School of Computing and Information Activity Area Plan

I. Overview

1. Activity Area: School of Computing and Information (SCI)
2. Lead: Bruce Childers, Interim Dean and Professor, Computer Science
3. Submitter of Area Activity Plan: Bruce Childers
4. Preparation of Area Activity Plan led by: SCI Resume Operations on Campus (ROC) committee, co-chaired by Panos Chrysanthis, Professor, Computer Science, and Sharon Bindas, Director of Human Resources and Administration.
5. Date of Submission: 12/18/20
6. Revision of a previously approved Activity Area Plan? Yes
7. Summary of plan: SCI's plan is arranged according to function areas: *School Administrative Services; Shared Space Activities; IT/Tech Support; Instruction; School Student Services; Department Administrative Services; Department Student Services; External Affairs, Events, Meetings, and Conferences; Research;* and *Travel.* Each function area will be adjusted according to change in posture, ensuring full compliance with all University Standards and Guidelines. A summary of the functions and their changes follows:
    - In High Risk, all operations will be remote, except when necessary for research or urgent response – as approved by the Dean – to ensure security and safety of facilities, data, and critical infrastructure. Remote support will be available to faculty, staff, and students. Faculty and teaching assistant office hours are remote (online). Events, meetings, and conferences are remote. Travel and visitors are not permitted unless an exception is given by the Provost.
    - In Elevated Risk, most operations will be remote, except when approved, allowed by University S&G, and research that cannot be conducted remotely. Occasional ad-hoc access to buildings may be required to retrieve information. Occasional on-campus business operations may be needed to access physical files, receive deliveries, or use critical information systems. Some on-campus operations may be necessary to ensure security and safety of facilities, data, and critical infrastructure. Technical support staff, as available, will maintain computing systems and the network. Student activities will occur mostly remote, except when necessary and approved by the Dean at the Elevated Risk level. Faculty and teaching assistant office hours are remote (online). Events, meetings, and conferences are remote. Travel and visitors are not permitted unless an exception is given by the Dean.
    - In Guarded Risk, most operations will continue to be remote. However, more work will be conducted on-campus to support Flex@Pitt, research, and business operations. Stewards will be available in the Information Sciences Building and Sennott Square Building to greet, direct, and advise individuals in School spaces. The spaces will be monitored for safety, security, and compliance with University Standards and Guidelines. Technical support will be available, depending on availability of technical staff. More student

activities will occur on-campus, with a remote option. Events, meetings, travel, and visitors are permitted with permission of the Dean. Conferences are remote.

8. As the lead of this activity area, I hereby confirm that SCI will commit to following the University's Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, SCI employees will:
    a. Wear face coverings in the presence of any other individual, and as they enter and leave our buildings
    b. Adhere to all physical distancing, safety, and hygiene signage
    c. Use physical barriers and maintain six feet of physical distance while engaging with others
    d. Clean their personal and an office spaces at the beginning and end of work periods
    e. Advise to keep a private contact log if a contact tracing need arises
    f. Faculty, Staff and Students who are on campus will require staggered schedules for de-densification

All individuals will be required to complete training as specified in the University's COVID-19 Training Standards and Guidelines.

High-Risk Posture: Only one IT support staff will be permitted in each building for computer center safety and research support only. These individuals 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.

Elevated Posture and Guarded Postures: ALL individuals 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, hygiene and occupancy signage, and maintain six feet of physical distancing.

In accordance with the University's Facilities Standards and Guidelines, spaces will be equipped with safety, occupancy and traffic flow signage, hand sanitizers, and physical barriers to support adherence to the University's Health Standards and Guidelines.

II. Functions in Each Operational Posture and Transition between Operational Postures

In-person Interactions rules: All persons will be informed of and required to adhere to the University's Health Standards and Guidelines, including i) the need to wear face coverings, adhere to all physical distancing, safety, and hygiene signage, and maintain six feet of physical distancing; and ii) the need to limit the time spent closer than six feet to another individual to 15 minutes or less in small spaces, prearranged on a reservation basis, one person per time slot.

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OFFICE OF THE DEAN & BUSINESS FUNCTIONS

Function/Service		High Risk Posture	Elevated Risk Posture	Guarded Risk Posture
Function 1 ***School Administrative Services***	What is being done	Financial services (including payroll, financial aid, budget and finance, purchasing, grants administration). Human resources & faculty affairs. Administrative tasks (including document processing, data/systems, marketing facilities).	Financial services (including payroll, financial aid, budget and finance, purchasing, grants administration). Human resources & faculty affairs. Administrative tasks (including document processing, data/systems, marketing facilities, limited collection of mail/faxes, deliveries). Covid-19 related tasks (including change signage in buildings, stocking disinfectant wipes and cleaning material).	Financial services (including payroll, financial aid, budget and finance, purchasing, grants administration). Human resources & faculty affairs. Administrative tasks (including document processing, data/systems, marketing facilities, collection of mail/faxes, deliveries). Covid-19 related tasks (including change signage in buildings, stocking disinfectant wipes and cleaning material).
	How it is being done	Most work is done remotely. All financial, human resources and administrative tasks are performed remotely. Limited collection of mail/faxes, and deliveries to campus address only as necessary. When possible, mail and deliveries will be made to Thomas Blvd. location, and retrieved as necessary and safe to do so. Ad-hoc emergency access requests by	Most work is done remotely with some on-campus work as approved by the Director of Human Resources and Administration. All financial, human resources and administrative tasks are performed remotely. Some on-campus and in-person work may be necessary to support new faculty, staff, and student work studies to gain access to their offices, and acquire equipment and supplies to work remotely.	Much work is done remotely, with some normal operations on-campus. Tasks that can be carried out remotely will be online. Tasks that require on-campus and in-person work will be permitted, including support of new faculty, staff, and student work studies to gain access to their offices and acquire equipment and supplies to work remotely; use and access critical information systems; process and manage physical files including payroll; support in-person

