I. Overview

<table>
<thead>
<tr>
<th>Name of Activity Area</th>
<th>Swanson School of Engineering</th>
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<tbody>
<tr>
<td>Name of Activity Area Lead</td>
<td>James R. Martin, Dean</td>
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<tr>
<td>Name of individual submitting Activity Area Plan</td>
<td>Mary Besterfield-Sacre, Associate Dean for Academic Affairs</td>
</tr>
<tr>
<td>Date of submission</td>
<td>August 10, 2020</td>
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<tr>
<td>Revision of a previously approved Activity Area Plan? (Yes or no)</td>
<td>2nd submission</td>
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Summary of the most critical pieces of your plan (a few bullet points).

This document provides Swanson School of Engineering (SSOE) Principles of Community, Planning, and Implementation for COVID-19. It is based on guiding principles and activities.

Guidelines
1. The safety, health, and welfare of the SSOE Community is first and foremost. Our success in providing a safe and welcoming environment is based on a shared vision of responsibility, mutual respect, and an unwavering spirit of community. Accordingly, the SSOE should ensure that appropriate measures are in place in terms of planning, implementation, compliance, agility, innovative solutions, outreach, and effectiveness. Additionally, at Pitt we have unique strengths in medicine, public health, engineering, etc. to solve complex societal challenges – this is the skillset of the future.

2. We recognize the students will be one of the key drivers of the results. Significant student input was included throughout the planning process, including surveying student perceptions of on campus experience. Students want to be back; however, success will be a function of social behavior and compliance. Although the risk of serious illness from COVID-19 may be low for students, there is still the potential impact of students as asymptomatic vectors for coronavirus. Therefore, compliance and compliant behavior are big factors.

3. Both physical and mental health should be considered. We value the mental and physical health of all stakeholders: students, faculty, professional staff, and community members. Considering the health-related tradeoffs of too much or too little interaction. Ongoing education as new insights about the pandemic emerge must be used to strengthen the confidence of students, faculty, and staff. More than 50% of our students have reported mental distress while away, and they estimate that they receive only 40% of the overall college experience when in virtual-only mode. Additionally, students surveyed indicated the perceived value of academic component when virtual was 60-75%, while the perceived value of overall college experience when virtual was ~40%.

4. The Health and Housing Subcommittee report created for the Task Forces on Reimagining Pitt Education and Research Restart will serve as a foundational blueprint for our successful operations. We also recognize that our planning efforts are continually evolving and will serve as a prototype of the execution that will be required for the key activities to follow.

5. A holistic, risk-based approach considering health, safety, mitigation, and resilience of the campus community and beyond is our guiding principal. Holistic risk analyses consider regulated campus environment, access to testing, social distance, supportive cohorts, mental health counseling, etc. Being in a regulated campus environment with access to testing, contact tracing, quarantine and isolation, face coverings, proper hygiene, social distancing, temperature monitoring, safety education, access to great health care at UPMC, access to student counselors, and a supportive cohort of classmates, combine to produce a lower risk profile on campus relative to off campus (for students).

Activities
1. SSOE is a forward-looking organization. By aggressively shifting from a reactive to proactive stance, we will engage this crisis to launch SSOE’s educational vision into a bold new future. While very good organizations will survive the current crises, elite organizations will thrive; as such, SSOE will thrive. We must
accelerate our cultural alignment to respond to changing conditions and out-innovate our competition in the “new normal” of a volatile higher education reality.

2. **Culture and Community are above all else. Our success will be a function of how well we work together as a community and our ability to get smarter faster together.** Our primary focus is on our people, our teams, our shared-vision culture, and our ability to continuously learn, adapt, and innovate together. The critical goal for SSOE in the COVID-19 era and beyond is to build a stronger shared-vision community of accountability with closer alignment internally and with strategic alignment with external peers and stakeholders. We feel that our culture—the way we think and act—overrides strategy in terms of SSOE shifting to a future-oriented posture. We must accelerate our cultural shift to respond to dynamic changing conditions.

3. **Situational awareness, fast response, and agility by the entire Pitt Community is critical.** The SSOE Rapid Response team and leadership have been charged with thinking first and foremost about Fall 2020; however, it has leveraged this unique set of circumstances to offer strategies to transform and enhance Pitt education for the long-term—and for the better. By shifting from active to proactive, and adapting with “agility” as challenges evolve, we can learn from the past and future. It is important to identify peers and partners at institutions in other regions or countries that have similar stages of disease activity in the region or are slightly ahead of us in time in terms of being faced with new COVID-19 challenges.

4. **Our dynamic planning and response processes must be well informed, inclusive, and widely valued.** We have facilitated deep and inclusive participation among students and their families, faculty, staff, community members, and public health experts within working groups. This approach has enhanced collaboration and a recognition of the importance of the collective work contributed across departments, units, and teams.

5. **We will leverage SSOE’s demonstrated agility and performance during the shutdown, planning, and ramp up phases of the crisis to accelerate our agility as needs arise.** Like our threats, we must continually evolve and adapt. The work of the SSOE Rapid Respond team is to enable multiple nimble responses in response to the course of the pandemic and the needs of students, faculty, and staff. We will leverage the lessons learned and organizational agility demonstrated by SSOE during the crises.

6. **We will use data-driven informed decision making based on factual science, not rhetoric or public opinion.** This is a risk management problem which requires a “moderated risk” approach. The application of risk management principles and modeling tools will be used to support our decisions. Minimizing risk is essential, but not sufficient. To succeed we must focus on maximizing performance while minimizing risk, which is the crux of building community-wide responsibility for ourselves and each other. Additionally, we recognize that local and state public health guidelines are minimum standards, and our goal is that the risk level on campus remain no higher than off campus.

7. **Communication will be critical.** Since the beginning of the quarantine, the Swanson School’s Director of Marketing and Communications (MarComm) has been the primary coordinator of all messaging from senior leadership to the school community. He also maintains a close connection with senior University Communications staff as well as comms representatives on the Resiliency Steering Committee. MarComm is responsible for maintaining print, digital, and social communications media within the school and will continue to utilize these to reinforce university messaging as well as support the Swanson School’s needs. The School’s MarComm and IT directors are also developing new comms vehicles including a school-wide intranet and extension of the Pitt Mobile app to increase accessibility, viewership, and response.

As noted earlier, students face fewer risks on-campus than off-campus; therefore, students need to understand that their environment extends to every place they visit. A virus does not recognize street grids, campus boundaries, or occupancy limits. Students and young professionals must learn to understand that “us” is greater than “me” during a pandemic.

From a campus leadership perspective, we also cannot operate within a Pitt bubble – we need to learn from others impacted ahead of us in time. The identification of analog or partner institutions in impacted regions can serve as early warnings of what is to come. Likewise, close coordination with state, regional and local governments, and surrounding community—— “town and gown” connection — is critical for success.

The SSOE faculty, professional staff and students (and potential visitors) will do the utmost to abide by the following Healthcare Standards and Guidelines, as well as the Personnel Standards and Guidelines provided in this document. In addition, the SSOE has provided checklists for individuals to abide by. As such the SSOE will be guided by several university guidelines delineated at: [https://www.policy.pitt.edu/university-policies-and-procedures/covid-19-standards-and-guidelines](https://www.policy.pitt.edu/university-policies-and-procedures/covid-19-standards-and-guidelines)
This Activity Plan has been created by and reviewed by the following: SSOE COVID Response team (Dean, Associate Dean for Academic Affairs, Associate Dean for Research, Associate Dean for Graduate Studies, Assistant Dean and SCPI Director, Director of SSOE IT, Director of Marketing and Communication, and Associate Dean for International Programs), Director of Innovation and Entrepreneurship, Swanson Center for Product Innovation Manager, Director of Student Services, Director of Undergraduate Diversity, Engineering Professor and member of the Pitt COVID-19 Policy and Implementation Oversight Committee (Behavioral Subcommittee), Industrial Engineering Faculty, and Department Chairs (Bioengineering, Chemical Engineering, Civil and Environmental Engineering, Electrical and Computer Engineering, Industrial Engineering, and Mechanical Engineering and Material Science).

Since the beginning of the COVID 19 pandemic, the SSOE community (faculty, professional staff and students) has worked together, continually learning from each other, and have maintained constant communication including:

- SSOE COVID Response - WhatsApp
- SSOE Flex@Pitt (Undergraduate Coordinators, SSOE IT, Student Services, and EERC) - Weekly
- Grad Coordinators - Biweekly
- ENGR Student groups – Monthly
- SSOE Student Services – Twice per week
- SSOE MarComm – Daily
- EERC Student surveys – prior to/launch/reflect of each term
- SSOE Chairs/Associate Deans – Monthly & as needed

II. Functions in Each Operational Posture

Three primary areas are included in this document: Teaching, Research, and Administrative Operations. Business operations are included under administrative operations; and clinical operations are not conducted in Benedum Hall (research and teaching), Gardner Steel (teaching), Biotech Center (research), and Schenley Place (research). The SSOE is home to approximately 3800 students (2900 undergraduates and 900 graduate). The table below provides a relationship between the functions and the three areas of the Swanson School of Engineering.

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<th>Function</th>
<th>Title</th>
<th>Teaching</th>
<th>Research</th>
<th>Administrative Operations</th>
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<td>1</td>
<td>Entrance and Exit of Building</td>
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<td>√</td>
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<tr>
<td>2</td>
<td>Use of hallways and stairwells</td>
<td>√</td>
<td>√</td>
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<tr>
<td>3</td>
<td>Use of bathrooms</td>
<td>√</td>
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<td>4</td>
<td>Use of elevator for floors higher than 5th</td>
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<td>5</td>
<td>Use of classrooms and faculty teaching</td>
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<td>6</td>
<td>Use of student study spaces throughout building</td>
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<td>7</td>
<td>Use of makerspace facilities for co-curricular and classroom use</td>
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<td>8</td>
<td>Student Clubs and Competitions</td>
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<td>9</td>
<td>Use of laboratory for research purposes</td>
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<tr>
<td>10</td>
<td>Use of Administrative and Office spaces by faculty, professional staff, and graduate students/postdocs</td>
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Below we provide the guarded risk posture first. Additions and subtractions to the guarded risk posture are then provided for the elevated and high-risk postures. As such, we delineate the additional restrictions as the posture increases.

