely to monitor Support Desk tickets pertaining to user support needs.
   iii. Number of people/positions required on campus: Certain technical issues will require 1-2 technicians on campus for a 'fast-in' and 'fast-out' situation following all appropriate University COVID-19 protocols and will require permission from the Associate Vice President for Information Technology.

2. Elevated Risk Posture

a. Function 1
   i. What: Support Desk Operations
   ii. How: All units will monitor Support Desk activity remotely and respond to user tickets submitted via web, text, phone and email. PJIT staff will contact users via phone, email and text as appropriate for problem resolution.
   iii. Number of people/positions required on campus: PJIT staff will handle the majority of Support Desk tickets remotely. It is possible that certain problems will need 1-2 technicians on campus to correct a problem. These events will be a 'fast-in' and 'fast-out' situation following all appropriate University COVID-19 protocols and will require permission from the Associate Vice President for IT.

b. Function 2
   i. What: Information Systems data and software development.
   ii. How: Information Systems staff will work remotely to accomplish tasks as required by schedule or special request.
   iii. Number of people/positions required on campus: Rare technical problems will require one (1) PJIT/IS staff to visit campus for a 'fast-in' and 'fast-out' event following all appropriate University COVID-19 protocols and will require permission from the Associate Vice President for Information Technology.
   iv. Buildings: Owen Library (IT offices, G27)

c. Function 3
   i. What: Mail Room mail processing
ii. How: Mail Room staff will work on campus one to five (1-5) day(s) per week to process incoming and outgoing mail. The Mail Room service counter will not be available to customers.

iii. Number of people/positions required on campus: One (1) PJIT Mail Room staff will be required to work on campus (1-5 days per week) for a minimum amount of time necessary to process mail following all appropriate University COVID-19 protocols.

iv. Buildings: Student Union (Mail Room)

d. Function 4
   i. What: Print Shop operations
   ii. How: Print Shop staff will monitor requests remotely but expectations for printing requests are low due to the lack of personnel on campus.
   iii. Number of people/positions required on campus: Normally, none. In rare exceptions for campus safety print requests, one (1) Print Shop staff will work on campus to complete the specific task following appropriate University COVID-19 protocols and will require permission from the Associate Vice President for IT.

e. Function 5
   i. What: Technical Services support of network, telephones and other technology.
   ii. How: Technical Services staff will work remotely to monitor Support Desk tickets pertaining to technology failures and provide on-campus support for essential projects and repairs. In addition, the staff will focus efforts on essential campus projects and repairs that will require a semi-regular schedule of campus work.
   iii. Number of people/positions required on campus: Essential projects and repairs may require 3-4 technicians on campus. These projects will follow all appropriate University COVID-19 protocols. Personnel needed for essential projects will be notified by the Associate Vice President for IT.

f. Function 6
   i. What: User Services support of campus desktop computing and faculty teaching efforts.
   ii. How: User Services staff will work remotely to monitor Support Desk tickets pertaining to user support needs.
   iii. Number of people/positions required on campus: Certain technical issues will require 1-2 technicians on campus for a ‘fast-in’ and ‘fast-out’ situation following all appropriate University COVID-19 protocols and will require permission from the Associate Vice President for Information Technology.

3. Guarded Risk Posture
a. Function 1
   i. What: Support Desk Operations
   ii. How: All units will monitor Support Desk activity either remotely or while on campus (based on additional functions below) and respond to user tickets submitted via web, text, phone and email. PJIT staff will contact users via phone, email and text as appropriate.
   iii. Number of people/positions required on campus: PJIT staff will handle the majority of Support Desk tickets remotely. As indicated in additional functions below, some PJIT staff will be working on campus in a quasi-normal posture.

b. Function 2
   i. What: Information Systems data and software development.
   ii. How: Information Systems staff will work primarily remotely to accomplish tasks as required by schedule or special request.
   iii. Number of people/positions required on campus: Staff will primarily be working remotely within a rotating schedule that will require each staff member to work one day on campus per week. Employees will be encouraged to cluster their necessary on-campus tasks into their on-campus day. In addition, the AVPIT will assign duties as necessary for days on campus. On-campus staff will observe all appropriate University COVID-19 protocols.
   iv. Buildings: Owen Library (IT offices, G27)

c. Function 3
   i. What: Mail Room mail processing
   ii. How: Mail Room staff will work on campus Monday through Friday to process incoming and outgoing mail. The Mail Room service counter will be available to customers for package pick-up and miscellaneous postal issues.
   iii. Number of people/positions required on campus: One (1) PJIT Mail Room staff will be required to work on campus each day following all appropriate University COVID-19 protocols.
   iv. Buildings: Student Union (Mail Room)

d. Function 4
   i. What: Print Shop operations
   ii. How: Print Shop staff will work on campus Monday through Friday to process print requests.
   iii. Number of people/positions required on campus: One (1) Print Shop staff will work on campus to complete print requests following appropriate University COVID-19 protocols.
   iv. Buildings: Owen Library (Print Shop)

e. Function 5
   i. What: Technical Services support of network, telephones and other technology.
ii. How: Technical Services staff will work on campus Monday through Friday to perform necessary repairs and provide on-campus support for normal administrative and academic technology uses.

iii. Number of people/positions required on campus: All technicians will be on campus and will follow all appropriate University COVID-19 protocols.


f. Function 6
   i. What: User Services support of campus desktop computing and faculty teaching efforts.
   ii. How: User Services staff will work on campus Monday through Friday to support user technology needs.
   iii. Number of people/positions required on campus: All staff will be on campus and will follow all appropriate University COVID-19 protocols.

III. Transitions between Operational Postures

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

As risk levels decline:

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

As risk levels increase:

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

Changes in posture most directly affect 1) functions that are operational; 2) the number of staff on campus at any time; and 3) the length of time staff will be on campus to accomplish their tasks.

In general, the AVPIT will notify staff one week in advance of the prospective need to return to campus. However, emergency and/or urgent situations may require a return to campus with less than the one-week notice if acceptable to both the individual employee and the University.
IV. Stakeholder Outreach

The Pitt-Johnstown Information Technology unit serves all campus constituents including faculty, staff, students, campus partners and vendors. The larger campus community is familiar with the web, phone, text and email input methods to direct questions, concerns and requests for assistance to the PJIT Support Desk. The PJIT staff monitors the system diligently (whether remotely or on-campus) and responds in a timely fashion to all inquiries.

V. Monitoring and Amendment

Any revisions to this plan must be approved by the VPFA prior to submission to the Johnstown Campus President and the Provost and Senior Vice Chancellor.
I. Overview

1. Activity Area: Pasquerilla Performing Arts Center (PPAC) and Pitt-Johnstown Theatre Department
2. Lead: Michael L. Bodolosky, Executive Director
3. Submitter of Area Activity Plan: Michael L. Bodolosky
4. Date of submission: 8.10.20
5. Revision of a previously approved Activity Area Plan? No
6. Summary of plan: The PPAC and the Theatre Department will continue to work remotely as much as possible. Limited Exceptions as included in this plan and changes to teaching protocols and student access will impact this plan.
7. As the lead of this activity area, I hereby confirm that The PPAC and Theatre Department will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, The PPAC and Theatre Department 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 and Elevated Risk Posture
   a. Function 1
      i. What: Ad hoc access to obtain material, files and supplies and address other needs that may arise
      ii. How: On-site, physical handling of supplies, materials, and equipment
      iii. Number of people/positions required on campus: 1-2 people per instance of need; physical presence required only infrequently; permission for the access granted by VP of Finance and Administration, facilitated in cooperation with Facilities Management and Campus Police
      iv. Building: (PPAC) Arts Center (various locations throughout)
   b. All other operations will occur remotely in high and elevated risk postures

2. Guarded Risk Posture
   a. Function 1
      i. What: Ad hoc access to obtain material, files and supplies and address other needs that may arise
      ii. How: On-site, physical handling of supplies, materials, and equipment
iii. Number of people/positions required on campus: 1-3 people per instance of need; physical presence required only infrequently; permission for the access granted by VP of Finance and Administration, facilitated in cooperation with Facilities Management and Campus Police

iv. Building: (PPAC) Arts Center (various locations throughout)
   1. Spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University's Health Standards and Guidelines

b. Function 2
i. What: Ad hoc access to maintain and inspect building and equipment, obtain material, files and supplies and address other needs that may arise
ii. How: On-site, physical handling of supplies, materials, and equipment
   1. Any interaction with employees requires adherence 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
   2. 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. The number of people/positions required on campus: 1-3 people per instance of need; physical presence required only infrequently; permission for the access granted by VP of Finance and Administration, facilitated in cooperation with Facilities Management and Campus Police.