		staff to retrieve equipment/materials with permission of the Dean.	Some ad-hoc access to individual (private) offices, as approved by Director of Human Resources and Administration, may be necessary to obtain items and support school needs including occasional and urgent collection of mail and packages. In-person interactions will follow University standards and guidelines. Access is infrequent and only as physical presence is required. Primary access will be to payroll files at most twice a week and to collect mail and packages. All work will be in private offices.	activities for Flex@Pitt; receive mail/packages; and meet deliveries (e.g., equipment). Tasks requiring on-campus work will be carried out in individual (private) offices with staggered schedules. In-person interactions will follow University standards and guidelines. Individual offices are available for all tasks.
	Number of people/positions required on campus	At most 1 person	No more than 1-2 staff members permitted at a time.	A minimum of 1 staff member will be available during normal business hours to support school needs and access to payroll files.
	Space and buildings involved/required access	5th floor IS building 6th floor Sennott Square building	5th floor IS building 6th floor Sennott Square building	5th floor IS building 6th floor Sennott Square building
	Transition between postures	Administrative office areas are closed. Communicate actions with change of posture to High Risk, including changing signage, securing computer systems, data and spaces, and retrieving any equipment/materials required to work remotely.	Administrative office areas are locked but available to authorized staff. Change signage and communicate actions with change of posture.	Administrative office areas are open and will follow in-person interaction rules. Change signage, remote access restrictions, communicate actions with change of posture.

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SHARED SPACES

Function/Service		High Risk Posture	Elevated Risk Posture	Guarded Risk Posture
Function 2 ***Shared Space Activities***	What is being done	Online reception services (including admin support, scheduling information, and guidelines) Online social and ad-hoc social activities for faculty, staff, and students.	Online reception services (including admin support, scheduling information, and guidelines) Social and ad-hoc activities for faculty, staff, and students.	Reception services (including admin support, scheduling information, directions and guidelines) Social activities in lounges, breakrooms, and student organization/club rooms (including store, warm-up and prepare food, eat and rest). Monitoring and providing cleaning supplies.
	How it is being done	Online reception answers all queries remotely. Virtual reception desk during business hours. Shared spaces are closed, and no social activities. Social activities conducted remotely.	Online reception answers all queries remotely. Virtual reception desk during business hours. Limited and staggered use of shared spaces by individuals authorized for on-campus research and other authorized activities, following in-person interaction rules. Lounges and breakrooms are open for limited use by authorized persons in buildings. Personnel follow cleaning and disinfectant protocols according to University S&G. Majority of social activities conducted remotely. Small group activities (no more than 25 people) as approved by the Dean with a remote option.	On-campus reception services, subject to availability of staff, Monday to Friday, 9:00 AM - 4:30 PM. Online reception will be available. Shared spaces will be open and used in accordance with University S&Gs and in-person interaction rules. Scheduled social activities that can maintain physical distance and do not exceed designated space capacities for Flex@Pitt, research, and general operations are permitted with a remote option for students, faculty, and staff to participate remotely. Scheduled social activities require advance room reservation. In-person participants follow cleaning and disinfectant protocols according to University S&G.

			Spaces used for approved small group activities require advanced reservation. All cleaning and disinfectant protocols followed. Room reservations made through online system to inform other groups about activities in spaces and the host responsible for the event, including cleaning of a space after an event.	Room reservations made through online system to inform other groups about activities in spaces and the host responsible for the event, including cleaning of a space after an event.
	Number of people/positions required on campus	0 persons	Varied, depending on research and approved activities.	Minimum of 1 steward per building for reception, managing and monitoring space usage, with staggered schedules in confined spaces.
	Space and buildings involved/required access		Social spaces are locked but accessible to researchers, authorized staff, and approved activities for Flex@Pitt. The spaces available are: 6116 SenSq (245 sf) 6317 SenSq (273 sf) 6323 SenSq (432 sf) 1A04 Vending IS (215 sf) 1A04 IS (215 sf) 303 IS (193 sf) 521 IS (197 sf) Keyboards, monitors, and mice will be removed from SCI computer labs, 5505 SenSq and 6110 SenSq. These rooms are temporarily managed by the URO. If computers are needed for SCI courses, students will be asked to bring their own laptops.	All shared areas meeting social distancing requirements are open. The areas open are: Receptionist Area(s): 5th Floor IS Building & 6th floor Sennott Square 6116 SenSq (245 sf) 6317 SenSq (273 sf) 6323 SenSq (432 sf) 1A04 Vending IS (215 sf) 1A04 IS (215 sf) 303 IS (193 sf) 521 IS (197 sf) Keyboards, monitors, and mice will be removed from SCI computer labs, 5505 SenSq and 6110 SenSq. These rooms are temporarily managed by the URO. If computers are needed for SCI courses, students will be