- GUARDED RISK POSTURE
  a. Function 1 – Entrance and Exit of Building
     i. What is being done
        1. Appendix A contains BEH floor plans for the entrances and exits.
        2. **Ground Floor:** For the ground floor people may **enter** the double doors (O’Hara Street) near Einstein’s and **exit** out the 2 doors behind the Benedum library (Thackeray Street), as well as
exit up the stairs near the NW corner of the building (O’Hara and N Bouquet Streets). The loading dock will remain off limits to students, faculty and staff unless they are authorized to use the loading dock for deliveries. Individuals who are non-ambulatory will use the ground floor entrance near Einstein’s; and will be allowed to exit at this same entrance.

3. **First Floor**: For the first floor, the front plaza will be used for persons entering the building, i.e., stairs from O’Hara and from Thackeray. Entrance into the building will be split. Those individuals that need to use the elevator for floors 6-12 (see Function 4) will proceed to the double doors on the right (O’Hara side); and those individuals entering Benedum to proceed to floors 1-5 will enter the double doors to the left (Engineering Department Drive/SCITECH side). The exit door will be the door on the NW corner of the building (O’Hara and N Bouquet Streets). Individuals who are non-ambulatory will continue to use the first-floor entrance on the NW corner of the building; and will exit at this same entrance.

4. **Benedum Annex**: There are two sets of double doors to access the rooms. The right side of doors will be used for entrance and the left side will be used for exit.

5. **Gardner Steel Room 229**: The right side (front of the room) of the entrance to this room will be marked as the entrance to the room and the left side (back of the room) will be marked as the exit. The entrance and exit into the Gardner Steel Building is currently on O’Hara. We will work with the Innovation Institute to have individuals enter on Thackery Avenue and exit on O’Hara Street to keep social distancing.

6. **In case of emergency** (e.g., fire alarm): all entrance/exits are allowable.

   ii. **How it is being done**

   1. Signage will be printed and displayed on all entrances and exits for the term. Schematics of the walkways will be posted on each floor to guide people in the building.
   2. During the first few weeks of the term we will also have persons near all entrances and exits to guide individuals to the proper door.
   3. We are developing video to ensure proper communication with individuals who will use Benedum Hall.

   iii. **Number of people/positions required on campus**

   1. We intend to hire 2 concierges to monitor the buildings to ensure that individuals in Benedum Hall are wearing face coverings, maintaining physical distances, and adhering to University and SSOE guidelines regarding safety precautions in classrooms, laboratories and common areas. The individuals will also monitor elevator use during peak times. Further, these concierges will also be responsible for checking classroom and lab COVID safety supplies (e.g., cleaning wipes, hand sanitizers, rubber gloves, etc.) and will notify necessary staff when items need to be replenished.

   iv. **Buildings**

   1. Benedum (and its Annex) and Gardner Steel

b. **Function 2 – Use of hallways and stairwells**

i. **What is being done**

   1. Appendix A contains BEH floor plans for the direction of the stairwells and hallways.
   2. **Significant stairwells**: For the main building, the **up stairwell** from the ground or first floor up to the 5th floor is near Engineering Department Drive (near SCITECH). The primary **down stairwell** at the NW side of the building (corner of O’Hara and N Bouquet Streets). Other stairwells and directions are provided on the Appendix A schematics.
   3. Exceptions to this are those individuals who are non-ambulatory and require the use of elevators (see Function 4).

ii. **How it is being done**

   1. Signage will be printed and displayed on all entrances and exits for the term. Schematics of the walkways will be posted on each floor to guide people in the building.
   2. During the first few weeks of school we will also have persons near all entrances and exits to guide individuals to the proper door.
   3. We are developing video to ensure proper communication with individuals who will use Benedum Hall.
   4. Ground markers will be placed to guide individuals throughout the building.

iii. **Number of people/positions required on campus**
1. We intend to hire 2 concierges to monitor the buildings to ensure that individuals in Benedum Hall are wearing face coverings, maintaining safe distances, and adhering to University and SSOE guidelines regarding safety precautions in classrooms, research laboratories and common areas. The individuals will also monitor elevator use during peak times. Further, these concierges will also be responsible for checking classroom and lab COVID safety supplies (e.g., cleaning wipes, hand sanitizers, rubber gloves, etc.) and will notify necessary staff when items need to be replenished.

iv. Buildings –
   1. Benedum and its Annex

c. Function 3 – Use of bathrooms
   i. What is being done
      1. Appendix B details the Risk Modeling of Daily Student Activities study that was conducted for the Task Force on Reimagining Pitt Education. As part of the 39 student activities modeled, two were conducted on specific Benedum activities: bathrooms and elevators. The simulation models determine the amount of contact time (in seconds) given 6 feet physically distancing in the bathroom. Based on the simulations, the time needed in the bathrooms should not accelerate the spread of the virus.
      2. There are two bathrooms on each floor of Benedum hall on opposite corners of the building – one male and one female. The bathrooms have been altered so that every other stall has been locked and every other sink is also inaccessible.

   ii. How it is being done
      1. Facilities has already been in the building to block stalls and bag sinks.
      2. We will display signage at each of the bathrooms indicating the occupancy limit.
      3. In addition to signage, we will monitor and maintain bathroom cleanliness beyond the daily cleaning of the janitorial service.

   iii. Number of people/positions required on campus
      1. There will be 2-3 people to monitor building safety and cleanliness. One individual will rotate through the building to check on the bathrooms for cleanliness.

iv. Buildings - Benedum and Annex

d. Function 4 – Use of elevator for floors higher than 5th
   i. What is being done
      1. Appendix C provides a spreadsheet of the number of students that need to access the 9th, 10th, and 12th floors for classroom access. Appendix B also provides simulations conducted by Dr. Bo Zeng used to determine the proper timing and safe use of the elevators for student housing. As part of this work, Dr. Zeng modeled the Benedum elevators with a similar objective to the Benedum bathrooms. The simulation models determine the amount of contact time (in seconds) given 6 feet physically distancing in the elevators (4 person per elevator). Based on the simulations, the time needed in the elevators riding to floors above the 5th should not accelerated the spread of the virus.
      2. Elevators are only to be used for students who have classes on the 9th, 10th and 12th floors and for graduate students who have laboratories on the 5th floor and higher. Elevators are only to be used to go up and individuals are asked to walk down the stairs. Further, it is asked that students use the first floor to enter the elevators, as it provides a larger area for students to queue versus the ground floor.
      3. Students in classes that are on the 9, 10, and 12th floors will be instructed by their instructor to arrive to the elevators with lead time to arrive to classes.
      4. During peak elevator use times (See Appendix C), faculty and staff will use the service elevator to reach upper floors. During non-peak times, faculty and staff may use either the service elevators or queue with students.
      5. Note on Monday and Tuesdays, we do have a class on the 7th floor. This should not pose a problem as the elevators should not have a queue.
      6. Non-ambulatory individuals will be allowed to use the elevators to go up and down. Further, they will be allowed to jump the queue and access the elevator on the ground floor.

   ii. How it is being done
      1. Signage will be printed and displayed outside and inside all elevators.
2. We will have an individual monitoring the elevators during times when we know the queue will increase. We are hiring temporary workers for the fall term. Their job will be to rotate through the building: 1. Cleaning common areas, 2. Checking supplies (e.g., gloves, cleaning solutions, bathroom supplies, 3. Checking classrooms and labs for compliance, and 4. Monitoring the queues at the elevators.

3. We are developing video to ensure proper communication with individuals who will use Benedum Hall.

4. Ground markers have been placed by facilities at the elevators at all levels.

iii. Number of people/positions required on campus

1. We intend to hire 2 concierges to monitor the buildings to ensure that individuals in Benedum Hall are wearing masks, maintaining safe distances, and adhering to University and SSOE guidelines regarding safety precautions in classrooms, laboratories and common areas. The individuals will also monitor elevator use during peak times. Further, these concierges will also be responsible for checking classroom and lab COVID safety supplies (e.g., cleaning wipes, hand sanitizers, rubber gloves, etc.) and will notify necessary staff when items need to be replenished.

iv. Buildings - Benedum

e. Function 5 – Use of classrooms and faculty teaching

i. What is being done

1. Benedum ground floor classrooms are predominantly scheduled by the registrar’s office; others are scheduled and operated by SSOE. Room capacities have been set by the university. For those classrooms that are scheduled and operated by SSOE, we have identified the COVID capacities given university protocols (See Appendix D).

2. Each morning (at 7:00 AM) doors to the classrooms will be opened and left open for the day. We are doing this for two reasons: 1. Ventilation for the rooms is limited as many do not have windows or the windows cannot be readily open for safety purposes; and 2. By keeping the doors open, we minimize students touching areas that may transmit the virus. Each department will determine the closing time for their classrooms.

3. Cleaning of tables and desks. Beyond facilities and janitorial staff cleaning classrooms per their protocol, we will provide COVID sanitizing cleaning wipes in each of the rooms. Students will be instructed to clean their areas before and after use. For the instructor stations, faculty will provide sanitizing cloth solutions that are both COVID safe and safe for the Creston controllers to wipe down equipment after each class. Facilities has placed markers for students sitting in the rooms to maintain social distancing. Excess chairs will be shrink wrapped and remain in the room. Both instructors and students will be asked to wipe down their classroom areas after completing class.