iv. Buildings: (PPAC) Arts Center (various locations throughout)
   1. Spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University's Health Standards and Guidelines.

c. Function 3
i. What: PPAC usage for classrooms (faculty and students), SAMA Art Gallery, and address other needs that may arise
ii. How: On-site, physical handling of supplies, materials, and equipment
   1. Any interaction with employees requires adherence 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. 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. The number of people/positions required on campus: TBD people per instance of need; physical presence required by Academics and University class schedule. Access granted by VP of Finance and Administration, facilitated in cooperation with Facilities Management and Campus Police.

iv. Buildings: (PPAC) Arts Center (various locations throughout)
   1. 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:
1. Shift from Guarded Risk Posture to Elevated Risk Posture
2. Shift from Elevated Risk Posture to High-Risk Posture

The function impacted by a shift in posture is the building access to continue operations and maintenance. A shift from the High to Elevated Risk posture or Elevated Risk to Guarded will trigger slightly more access to the PPAC at each level while adhering to university policies and social distancing. Employees returning to campus will complete training modules and comply with the University’s Health and Personnel Standards and Guidelines. All notifications will be done via Pitt Email.

A shift from the Guarded to Elevated or to High-Risk Posture will prompt the resumption of less frequent access to the PPAC and likely movement of classes to remote learning

IV. Stakeholder Outreach

Stakeholders include University employees, students, sponsors, volunteers, patrons, and audience members. Status and updates will be posted on the PPAC webpage, posted on social media, and broadcast via email. All persons must adhere to University guidelines.

V. Monitoring and Amendment

Any revisions to this plan must be approved by the Vice President of Finance and Administration, the Johnstown Campus President and the Provost and Senior Vice Chancellor.
Purchasing Services Activity Area Plan

I. Overview
   a. Activity Area: Purchasing Services
   b. Lead: Dolores Berkey, Executive Director, Budget Management and Purchasing Services
   c. Submitter of Area Activity Plan: Dolores Berkey
   d. Date of submission: August 10, 2020
   e. Revision of a previously approved Activity Plan? No
   f. Summary of plan: With some exceptions, personnel in Purchasing Services will work remotely dependent on the University’s operating posture.
   g. As the lead of this activity area, I hereby confirm Purchasing Services will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. While on campus, Purchasing Services personnel will:
      i. Wear face coverings in the presence of others and as they enter and leave buildings.
      ii. Adhere to physical distancing, hygiene, and other signage.
      iii. Use physical barriers or maintain six feet of physical distance while engaging with others.
      iv. Clean personal office space and high touch office complex areas at least once daily.

II. Functions in Each Operational Posture

   a. High-Risk Posture
      i. Function 1
         1. What: Sporadic access to obtain supplies or address other needs
         2. How: On-site handling of files, supplies or equipment
         3. Number of people/positions required on campus: One, only as required with access permission granted by Vice President for Finance and Administration
         4. Building: Blackington Hall
      ii. Function 2
         1. What: Collection of mail
         2. How: Bi-weekly access
         3. Number of people/positions required on campus: One, alternating between two employees
         4. Building: Blackington Hall and Student Union
      iii. Function 3
         1. What: All purchasing and other office functions
         2. How: Remote work
         3. Number of people/positions required on campus: None
         4. Building: NA

   b. Elevated Risk Posture
      i. Function 1
         1. What: Sporadic access to obtain supplies or address other needs
         2. How: On-site handling of files, supplies or equipment
3. Number of people/positions required on campus: One, as needed with permission granted by Vice President for Finance and Administration
4. Building: Blackington Hall

ii. Function 2
1. What: Collection of mail
2. How: Weekly access
3. Number of people/positions required on campus: One, weekly on Tuesday; or Executive Director, as needed on a day coordinated with the Business Office
4. Building: Blackington Hall and Student Union

iii. Function 3
1. What: All functions of Purchasing Services
2. How: Remote work
3. Number of people/positions required on campus: None
4. Building: NA

c. Guarded Risk Posture
i. Function 1
1. What: Access to obtain supplies or address items that require office equipment
2. How: On-site handling of files, supplies or equipment
3. Number of people/positions required on campus: One, twice weekly on Tuesday and Friday; one other as needed on a day coordinated with the Business Office
4. Building: Blackington Hall

ii. Function 2
1. What: Collection of mail
2. How: Weekly access
3. Number of people/positions required on campus: One, weekly on Tuesday and Friday; one, as necessary on a day coordinated with the Business Office
4. Building: Blackington Hall and Student Union

iii. Function 3
1. What: All functions of Purchasing Services
2. How: Remote work where possible
3. Number of people/positions required on campus: One, weekly on Tuesday and Friday
4. Building: Blackington Hall

III. Transition between Operational Postures
As the environment shifts, the University’s Senior Leadership Team will make determinations about when the University’s operational posture must shift to 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

Purchasing employees on campus 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 include University employees. Notification of Purchasing’s remote-work status has been communicated to campus constituents.

V. Monitoring and Amendment

Revisions to the plan will be approved by the Vice President for Finance and Administration, the Johnstown Campus President and the Provost and Senior Vice Chancellor.
I. Overview

1. Activity Area: Office of Institutional Advancement
2. Lead: Tammy Barbin, Executive Director of Development and Engagement
3. Submitter of Area Activity Plan: Tammy Barbin
4. Date of submission: 8/10/2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary of plan: With the limited exceptions highlighted below, personnel within the Office of Institutional Advancement will work from home for the duration of the COVID-19 pandemic and the University’s three operational postures.

7. As the lead of this activity area, I hereby confirm that the Office of Institutional Advancement will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, the Office of Institutional Advancement 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

Department of Institutional Advancement will follow the same guidelines for all postures until the pandemic is over and normal operations resume.

   a. Function 1
      • What is being done: Access to building to obtain supplies, maintain computer equipment, and address other needs that may arise
      • How – On-site, physical handling of supplies and equipment
      • The number of people/positions required on-campus – 1 person per instance of need; physical presence required only infrequently; permission for access must be granted by the Executive Director of Development.
      • Blackington Hall
   b. Function 2
      • What is being done: Collection of mail
      • How: Mail will continue to be picked up from the campus post office at a predetermined date and time.
• The number of people/positions required on-campus – 1 person per instance will be designated. Interoffice mail will be forwarded as appropriate
• Student Union and Blackington Hall

c. Function 3
  • What is being done: Donor/Alumni engagement
  • How: Remote, virtual meetings
  • The number of people required on-campus – zero. Physical presence required only infrequently; permission for on-campus access will be granted by the Executive Director of Development.

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 transitions occur between phases the Director of Development and Engagement will notify staff of the change in Operational Posture by email and optional zoom call with staff to clarify any questions about change. Since the Office of Institution Advancement is not changing Posture until the pandemic is over job processes and procedures will not change until normal operation is returned to campus.

IV. Stakeholder Outreach

All alumni and external constituents will be notified of changes in Operational Postures via direct communication, the Pitt-Johnstown web page, and social media channels.

V. Monitoring and Amendment

Continuous monitoring will take place as campus operational postures and announcements are made. In the event of an amendment being needed it will be executed through all appropriate leadership channels, and must be approved by the Johnstown Campus President and the Provost and Senior Vice Chancellor.
Student Affairs Office and SA Budget Office Activity Area Plan

I. Overview

1. Name of Activity Area: Pitt-Johnstown Student Affairs & SA Budget Office
2. Name of Activity Area Lead: Christian J. Stumpf, VP of Student Affairs
3. Name of individual submitting Activity Area Plan: Christian Stumpf
4. Date of submission: 8/10/2020
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).

   This office is a student services office but without the traditional foot traffic that occurs in other student services offices. The office will have minimum staffing (one person) in both the Guarded and Elevated postures and will be mostly remote, with limited exceptions, during the High Risk posture.