			The eighth-floor computer lab in the Information Sciences Building is closed.	asked to bring their own laptops. The eighth-floor computer lab in the Information Sciences Building is open during workday hours, as staff are available, Monday to Friday, 9:00 AM – 4:30 PM. Students will be provided with disinfectant wipes to clean work areas, including keyboards and mice. If cleaning supplies are unavailable, the lab will be closed.
	Transition between postures	All areas closed. Change signage: 0 person; change lock combinations for secured spaces; communicate changes.	Areas are restricted. Change signage to include appropriate occupancy based on square footage, communicate new lock combinations, contact information for online reception; communicate changes.	All areas are open. Change signage: unrestricted access, up to capacity of space, contact information for online reception; communicate changes.

IT/TECH SUPPORT

Function/Service		High Risk Posture	Elevated Risk Posture	Guarded Risk Posture
<u>Function 3</u> ***IT/Tech Support***	What is being done	Essential server maintenance in machine room and research labs to maintain integrity, security and safety of infrastructure and/or data. Laptop support for faculty, staff and students. Equipment purchases. Software development.	Server installation and maintenance in machine room and research labs available for urgent need, on an exceptional basis, and as technical staff are available. Desktop and AV equipment installation and maintenance in meeting rooms, private offices, and research labs only for urgent need, on exceptional basis, and as technical staff are available.	Server installation and maintenance in machine room and research labs. Desktop and AV equipment installation and maintenance in offices, meeting rooms, and research labs. Laptop support for faculty, staff and students. Equipment purchases. Software development. Submission of tech tickets is required

		Submission of tech tickets is required (tech@sci.pitt.edu) for all IT/Tech services.	Laptop support for faculty, staff and students. Equipment purchases. Software development. Submission of tech tickets is required (tech@sci.pitt.edu) for all IT/Tech services.	(tech@sci.pitt.edu) for all IT/Tech services.
	How it is being done	Maintenance and handling of emergencies are done remotely whenever possible. Other maintenance is generally delayed until essential personnel are on site. Handling of emergencies to avoid critical infrastructure failure or loss of data may require on-site access by technical staff. All on-site installations are delayed. Support of laptop and desktop computers for faculty, students, and staff is done remotely. Purchases done remotely. Equipment sent to employee's home. Remote software development is done. Teams meet online. SCI's Director of Operations and the Manager of Information Technology	Maintenance and emergencies are handled by a combination of on-site and remote personnel. SCI's Director of Operations and the Manager of Information Technology Networking are permitted access to both buildings. Additional technical staff with approval of the Director of Human Resources and Personnel. Server installations are done when two people are available. During maintenance and installation, the tech staff should preferably be alone in the room. In case of a large shared space, or when being alone is not practical, the technical staff must have enough space to move around the equipment while staying at least 6 feet apart from other individuals. As necessary, PPE will be used when technical staff need to be in closer than 6 feet proximity.	Maintenance and emergencies are handled by a combination of on-site and remote personnel. Server installations are done when two people are available. During maintenance and installation, the tech staff should preferably be alone in the room. In case of a large shared space, or when being alone is not practical, the technical staff must have enough space to move around the equipment while staying at least 6 feet apart from other individuals. As necessary, PPE will be used when technical staff need to be in closer than 6 feet proximity. Support of laptop computers for faculty, students, and staff is done mostly remote, with some in-person support as necessary, following in-person interaction rules. Purchases are done remotely and on-site. Equipment sent to employee's home or or employee's office.

		Networking are permitted access to both buildings. If necessary, an additional tech person will access a building with permission of the Dean. If needed to work in proximity, must to take appropriate/extra protection steps. Ad-hoc access by principal investigators, with permission of the Dean, for emergencies in research labs that cannot be resolved by technical staff.	Support of laptop computers for faculty, students, and staff is done remotely. Purchases are done remotely and on-site. Equipment sent to employee's home or employee's office. Software development is done remotely. Teams meet online. Principal investigators and students have access to their research labs, according to the PI's research plan (see Research function), including to maintain lab infrastructure. As most research will be remote, access is likely only for emergencies that cannot be resolved by technical staff.	Software development is done on campus and remotely. Teams meet online. Principal investigators and students access their research labs, according to the PI's research plan (see Research function), including to maintain lab infrastructure.
	Number of people/positions required on campus	1 person, one day a week per building to ensure computing and network operations. In most cases, only 1 technical staff member is needed to handle emergencies; in rare cases, 2 technical staff may need to work together to resolve an emergency, following all in-person interaction rules and using PPE when necessary.	1-2 technical staff members per building working in their individual (private) offices on a staggered schedule. They may need to access the machine rooms, tech shops, and labs. If needed to work in proximity must take appropriate/extra protection steps.	SCI's technical staff has 5 members: 3 have offices in Sennott Square, and 2 have offices in the IS Building. These individuals will work in their individual (private) offices and access the machine rooms, tech shops, and labs. If needed to work in close proximity must take appropriate/extra protection steps.
	Space and buildings involved/required access	IS building 5th and 6th floors Sennott Square building	IS building 5th and 6th floors Sennott Square building	IS building 5th and 6th floors Sennott Square building