4. Computers, computer labs and teaching laboratories. The SSOE has two types of computer rooms. Our primary teaching rooms have three computers per 6 students. We also have computer laboratories that students may need to use the computers as software is specific to the laboratories.

a. Primary teaching rooms with computers

i. We are encouraging our students to bring their laptops for use in the rooms. Bring your own device (BYOD) is promoted as the preferred method for students – virtualized access to engineering software will limit the need for equipment to be cleaned.

ii. For those students that cannot bring their laptops, we will provide them with silicon keyboards that will be cleaned after each use. These will also be used at the instructor stations.

iii. Extra chairs are being shrink wrapped by facilities.

b. Computer classrooms/labs

i. Students will be provided with rubber gloves (non-latex) that can be disposed of after each session.

ii. Extra chairs are being shrink wrapped.

c. Teaching laboratories
i. For laboratories held in the sub-basement and on other floors, students will be provided with rubber gloves that can be disposed of after each session. This allows individuals to use electronics and other equipment.

ii. Extra chairs will be shrink wrapped or stored elsewhere.

iii. Students in these labs much also wear safety goggles.

5. **Classroom and Teaching Protocols**
   
a. We intend to practice as instructed in the COVID-19 Standards and Guidelines: Instruction the Flex@Pitt model. SSOE Faculty have been trained all summer on the guidance of this model as well as the new LMS system Canvas. Faculty have understanding of the model’s three primary components – asynchronous, synchronous and in-person; and how to adapt their fall 2020 courses to the Flex@Pitt model. Over 8 minicamps, 5 jam sessions on various engineering topics (e.g., teamwork, innovation, capstone, etc.), along with faculty 1-on-1 assistance were provided to faculty to learn the model and prepare their courses for the fall term. Further, our SSOE IT team has been working to provide technology and a common platform of software for use in the classes that models the university. Lastly, faculty have been made aware of the Flex@Pitt course quality standards through the minicamps that were recorded for faculty who were not able to attend; hence, all engineering courses will have elements of the model’s three components.

b. Appendix D provides the Benedum classrooms and their COVID numbers. Given the class enrollment, the number of the students per class determines how faculty will assign which days students can be in the classroom.

c. Students will be asked to clean their classroom area before and after class. Multiple spray bottles and cleaning cloths will be provided for the rooms.

d. Instructors will be asked to wipe down their classroom area after finishing class.

e. Instructors are being asked to prepare seating charts for the students in their classes.

f. See-through masks that adhere to safety standards are provided to any in class instructor and TA. In addition, lapel microphones are being provided to each instructor and TA so that students may hear appropriately; thus, complying to ADA.

g. In addition, a touchless thermometer is being provided to each department and service area so that if a student feels ill, s/he can request their temperature to be taken. Further, our concierge workers will have one on request. Further, students will be encouraged to go to the Student Health Center as well as participate in classes remote until they are well.

h. Extra chairs will be shrink wrapped to maintain social distancing.

i. All syllabi will contain a Swanson School COVID code for respecting others by wearing masks in the building and classrooms, practicing 6 feet social distancing, and practicing hand hygiene (Appendix D).

j. We have purchased 13 non-contact thermometers, one for each department and for each entrance should the SSOE need to use them or should individuals wish to have their temperature taken.

k. Faculty/TA office hours and advising appointments will be held remotely.

l. All instructors, staff and students are being provided with checklists to help ensure they understand how the fall 2020 term will run (Appendix D).

ii. **How it is being done**

1. A team of faculty have worked through the summer on three areas: Protocols and Procedures, Teaching and Training, and Technology and Classrooms. The Protocols and Procedures group has created checklists for: 1. Faculty on teaching and working with students as well as critical items for syllabi, 2. Students on what to expect when they get to campus, expectations from the SSOE, and necessary resources, and 3. Professional staff. The Teaching and Training group created a series of minicamps, jam sessions and Sunday night emails to faculty to help them prepare for the classroom. Each week faculty were provided with opportunities to learn through EERC and UCTL. The resources can be found at: [https://www.engineering.pitt.edu/PreparingforFall2020/](https://www.engineering.pitt.edu/PreparingforFall2020/). Lastly, the Technology and Classroom group determined the technology needed in the classrooms, worked with departments on their special needs, and worked to help schedule the classes in Benedum Hall.
2. Emails and surveys to students messaging the use of BYOD and inquiring those individuals that will need to use a computer in class will help in the messaging to students but also determining the number of silicon keyboards to obtain.
3. Checklists are being provided to SSOE students, faculty, and staff on classroom protocols. These will be emailed to individuals.
4. Signage is being placed in the rooms on COVID capacity for the three levels. Signage will contain protocols for classroom cleaning as well as how to handle disposing gloves after use.
5. Facilities have been contacted to schedule the shrink wrapping of extra chairs
6. Masks, mics, thermometers, silicon keyboards, additional disinfectant equipment has been ordered for the Benedum classrooms.

iii. Number of people/positions required on campus
1. Faculty are encouraged to be physically present for classes in order to provide an in-class experience for students. However, for faculty who are not able to be in the classroom, TAs or other arrangements have been made, where possible, so that students may have an in-class experience. As for students, they may participate in person or remotely.

iv. Buildings – Benedum, Benedum Annex and Gardner Steel

f. Function 6 – Use of student study spaces throughout building
i. What is being done
1. This includes the Benedum library, study areas on the 2nd and 3rd floors, student lounges on 9th, 10th, and 12th floors.
2. In addition to these student areas, Einstein’s on the ground floor of Benedum has student seating area. Care of Einstein’s is left to Food Services protocols. At present, Einstein’s will be a to-go service until September 4th. Thereafter, Compass Group will make the decision to move to full service or continue as a to-go based serviced on the University’s operational posture.
3. Beyond facilities and janitorial staff cleaning classrooms per their protocol, we will provide COVID sanitizing cleaning cloths in each of the study areas. Students will be instructed to clean their work areas before and after use. Facilities has placed markers for students sitting in the rooms to maintain social distancing. Excess chairs will be shrink wrapped and remain in the area.

ii. How it is being done
1. A video has been developed to illustrate proper use of the study spaces in the SSOE.
2. Signage has been placed on study spaces to direct students where they may sit safely.
3. Facilities have been contacted to schedule the shrink wrapping of extra chairs.

iii. Number of people/positions required on campus
1. We are hiring 2-3 concierges to monitor the buildings to ensure that individuals in Benedum Hall are wearing masks, maintaining safe distances, and adhering to University and SSOE guidelines regarding safety precautions in classrooms, laboratories and common areas. The individuals will also monitor elevator use during peak times. Further, these concierges will also be responsible for checking classroom and lab COVID safety supplies (e.g., cleaning wipes, hand sanitizers, rubber gloves, etc.) and will notify necessary staff when items need to be replenished.

iv. Buildings
1. Benedum Hall

g. Function 7 – Use of makerspace facilities for co-curricular and classroom use
The Security Engineering and Music Engineering Labs will remain closed for the fall term.

Swanson Center for Product Innovation (SCPI) (rooms G15/G17)
i. What is being done
   a. Limit G15 access to no more than 8 people (including staff and student workers). There is a SCPI-2 located on the 4th floor that is not accessed by students, but used for research (see Function 9).
   b. G17 limit will be 2 people.

ii. How it is being done (see Appendix E - Figure A)
   a. **Face to Face collaboration**: Use single workstation computer with a single 42” monitor on the wall. Computer will have 2 switched mouse and keyboard sets distanced at least 6’ apart.
b. **Use of Equipment** - Single users may use the 3D printer/CAD workstations, metrology equipment, laser cutting equipment, saw and sanders (if previously trained in proper use) no students will be using the CNC equipment or manual mills and lathes.

c. **Hand tools** - Single user may use hand tools in the designated workspace areas.

d. **Social Distancing** - The rooms will be marked with social distancing plaques and workspace outlines. Figure A shows typical work areas for users that will meet social distancing guidelines.

e. **Protective equipment** - Face coverings will be required in the space; everyone must bring their own safety glasses and ear protection.

f. **Cleaning** - Users are expected to clean hands upon entry (with hand sanitizer) and exit. Keyboards, mice, hand tools, equipment, and work areas will be wiped down/sprayed with disinfectant by user after each use.

g. **Scheduling** - A software sign-in system is being considered so that students can select times to be in the spaces.

iii. Number of people/positions required on campus; 2 staff (and up to 3 student workers, included in the overall number of occupants)


**Makerspace (rooms B06A/B02/B09)**

v. What is being done

a. Limit B06A (Innovation Space Station) access to no more than 5 single students (including one mentor)

b. B02 limit will be 2 students (including one mentor)

c. B09 limit will be 8 students (including one mentor) during normal hours (when mentors are available). During non-mentored hours, Bioengineering students have card swipe access and will be expected to follow guidelines shown below.

vi. How it is being done (see Appendix E - Figures B, C, and D)

a. **Scheduling** - A software sign-in system is being considered so that students can select times to be in the spaces.

b. **Use of Equipment and Work Areas** - Users will be limited to specific areas and equipment, and may use tools such as 3D printers, vinyl cutter, heat press, etc. by following social distancing guidelines.

c. **Hand tools** - Single users may use hand tools in the designated workspace areas.

d. **Social Distancing** - The rooms will be marked with social distancing plaques and workspace outlines. Figures B, C, and D show typical work areas for users that will meet social distancing guidelines.

e. **Protective equipment** - Face coverings will be required in the space; everyone must bring their own safety glasses and ear protection.

f. **Cleaning** - Users are expected to clean hands (with hand sanitizer) upon entry and exit. Keyboards, mice, hand tools, equipment, and work areas will be wiped down/sprayed with disinfectant by user after each use.

g. **Scheduling** - A software sign-in system is being considered so that students can select times to be in the spaces.