7. As the lead of this activity area, I hereby confirm that Student Affairs Office and SA Budget Office employees will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, Student Affairs Office and SA Budget Office employees will:
   a. Wear face coverings in the presence of any other individual, and as they enter and exit the building
   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: Administrative oversight functions of all Student Affairs operations including Housing, Dining, Residence Life, Health and Counseling Services, Student Conduct, Career Services, Student Activities/Engagement, including student activities budgets, Athletics/Recreation, Student Union Operations. Also – direct liaison with Pitt Police department on campus.
      ii. How – Majority remote work with occasional on-campus (in office) work in special situations (emergencies, etc.) Contact info will be placed on the office door to reach staff members.
      iii. Number of people/positions required on campus – Typically no person in the office unless an emergency or special situation. VP for Student Affairs will approve individual access in such situations.
   b. Function 2
      i. What is being done: Student Affairs & Student Activities Budget and Fiscal Operations
      ii. How – Majority remote work with occasional on-campus (in office) work in special situations (emergencies, etc.) Contact info will be placed on the office door to reach staff members.
      iii. Number of people/positions required on campus – Typically no person in the office unless an emergency or special situation. VP for Student Affairs will approve individual access in such situations.
      iv. Student Union
2. Elevated Risk Posture
   a. Function 1
      i. What is being done: Administrative oversight functions of all Student Affairs operations including Housing, Dining, Residence Life, Health and Counseling Services, Student Conduct, Career Services, Student Activities/Engagement, including student activities budgets, Athletics/Recreation, Student Union Operations. Also – direct liaison with Pitt Police department on campus.
      ii. How – ¾ remote work with ¼ on-campus (in office) work to oversee campus operations and ensure student safety and comfort and cooperation with safety guidelines. In-office work schedules and contact info will be placed on the office door to reach staff members.
      iii. Number of people/positions required on campus – During the Elevated Risk Posture, the two staff members in the office area will work approximately 9 hours in the office per week and 28.5 hours remotely. They will not be in the office area at the same time except in the case of emergency.
      iv. Student Union
   b. Function 2
      i. What is being done: Student Affairs & Student Activities Budget and Fiscal Operations
      ii. How – ¾ remote work with ¼ on-campus (in office) work to oversee campus operations and ensure student safety and comfort and cooperation with safety guidelines. In-office work schedules and contact info will be placed on the office door to reach staff members.
      iii. Number of people/positions required on campus – During the Elevated Risk Posture, the two staff members in the office area will work approximately 9 hours in the office per week and 28.5 hours remotely. They will not be in the office area at the same time except in the case of emergency.
      iv. Student Union

3. Guarded Risk Posture
   a. Function 1
      i. What is being done: Administrative oversight functions of all Student Affairs operations including Housing, Dining, Residence Life, Health and Counseling Services, Student Conduct, Career Services, Student Activities/Engagement, including student activities budgets, Athletics/Recreation, Student Union Operations. Also – direct liaison with Pitt Police department on campus.
      ii. How – ½ remote work with 1/2 on-campus (in office) work to oversee campus operations and ensure student safety and comfort and cooperation with safety guidelines and to continue the implementation of student engagement and development activities. In-office work schedules and contact info will be placed on the office door to reach staff members.
      iii. Number of people/positions required on campus – During the Elevated Risk Posture, the two staff members in the office area will work approximately 9 hours in the office per week and 18.5 hours remotely. They will not be in the office area at the same time except in the case of emergency.
      iv. Student Union
   b. Function 2
      i. What is being done: Student Affairs & Student Activities Budget and Fiscal Operations
      ii. How – ½ remote work with 1/2 on-campus (in office) work to oversee campus operations and ensure student safety and comfort and cooperation with safety guidelines. In-office work schedules and contact info will be placed on the office door to reach staff members.
      iii. Number of people/positions required on campus – During the Elevated Risk Posture, the two staff members in the office area will work approximately 9 hours in the office per week and 18.5 hours remotely. They will not be in the office area at the same time except in the case
of emergency.

iv. Student Union
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 VP of Student Affairs will contact the Budget Manager regarding any changes to the campus postures and will plan changed work schedules accordingly, which will then be communicated to staff. Update in-office work hours (if any) and contact info will be placed on the door to the office.

IV. Stakeholder Outreach

Operational units in the Student Affairs division will be contacted regarding any posture changes and will make changes to their operations as per their Activity Area plans. Students leaders, SGA officers and other important student constituents will be contacted regarding any changes in posture and the effects on student life on campus.

V. Monitoring and Amendment

Any revisions to this plan must be approved by the Vice President of Student Affairs, Johnstown Campus President, and the Provost and Senior Vice Chancellor.
Athletics and Student Recreation Activity Area Plan

I. Overview

1. Pitt-Johnstown Athletics/Wellness Center
2. Pat Pecora (Athletics), Abby Gearhart (Athletics/Wellness), & Nicole Pecora (Wellness) are Leading these areas.
3. Pat Pecora and Abby Gearhart are submitting this plan.
4. Submission Date: August 10, 2020
5. Revision of a previously approved Activity Area Plan - No
6. Summary of the most critical pieces of Athletics/Wellness plan (a few bullet points).
   - Staff is encouraged to work from home as often as possible.
   - Each employee has their own office space with a door except for Admin Asst, Jen Kohler, and athletic trainers, Rick May and Elissa Till. Doors are expected to be shut. Face coverings are required in all postures.
   - Pitt-Johnstown has voted on the decision to postpone fall sports to the spring to eliminate opportunity for the virus to be spread.
   - Employees are to check their own temperature daily in all postures. Athletic training room, by building entrance, has thermometer in case employee forgot or does not have access to an accurate thermometer. Athletic Trainers will take temperatures of student athletes and coaches before each practice
   - Wellness Center has scanner to track who and when students come in. Capacity Restrictions will be put in place for each posture.
   - Signage is placed throughout Sports Center and Wellness Center buildings.
   - All coaches and any staff who have contact with students must check temperature before working.
   - Surface disinfectants available at every practice - hand and equipment safe.
   - Temperature and symptom checks before every < 6ft contact with the team (practice, conditioning, game, film, meetings, etc.) Any temp > 100.4F (current CDC guidelines) will be grounds for removal from the athletic population, unless documentation from a physician of diagnosis of non-COVID illness that still allows them to compete (severe allergies/asthmatic reactions, etc...).
   - Individuals with allergies must closely monitor symptoms and notify staff if abnormal symptoms arise.
   - If a high temp is measured in an asymptomatic individual during a hot/humid day, or recent physical activity, the temp can be re-taken after the individual has had time to rest.
   - Off campus activities (volunteering, team bonding, etc) will be limited to activities where minimal contact with non-University personnel exists.
   - Team and staff meetings should be held in the largest space available to promote distancing

The purpose of this COVID-19 Mitigation Plan is for the Pitt-Johnstown Athletic Department to carry out the mission activities of the University of Pittsburgh in a manner consistent with the associated requirements to help control the risks of exposure to the SARS-CoV-2 virus, which causes COVID-19, and to respond appropriately in the event of exposure.

The goal of The Athletic Department is to take reasonable steps to minimize health risks of COVID-19, consistent with public health best practice, University guidance and government restrictions, while maximizing our ability to conduct our mission.
7. As the lead of this activity area, I hereby confirm that Athletics and Student Recreation will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, Athletics and Student Recreation employees will:
   a. Wear face coverings in the presence of any other individual, and as they enter and exit the building
   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. Fall and Winter 2020 Athletic competition is postponed to spring.
      i. Athletic teams will not meet in high risk posture.
      ii. Athletic Trainer will manage temperature checks and assist in cleaning schedules for the gym/weightroom/fields/locker rooms/wrestling room
      iii. 9 Administrative/Building Management/Athletic Training Positions in addition to facilities management staff for cleaning/sanitation.
         I.   Pat Pecora
         II.  Abby Gearhart
         III. Todd Williams
         IV.  Eric Kinsey
         V.    Jen Kohler
         VI.  Chris Caputo
         VII. Nicole Pecora
         VIII. Elissa Till
         IX.  Richard May
      iv. Building Area: Sports Center/Wellness Center/Athletic Fields
   b. Wellness Center will be limited to 10 students.
      i. Wellness center tracks students who sign in and when they sign in.
      ii. Signage and staff to enforce physical distancing.
      iii. 2 Administrative/2 Student Workers Positions in addition to facilities management staff for cleaning/sanitation.
         Administration:
         I.   Abby Gearhart
         II.  Nicole Pecora
      iv. Building Area: Wellness Center weight area, running track, dance studio, gym