	Transition between postures	All areas are closed. Communicate actions with change of posture to High Risk, including changing signage, securing computer systems, data and spaces, and retrieving any equipment and materials required to work remotely.	Change signage: Area Closed – Appointment Only; separation signage needed for some offices with a shared entrance; communicate changes.	Change signage; communicate changes.

INSTRUCTION

Function/Service		High Risk Posture	Elevated Risk Posture	Guarded Risk Posture
Function 4 ***Instruction Activities***	What is being done	Instruction (including lectures, recitations, labs and short courses) Student advising (including meetings and office hours by faculty, instructors, and TAs) Internships, experiential learning and practical experiences (including capstone projects and REUs).	Instruction (including lectures, recitations, labs and short courses) Student advising (including meetings and office hours by faculty, instructors, and TAs) Internships, experiential learning and practical experiences (including capstone projects and REUs).	Instruction (including lectures, recitations, labs and short courses) Student advising (including meetings and office hours by faculty, instructors, and TAs) Internships, experiential learning and practical experiences (including capstone projects and REUs).
	How it is being done	Instruction is remote with synchronous and asynchronous options. Instruction follows Flex@Pitt as described in course plans. Course plans submitted to Department Chairs and Associate Dean of Academic Programs. Advising/meetings/office hours by teaching assistants are done virtually,	Instruction is remote with synchronous and asynchronous options and approved in-person experiences with a definable benefit. Limited in-person instruction and advising for groups of less than 25 students with approval of the Dean. A remote option will be available. Instruction follows Flex@Pitt as described in course plans. Course plans submitted to	Large class sections are remote with synchronous and asynchronous options. Small and medium class sections are remote synchronous and asynchronous with in-person experiences. Classroom capacity and scheduling by the Registrar will be followed. Course schedule may include rotating cohorts. Instruction follows Flex@Pitt as described by course plans. Course plans

		remote via Zoom; utilize course status page for remote meeting information. SCI's School Library Certification Program has a required practical experience. This experience is remote. Internships and experiential learning are fully remote.	Department Chairs and Associate Dean of Academic Programs. Advising/meetings/office hours by faculty and teaching assistants are done virtually, remote via Zoom; utilize course status page for online meeting information. SCI's School Library Certification Program has a required practical experience. This experience is remote. Internships and experiential learning are remote whenever possible. Experiences may be in-person at an off-campus site if the site's health and safety guidelines meet or exceed University S&G. In-person experiences require approval of the Associate Dean of Academic Programs.	submitted to Department Chairs and Associate Dean of Academic Programs. Office hours, individual and group meetings by faculty and teaching assistants are permitted, following in-person interaction rules. A remote option for meetings will be available. Practical experiences, internships and other learning experiences are strongly encouraged to be remote. Experiences may be in-person at an off-campus site if the site's health and safety guidelines meet or exceed University S&G. In-person experiences require approval of the Associate Dean of Academic Programs.
	Number of people/positions required on campus	0 persons	Varied, depending on approved activities, need for in-person instruction, and individual choices to attend in-person. Very few, if any, SCI courses and small group meetings are expected to be in-person during Elevated.	Number of people on-site will vary with course schedule and individual choices to attend in-person.
	Space and buildings involved/required access	No building access required.	Classrooms All floors, IS Building 5th & 6th floors Sennott Square Building	Classrooms All floors, IS Building 5th & 6th floors Sennott Square Building
	Transition between postures	All areas are closed. Communicate actions with change of	All areas restricted and available only for approved courses.	All areas open. Change signage: access to classrooms permitted, up

		posture to High Risk, including changing signage: 0 persons.	Change signage to include appropriate occupancy based on square footage. Communicate changes. Instructors inform students of the need for a course to be on-site.	to capacity of space; communicate changes. Instructors communicate with students about changes.