vii. Number of people/positions required on campus; 2 staff (and occasionally in the spaces), 3 student mentors (1 in each space)

viii. Buildings: Benedum Rooms B02/B06A/B09

**Digital Media (DiMe) Lab (room 306)**

i. What is being done

a. Limit 306 (DiMe lab) to mentor/staff access only.

ii. How it is being done

a. **Access** - A system will be set up to allow loan of equipment to student users. This will only require occasional access to the room, which will be done by a member of the Makerspace Student Leadership Team or I&E Staff.

b. **Protective equipment** - Face coverings will be required in the space; gloves will be used by mentors who handle the equipment.

c. **Cleaning** - Hand cleaning (with hand sanitizer) will be expected on entry and exit; loaned equipment will be wiped down/sprayed upon return with disinfectant.
iii. Number of people/positions required on campus: 1 mentor in the space when needed to distribute equipment.

iv. Buildings: BEH - Makerspace DiMe lab (room 306)

**h. Function 8 – Student Clubs and Competitions**

i. What is being done

1. The SSOE is home to over 30 engineering student organizations that include the following: Phi Sigma Rho, Biomedical Engineering Society, American Society of Civil Engineers, Engineering Business Administration, Triangle Fraternity, Phi Sigma Rho, Theta Tau, Robotics and Automation Society, Aero Society of Automotive Engineers, Panther Racing, Scientists, Engineers, and Mathematicians for Service, American Society of Mechanical Engineers, SPE, Triangle Fraternity, Engineers for a Sustainable World, Engineering Graduate Student Organization, GWEN, Stem (Out in STEM), chem e car, Engineering student Council (ESC), National Society of Black Engineers, Tau Beta Pi, Society of Women Engineers (SWE), Society of Asian Scientists and Engineers (SASE), Society of Hispanic Professional Engineers (SHPE), Engineers Without Borders (EWB), SailBOT, and Design Hub. Each of our six departments have their own engineering societies and honor societies.

2. Physical meeting and congregation spaces for student organizations will be closed for the Fall-2020 term (specifically ground floor offices of Tau Beta Pi, NSBE, SHPE, SWE, and ESC, as well as the EGSO office on the first floor). If a student representative needs to access their offices, they will need to submit a https://pi.tt/ssoe-access/ form for one-time access and have it approved by the Associate Dean for Academic Affairs.

3. All engineering student organization (specifically listed or not listed here) meetings and events are to occur virtually for the Fall-2020 term.

4. For events that cannot be creatively made into a virtual platform (e.g., competitions that require making a physical artifact), exceptions can be made by working with the organization’s faculty/staff advisor who will work with the organization to produce a safety plan that will be submitted to the SSOE safety committee.

ii. How it is being done

1. An email to all the organizations and known advisors.

2. A zoom meeting has been scheduled for the first week of school with SSOE student organizations. The purpose of the meeting is to explain the need to hold meetings virtually and delineate the process for organizations who need to meet in person. Although the university is permitting in person chapter meeting upon self-isolation (e.g., Greek life), the SSOE related student groups will not be permitted as we do not have facilities large enough to promote proper social distancing. The meeting will be recorded and available to the student groups and advisors.

3. Signage will be posted to the offices and club meeting rooms

4. The SSOE will also abide by the Standards and Guidelines on Student Activities.

iii. Number of people/positions required on campus

1. Director of Student Services and the Director of the Pitt EXCEL program will conduct the virtual meeting with organizations to explain the fall protocols. In addition, they will be contacts for the student groups should they have questions regarding meetings, etc. They will coordinate with the safety committee any organization that wishes to meet in person to conduct activities that cannot be done remotely.

iv. Buildings: Benedum Hall, RIDC for concrete canoe and steel bridge

**i. Function 9 – Use of laboratory for conduct of research**

i. What is being done

1. Individuals that need to have one-time access to SSOE space complete a access request survey that was put into place soon after the onset of the pandemic and ramp-down of research (http://pi.tt/ssoe-access). If approved, ID swipe cards are programmed to allow access to the space for which approval was given. Entry and exit to the space was monitored by the mandatory survey to log in and log out of the building (http://pi.tt/ssoe-status).

2. As part of the University’s Research Restart effort, Associate Dean for Research David Vorp co-chaired the STEM Research Restart Working Group, which developed templates for individual and shared laboratory Covid-19 mitigation plans (see Appendix F).

3. Mitigation plans are completed by PIs and once approved by their department chair, submitted to Dr. Vorp (serving on behalf of Dean Martin) for review and feedback.
4. Once approved (see sample approval email in Appendix F), PIs are instructed on the remaining processes to restart. These include preparing the lab for occupancy and training personnel.

5. To date, 93 plans have been submitted by laboratory PIs in the Swanson School, meticulously reviewed, and approved. These included primarily most research labs and shared facilities. Most computational-only research and other research activity that can be done remotely continues to be done remotely.

ii. How it is being done

1. In general, PIs must abide by the guidelines as posted by the Office of the Sr. Vice Chancellor for Research (OSVCR): https://www.svcresearch.pitt.edu/pitt-researchers/research-restart
2. SSOE coordinates with Facilities Management on access to the building.
3. Further principles and guidance are provided by the STEM Conduct of Research “Principles & Guidance” document, provided to each PI (see Appendix F).
4. To obtain approved conduct of research, SSOE faculty PIs complete the appropriate lab restart templates and an OSVCR checklist (see Appendix F) and submit for approval.
5. Once approved, and subsequent processes completed, PIs request building/lab access for their trained laboratory personnel by submitting an access request via http://pi.tt/ssoe-research-restart.
6. Staff from the Associate Dean for Research Office periodically – and unannounced – checks on laboratories to determine if Covid-19 mitigation compliance is maintained.

iii. Number of people/positions required on campus

1. A number of research personnel have been approved for access to research labs while under very stringent approved restart and mitigation with carefully planned dedensification strategies.
2. Our Assistant Dean and one additional staff person are currently conducting daily unannounced compliance checks of the laboratories in Benedum Hall.
3. One of 8 IT staff occasionally need to service a laboratory if there is an associated IT problem being experienced.

iv. Buildings: Benedum, Benedum Annex, Biotechnology Center (CNBIO), Schenley Place

j. Function 10 – Use of Administrative and Office spaces by faculty, professional staff, and graduate students/postdocs

i. What is being done

1. All administrative functions conducted by professional staff in engineering operations of the SSOE are encouraged to work remote if their duties can be remotely performed. This includes the SSOE Office of Administration, the Dean’s Office, all Associate Deans’ Offices, as well as Student Services. Students Services includes: Co-Op, Recruitment (e.g., First Year, Transfer, and Graduate), International Programs, EXCEL, Investing Now, Retention, First Year Advising, Pitt STRIVE, and Ombudsperson. Professional staff needing or wishing to conduct work in Benedum will submit a https://pi.tt/ssoe-access/ form for one-time access requests or to establish a routine of being in the building for work duties that are best facilitated in the building. This access will be authorized by the individual’s supervisor and the Associate Dean for Research.

2. Administrative functions conducted by professional staff in engineering departments, research centers and laboratories of the Swanson School are to remain remote if possible. Professional staff needing or wishing to conduct work in Benedum on a periodic or routine basis (e.g., rotating staff so that there is some presence in the departments to help students) can do so with permission from the department chair. Individuals wishing to come into the office will need to submit an access form https://pi.tt/ssoe-access/. If access is to be routine (e.g., a day or two per week), the access will be authorized by the individual’s supervisor, the Associate Dean for Research and the Dean; and done so only after work areas have demonstrated proper distancing.

3. Faculty wishing to access their offices for teaching purposes will be permitted once they have submitted an access form https://pi.tt/ssoe-access/. This access will be authorized by the individual’s chair and the Associate Dean for Research. In the SSOE, faculty each have their own single office; hence physical distancing is ensured.

4. Graduate students and postdocs conducting research are covered under protocols established in Function 9. Graduate students may be in Benedum for courses as COVID capacities permit. When in the building, all faculty, professional staff, graduate students and postdocs will maintain physical distancing, wear facial coverings, and practice hand hygiene.

ii. How it is being done
1. Professional staff needing or wishing to conduct work in Benedum will submit a [https://pi.tt/ssoe-access](https://pi.tt/ssoe-access) form for one-time access requests or to establish a routine of being in the building for work duties that are best facilitated in the building. Requests will be reviewed and approved by the Associate Dean for Research.

iii. Number of people/positions required on campus
   1. Varies by department. SSOE will encourage remote work for those who can so in order to promote de-densification.

iv. Buildings
   1. Benedum Hall

**ELEVATED RISK POSTURE**

*As previously noted, we provided the guarded risk posture. Below are additions and subtractions to the guarded risk postures. As such, we delineate only additional restrictions.*

a. **Function 1 – Entrance and Exit of Building**
   *There are no additions or subtractions to the entrance and exits of the Benedum Hall at the elevated risk posture.*

b. **Function 2 – Use of hallways and stairwells**
   *There are no additions or subtractions to the hallways and stairwells of the Benedum Hall at the elevated risk posture.*

c. **Function 3 – Use of bathrooms**
   *There are no additions or subtractions to the bathrooms of the Benedum Hall at the elevated risk posture.*

d. **Function 4 – Use of elevator for floors higher than 5th**
   *There are no additions or subtractions to the elevators of the Benedum Hall at the elevated risk posture. The same protocols will be used.*

e. **Function 5 – Use of classrooms and faculty teaching**

   i. What is being done
      a. Under the elevated risk, at the discretion of the Dean of Engineering, in person classes may be conducted, if classes (i.e., gatherings) are no larger than 25 persons. Faculty will continue to adhere to the Flex@Pitt model of teaching classes.
      b. Faculty have been trained on the various postures and recognize the 25-person limit (i.e., students and faculty) that is allowed for class gatherings in COVID spaces. Hence if the classroom holds 30, only 25 individuals can meet in person. Instructors will need to teach remote or change how students meet in class to remain compliant at the Elevated Risk Posture. This includes all classrooms and teaching laboratories for the SSOE.
      c. SSOE faculty have been instructed of this rule as part of their training during a meeting on August 6th and through the coordinators and chairs of the department. The slides and zoom meeting recording can be found here (Pitt credentials needed to access materials): What to do the First Day of Class.