2. Elevated Risk Posture
   a. Athletic competition is postponed to spring
      i. Athletic teams will meet in groups of no more than 25 for 8 hours of nonchampionship CARA related activities after working through a 3 phase resocialization plan that includes the following summarized protocol: 2 weeks of no activity-self isolation; two weeks of outside social distancing conditioning only-no contact workouts; to two weeks of pod work; to finally full team practices.. In the months of Oct-November CARA will increase to 20 hours per week.
      ii. Athletic Trainer will manage temperature checks and assist in cleaning schedules for the gym/weightroom/fields/locker rooms/wrestling room
      iii. 9 Administrative/Building Management/Athletic Training Positions + 8 coaches in addition
to facilities management staff for cleaning/sanitation and student workers who work with trainers, in the equipment room, and who assist with our Sports Information Director and Administrative Assistant.
Admin:
I. Pat Pecora
II. Abby Gearhart
III. Todd Williams
IV. Eric Kinsey
V. Jen Kohler
VI. Chris Caputo
VII. Nicole Pecora
VIII. Elissa Till
IX. Richard May

Coaches:
X. Rukavina
XI. Grubbs
XII. Drahos
XIII. Keifer
XIV. Ramirez
XV. Steele
XVI. Addalli
XVII. Reinhart

iv. Building area: Sports Center/Wellness Center/Athletic Fields

All guidelines above will be followed with the additional restrictions below.

- Showering before and after practice may be mandatory to prevent germ transmission.
- Break down rosters of contact teams into practice groups and minimize contact in between groups. The groups may practice at the same time; as long as there is not contact with other groups. Coaches must wash hands when switching instruction to different groups.
- Enforce cleaning of frequently touched equipment (i.e. balls) after each use
- Social distancing while weightlifting, except when spotting is needed
- Emphasis placed on outdoor conditioning, when possible
- All coaches and staff will wear a mask while in <6ft contact with others
- Students and staff will wear a mask during all non-athletic type activities (i.e. team meetings, film)

*All guidelines are subject to change based on the conditions of COVID in the population. Restrictions for mid-August cannot be cast at this time due to the fluctuations of the illness in the coming weeks.

b. Wellness Center is limited to 25 students max.
   i. Wellness center tracks students who sign in and when they sign in.
   ii. Signage and staff to enforce physical distancing.
   iii. 2 Administrative/2 Student Workers Positions in addition to facilities management staff for cleaning/sanitation.

Administration:
I. Abby Gearhart
II. Nicole Pecora

iv. Building area: Wellness Center weight area, dance studio, running track, gym

3. Guarded Risk Posture
   a. Athletic competition is postponed to spring
      i. Athletic teams will meet in as full teams under normal non-championship CARA related activities hours: 8 hours per week. Athletic teams will follow a 3 phase resocialization plan that includes the following summarized protocol: 2 weeks of no activity-self isolation;
two weeks of outside social distancing conditioning only-no contact workouts; to two weeks of pod work; to finally full team practices. In the months of Oct-November CARA will increase to 20 hours per week.
ii. Athletic Trainer will continue to manage temperature checks and assist in cleaning schedules for the gym/weight room/fields/locker rooms/wrestling room

iii. 9 Administrative/Building Management/Athletic Training Positions + 8 coaches in addition to facilities management staff for cleaning/sanitation and limited (1-2) student workers (per area) who work with trainers, in the equipment room, and who assist with our Sports Information Director and Administrative Assistant.

iv. Sports Center/Wellness Center/Athletic Fields
All guidelines above will be followed with the additional restrictions below.

- Showering before and after practice may be mandatory to prevent germ transmission.
- Break down rosters of contact teams into practice groups and minimize contact in between groups. The groups may practice at the same time; as long as there is not contact with other groups. Coaches must wash hands when switching instruction to different groups.
- Enforce cleaning of frequently touched equipment (i.e. balls) after each use
- Social distancing while weightlifting, except when spotting is needed
- Emphasis placed on outdoor conditioning, when possible
- All coaches and staff will wear a mask while in <6ft contact with others
- Students and staff will wear a mask during all non-athletic type activities (i.e. team meetings, film)

All guidelines are subject to change based on the conditions of COVID in the population. Restrictions for mid-August cannot be cast at this time due to the fluctuations of the illness in the coming weeks.

b. Wellness Center is limited to 50% capacity.
   i. Wellness center tracks students who sign in and when they sign in.
   ii. Signage and staff to encourage physical distancing.
   iii. 2 Administrative/2 Student Workers Positions in addition to facilities management staff for cleaning/sanitation.
   iv. Includes entire Wellness Center weight area, dance studio, running track, gym

<table>
<thead>
<tr>
<th>Wellness Center Room Name</th>
<th>Gross Square Footage</th>
<th>Occupancy (Based on Gross s.f.)</th>
<th>Occupancy (Based on Current Conditions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT GYM HALF</td>
<td>6600</td>
<td>183</td>
<td>167</td>
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<tr>
<td>STUDENT GYM HALF</td>
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<td>167</td>
</tr>
<tr>
<td>DANCE STUDIO</td>
<td>1890</td>
<td>52</td>
<td>44</td>
</tr>
</tbody>
</table>

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.

Communication will be continual via email/text messaging system to promote social distancing. Staff will be notified immediately when the following occur:

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
Students and employees will be provided with the correct Posture outline with each transition.

IV. Stakeholder Outreach

This COVID-19 Mitigation Plan for The Athletic Department has been assembled by Pat Pecora, Athletic Director, and Abby Gearhart, Assistant Athletic Director. As specific guidance elements may change frequently, Pat Pecora and Abby Gearhart will review and update this plan on an as-needed basis, and submit changes for approval as indicated below. Any suggestions, comments, or questions should be directed to Pat Pecora and Abby Gearhart. Elissa Till (Athletic Trainer), Nicole Pecora (specifically, wellness center), and Todd Williams (Building Manager) will serve as supporting individuals to execute aspects of this plan.

Training

All Athletic Personnel (Administrators, Administrative Assistants, Building Managers, Sports Information Directors, Athletic Trainers, Coaches (Head, Assistant, Volunteer), and Student Workers/Employees) will continue to receive ongoing training and education as information and resources are disseminated by the University. Education is key in being proactive and trainings will be completed in a timely manner as the University provides guidance.

COVID-19 Posture Response Team

The Pitt-Johnstown Athletic Department delegates the following persons to support, monitor and manage COVID-19 mitigation measures in the school or department.

- Pat Pecora, Athletic Director (Department Head)
- Abby Gearhart, Assistant Athletic Director/Compliance Coordinator/Wellness Coach
- Nicole Pecora, Wellness Center Director
- Todd Williams, Building Manager
- Eric Kinsey, Building Manager
- Chris Caputo, Sports Information Director
- Elissa Till, Head Athletic Trainer
  - Jen Kohler,

Administrative Assistant

Responsibilities include:

- Collaborate with the Campus Emergency Operations Center/Department of Environmental Health & Safety to distribute and manage supplies; and perform other functions as needed.
- Support contact tracing efforts for symptomatic individuals.
- Support the school or department in rapidly returning the unit to a Highly Restricted Phase (i.e. essential-personnel-only phase) should the need arise.
- Assist in the possibility of 24-hour closures of areas impacted by the emergence of a positive or probable COVID-19 case.
- Assist in the application of facility access control platforms

V. Monitoring and Amendment
Pat Pecora (Athletics), Abby Gearhart (Athletics/Wellness), and Nicole Pecora (Wellness) are responsible for monitoring compliance with their activity area plan. Any revisions to this plan must be approved by the Vice President of Student Affairs, the Johnstown Campus President and the Provost and Senior Vice Chancellor.
Campus Activities and Engagement (CAE) Activity Area Plan

I. Overview

1. Activity Area: Campus Activities and Engagement
2. Name of Activity Area Lead: Heather Hall, Director of Campus Activities and Engagement
3. Name of individual submitting Activity Area Plan: Heather Hall, Director of Campus Activities and Engagement
4. Date of submission: 8/10/20
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).
   - Club sports are postponed for at least Fall 2020. This includes practices and all associated travel.
   - Most philanthropic, membership recruitment, and traditional campus events are virtual unless they can be safely modified for the Guarded Risk of 250 people outdoors or 25 indoors.
   - We are approaching all work to be easily modified to virtual and to float between postures
   - Our biggest concern is the online fundraising for clubs and organizations. Without in person monitoring, we run the risk of concerning behavior regarding club fundraising. An emphasis on online options and support to create online options through our department is requested.