STUDENT SERVICES

Function/Service		High Risk Posture	Elevated Risk Posture	Guarded Risk Posture
Function 5 ***School Student Services***	What is being done	Academic advising. Academic records support for students. Recruitment and admissions.	Academic advising. Academic records support for students. Recruitment and admissions.	Academic advising. Academic records support for students. Recruitment and admissions.
	How it is being done	All work done remotely. Ad hoc requests for building access in emergencies can be made to the Dean. Remote advising and recruiting: Remote synchronous office hours available with asynchronous support via email and forms. Prospective student interactions/presentations. All processes and procedures other than processing of paper documents are online. When possible, visits by prospective students will be carried out remotely. No visits to campus. Processing of paper documentation is on hold.	Most work is remote. Ad hoc and limited on-campus work with approval of the Director of Human Resources and Administration. Remote advising and recruiting: Remote synchronous office hours available with asynchronous support via email and forms. When possible, visits by prospective students will be carried out remotely. No visits to campus. All processes and procedures, other than processing of paper documents, are online. On-campus access for issuing and mailing of paper admission letters if and as needed.	Most work is remote, with increased on-campus work. Both remote and in-person advising and recruiting: Remote synchronous office hours available with asynchronous support via email and forms. In-person meetings will adhere to rules for in-person interactions Visits with prospective students will be mostly remote. Visits to campus by prospects will be limited and follow in-person interaction rules and University S&Gs, including guidelines for visitors. On-campus processing of paper documents and other records as needed.

	Number of people/positions required on campus	0 persons	3 for 1 day per week; only 1 person present at a time.	6 for 1-2 days per week; at most 10 people present at any one time with staggering as spaces dictate.
	Space and buildings involved/required access	5th floor IS building	5th floor IS building	5th floor IS building 3rd floor IS building 8th floor IS building
	Transition between postures	All areas are closed. Communicate actions with change of posture to High Risk, including changing signage: 0 persons, securing computer systems, data and spaces (change lock combinations), and retrieving any equipment/materials required to work remotely.	All areas restricted. Change signage to include appropriate occupancy based on square footage, communicate new lock combinations; communicate changes.	All areas open. Change signage: unrestricted access, up to capacity of space; communicate changes.

DEPARTMENT & PROGRAM SUPPORT

Function/Service		High Risk Posture	Elevated Risk Posture	Guarded Risk Posture
Function 6 ***Department Administrative Services***	What is being done	Chair and program administrative tasks (including communications, scheduling, evaluations, certifications, budget & space management, mail and deliveries). Teaching support (including proctoring, copying, providing office supplies). Event and meeting support hosted by the Departments & Degree Programs (including faculty meetings, colloquium, hackathons).	Chair and program administrative tasks (including communications, scheduling, evaluations, certifications, budget & space management, mail and deliveries). Teaching support (including proctoring, copying, providing office supplies). Event and meeting support hosted by the Departments & Degree Programs (including faculty meetings, colloquium, hackathons).	Chair and program administrative tasks (including communications, scheduling, evaluations, certifications, budget & space management, mail and deliveries). Teaching support (including proctoring, copying, providing office supplies). Event and meeting support hosted by the Departments & Degree Programs (including faculty meetings, colloquium, hackathons).

	How it is being done	All work completed remotely. Faculty/staff/student queries are done remotely; remote access to files/data; electronic communication. Meetings and student events are done remotely. Faculty and staff may submit emergency access requests to retrieve equipment or materials with permission of the Dean.	Most work is remote. Ad hoc and limited on-campus work are permitted with approval of the Director of Human Resources and Administration. Infrequent ad-hoc access to buildings to obtain items and support departmental needs that may arise, including mail & deliveries. Faculty/staff/student queries are done remotely; remote access to files/data; electronic communication. Meetings are done remotely; occasional in-person meetings for small groups as described in the Shared Spaces and Instruction functions.	Most work is remote. Some on-campus work and ad hoc access to individual (private) offices. In-person interactions for in-buildings daily needs, teaching, on-site event and meeting support, mail and delivery. Most queries are answered remotely (online) even from offices, similar to all other tasks that are usually carried out online.
	Number of people/positions required on campus	0 persons	1-2 staff persons; 1-2 visits per week as necessary.	2 building stewards, as described in the Shared Spaces function. Staggered schedules as needed in confined spaces.
	Space and buildings involved/required access	6th & 7th floors, IS Building 5th & 6th floors, Sennott Square Building	6th & 7th floors, IS Building 5th & 6th floors Sennott Square Building	All floors, IS Building 5th & 6th floors Sennott Square Building
	Transition between postures	All areas are closed. Communicate actions with change of posture to High Risk, including changing signage: 0 persons, securing computer systems, data and spaces (change lock combinations), and	All areas restricted. Change signage to include appropriate occupancy based on square footage, communicate new lock combinations; communicate changes.	All areas open. Change signage: unrestricted access, up to capacity of space; communicate changes.

		retrieving any equipment/materials required to work remotely.		