   ii. How it is being done
      a. This is the current status. Faculty and staff have been educated. Any changes will be conducted via our communications via our plan (delineated in section III).
      b. SSOE faculty have been instructed of this rule as part of their training during a meeting on August 6th and through the coordinators and chairs of the department.
      c. Signage will be put in the classrooms of BEH, BEH Annex and in Gardner Steel

iii. Number of people/positions required on campus – faculty who have been approved to teach in-person courses with no more than 25 people in the classroom.

iv. Buildings – Benedum, Benedum Annex and Gardner Steel

f. **Function 6 – Use of student study spaces throughout building**

   i. What is being done
      a. Under elevated risk posture, places like the Benedum library will need to reduce the number of students in the library to 25. The library will be limiting persons based on their Activity Area Plan.
b. All other student study areas in BEH, BEH Annex and Outside Plaza have seating less than 25 persons in a COVID safe environment.

ii. How it is being done.
   g. This is the current status. Faculty and staff have been educated. Any changes will be conducted via our communications via our plan (delineated in section III).
   h. Signage will be put in the study areas of BEH, BEH Annex and Front Outdoor Plaza

i. Number of people/positions required on campus

ii. Buildings
   1. Benedum Hall, Benedum Annex and Front Outdoor Plaza


**Function 7 – Use of makerspace facilities for co-curricular and classroom use**

1. There are no additions or subtractions to the makerspace facilities of the Benedum Hall at the elevated risk posture. The same protocols will be used. These spaces cannot take groups of 25 or more.

h. Function 8 – Student Clubs and Competitions

i. What is being done
   1. All student organization meetings for the fall 2020 are to remain virtual and student organization offices closed for the term.
   2. For events that cannot be creatively made into a virtual platform (e.g., competitions that require making a physical artifact), exceptions can be made by working with the organization’s faculty/staff advisor who will work with the organization to produce a safety plan that will be submitted to the SSOE safety committee. Faculty/staff advisors are aware that there can be no gatherings of 25 persons.

ii. How it is being done
   1. The elevated risk posture will be explained to faculty, staff and students in a zoom meeting prior to the start of the school year.
   2. A video has been created for students letting them know of this restriction in the elevated posture.

i. Function 9 – Use of laboratory for research purposes

i. What is being done
   1. Under the elevated risk, virtual work is encouraged for research personnel. Research is permitted under the Research Restart plan for research labs/groups who have completed and approved Research Restart Plans.

ii. Buildings: Benedum, Biotechnology Center (CNBIO), Schenley Place

j. Function 10 – Use of Administrative and Office spaces by faculty, professional staff, and graduate students/postdocs

1. The process for access are the same as for guarded. All are being encouraged to work remotely where possible.

**HIGH RISK POSTURE**

- As with the elevated risk posture, we provided additions and subtractions to the guarded and elevated risk postures. As such, we delineate only additional restrictions.

a. Function 1 – Entrance and Exit of Building

i. What is being done
   1. At high risk, access to the building will not permit individuals from coming into the building without permission.
   2. Faculty/staff wishing to have access to the building will need to submit a https://pi.tt/ssoe-access/ form for one-time access requests. These would be approved by supervisors and the Associate Dean for Research.
   3. Gardner Steel Room 229: This room will no longer be accessible as all class instruction will be virtual.

ii. How it is being done
   1. The building will be closed
   2. Our App will let students, faculty and staff know that the building is not accessible. See communications plan in Section III.

iii. Number of people/positions required on campus
1. Assistant Dean for SSOE Facilities will maintain safe closure of the building.

iv. Buildings
   1. Benedum (and its Annex) and Gardner Steel

b. Function 2 – Use of hallways and stairwells
   i. What is being done
      1. At high risk, access to the building will not permit individuals from coming into the building without permission.
      2. Faculty/staff wishing to have access to the building will need to submit a [https://pi.tt/ssoe-access/](https://pi.tt/ssoe-access/) form for one-time access requests. These would be approved by supervisors and the Associate Dean for Research.
      3. Gardner Steel Room 229: This room will no longer be accessible as all class instruction will be virtual.
   ii. How it is being done
      1. The building will be closed.
      2. Our App will let students, faculty and staff know that the building is not accessible. See communications plan in Section III.
   iii. Number of people/positions required on campus
      1. Assistant Dean for SSOE Facilities will maintain safe closure of the building.

iv. Buildings
   1. Benedum (and its Annex) and Gardner Steel.

c. Function 3 – Use of bathrooms
   i. What is being done
      1. At high risk, access to the building will not permit individuals from coming into the building without permission.
      2. Faculty/staff wishing to have access to the building will need to submit a [https://pi.tt/ssoe-access/](https://pi.tt/ssoe-access/) form for one-time access requests. These would be approved by supervisors and the Associate Dean for Research.
   ii. How it is being done
      1. The building will be closed.
      2. Our App will let students, faculty and staff know that the building is not accessible. See communications plan in Section III.
   iii. Number of people/positions required on campus
      1. Assistant Dean for SSOE Facilities will maintain safe closure of the building.

iv. Buildings
   1. Benedum (and its Annex) and Gardner Steel.

d. Function 4 – Use of elevator for floors higher than 5th
   i. What is being done
      1. At high risk, access to the building will not permit individuals from coming into the building without permission.
      2. Faculty/staff wishing to have access to the building will need to submit a [https://pi.tt/ssoe-access/](https://pi.tt/ssoe-access/) form for one-time access requests. These would be approved by supervisors and the Associate Dean for Research.
   ii. How it is being done
      1. The building will be closed.
      2. Our App will let students, faculty and staff know that the building is not accessible. See communications plan in Section III.
   iii. Number of people/positions required on campus
      1. Assistant Dean for SSOE Facilities will maintain safe closure of the building.

iv. Buildings
   1. Benedum (and its Annex) and Gardner Steel.

e. Function 5 – Use of classrooms and faculty teaching
   i. What is being done
      1. Under the high risk, classes will be held remotely regardless of the classroom COVID capacities.
2. This will include all undergraduate teaching laboratories. Faculty/staff running labs will move to remote laboratories and/or send laboratory kits to students. Kits to be sent to students internationally will be vetted through Pitt’s Export Controls.

3. Faculty have been told this is the case.

ii. How it is being done
   1. The building will be closed.
   2. Our App will let students, faculty and staff know that the building is not accessible. See communications plan in Section III.
   3. SSOE faculty have been instructed of this rule as part of their training during a meeting on August 6th and through the coordinators and chairs of the department. The slides and zoom meeting recording can be found here (Pitt credentials needed to access materials): What to do the First Day of Class.

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


f. **Function 6 – Use of student study spaces throughout building**
   i. What is being done
      1. At high risk, access to the building will not permit individuals from coming into the building without permission. This includes the Benedum library, study areas on the 2nd and 3rd floors, student lounges on 9th. The tent outside BEH will be taken down.
   
   ii. How it is being done
      1. The building will be closed.
      2. Our App will let students, faculty and staff know that the building is not accessible. See communications plan in Section III.

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

iv. Buildings
   1. Benedum Hall and Annex

**g. Function 7 – Use of makerspace facilities for co-curricular and classroom use**
   i. What is being done
      1. At high risk, access to the building will not permit individuals from coming into the building without permission. The makerspaces will be closed to all students. Only essential staff will be allowed in the maker spaces as determined by the Associate Dean for Academic Affairs (if academic in nature) and the Associate Dean for Research (if research related)

   ii. How it is being done
      1. The building will be closed
      2. Our App will let students, faculty and staff know that the building is not accessible. See communications plan in Section III.

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

iv. Buildings
   1. Benedum Hall and Annex

**h. Function 8 – Student Clubs and Competitions**
   i. What is being done
      1. Although all engineering student organizations are to meet remotely, those who had permission to meet in person to work on competitions (e.g., SAE car, concrete canoe) will no longer be able to meet in person

   ii. How it is being done
      1. The building will be closed
      2. Our App will let students, faculty and staff know that the building is not accessible. See communications plan in Section III.

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

i. Function 9 – Use of laboratory for research purposes
   v. What is being done
      1. Under the elevated risk, virtual work is encouraged for research personnel. Researchers permitted to access the building(s) under the High Risk posture must have permission via their Research Restart plan.
   vi. How it is being done
      1. In general, PIs must abide by the “Research Restart” guidelines as posted by the Office of the Sr. Vice Chancellor for Research (OSVCR): [https://www.svcresearch.pitt.edu/pitt-researchers/research-restart](https://www.svcresearch.pitt.edu/pitt-researchers/research-restart)
      2. Further principles and guidance are provided by the STEM Research Restart “Principles & Guidance” document, provided to each PI (see Appendix F).
      3. To obtain approved research restart, SSOE faculty PIs complete the appropriate lab restart templates and an OSVCR checklist (see Appendix F) and submit for approval.
      4. Staff from the Associate Dean for Research Office periodically – and unannounced – checks on laboratories to determine if Covid-19 mitigation compliance is maintained.
   vii. Number of people/positions required on campus
      1. Our Associate Dean for Research and Assistant Dean in charge of SSOE Facilities will maintain compliance of research labs under the High Risk Posture.
   viii. Buildings: Benedum, Biotechnology Center (CNBIO), Schenley Place

j. Function 10 – Use of Administrative and Office spaces by faculty, professional staff, and graduate students/postdocs
   v. What is being done
      1. Under the high risk, the building will be inaccessible except for those individuals who are approved to be physically present. Faculty and staff will work remotely. Any building access will be limited to research as approved by the Associate Dean for Research; and ad hoc access for academic/educational materials by the Associate Dean for Academic Affairs.
   vi. How it is being done
      1. Professional staff needing or wishing to conduct work in Benedum will submit a [https://pi.tt/ssoe-access/](https://pi.tt/ssoe-access/) form for one-time access requests or to establish a routine of being in the building for work duties that are best facilitated in the building.
   vii. Number of people/positions required on campus
      1. Professional staff and faculty working in the SSOE.
   viii. Buildings
      1. Benedum, Biotechnology Center (CNBIO), Schenley Place Benedum Hall

III. Transitions between Operational Postures

Potential shifts in posture will be communicated by SSOE Marketing and Communications (MarComm), which maintains a very close working relationship with University Communications and other senior-level communications officers at Pitt as a member of the Communications Council. Communications regarding changing risk postures will indicate changes in physical presence for faculty, staff, and students: i.e., if we move to a more restrictive posture, teaching will be mostly or completely remote, fewer people can be in the building/classrooms, nearly all staff are working remotely, etc. When shifting to a less restrictive posture, the opposite occurs.