7. As the lead of this activity area, I hereby confirm that Campus Activities and Engagement (CAE) will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, CAE 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
   e. Encourage all users of shared space to adhere to the above and to limit the number of people in office spaces to those recommended by the CDC and The University of Pittsburgh.

8. High Risk Posture
   a. Student Organization sponsored activities and events (includes Pitt-Johnstown Program Board, Student Government Association, Fraternity/Sorority Life, Club Sports, and all registered student organizations)
      i. Move all programs, where possible, to virtual; reschedule in person where available and cancel where we are not able to flex
      ii. Transition with entertainment agents and student leaders to produce the programs on Zoom through Pitt technology for online safety.
         I. Create a social media campaign to pivot the programming
         II. Send student email
         III. Enlist the support of student employees and leaders to assist with the restructuring
         IV. Update calendar.pitt.edu of virtual options and postponements.
         V. Work on incentives for participation
      iii. These programs do not require full-time personnel to be in their offices.
      iv. The Program Board office is in G-61 Student Union. Student leadership may be required to visit office to work on marketing to notify students of pivot to virtual events. Students must receive approval from the Director to utilize office space and will notify Director when they have completed their emergency access.
   
   b. Student appointments and leadership development
      i. All student appointments in all postures will be done through Zoom appointments. Leadership development programming will move to virtual.
      ii. Full-time staff offer “virtual office hours” for walk-in through the ZOOM waiting room feature.
Appointments can also be scheduled by appointment.

iii. Full-time staff can work remote to deliver this service.
c. Pitt-Johnstown At Your Service Initiatives
   i. Social media campaign/ email to students to share cancellations or pivots to online services. PMADD could be impacted as well as Greek Week service project and/or Civic Engagement Week programming
   ii. Will work with PittServes and Regional Student Activities Directors to offer virtual or at home/in residence options to give safely to the community
   iii. No full-time personnel required on campus; work can be offered remotely
   iv. Our suite in G-61 will be closed; this includes the SGA office

d. New Student Orientation
   i. All sessions and contracted speakers will be virtual. All new student orientation leaders and students will connect in small groups in various zoom classrooms. For Spring 2021; All staff selection for orientation leaders and GO Team will happen virtually.
   ii. We will deliver the program via Zoom and Canvas. Social opportunities will be completely virtual and will enlist the support of resident assistants
   iii. All services can be offered remotely by full-time personnel as well as Go Team and Orientation Leaders
   iv. Our suite in G-61 will be closed; this includes the SGA suite

e. Campus Traditional Events and Programs (Homecoming, Homecoming Court, Mountain Cat Awards, Greek Week, Civic Engagement Week, etc.)
   i. All programs moved to virtual zoom opportunities or through social media delivery
   ii. Transition with entertainment agents and student leaders to produce the programs on Zoom through Pitt technology for online safety.
      I. Create a social media campaign to pivot the programming
      II. Send student email
      III. Enlist the support of student employees and leaders to assist with the restructuring
      IV. Update calendar.pitt.edu of virtual options and postponements.
      V. Work on incentives for participation
   iii. No full-time personnel needed in the department to deliver
   iv. Our suite in G-61 will be closed; this includes the SGA suite

f. Campus Ministry Activities
   i. Worship services, meetings, events, etc.
   ii. All will be held virtually or not take place
   iii. No campus personnel or volunteer on campus
   iv. Whalley Chapel

2. Elevated Risk Posture
   a. Student Organization sponsored activities and events (includes Pitt-Johnstown Program Board, Student Government Association, Fraternity/Sorority Life, Club Sports, and all registered student organizations)
      i. Move all programs, where possible, to virtual; reschedule in person where available and cancel where we are not able to flex; limit in-person activities to 25 people at recommended social distance
      ii. Transition with entertainment agents and student leaders to produce the programs on Zoom through Pitt technology for online safety.
         1. Create a social media campaign to pivot the programming
         2. Send student email
         3. Enlist the support of student employees and leaders to assist with the restructuring
         4. Update calendar.pitt.edu of virtual options and postponements.
         5. Work on incentives for participation
iii. These programs do not require full-time personnel to be in their offices.
iv. The Program Board office is in G-61 Student Union. Student leadership may be required to visit office to work on marketing to notify students of pivot to virtual events. Students must receive approval from the Director to utilize office space and will notify Director when they have left the building.

b. Student appointments and leadership development
i. All student appointments in all postures will be done through Zoom appointments. Leadership development programming will move to virtual.
ii. Full-time staff offer “virtual office hours” for walk-in through the ZOOM waiting room feature. Appointments can also be scheduled by appointment for virtual or in-person appointments where absolutely necessary.
iii. Full-time staff can work remote to deliver this service.
iv. Our suite in G-61 will have limited entry – student employees and full-time employees only. Student employees must communicate with Director if utilized the space, who will stagger entry to reduce crowding.

b. Pitt-Johnstown At Your Service Initiatives
i. Social media campaign/ email to students to share cancellations or pivots to online services. PMADD could be impacted as well as Greek Week service project and/or Civic Engagement Week programming
ii. Will work with PittServes and Regional Student Activities Directors to offer virtual or at home/in residence options to give safely to the community. Small group projects on campus can be conducted while observing all physical distancing requirements
iii. No full-time personnel required on campus; work can be offered remotely. In person supervision only if necessary for the success of the project.
iv. Our suite in G-61 will have limited entry – student employees and full-time employees only; this includes the SGA office

c. New Student Orientation
i. All sessions and contracted speakers will be virtual. All new student orientation leaders and students will connect in small groups in various zoom classrooms. For Spring 2021; All staff selection for orientation leaders and GO Team will happen virtually.
ii. We will deliver the program via Zoom and Canvas. Social opportunities will be completely virtual and will enlist the support of resident assistants
iii. All services can be offered remotely by full-time personnel as well as Go Team and Orientation Leaders
iv. Our suite in G-61 will be limited to student employees, full-time employees and GOTeam leadership; this includes the SGA suite

e. Campus Traditional Events and Programs (Homecoming, Homecoming Court, Mountain Cat Awards, Greek Week, Civic Engagement Week, etc.)
i. All programs moved to virtual zoom opportunities or through social media delivery. Small group engagement on an approved basis while observing physical distancing. All events will be requested through the online event planning system and approved by the Director of Campus Activities and Engagement.
ii. Transition with entertainment agents and student leaders to produce the programs on Zoom through Pitt technology for online safety.
   I. Create a social media campaign to pivot the programming
   II. Send student email
   III. Enlist the support of student employees and leaders to assist with the restructuring
   IV. Update calendar.pitt.edu of virtual options and postponements.
   V. Work on incentives for participation
iii. No full-time personnel needed in the department to deliver
iv. Our suite in G-61 will have limited access – student employees and full-time staff only; this includes the SGA suite.

f. Campus Ministry Activities
   i. Worship services, meetings, events, etc.
   ii. Most will be held virtually or in small groups of less than 25 while practicing physical distancing and wearing face coverings.
   iii. 1 or fewer campus personnel or volunteers on campus. Any volunteers to these programs must be approved by the Director of Campus Activities and Engagement and, if approved, subject to training for COVID-19 protocols.
   iv. Whalley Chapel

3. Guarded Risk Posture
   a. Student Organization sponsored activities and events (includes Pitt-Johnstown Program Board, Student Government Association, Fraternity/Sorority Life, Club Sports, and all registered student organizations)
      i. Most programs are virtual with a weekly in-person programmatic option where no more than 250 students/employees are gathered if physically distant. Work with current university policies and guidelines for events while upholding all CDC guidelines and the guidelines set forth by The University of Pittsburgh.
      ii. Student Organizations will work closely with the CAE department to establish a protocol for in-person meetings and events. Will work with Conference Services to determine the availability and safety/cleaning of spaces. Student organizations will be encouraged to limit in-person options.
      iii. Student Employees and/or full-time staff will be on campus (in various and staggered combinations) to deliver the programming. The scope of the program will determine the number of staff to deliver.
      iv. Programming will be encouraged in University Square, University Mall, and the provided outdoor covered area (tent) as multi-purpose space. Classrooms and other small gathering spaces that are reservable through Conference Services will also be made available for meetings and small events. The Wellness Center and Sports Center may also be in use for varied size events.