Function/Service		High Risk Posture	Elevated Risk Posture	Guarded Risk Posture
<u>Function 7</u> ***Department Student Services***	What is being done	Graduate student support tasks (including admissions, advising, registration, TA/GSR contracts, awards/scholarship, exams, milestones & certifications). Computing Resource Center and Helpdesk (staffed by undergraduate students).	Graduate student support tasks (including admissions, advising, registration, TA/GSR contracts, awards/scholarship, exams, milestones & certifications). Computing Resource Center and Helpdesk (staffed by undergraduate students).	Graduate student support tasks (including admissions, advising, registration, TA/GSR contracts, awards/scholarship, exams, milestones & certifications). Computing Resource Center and Helpdesk (staffed by undergraduate students).
	How it is being done	All work is remote. Faculty/staff/student queries are done remotely; remote access to files/data; communicate electronically. Computer Resource Center and Helpdesk is operated remotely.	Most work is remote with some ad hoc and on-campus work with approval. Faculty/staff/student queries are done remotely; remote access to files/data; communicate electronically. Computer Resource Center and Helpdesk is operated remotely.	Remote work is done when possible. More activities are carried out in-person in office spaces as usual, following in-person interaction rules. Tasks that can be carried out remotely are online. Computer Resource Center and Helpdesk is operated remotely.
	Number of people/positions required on campus	0 persons Faculty and staff will submit emergency access requests to retrieve equipment/materials with permission of the Dean in cooperation with Facilities Management.	1-2 staff members; working in their individual offices as approved and building access monitored by the Director of Human Resources and Administration.	1-2 staff members; working in their individual offices.
	Space and buildings involved/required access	6th & 7th floors, IS Building	6th & 7th floors, IS Building 5th & 6th floors, Sennott Square Building	All floors, IS Building 5th & 6th floors, Sennott Square Building

		5th & 6th floors, Sennott Square Building		
	Transition between postures	All areas are closed. Communicate actions with change of posture to High Risk, including changing signage: 0 persons, securing computer systems, data and spaces (change lock combinations), and retrieving any equipment/materials required to work remotely.	All areas restricted. Change signage to include appropriate occupancy based on square footage, communicate new lock combinations; communicate changes.	All areas open. Change signage: unrestricted access, up to capacity of space; communicate changes.

EXTERNAL AFFAIRS; EVENTS, MEETINGS AND CONFERENCES; VISITORS

Function/Service		High Risk Posture	Elevated Risk Posture	Guarded Risk Posture
Function 8 ***External Affairs, Events, Meetings, Conferences, and Visitors***	What is being done	Alumni relations (including engagement in academic outreach initiatives with students). Develop student and industry engagement programming. Scholarship policies and management. Establish and manage corporate partnerships, and Board of Visitors. Corporate and philanthropic fundraising. Events, meetings, and conferences. Visitors to SCI buildings.	Alumni relations (including engagement in academic outreach initiatives with students) Develop student and industry engagement programming. Scholarship policies and management. Establish and manage corporate partnerships, and Board of Visitors. Corporate and philanthropic fundraising. Events, meetings, and conferences. Visitors to SCI buildings.	Alumni relations (including engagement in academic outreach initiatives with students). Develop student and industry engagement programming. Scholarship policies and management. Establish and manage corporate partnerships, and Board of Visitors. Corporate and philanthropic fundraising. Events, meetings, and conferences. Visitors to SCI buildings.
	How it is being done	All work activities, events, meetings, and conferences are remote.	All work activities, events, meetings, and conferences are remote.	Most work activities are remote. Require occasional support from on-campus IT personnel.

		Visitors are not permitted, unless an exception is granted by the Provost for very limited circumstances.	Visitors are not permitted, unless an exception is granted by the Dean for very limited circumstances.	Events and meetings should generally be remote. Limited in-person events and meetings of less than 150 persons are permitted. Meetings and events with 100 to 150 persons require approval of the Dean. All events and meetings follow University S&G. A remote option to attend must be available. All visits, including to events and meetings, must be pre-arranged and hosted by a SCI staff or faculty member. The host name, visitor name, and time/date of visit must be communicated to the Dean's office at least 24 hours prior to a visit. A log of the visit must be kept by the host in case of contact tracing. Conferences are remote.
	Number of people/positions required on campus	0 persons	0 persons	In most circumstances, work can continue remotely; if events are held in-person, then 1-2 staff members need to be present.
	Space and buildings involved/required access	No building access required.	No building access required.	5th and 6th floor of Sennott Square Building and the 3rd and 5th floor of the IS Building. Use of building areas will follow Shared Spaces function.
	Transition between postures	All areas are closed. Communicate actions with change of posture to High Risk, including changing signage: 0 persons, securing computer systems, data and spaces (change lock combinations), and retrieving any	All areas restricted. Change signage to include appropriate occupancy based on square footage, communicate new lock combinations; communicate changes.	All areas restricted. Communicate changes.

		equipment/materials required to work remotely, within 72 hours.		