Since the Swanson School’s MarComm team also has personnel dedicated to content creation and management, and digital and print communications, we have the ability to quickly respond to changes in COVID-19 postures and communicate them via several mediums both established and in various planning stages.

Continuing best practices launched in March 2020 at the beginning of the quarantine, the MarComm Director is responsible for vetting and distributing school-level messaging.

Communications Media Available to the Swanson School
- Email (established listservs can be broad or granular)
- Social Media (Facebook, Twitter, Instagram)
- Digital Signage (~18 monitors in Benedum Hall with University’s Fourwinds enterprise system)
- Entry/Exit print signage
- *In development: communications app spun out from PittMobile and a new Swanson School Intranet
- Website (note: While engineering.pitt.edu will be included in messaging, its delivery speed and reach are not as effective as other platforms. Internal messaging is consistently recommending that audiences bookmark and reference coronavirus.pitt.edu for policies, procedures, and reference.)

**Communication Sourcing:** MarComm receives weekly (and more frequently when necessary) COVID-19 responses and plans from Kate Ledger, Assistant Vice Chancellor for Marketing. Messages from Pitt’s COVID-19 Medical Response Office will be amplified through the various media resources.

**Internally Generated Messaging:** For communications originating within the Swanson School, MarComm will review final drafts with the Resiliency Committee through established protocols.

**Message Distribution:** This distribution chart, based on the University Communications model, provides a baseline for message distribution within the Swanson School, and will be amended and updated, as necessary.

<table>
<thead>
<tr>
<th>Message</th>
<th>Owner</th>
<th>Timing</th>
<th>Audience</th>
<th>Channels</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Posture</td>
<td>COVID19 Medical Response Office (CMRO)</td>
<td>Message reinforcement</td>
<td>Faculty, Staff, Students</td>
<td>Digital Signage Social Media App &amp; Intranet*</td>
</tr>
<tr>
<td>Benedum – Facilities</td>
<td>AD for Research, Assistant Dean</td>
<td>As needed</td>
<td>Faculty, Staff, Students</td>
<td>Email Digital Signage Print Signage Social Media App &amp; Intranet*</td>
</tr>
<tr>
<td>Benedum – Research</td>
<td>AD for Research</td>
<td>As needed</td>
<td>Faculty, Students (granular)</td>
<td>Email Digital Signage (restricted by floor) App &amp; Intranet*</td>
</tr>
<tr>
<td>Benedum – Student Activities</td>
<td>AD for Academic Affairs</td>
<td>As needed</td>
<td>Students</td>
<td>Email Digital Signage Print Signage Social Media App &amp; Intranet*</td>
</tr>
<tr>
<td>COVID Safety Messaging</td>
<td>CMRO, University Communications</td>
<td>As needed</td>
<td>Faculty, Staff, Students</td>
<td>Social Media Digital Signage App &amp; Intranet*</td>
</tr>
<tr>
<td>Shelter-in-place details</td>
<td>CMRO</td>
<td>As needed</td>
<td>Students</td>
<td>Social media App &amp; Intranet*</td>
</tr>
</tbody>
</table>

To augment communications and provide a centralized informational platform, we plan to implement a mobile SSOE App experience (via PittMobile through Pitt IT) for our faculty, staff, students, and the greater Pitt Engineering community. By leveraging a mobile app solution, we will have the ability to be agile and efficient in pushing out information on posture shifts, major operational changes, and other important messages that have impacts on our campus community. Additionally, implementation of the SSOE App will allow us to provide our users with a centralized set of tools and resources, such as quick access to COVID-19 building policies, localized messaging with real-time safety precautions, wellness checks, etc.

**IV. Stakeholder Outreach**

The Swanson Schools key stakeholders include: undergraduate and graduate students, professional staff and post doctorate fellows, faculty, alumni, Board of Visitors, and community. The communications plan provided in Section III provides various conduits of communication to reach all necessary stakeholders.
V. Monitoring and Amendment

The following table provides for each function the senior leadership responsible for overseeing the function. The Dean of the Swanson School and the Provost and Senior Vice Chancellor approve any revisions to this plan.

<table>
<thead>
<tr>
<th>Function</th>
<th>Title</th>
<th>Primary Contact</th>
<th>Secondary Contact</th>
<th>Oversight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Entrance and Exit of Building</td>
<td>Assistant Dean and SCPI Director</td>
<td>Facilities &amp; IT Administrator</td>
<td>Associate Dean for Research</td>
</tr>
<tr>
<td>2</td>
<td>Use of hallways and stairwells</td>
<td>Assistant Dean and SCPI Director</td>
<td>Facilities &amp; IT Administrator</td>
<td>Associate Dean for Research</td>
</tr>
<tr>
<td>3</td>
<td>Use of bathrooms</td>
<td>Assistant Dean and SCPI Director</td>
<td>Facilities &amp; IT Administrator</td>
<td>Associate Dean for Research</td>
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<tr>
<td>4</td>
<td>Use of elevator for floors higher than 5th</td>
<td>Assistant Dean and SCPI Director</td>
<td>Facilities &amp; IT Administrator</td>
<td>Associate Dean for Research</td>
</tr>
<tr>
<td>5</td>
<td>Use of classrooms and faculty teaching</td>
<td>Director SSOE IT</td>
<td>Kenny Doty</td>
<td>Associate Dean for Academic Affairs</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Facilities &amp; IT Administrator</td>
<td>Department Chairs</td>
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<tr>
<td>6</td>
<td>Use of student study spaces throughout building</td>
<td>Assistant Dean and SCPI Director</td>
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<td>SSOE Dean</td>
</tr>
<tr>
<td>7</td>
<td>Use of makerspace facilities for co-curricular and classroom use</td>
<td>Director of Innovation and Entrepreneurship</td>
<td>SCPI Manager Design, Innovation &amp; Outreach Coordinator</td>
<td>Associate Dean for Academic Affairs</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Assistant Dean and SCPI Director</td>
<td>SSOE Dean</td>
</tr>
<tr>
<td>8</td>
<td>Student Clubs and Competitions</td>
<td>Director of Student Services</td>
<td>Director of Pitt EXCEL Program</td>
<td>Associate Dean for Academic Affairs</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>SSOE Dean</td>
</tr>
<tr>
<td>9</td>
<td>Use of laboratory for research purposes</td>
<td>Department Chair or Center Director</td>
<td>Designated Faculty</td>
<td>Associate Dean for Research</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>SSOE Dean</td>
</tr>
<tr>
<td>10</td>
<td>Use of Administrative and Office spaces by faculty, professional staff, and graduate students/postdocs</td>
<td>Supervisor, Chair, or Center Director</td>
<td>Designated Faculty</td>
<td>SSOE Dean</td>
</tr>
</tbody>
</table>
Appendix

A – Benedum Building Layout

B – Modeling of Bathrooms and Elevators

C – Elevator Usage in Benedum

D – Benedum Classroom COVID Capacities and Checklists

E – Makerspaces

F – SSOE Research Restart
Appendix A

Building Layout

Entrances, Exits, Pathways

COVID Classroom Capacities
Appendix B

Risk Modeling of Daily Student Activities Use
Created for the Task Force on
Reimagining Pitt Education

Simulations of Benedum’s Bathroom and Elevators Included
Modeling and Modeling Results

Three types of models were developed to provide insight into interactions in communal facilities, to estimate the overall relative infection risk, and to develop operational plans to control the risk of infection. These include simulation modeling, probabilistic modeling, and academic time-table schedule and logistical planning. Results are presented to include the models created for Benedum Hall bathrooms and elevators.

1. Simulation models to understand interactions among people

- In all simulations, “the average accumulated contact time” just the number of seconds whenever an average person is within 6 feet of another person during his/her usage of restroom, bathroom, or elevator.
- In all simulations, the accumulated (contact time* number of contacts): the accumulated value of contact time multiplied by the number of people nearby (within 6 feet) during his/her usage of restroom, bathroom, or elevator
- The random process, if adopted, is a Poisson Process

A Simulation model for a restroom in Benedum Hall

![Simulation model diagram](image)
A simulation model for six-elevators in Benedum Hall
The simulation follows a rule set by Pitt, i.e., only up to 4 people are allowed in one elevator.