   b. Student appointments and leadership development
      i. All student appointments in all postures will be done through Zoom appointments. Leadership development programming will move to virtual unless in small groups of 25 or less indoors (physical distancing and face coverings required).
      ii. Full-time staff offer “virtual office hours” for walk-ins through the ZOOM waiting room feature. Appointments can also be scheduled by appointment for virtual or in-person appointments where absolutely necessary.
      iii. Full-time staff can work remote to deliver this service.
      iv. Our suite in G-61 will have staggered in-person service. Full-time and student staff to maintain office operations throughout the standard workday and will observe all cleaning and distancing procedures.

   c. Pitt-Johnstown At Your Service Initiatives
      i. As directed by Pitt-Serves in Pittsburgh, only on-campus or walkable projects should be coordinated in small groups to support community agencies willing to accept the volunteerism. PMADD is virtual with one day opened for in person work if possible. Greek Week and Civic Engagement Week will have limited in person opportunities and will move toward virtual work.
      ii. Will work with PittServes and Regional Student Activities Directors to offer virtual or at home/in residence options to give safely to the community. Small group projects on campus can be conducted while observing all physical distancing recommendations.
      iii. No full-time personnel required on campus; work can be offered remotely. In person supervision only if necessary for the success of the project.
iv. Our suite in G-61 will have staggered in-person service. Full-time and student staff to maintain office operations throughout the standard workday and will observe all cleaning and distancing procedures.

d. New Student Orientation
   i. All sessions and contracted speakers will be virtual. All new student orientation leaders and students will connect in small groups in various zoom classrooms. For Spring 2021; All staff selection for orientation leaders and GO Team will happen virtually.
   ii. We will deliver the program via Zoom and Canvas. Social opportunities will be completely virtual and will enlist the support of resident assistants
   iii. All services can be offered remotely by full-time personnel as well as Go Team and Orientation Leaders
   iv. Our suite in G-61 will be limited to student employees, full-time employees and GO Team leadership; this includes the SGA suite

c. Campus Traditional Events and Programs (Homecoming, Homecoming Court, Mountain Cat Awards, Greek Week, Civic Engagement Week, etc.)
   i. Most programs are virtual with an in-person programmatic option where no more than 250 students/employees are gathered with appropriate physical distancing and face coverings. Work with current university policies and guidelines for events while upholding all CDC guidelines and the guidelines set forth by The University of Pittsburgh.
   ii. Modify or postpone based on perceived or traditional attendance. Pivot to virtual where appropriate.
   iii. Student Employees and/or full-time staff will be on campus (in various and staggered combinations) to deliver the programming. The scope of the program will determine the number of staff to deliver.
   iv. Our suite in G-61 will have staggered in-person service. Full-time and student staff to maintain office operations throughout the standard workday and will observe all cleaning and distancing procedures.

f. Campus Ministry Activities
   i. Worship services, meetings, events, etc.
   ii. Most will be held virtually or in small groups of less than 25 while practicing social distancing
   iii. 1 or fewer campus personnel or volunteers on campus. Any volunteers to these programs must be approved by the Director of Campus Activities and Engagement and, if approved, subject to training for COVID-19 protocols.
   iv. Whalley Chapel

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
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 we will be moving to a primarily virtual format overall, the transition between postures should be an easy one. When the decision is made, I will update my team and student leadership and advisors of student organizations. We will send a campus-wide email transitioning various programs and then work through each of the affected events to transition them from in-person to virtual. Students should expect updates on social media, a campus-wide email of the change, and an updated set of
events on calendar.pitt.edu that will offer the next steps in their engagement. Agents/vendors will be contacted by CAE staff to update contracts or terms of contracts so that in-person events can be managed on virtual platforms.

II. Stakeholder Outreach

Our student leaders and registered student organizations are our main stakeholders of our work. We utilize email, social media, as well as Canvas and GroupMe as tools in the communication. We will also have access to print banners, etc as students travel through the Student Union for food during all phases. The general student population will be updated as they are on a regular basis – through electronic communication regarding campus opportunities.

III. Monitoring and Amendment

We plan to revisit our performance throughout these phases in order to adapt and improve should be transition to other postures. Any significant changes will be approved by the Vice President of Student Affairs for Pitt-Johnstown, the Johnstown Campus President, and the Provost and Senior Vice Chancellor.
Office Career Services

I. Overview

Activity Area: Office of Career Services (also houses Student Conduct Graduate Student)
1. Activity Area: Office of Career Services (also houses Student Conduct Graduate Student)
2. Name of Activity Area Lead: Sherri Rae - Director
3. Name of individual submitting Activity Area Plan: Sherri Rae
4. Date of submission: 8/10/2020
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 two full time members of the Career Services staff, our Graduate Intern (150 hours) and the Student Conduct/Residence Life Graduate Student whose office is contained within our suite will primarily work remotely in all three operating postures and offer all services remotely. At any time that staff is present on campus, it will be one staff at a time, and with limited direct student and staff engagement.
7. I can confirm, as department Director and lead of this area that in all operating postures our office will utilize and enforce the following guidelines:
   • Face coverings should be used in campus buildings, except when eating or in an enclosed private single-occupancy space such as a personal office.
   • Ensure physical distancing of at least six feet between University members
     o Offices will be configured to provide physical barriers, and chairs in the lobby space will be moved to provide distance and de-densify.
   • Hygiene and cleaning guidelines will be followed and implemented, including the cleaning of all workstations and personal spaces before and after every use.

II. Functions in Each Operational Posture

1. High and Elevated Risk Posture
   a. Function 1
      i. What: Class Presentations, job fairs, meetings, and workshops
      ii. How: Will be done 100% remotely
      iii. Number of people/positions required on campus: 0
      iv. Buildings: N/A
   b. Function 2
      i. What: Student counseling/conduct/supervision meetings
      ii. How: 100% remotely
      iii. Number of people/positions required on campus: 0
      iv. Buildings: N/A
   c. Function 3
      i. What: Access mail, supplies, and printing resources
      ii. How: Area lead will access office suite no more than once per week, facilitated in cooperation with Campus Police and the Physical Plant.
      iii. Number of people/positions required on campus: 1
      iv. Buildings: Student Union
2. Guarded Risk Posture
   a. Function 1
      i. What: Class Presentations, job fairs, meetings, and workshops
      ii. How: Can be done remotely or in person in consultation with supervisor and class instructor
      iii. Number of people/positions required on campus: 1 at a time, no more than twice per week (each workshop happens once per term per class)
      iv. Buildings: Student Union, Krebs, Biddle, E&S, Nursing, and/or Blackington

   b. Function 2
      i. What: Student counseling/conduct/supervision meetings
      ii. How: 100% remotely
      iii. Number of people/positions required on campus: 0
      iv. Buildings: N/A

   c. Function 3
      i. What: Access mail, supplies, and printing resources
      ii. How: All staff will access office suite no more than once per week, facilitated in cooperation with Campus Police and the Physical Plant. Staff will select separate days of the week to complete their desired and necessary tasks.
      iii. Number of people/positions required on campus: 4 (only one at a time)
      iv. Buildings: Student Union

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

Only two areas will be affected – in guarded posture, we will work with classroom instructors to determine the best
medium for large group instruction based on the makeup of the class content and in person participation. It is very likely that even in this posture we will present remotely, but will seek guidance from supervisor on each instance. Also in guarded posture we may increase the ability of all staff to access the office once per week for printing and resource needs, but only when necessary and when appropriate as determined by supervisor and Physical Plant staff.

IV. Stakeholder Outreach

The four staff within the office suite will be in regular communication (weekly scheduled meetings as well as ad hoc communication). We will also be able to communicate with all faculty members involved in workshops and presentations during any posture change to evaluate program needs. Students have always been able to schedule meetings online via the Handshake module, and that process will continue to enable us to communicate with students about meeting protocol and methodology (Skype/Zoom/Email).

V. Monitoring and Amendment

Any revisions to this plan must be approved by the Vice President for Student Affairs on the Johnstown Campus, the Johnstown Campus President, and the Provost and Senior Vice Chancellor.
Office of Health and Counseling Services

II. Overview
1. Activity Area: Office of Health and Counseling Services (OHCS)
2. Lead: Shelley Peruso, Executive Director of Health and Counseling Services
3. Submitter of Area Activity Plan: Shelley Peruso
4. Date of submission: August 10, 2020
5. Revision of previously approved Activity Area Plan? No
6. Summary of plan: Dependent on the University’s operating posture, OHCS personnel will work both in-person and remotely during the duration of the pandemic.
7. As the lead of this activity area, I hereby confirm that OHCS will commit to following the University’s Healthcare Standards and Guidelines. In particular, while on campus, OHCS staff will:
   A. Wear face coverings in the presence of any other individual, and as they enter and leave buildings
   B. Adhere to 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 as well as after each in-person session/appointment with a student.