RESEARCH

Function/Service		High Risk Posture	Elevated Risk Posture	Guarded Risk Posture
Function 9 ***Research***	What is being done	Research and scholarship studies, including human subject research.	Research and scholarship studies, including human subject research.	Research and scholarship studies, including human subject research.
	How it is being done	Research as permitted by the University S&G that is allowed on-campus may continue, following all guidelines. Most research of SCI is not expected to fall in this category. Human subject studies are moved remotely as required and permitted by IBR. Human subject research that cannot be done remotely or according to University S&G is stopped until risk posture returns to Elevated or Guarded. Most human subject research in SCI is expected to fall in this category. In-person human subject studies follow guidelines and approval of IBR. SCI has limited human subject studies that may fall into this category. Research that can continue remotely will do so. Most research in SCI is expected to fall in this category.	Research that must be conducted on-campus may continue, following all required University S&G. Minimal research within SCI is expected to fall in this category. Research that can continue remotely will do so. Most research in SCI is expected to fall in this category. Human subject studies, as permitted by IBR, the Office of Research and University S&Gs, may be conducted in person. Whenever possible and permitted, human subject studies are done remotely. Most human subject studies in SCI is expected to fall in this category. Laboratory spaces occupied follow PI's research plan. Scheduling of these spaces, including shifts, is part of the PI's research plan. Research plans specify safety practices to	Research may be conducted on-campus, following all required University S&G. Research, including human subject studies, may continue according to University S&G. Research should continue remotely when possible. More on-campus research activities permitted. Laboratory spaces occupied follow PI's research plan. Research plans specify safety practices to operate labs under different risk levels and scenarios, as defined by the University. Research plans reviewed/approved by Department Chairs and Dean.

		Laboratory spaces occupied for research follow PI's research plan. Scheduling of these spaces, including shifts, is part of the PI's research plan. Research plans specify safety practices to operate labs under different risk levels and scenarios, as adopted by the University. Research plans reviewed/approved by Department Chairs and Dean.	operate labs under different risk levels and scenarios, as adopted by the University. Research plans reviewed/approved by Department Chairs and Dean.	
	Number of people/positions required on campus	Number of people will vary according to research plans. The number is expected to be 0 for on-campus essential research of SCI. Social distancing and staggered schedules will be strictly followed.	Number of people will vary according to research plans. The number is expected to be minimal, and likely less than a half-dozen labs, based on experience with Early Research Restart. Social distancing and staggered schedules will be strictly followed.	Number of people will vary according to research plans. Social distancing and staggered schedules will be strictly followed.
	Space and buildings involved/required access	Building access to the Information Sciences Building and Sennott Square may be required to conduct research activities in accordance with research plans.	Research spaces in IS building, 5th floor Sennott Square, and 6th floor Sennott Square. Other areas, including break rooms, as described in the Shared Spaces function.	Research spaces in IS building, 5th floor Sennott Square, and 6th floor Sennott Square. Other areas, including break rooms, as described in the Shared Spaces function.
	Transition between postures	All areas are closed. Communicate actions with change of posture to High Risk to all PIs including, including securing computer systems, data and spaces (change lock combinations). Permission to continue research on-campus in High Risk is given as	All areas restricted. Change signage to include appropriate occupancy based on square footage, communicate new lock combinations; communicate changes. Transition and communication actions as defined in individual	Areas are open. Change signage: unrestricted access, up to capacity of space; communicate changes. Transition and communication actions as defined in individual research plans will be followed by PI.

		part of approval of PI's research plan by the Dean. Transition to High Risk posture and communication actions as defined in individual research plans will be followed by PI.	research plans will be followed by PI.	

Research Plan of Conduct and Review Process: In order to carry out on-campus research, a principal investigator (PI) will develop a Research Plan of Conduct for their lab using the STEM research restart templates and the EH&S checklist. These templates are available from the Senior Vice Chancellor's Office of Research website. The Research Plan of Conduct will include a description of laboratory operations in High, Elevated, and Guarded postures including a personnel schedule for the lab space and use of shared infrastructure; actions needed to transition between postures; and how the plan, schedule, and changes in posture will be communicated to trainees and personnel. Plans will carefully describe how the PI's lab and personnel intend to follow SCI's Activity Area Plan and University S&G, including S&G for Research.

The Research Plan of Conduct will be submitted to a PI's home Department Chair. The Chair will review the plan to ensure it follows SCI's Activity Area Plan and University S&G. The Chair will communicate revisions/approval to the PI within three business days of receiving a plan/revised plan. Once the Chair approves a plan, the Chair will submit it to the Dean. A lab may reopen and operate using the plan once the PI receives approval from the Dean, and the reopening of the space and schedule has been communicated with at least one week's notice to trainees and personnel.

TRAVEL

Function/Service		High Risk Posture	Elevated Risk Posture	Guarded Risk Posture
Function 10 ***University-related business travel***	What is being done	University-related business travel to domestic and regional locations. University-related business travel to international locations. Group travel to other locations for instructional purposes.	University-related business travel to domestic and regional locations. University-related business travel to international locations. Group travel to other locations for instructional purposes.	University-related business travel to domestic and regional locations. University-related business travel to international locations. Group travel to other locations for instructional purposes.
	How it is being done	University-related travel is not permitted to domestic or international locations, unless an exception is granted by the Provost	University-related travel is not permitted to domestic or international locations unless an exception is granted	University-related travel is permitted to domestic or international locations with approval of the Dean for very limited circumstances and only