![Diagram of six elevators in Benedum Hall with x and y axes showing the number of people in 10 mins and average contact over time.](image-url)
Appendix C

Elevators

Number of students and times needing to reach classes on 9th, 10th, and 12th floors

(7th floor included for two days)
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<th>Wed</th>
<th>Thur</th>
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Notes/Assumptions

- students should arrive 20-30 min to BEH elevator**
- request that students ride up/walk down - good for the legs
- we intend to have faculty/staff use service elevator
- large classrooms - one entrance door; one exit door
- numbers reflect current enrollment with COVID safety measures (e.g., class has 50 but only 25 can come on any one day)
- 6 elevators; 4 per elevator
- walk up to 3-5 floors
- riders only to 9, 10, 12
- does not include research grads or grad classes
- takes into account if only 1/2 or a 1/3 of the class can come on a particular day
- number of lifts per 1/2 hour is on the high side as it doesn't take into account that some students will be online learner (predict 15%)
- numbers in red reflect two classes beginning at same time on a floor

We now need riders to 7 for grad classes (Mon, Tue), but this is a low rider time - so it does not pose a problem
Appendix D

Classrooms and Protocols

COVID Capacities for Benedum Classrooms

Syllabus Outline and Class Policies

Faculty, Staff and Student Checklists
Benedum COVID Room Capacities

Note: under Elevated Risk no more than 25 in a gathering

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<th>BEH Room</th>
<th>COVID Capacity</th>
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</thead>
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<tr>
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</tr>
<tr>
<td>SB27</td>
<td>8</td>
</tr>
</tbody>
</table>
Syllabus Checklist

Course information
❑ Course title, number, section
❑ Date (semester and year)
❑ Course meeting days and times, room and building
❑ Instructor’s name and title
❑ Instructor’s office location and office hours
❑ Instructor’s telephone number, e-mail address, web page
❑ Course prerequisites
❑ Description of the course  While this may be the course description from the registrar’s office, you may put it into your own words.
❑ Course rationale  Explain why the course is being offered, why it is relevant, why it is placed at that point within the curriculum.
❑ Learning objectives  Describe what students should know or do as a result of completing this course.
❑ Required resources  Include the textbook edition.
❑ Where texts are available  Campus bookstore? Library reserve? Online?

Assessment/Grading information
❑ Brief description of each major graded requirement and corresponding percentage or point value
❑ Due dates for assignments, projects, quizzes, exams (this could also be placed in the course schedule)
❑ Grading scale
❑ Expectations for class attendance and participation (if applicable)

Course Policies
❑ Policy regarding academic integrity/dishonesty/plagiarism (required)
❑ Notice to students with disabilities (required)
❑ Coronavirus health and safety statement
❑ Assignment submission/late work
❑ Classroom conduct

Course schedule
❑ Topics
❑ Homework with date/week
❑ Assessments with date/week
❑ Learning objectives or objective numbers (optional)

School/Department Requirements
❑ School or department-specific syllabus requirements or guidelines

Additional (Optional) information
❑ Additional, optional statements and policies (see pp. 2-5)
❑ Teaching philosophy
❑ Statement about course delivery or technology
❑ Rubrics
❑ “How to succeed in this course”
❑ Helpful resources and/or FAQ
**Academic Policies**

See [Regional Campus Policies (Word Document File)](#) for information specific to your regional campus.

*Academic Integrity and Disability Services policies are required. Additional statements and policies listed here are optional.*

**Academic Integrity**

*Include repercussions for failure to adhere to policy.*

Students in this course will be expected to comply with the [University of Pittsburgh’s Policy on Academic Integrity](#). Any student suspected of violating this obligation for any reason during the semester will be required to participate in the procedural process, initiated at the instructor level, as outlined in the University Guidelines on Academic Integrity. This may include, but is not limited to, the confiscation of the examination of any individual suspected of violating University Policy. Furthermore, no student may bring any unauthorized materials to an exam, including dictionaries and programmable calculators.

To learn more about Academic Integrity, visit the [Academic Integrity Guide](#) for an overview of the topic. For hands-on practice, complete the [Understanding and Avoiding Plagiarism tutorial](#).

**Disability Services**

If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and [Disability Resources and Services (DRS)](mailto:drsrecep@pitt.edu) (412) 648-7890, (412) 228-5347 for P3 ASL users, as early as possible in the term. DRS will verify your disability and determine reasonable accommodations for this course.

**Health and Safety Statement**

In the midst of this pandemic, it is extremely important that you abide by public health regulations and University of Pittsburgh health standards and guidelines. While in class, at a minimum this means that you must wear a face covering and comply with physical distancing requirements; other requirements may be added by the University during the semester. These rules have been developed to protect the health and safety of all community members. Failure to comply with these requirements will result in you not being permitted to attend class in person and could result in a Student Conduct violation. For the most up-to-date information and guidance, please visit [coronavirus.pitt.edu](https://coronavirus.pitt.edu) and check your Pitt email for updates before each class.

**Accessibility**

The Canvas LMS platform was built using the most modern HTML and CSS technologies, and is committed to W3C's Web Accessibility Initiative and [Section 508](#) guidelines. Specific details regarding individual [feature compliance](#) are documented and updated regularly.

**Diversity and Inclusion**

The University of Pittsburgh does not tolerate any form of discrimination, harassment, or retaliation based on disability, race, color, religion, national origin, ancestry, genetic information, marital status, familial status, sex, age, sexual orientation, veteran status or gender identity or other factors as stated in the University’s Title IX policy. The University is committed to taking prompt action to end a hostile environment that interferes with the University’s mission. For more information about policies, procedures, and practices, see: [https://www.diversity.pitt.edu/civil-rights-title-ix-compliance/policies-procedures-and-practices](https://www.diversity.pitt.edu/civil-rights-title-ix-compliance/policies-procedures-and-practices).
I ask that everyone in the class strive to help ensure that other members of this class can learn in a supportive and respectful environment. If there are instances of the aforementioned issues, please contact the Title IX Coordinator, by calling 412-648-7860, or e-mailing titleixcoordinator@pitt.edu. Reports can also be filed online: https://www.diversity.pitt.edu/civil-rights-title-ix-compliance/make-report/report-form. You may also choose to report this to a faculty/staff member; they are required to communicate this to the University’s Office of Diversity and Inclusion. If you wish to maintain complete confidentiality, you may also contact the University Counseling Center (412-648-7930).

**Sample Remote Instruction Statements (use as applicable to you)**

- Due to a need to manage my risk of contracting the novel coronavirus, I will not be teaching face-to-face this semester.
- Face-to-face learning opportunities will be provided on x dates in x ways. Announcements about any changes to the face-to-face plan will be made via Canvas.
- There will be no in-person instruction during the week of August 19, 2020.
- The number of students in the classroom will be limited.
- Masks or face coverings secured over mouths and noses will be required.
- Stay engaged in the course by communicating and interacting with me and your classmates.
- We will all be as flexible and adaptive as possible.

**Copyright Notice**

These materials may be protected by copyright. United States copyright law, 17 USC section 101, et seq., in addition to University policy and procedures, prohibit unauthorized duplication or retransmission of course materials. See Library of Congress Copyright Office and the University Copyright Policy.

**Statement on Classroom Recording**

To ensure the free and open discussion of ideas, students may not record classroom lectures, discussion and/or activities without the advance written permission of the instructor, and any such recording properly approved in advance can be used solely for the student’s own private use.

**Email Communication**

Each student is issued a University e-mail address (username@pitt.edu) upon admittance. This e-mail address may be used by the University for official communication with students. Students are expected to read e-mail sent to this account on a regular basis. Failure to read and react to University communications in a timely manner does not absolve the student from knowing and complying with the content of the communications. The University provides an e-mail forwarding service that allows students to read their e-mail via other service providers (e.g., Hotmail, AOL, Yahoo). Students that choose to forward their e-mail from their pitt.edu address to another address do so at their own risk. If e-mail is lost as a result of forwarding, it does not absolve the student from responding to official communications sent to their University e-mail address.
Gender Inclusive Language Statement (from Pitt GSWS)

Language is gender-inclusive and non-sexist when we use words that affirm and respect how people describe, express, and experience their gender. Just as sexist language excludes women’s experiences, non-gender-inclusive language excludes the experiences of individuals whose identities may not fit the gender binary, and/or who may not identify with the sex they were assigned at birth. Identities including trans, intersex, and genderqueer reflect personal descriptions, expressions, and experiences. Gender-inclusive/non-sexist language acknowledges people of any gender (for example, first year student versus freshman, chair versus chairman, humankind versus mankind, etc.). It also affirms non-binary gender identifications, and recognizes the difference between biological sex and gender expression. Students, faculty, and staff may share their preferred pronouns and names, and these gender identities and gender expressions should be honored.

Content Warning and Class Climate Statement (from Pitt GSWS)

Our course readings and classroom discussions will often focus on mature, difficult, and potentially challenging topics. As with any course in the Gender, Sexuality, and Women’s Studies Program, course topics are often political and personal. Readings and discussions might trigger strong feelings—anger, discomfort, anxiety, confusion, excitement, humor, and even boredom. Some of us will have emotional responses to the readings; some of us will have emotional responses to our peers’ understanding of the readings; all of us should feel responsible for creating a space that is both intellectually rigorous and respectful. Above all, be respectful (even when you strongly disagree) and be mindful of the ways that our identities position us in the classroom.

I expect everyone to come to class prepared to discuss the readings in a mature and respectful way. If you are struggling with the course materials, here are some tips: read the syllabus so that you are prepared in advance. You can approach your instructor ahead of time if you’d like more information about a topic or reading. If you think a particular reading or topic might be especially challenging or unsettling, you can arrive to class early and take a seat by the door so that you can easily exit the classroom as needed. If you need to leave or miss class, you are still responsible for the work you miss. If you are struggling to keep up with the work because of the course content, you should speak with me and/or seek help from the counseling center.