III. Functions in Each Operational Posture
1. High Risk Posture
   a. Function 1
      i. What: Addressing student health needs and concerns
      ii. Students can access the nurse online or by phone to discuss acute health concerns; nurse will provide guidance and resources
      iii. Number of people/positions required on campus; 0-1 as physical presence would be required only infrequently if ever
      iv. Building: N/A
   2. Function 2
      i. What: Providing psychological support to students
      ii. How: Sessions to be provided remotely via Zoom, Facetime, or phone dependent on the student’s available resources and preferences
      iii. Number of people/positions required on campus: 0 as sessions will be conducted remotely
      iv. Building: N/A
   c. Function 3
      i. What: Managing mental health crises/emergencies
      ii. How: Campus Police will act as first responders to mental health emergencies (on campus) in consultation with the Executive Director of OHCS.
      iii. Number of people/positions required on campus: less than 2-3, and only as needed
      iv. Building: Various locations on campus
   d. Function 4
i. What: Providing Academic/Environmental Accommodations to students with disabilities

ii. How: Students will be able to access the Disability Services Specialist via email and/or phone to discuss needs

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

iv. N/A

e. Function 5

i. What: Collection of mail, faxes, supplies

ii. How: Once weekly access to the office

iii. Number of people/positions required on campus: 1-2 people /one visit each per week

iv. Building: Student Union

2. Elevated Risk Posture

a. Function 1

i. What: Addressing student health needs and concerns

ii. How: Students to contact nurse via phone or email to discuss concerns remotely. Based on this initial contact, a determination will be made as to whether the student needs to be assessed in-office, referred to outside resources, or can be managed in another way (i.e. over the counter meds, etc). If in-person assessment is required, students will be seen by appointment only to avoid any congestion in waiting area. Clinical area will be disinfected after each in-office visit. There is dedicated access to Health Services via Room G10 or an outside entrance.

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

iv. Building: Student Union

b. Function 2

i. What: Providing psychological support to students

ii. How: Counseling will be provided to students primarily remotely on a platform of their choosing. Office will be staffed with 1-2 professional staff to handle walk-ins and emergencies. Disinfection will occur after each student session

iii. Number of people/positions required on campus: 1-2 as counselors will be mostly working remotely

iv. Building: Student Union

c. Function 3

i. What: Managing mental health crises/emergencies

ii. How: During regular business hours, emergencies will be handled by on-site counselor. After hours, mental health emergencies will be handled by Campus Police in consultation with the Executive Director of OHCS

iii. Number of people/positions required on campus: 1-2 staff

iv. Building: Student Union

d. Function 4

i. What: Providing Academic/ Environmental Accommodations to students with disabilities

ii. How: Students will be seen by appointment only for in-person sessions to discuss
accommodations. For those students who are on remote-only status and not present on campus, information can be provided remotely via phone and/or email.

iii. Number of people/positions required on campus: 1, for scheduled appointments

iv. Building: Student Union

e. Function 5

i. What: Collection of mail, faxes, supplies

ii. How: These items will be managed by the on-site staff person daily and disseminated to the appropriate staff

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

iv. Building: Student Union

3. Guarded Risk Posture

a. Function 1

i. What: Addressing student health needs and concerns

ii. How: Students will contact the nurse directly via phone/email to discuss current medical concerns. Based on this initial contact, a determination will be made as to whether the student needs to be assessed in-office, referred to outside resources, or can be managed in another way (i.e. over the counter meds, etc). For those students requiring in-person assessment of symptoms, appointments will be scheduled to avoid multiple students in the waiting area. Disinfection of the clinical area will take place after each student appointment. There is dedicated access to Health Services through Room G-10 or through an outside entrance.

iii. Number of people/positions required on campus: 1-2 as the medical director is present one-half day per week

iv. Building: Student Union

b. Function 2

i. What: Providing psychological support to students

ii. How: Both in-person and remote counseling sessions will be held. Professional staff will operate on a rotating schedule regarding in-person staff presence; there will be a limit of no more than two pro staff in the office during business hours. The second staff person will be designated to manage walk-in students and crisis visits. Counseling appointments will be on a staggered schedule to avoid congestion in the waiting area. Disinfection of office areas will occur after each student session.

iii. Number of people/positions required on campus: 1-2 staff

iv. Building: Student Union

c. Function 3

i. What Managing mental health crises/emergencies

ii. How: During regular business hours, emergencies will be managed by on-site pro staff. After hours, these emergencies will be managed by Campus Police in consultation with the Executive Director of OHCS

Number of people/positions required on campus: 1-2 staff

Building: Student Union
d. Function 4
   i. What: Providing Academic/Environmental Accommodations to students with disabilities
   ii. How: Students can meet with the Disability Services Specialist by appointment only. Disinfection of the office will occur after each student session
   iii. Number of people/positions required on campus: 1 staff
   iv. Building: Student Union

e. Function 5
   i. What: Administrative support to manage phones, appointments, collect mail and faxes, maintain office supplies. Also to assist with disinfection of common areas within the office suite
   ii. How: Limited admin support will be provided on high-need days to be determined.
   iii. Number of people/positions required on campus: 1 staff less than 5 days per week
   iv. Building: Student Union

IV. 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

Any shift in risk posture (either positive or negative) will result in immediate contact with all OHCS staff. Shifts to an alternate level will necessitate a change in staffing patterns and will certainly impact the number of staff who will be physically present in the office at any given time. Such changes will be communicated with the notification of a change in risk posture, or very shortly thereafter. As appropriate, students will be notified of any change in the delivery of counseling sessions (i.e. from in-person to remote) as well as the availability of in-office services and on-site personnel.

V. Stakeholder Outreach
As the majority of counseling students and disability services students will be served remotely at even the lowest risk posture, there will be little disruption to our constituency. Those students participating in in-person sessions will be notified of the shift to remote sessions by their respective therapist.
With a shift to a High Risk Posture, incoming phone calls from students/parents will be directed to the cell phones of pro staff who will respond from their remote location. Emails to OHCS will be monitored remotely.
VI. Monitoring and Amendment

Any revisions to this plan must be approved by the Vice President of Student Affairs, the Johnstown Campus President and the Provost and Senior Vice Chancellor.
Housing, Dining Services, Residence Life, & ID Center Activity Area Plan

I. Overview

1. Name of Activity Area: Housing, Dining Services, Residence Life, & ID Center
2. Name of Activity Area Lead: Bob Knipple, Executive Director
3. Name of individual submitting Activity Area Plan: Bob Knipple
4. Date of submission: August 10, 2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary of Plan: The transactional nature of our operation requires frequent interaction with students, often in-person (especially during the beginning of the semester when students are moving onto campus and adjusting to the residential environment and using their meal plans for the first time). Once students have “settled in,” a large portion of our operation can be performed remotely. Exceptions to this, which make it necessary for a staff member to be physically present, include issuing ID cards, activating missing meal plans, and resolving issues relating to student health and safety.
7. As the lead of this activity area, I hereby confirm that Housing, Dining Services, Residence Life, & ID Center staff will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, departmental employees will:
   a. Wear face coverings in the presence of any other individuals, 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: Collect and return student room keys, obtain supplies, access hard-copy files, process reimbursements, and address student and operational issues as they arise
      ii. How: On-site
      iii. Number of people/positions required on campus: 1-2 people per instance; physical presence required regularly; permission for access must be granted by the Executive Director of Housing, Dining Services, and Residence Life.
      iv. Buildings: Student Union and/or residence halls
   b. Function 2
      i. What: Collection of mail and packages in support of departmental operations
      ii. How: On-site, one time per week
      iii. Number of people/positions required on campus: 1 person per week; physical presence required weekly; permission for access must be granted by the Executive Director of Housing, Dining Services, and Residence Life.
      iv. Buildings: Student Union
   c. Function 3
      i. What: ID Center operations including issuing temporary/replacement ID cards required for residence hall access and meal plan utilization
      ii. How: On-site
      iii. Number of people/positions required on campus: 1 person per instance; permission for access must be granted by the Executive Director of Housing, Dining Services, and Residence Life.
      iv. Buildings: Student Union
   d. Function 4
      i. What: Addressing and resolving housing issues, including those relating to student health and safety, and activating meal plans.
ii. How: On-site
iii. Number of people/positions required on campus: 1 person per instance; permission for access must be granted by the Executive Director of Housing, Dining Services, and Residence Life.
iv. Buildings: Student Union
e. Function 5
i. What: Provision of all other services to students including housing operations (i.e., room changes, housing cancellations), dining services/meal plan administration, laundry services, and residence life operations (i.e., resolving roommate issues).
ii. How: Remotely
iii. Number of people/positions required on campus: 0
iv. Buildings: None
f. Function 6
i. What: Administration of supervised testing for students with academic accommodations
ii. How: Does not exist in High Risk Posture
iii. Number of people/positions required on campus: 0
iv. Buildings: None

