University of Pittsburgh | Activity Area Plan
RC 01 – Office of the Chancellor

I. Overview

1. Name of Activity Area: RC 01 – Office of the Chancellor (OTC), Former Executives (FE), Internal Audit (IA), and Institute of Politics (IOP)
2. Name of Activity Area Lead: Chancellor Patrick Gallagher
3. Name of individual submitting Activity Area Plan: Leo Constantino
4. Date of Submission: October 22, 2020
5. Revision of a previously approved Activity Area Plan? No
6. Plan Summary: With limited exceptions highlighted below, personnel within the OTC, FE, IA, and IOP will work remotely for the duration of the COVID-19 pandemic, regardless of the University’s operating posture. The following core functions of RC 01 listed below and detailed in Section II will continue to be executed remotely under all operational postures:
   - Scheduling
   - Decision-making/Planning
   - Communications/Correspondence

Periodically, individual employees may need to be physically present on campus for the following functions, listed below and detailed in Section II:
   - Administrative/Business Management
   - Meetings
   - Events
   - Mail collection/check deposits

7. We confirm that this activity area will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines.

II. Functions in Each Operational Posture

1. High Risk Posture
   a. Function: Administrative/Business Management
      i. What: Daily operations (HR, orders, etc.) and financial management via online systems and newly developed virtual processes.
      ii. How: Generally, via University systems (Cognos, Box, PantherExpress, Concur, Email/DocuSign, etc.)
      iii. Number of people/positions required on campus: 0; remote work for all employees.
      iv. Building(s): n/a
   b. Function: Meetings
      i. What: Regular meetings held with Senior Leadership and other required staff/participants.
      ii. How: MS Teams, Zoom, Conference Calls, etc.
      iii. Number of people/positions required on campus: 0; remote work for all employees.
      iv. Building(s): n/a
c. **Function:** Events
   i. **What:** Virtual events and/or events without direct, in-person contact.
   ii. **How:** Virtual events have been celebrated through MS Teams, Zoom, YouTube, etc. Car parades also hosted for honoree(s).
   iii. **Number of people/positions required on campus:** 0; remote work for all employees.
   iv. **Building(s):** n/a

2. **Elevated Risk Posture – Mostly Virtual Ops. with Some On-Campus Work**
   a. **Function:** Administrative/Business Management
      i. **What:** Daily administrative operations (HR, orders, etc.) and business management via online systems and newly developed virtual processes.
      ii. **How:** Generally, via University systems (Cognos, Box, PantherExpress, Concur, Email/DocuSign, etc.)
      iii. **Number of people/positions required on campus:** 1 or 2 employees on campus, as necessary.
      iv. **Building(s):** Cathedral of Learning and Alumni Hall
   b. **Function:** Meetings
      i. **What:** Virtual and in-person meetings.
      ii. **How:** MS Teams, Zoom, Conference Calls, etc. and limited in-person meetings.
      iii. **Number of people/positions required on campus:** no more than 25 people indoors; no more than 50 people outdoors.
      iv. **Building(s):** Cathedral of Learning and Alumni Hall; other locations/venues by request.
   c. **Function:** Events
      i. **What:** Virtual and in-person events.
      ii. **How:** MS Teams, Zoom, Conference Calls, etc. and limited in-person events.
      iii. **Number of people/positions required on campus:** no more than 25 people indoors; no more than 50 people outdoors.
      iv. **Building(s):** Cathedral of Learning and Alumni Hall; other locations/venues by request.

3. **Guarded Risk Posture – Virtual Ops. and On-Campus Work**
   a. **Function:** Administrative/Business Management
      i. **What:** Daily administrative operations (HR, orders, etc.) and business management via online systems and newly developed virtual processes.
      ii. **How:** Generally, via University systems (Cognos, Box, PantherExpress, Concur, Email/DocuSign, etc.)
      iii. **Number of people/positions required on campus:** 1 or 2 employees on campus, as necessary.
      iv. **Building(s):** Cathedral of Learning and Alumni Hall
   b. **Function:** Meetings
      i. **What:** Virtual and in-person meetings.
ii. **How:** MS Teams, Zoom, Conference Calls, etc. and limited in-person meetings.

iii. **Number of people/positions required on campus:** no more than 250 people indoors; no more than 250 people outdoors.

iv. **Building(s):** Cathedral of Learning and Alumni Hall; other locations/venues by request.

c. **Function:** Events

i. **What:** Virtual and in-person events.

ii. **How:** MS Teams, Zoom, Conference Calls, etc. and limited in-person events.

iii. **Number of people/positions required on campus:** no more than 250 people indoors; no more than 250 people outdoors.

iv. **Building(s):** Cathedral of Learning and Alumni Hall; other locations/venues by request.

### 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 – certain functions may be conducted on campus and in-person, as necessary (i.e., Administrative/Business Management, Meetings, and Events)

2. Shift from Elevated Risk Posture to Guarded Risk Posture – the number of people allowed to attend in-person gatherings increases (up to 250 people indoors; up to 250 people outdoors)

**As risk levels increase:**

3. Shift from Guarded Risk Posture to Elevated Risk Posture – the number of people allowed to attend in-person gatherings decreases (down to 25 people indoors; down to 50 people outdoors)

4. Shift from Elevated Risk Posture to High Risk Posture – all functions must be conducted virtually/remotely (and not in-person), including Administrative/Business Management, Meetings, and Events.

Information regarding the current operational posture of the University will be shared at OTC staff meetings or by email or via telephone. These updates will include the following details:

1. Discuss the return to campus plan with entire office.
2. Identify the differences between each posture and how shifting from one to another will occur.
3. Meet with individuals asked to return when transitioning between postures to ensure they are prepared.
4. Order necessary personal protective equipment (PPE) and COVID-19 mitigation supplies are available for the return of each employee.
5. Develop a cleaning schedule through Facilities Management and Environmental Health and Safety to ensure OTC, FE, IA, and IOP office and meeting spaces are properly cleaned and disinfected.
6. Monitor the health of each on-campus OTC, FE, IA, and IOP employee via self-attestation form available on my.pitt.edu.

IV. Stakeholder Outreach

Stakeholders of the Office of the Chancellor RC include, but are not limited to, the following:

1. Office of the Chancellor Staff and RC-01
2. Senior Leadership Team
3. University of Pittsburgh Board of Trustees
4. University Community

The OTC plans to communicate regularly with its stakeholders throughout the pandemic via digital and telecommunications channels (e.g. websites, video conferencing services, email, telephone, etc.).

V. Monitoring and Amendment

This plan will be reviewed periodically and adherence to it is the responsibility of the OTC Director of Budget and Finance, Leo Constantino, and the Director of Administration, Mary Jo Race. Any changes made to this document must be approved by either Chancellor Gallagher or the Chief of Staff, Kevin Washo.