		for very limited circumstances and only if it is necessary to fulfill a primary job function. All travel will follow University S&G, including requirements for self-quarantine. Group travel to other locations for instructional purposes is not permitted. Requests for exceptions should be submitted to the Dean's office for coordination with the Office of the Provost.	and approved by the Dean for very limited circumstances and only if it is necessary to fulfill a primary job function. All travel will follow University S&G, including requirements for self-quarantine. Group travel to other locations for instructional purposes is not permitted.	if it is necessary to fulfill a primary job function. All travel will follow University S&G, including requirements for self-quarantine. Limited group travel to other locations for instructional purposes is permitted with approval of the Dean.
	Number of people/positions required on campus	N/A	N/A	N/A
	Space and buildings involved/required access	N/A	N/A	N/A
	Transition between postures	Communicate to faculty, staff, and students that business-related travel is not permitted, unless an exception is approved by the Provost.	Communicate to faculty, staff, and students that business-related travel is not permitted, unless an exception is approved by the Dean.	Communicate to faculty, staff, and students that business-related and group travel is permitted with approval of the Dean.

III. Transitions between Operational Postures

Change to High Risk Posture: Secure offices for closure including changing combinations as necessary; test and ensure remote VPN access to key information systems; secure critical and sensitive information systems; change signage through all building areas to indicate their closure and unavailability; retrieve any equipment/materials required to work remotely. PIs will notify trainees and personnel of actions to safely and securely change risk posture for their research labs, including changes in shifts or restrictions on access to their lab.

Change to Elevated Risk Posture: Test and ensure continued VPN access to key information systems; change signage through all building areas to indicate which areas are restricted, closed or available by appointment only. Signage will indicate locations of

services that may be available in an alternative area. Check and provision disinfectant reserves and supplies in shared areas to be available in Elevated Risk Posture. Communicate changes in work areas, including lock combinations. Provide instructions to seek appropriate permission for in-person activities and work. PIs will notify trainees and personnel of actions to safely and securely change risk posture within 72 hours for their research labs, including changes in shifts or restrictions on access to their lab.

Change to Guarded Risk Posture: Building areas are open for general usage, but individuals are encouraged to work remotely when possible; adjust signage of restrictions on the usage of common areas in accordance with Guarded Risk. Check and provision disinfectant reserves and supplies in shared areas to be open. PIs will notify trainees and personnel of how to change risk posture within 72 for their research labs, and any adjustment in scheduling, including changes in shift work.

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.

During all postures and in accordance with the University's Facilities Standards and Guidelines. Employees returning to campus to support their essential function(s) 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 their essential function(s) and will be informed of the time slot their presence is required on any given day 24 hours in advance of each required appearance.

https://www.coronavirus.pitt.edu/return-campus/resilience-framework-operational-postures

https://www.coronavirus.pitt.edu/covid-19-campus

https://www.policy.pitt.edu/university-policies-and-procedures/covid-19-standards-and-guidelines

IV. Stakeholder Outreach

Stakeholders of SCI include all University employees and students. Notification of SCI's remote-work status has been communicated broadly, and is indicated on the home page of our web site: www.sci.pitt.edu.

On change of each posture, the Dean or designee will send email to faculty, part-time instructors, research PIs, and staff about the new risk posture using our existing mailing lists; the Dean or designee will inform department chairs, staff supervisors, institute directors, and program directors of change in posture and communicate the steps to act accordingly with the Area Activity Plan; and, the Dean or designee will inform Student

Services to notify undergraduate and graduate students using the Hobsons system about the change in the posture. Research PIs will communicate with their trainees and personnel, according to their Research Plan. Once this information is communicated to key stakeholders, they will be responsible for further appropriate communication. At the same time, the Dean or designee communication will be posted on the School website.

For Covid-19 related incidences, we will communicate information strictly in accordance with the University standards and guidelines, and maintain confidentiality.

Establish email addresses for all Covid-19 and operating posture issues, and assign staff and faculty to handle inquiries sent to these email addresses:

- Classroom Technology inquiries: SCI-CovidAcademicClassroom@pitt.edu
- Student Services inquiries: SCI-CovidAcademicStudentServices@pitt.edu
- Staff inquiries: SCI-CovidStaff@pitt.edu
- Technical support: SCI-CovidTech@pitt.edu
- Faculty Recruitment inquiries: SCI-CovidFacultyRecruitment@pitt.edu
- External Affairs inquiries: SCI-CovidExternalAffairs@pitt.edu

Graduate Student Researchers, Graduate/Undergraduate Teaching Assistants/Fellows, Graduate Student Assistants, and Postdoctoral Fellows are encouraged to first speak with their supervisor to discuss working on campus. As needed, these students should discuss their concerns with the Associate Dean of Academic Programs or the Senior Director of Student and Academic Affairs (who serves as the student ombudsperson).

V. Monitoring and Amendment

A "steward" (faculty or staff member) will be designated for each function area to be responsible for monitoring compliance, depending on availability of individuals on campus. Concerns will be communicated to the Dean and the Director of Administration by the stewards, and this information will be communicated as appropriate to department chairs and staff leads.

Any revisions to this plan will be reviewed and assessed within the School by Bruce Childers, Interim Dean. Approval will be sought from the Provost and Senior Vice Chancellor, Ann Cudd.