2. Elevated Risk Posture
a. Function 1
i. What: Collect and return student room keys, obtain supplies, access hard-copy files, process reimbursements, and address student and operational issues as they arise
ii. How: On-site
iii. Number of people/positions required on campus: 1-2 people each day
iv. Buildings: Student Union and/or residence halls
b. Function 2
i. What: Collection of mail and packages in support of departmental operations
ii. How: On-site, one time per week
iii. Number of people/positions required on campus: 1 person per week
iv. Buildings: Student Union
c. Function 3
i. What: ID Center operations including issuing temporary/replacement ID cards required for residence hall access and meal plan utilization
ii. How: On-site
iii. Number of people/positions required on campus: 1 person each day
iv. Buildings: Student Union
d. Function 4
i. What: Addressing and resolving housing issues, including those relating to student health and safety, and activating meal plans.
ii. How: In-person, either on a walk-in basis (for issues needing immediate resolution) or scheduled meetings. Staff and students will be required to adhere to University’s Health Standards and Guidelines, including the need to wear face coverings; adhere to physical distancing, safety, and hygiene; and maintain six feet of physical distancing.
iii. Number of people/positions required on campus: 2-3 people each day
iv. Buildings: Student Union
e. Function 5
i. What: Provision of all other services to students including housing operations (i.e., room changes, housing cancellations), dining services/meal plan administration, laundry services, and residence life operations (i.e., resolving roommate issues).
ii. How: Remote operation and on-site
iii. Number of people/positions required on campus: 1-2 person each day
iv. Buildings: None
f. Function 6
i. What: Administration of supervised testing for students with academic accommodations
ii. How: Does not exist in Elevated Risk Posture
iii. Number of people/positions required on campus: 0
iv. Buildings: None
3. **Guarded Risk Posture**
   a. **Function 1**
      i. What: Collect and return student room keys, obtain supplies, access hard-copy files, process reimbursements, and address student and operational issues as they arise
      ii. How: On-site
      iii. Number of people/positions required on campus: 1-2 people each day
      iv. Buildings: Student Union and/or residence halls
   b. **Function 2**
      i. What: Collection of mail and packages in support of departmental operations
      ii. How: On-site, one time per week
      iii. Number of people/positions required on campus: 1 person per week
      iv. Buildings: Student Union
   c. **Function 3**
      i. What: ID Center operations including issuing temporary/replacement ID cards required for residence hall access and meal plan utilization
      ii. How: On-site
      iii. Number of people/positions required on campus: 1 person each day
      iv. Buildings: Student Union
   d. **Function 4**
      i. What: Addressing and resolving housing issues, including those relating to student health and safety, and activating meal plans.
      ii. How: In-person, either on a walk-in basis (for issues needing immediate resolution) or scheduled meetings. Staff and students will be required to adhere to University’s Health Standards and Guidelines, including the need to wear face coverings; adhere to physical distancing, safety, and hygiene; and maintain six feet of physical distancing.
      iii. Number of people/positions required on campus: 2-3 people each day
      iv. Buildings: Student Union
   e. **Function 5**
      i. What: Provision of all other services to students including housing operations (i.e., room changes, housing cancellations), dining services/meal plan administration, laundry services, and residence life operations (i.e., resolving roommate issues).
      ii. How: Remote operation and on-site
      iii. Number of people/positions required on campus: 1 person each day
      iv. Buildings: None
   f. **Function 6**
      i. What: Administration of supervised testing for students with academic accommodations
      ii. How: In-person
      iii. Number of people/positions required on campus: 1 person per instance of need
      iv. Buildings: Student Union

**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

“Provision of other services to students” (housing operations, dining services/meal plan administration, laundry services, and residence life operations) would be affected by a decline in risk level below High Risk. Students would be able to schedule
appointments during normal business hours via email or phone. In emergency situations, walk-ins would be accommodated in accordance with the University’s Health Standards and Guidelines.

Administration of supervised testing, which would not exist at the High Risk and Elevated Risk postures, would need to be provided if the risk posture was decreased to Guarded. Disability Services would notify students of their exam times and the ID Center coordinator would provide students with their exams and supervise them for the duration of their exam.

A shift from Elevated Risk to High Risk posture would result in the “provision of other services to students” function being performed remotely. Students would be informed via email of this shift, which would result in the need for them to communicate with staff via email, phone, or Zoom.

IV. Stakeholder Outreach

While all students, by virtue of their need for a student ID card, are stakeholders, the key stakeholder groups for our operation include residential students, and students on meal plans. We would utilize email messages and web page updates to communicate this plan to our students. Shifts in operational posture would be communicated to students by either the Office of the President or the Office of Marketing and Communications.

V. Monitoring and Amendment

Any revisions to this plan must be approved by the Vice President for Student Affairs, Johnstown Campus President and the Provost and Senior Vice Chancellor.
Student Conduct Activity Plan

I. Overview
1. Name of Activity Area: Student Conduct
2. Name of Activity Area Lead: Todd Shaffer
3. Name of individual submitting Activity Area Plan: Todd Shaffer
4. Date of submission: August 10, 2020
5. Revision of a previously approved Activity Area Plan? No
6. A brief summary of the most critical pieces of your plan
   a. With Limited exceptions personnel with the Office of Student conduct will work remotely regardless of operating posture.
   b. Staff will return to campus on an as needed basis to handle incidents that require an in-person meeting.
   c. Staff will return to campus on an as needed basis if their presence is needed or requested for student concerns/emergencies.
7. I confirm that Student Conduct will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines
   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 and Elevated Risk Posture
   a. Function 1
      i. What is being done: Case Management of CARE System
      ii. How it is being done: Remote work posture with online monitoring with in-person contact limited to cases of harm to self or others
      iii. Number of people/positions required on campus: 1-2 people in emergency situations, depending on need of situation.
      iv. Buildings: all of campus
   b. Function 2
      i. What is being done: Completion of incident reports for conduct process/Student Conduct Hearings
      ii. How it is being done: Remote work posture with hearings being held via zoom
      iii. Number of people/positions required on campus: None
      iv. Buildings: none

2. Guarded Risk Posture
   a. Function 1
      i. What is being done Case Management of CARE System
      ii. How it is being done: Remote work posture with 1-2 days in office. Online monitoring with
in-person contact based on need of case

iii. Number of people/positions required on campus: Employees will work in the office 1 or 2 days per week. In an emergency situation, 1-2 people may be required to respond, depending on need of situation.

iv. Buildings: Student Union/Campus

b. Function 2
   i. What is being done: Conduct Process
   ii. How it is being done: Remote work posture with 1-2 days in office. Judicial hearing held via Zoom or limited in-person
   iii. Number of people/positions required on campus: 1 person at a time, 1-2 days per week.
   iv. Buildings: Student Union

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 moving of risk levels will impact in-person processing of judicial/care reports. As we move from higher levels to lower levels the number of in-person meetings will increase. As we move from lower risk levels to higher, the number of in-person meetings will decrease.

In all risk levels it might be necessary to meet in-person if there is a danger to self or others.

Employees will complete training modules and comply with University standards and Guidelines.

IV. Stakeholder Outreach

We will post notification of remote work status on, office doors, and web site. We will also post instruction on how to reach staff via phone, email, and zoom.

V. Monitoring and Amendment

Any revisions to this plan must be approved by the Vice President of Student Affairs, the Johnstown Campus President and the Provost and Senior Vice Chancellor.