Statement on Scholarly Discourse (from a California State University course: Race, Racism and Critical Thinking)

In this course we will be discussing very complex issues of which all of us have strong feelings and, in most cases, unfounded attitudes. It is essential that we approach this endeavor with our minds open to evidence that may conflict with our presuppositions. Moreover, it is vital that we treat each other’s opinions and comments with courtesy even when they diverge and conflict with our own. We must avoid personal attacks and the use of ad hominem arguments to invalidate each other’s positions. Instead, we must develop a culture of civil argumentation, wherein all positions have the right to be defended and argued against in intellectually reasoned ways. It is this standard that everyone must accept in order to stay in this class; a standard that applies to all inquiry in the university, but whose observance is especially important in a course whose subject matter is so emotionally charged.
Take Care of Yourself

Do your best to maintain a healthy lifestyle this semester by eating well, exercising, avoiding drugs and alcohol, getting enough sleep, and taking time to relax. Despite what you might hear, using your time to take care of yourself will actually help you achieve your academic goals more than spending too much time studying. All of us benefit from support and guidance during times of struggle. There are many helpful resources available at Pitt. An important part of the college experience is learning how to ask for help. Take the time to learn about all that’s available and take advantage of it. Ask for support sooner rather than later – this always helps. If you or anyone you know experiences any academic stress, difficult life events, or difficult feelings like anxiety or depression, we strongly encourage you to seek support. Consider reaching out to a friend, faculty or family member you trust for assistance connecting to the support that can help.

The University Counseling Center is here for you: call 412-648-7930 and visit their website.

If you or someone you know is feeling suicidal, call someone immediately, day or night:
University Counseling Center (UCC): 412 648-7930
University Counseling Center Mental Health Crisis Response: 412-648-7930 x1
Resolve Crisis Network: 888-796-8226 (888-7-YOU-CAN)

If the situation is life threatening, call the Police:
On-campus: Pitt Police: 412-268-2121
Off-campus: 911
Syllabus Functions Checklist

Use this list to identify the functions you would like your syllabus to serve. Review your syllabus to determine whether it serves those functions.

DOES YOUR SYLLABUS…
- Create the type of first impression you would like to convey?
- Set the tone for the course?
- Serve as a planning tool for you?
- Serve as a planning tool for students?
- Motivate students to set academic goals?
- Communicate important information about the course?
- Act as a contract between you and your students?

Flex@Pitt Syllabus Considerations

Use this list to help you think through revisions you may want to make to your syllabus while teaching during the pandemic using the Flex@Pitt model.

Here are some things to consider for your syllabus. For suggested language, see Sample Remote Instruction Statements on p. 3):

- **A general statement acknowledging the unusual nature of the current semester.** Explicitly acknowledge that the semester will involve a number of new and unfamiliar practices. The number of students in the classroom will be limited, class start times will be shifted, and masks will be required. In addition, some students may not be present in the classroom. Those students who participate from a remote location will need to put forth extra effort to engage in the course, communicate/interact with their instructors and classmates, and participate in course activities. Similarly, in-class students should make an extra effort to include and collaborate with remote students. Above all, students should try to be as flexible and adaptive as possible.

- **A statement about course delivery.** Will all students be in the classroom at the same time? Will they attend face-to-face in rotating cohorts? What are the instructions if they’d like to participate synchronously and remotely? How will you communicate updates to them if the university is forced to move to fully remote delivery again?

- **Information about course materials and how to access them.** Provide your students with descriptions of the formatting of your exams and links to Canvas tutorials on how to complete quizzes or submit assignments. If you use Canvas rubrics (which helps clarify your expectations and increase grading efficiency), refer students to Canvas to view rubrics.

- **A statement about attendance.** Face-to-face attendance cannot be required this semester. Will you assess participation? If so, how? What should a student do if they or a family member become seriously ill?

- **Technology requirements,** including equipment ([https://www.technology.pitt.edu/services/computer-purchasing-students](https://www.technology.pitt.edu/services/computer-purchasing-students)) and recommended internet access information.

- **A detailed course schedule.** First, be mindful of academic calendar changes that have been instituted for the semester. Second, be clear about what’s happening when and where. For example, list videos to watch before class and create a visual indicator for flipped videos (such as placing them in their own
rows that fall before the corresponding class session or bolding them). It can also be helpful to include a statement indicating that the course schedule is subject to change, but that students will receive notice of any changes at least a week before they occur.

- **Additional policy language**, including institutional and departmental policies. For instance, students will be required to wear masks properly in face-to-face classes. That should be indicated on the syllabus. See the list of policies and sample policies for additional information.

- **A participation and/or class ground rules statement.** What does good participation look like in your class? How many times should students check your Canvas course shell or their email per week? What are your expectations for participation during synchronous face-to-face or remote class sessions? You may want to leave this section of your syllabus blank and collaborate with students to generate a participation policy or class ground rules. Working with students prompts them to think about what constitutes good participation and generates buy-in.

- **Flexibility.** In the spring, students indicated that they appreciated when faculty were flexible during spring without sacrificing too much rigor. Can you allow students to request extensions or give them a few grace periods per term while still meeting teaching and learning goals? If so, build flexibility into your participation and assignment submission policies.

- **An updated student resources list.** You will want to include current information on where students can seek physical and mental healthcare and what types of new support services are available to them. See the Student Affairs’ Health and Wellness website at [https://www.studentaffairs.pitt.edu/shs/](https://www.studentaffairs.pitt.edu/shs/) for additional information.
FACULTY CHECKLIST

☐ Have you read and used the Flex@Pitt model to plan your course accordingly?
☐ Do you know what classroom your course has been assigned to?
☐ Do you know the available technology in your assigned classroom?
☐ Can you conduct your course activities in accordance with the Flex@Pitt model?
☐ Are you familiar with University guidance in addressing classroom safety matters, i.e., wearing masks and appropriate distancing?
☐ Have you included the following important items on your syllabus? See Start of Term Syllabus Checklist for details.
  o Academic integrity
  o Disability services
  o State on classroom recording
  o Student opinion of teaching surveys
  o Religious observance statement
  o Diversity and inclusion
  o COVID-19 statement
  o ABET criteria – student outcomes
  o University classroom safety measures bulletin, i.e., COVID statement
    o Communication to instructor statement pertaining to illness
    o Seating chart statement (if applicable)

FACULTY PROCEDURES & PROTOCOLS

☐ Course communication: Considering that under the Flex@Pitt model students may not all be on campus, it is recommended that course-related communications be administered on a weekly basis either through Canvas (using announcements and/or email) or Pitt email. Faculty are highly encouraged to include their communication plans, with their respective students, on their syllabus.

☐ Course information: Instructors should encourage their students to communicate any pertinent course-related information that they deem necessary for the instructor to know. In addition, instructors should encourage their students to register with the Disability Resource Services (DRS) as soon as possible to receive pertinent accommodations.

☐ Seating: Faculty are highly encouraged to implement assigned seating and a seating chart for their respective courses. They are also recommended to keep attendance, if necessary.

☐ Lecture recording: Class lectures and activities conducted in person will be recorded and posted to Canvas. This is to benefit students who are unable to participate in person, as well as to allow students who did participate in person the opportunity to review any of the class content.
  o Recording lectures: Instructors should include a note in their syllabus, as well as Canvas, that lectures are recorded (Please note that all lecture in this course are recorded to asynchronous access. If you do not wish to be recorded during a session, please refrain from using your camera or audio.) and should also announce this at the beginning of each lecture prior to recording the session. This is to inform students and give them the opportunity to opt out of the recording.
  o Zoom or MS Teams default settings: When preparing sessions, instructors should ensure that the default setting for the participant’s video is off and that participants are muted upon entry.
Teaching Assistants: TAs may be remote or in-person. TA responsibilities should be clearly defined by respective instructors and documented by involved parties. Training for TAs who are online must include thorough use of Zoom, MS Teams, and Canvas. Graduate TAs can communicate potential concerns with their respective Graduate Program Director, the Associate Dean for Graduate Education, or Ms. Cheryl Paul. Undergraduate TAs should communicate potential concerns to their respective Undergraduate Program Coordinator. Training of TAs will be administered by University Center for Teaching and Learning (UCTL) on August 14, 2020 (see https://calendar.pitt.edu/event/new_teaching_assistant_orientation_ntao_welcome_session#.XyiofyhKIm9) and by Engineering Education Research Center (EERC). EERC training will be half asynchronous and half synchronous and will include aspects of Flex@Pitt as well as COVID-19 considerations. Please contact your undergrad or grad coordinator or chair to determine what training they would like TAs to have for the fall term.

Teaching Assistants/graders: If a TA/grader gets sick or must quarantine, instructors should plan to adjust TA/grader duties to allow working remotely, if well enough. Otherwise, arrange to complete tasks without their TA/grader.

Student teams: When forming teams/groups instructors should be cognizant of and consider factors such as student time zone and in-person/remote preferences in their team-forming tools.

Technology: For technology questions, see Technology details; where exactly?
- All faculty, TAs or CAs that plan to be in the classroom will be provided with a see through approved mask. In addition, for those directly teaching, they will be equipped with their own lavalier lapel microphone.
- Silicon keyboards will be provided at the instructor’s station for easy cleaning before/after use. Further, for students who do not have their own laptop (we are promoting BYOD), additional silicon keyboards will be available.
- Goose neck cameras are available to create remote document cameras.
- Distance learning technology will be placed in BEH classrooms
  - For smaller rooms/laboratories and rooms that are controlled by the registrar, cart solutions are being installed to facilitate zoom sessions with remote students/instructors
  - For larger classroom (e.g., 3rd floor) distance learning capabilities are being built into the instructor’s control panel.
- Faculty teaching remotely should consult with their department for specific technology needs

Illness: Under the condition that both faculty and TAs are compromised, a plan should be in place to go 100% remote. It is highly recommended that instructors, with the assistance of their respective undergraduate and graduate program directors, identify backup instructors for their course in case principal instructors need time to recuperate before returning to the classroom.

Observing health standards by students: If a student does not abide by public health regulations and University of Pittsburgh health standards and guidelines, instructors are instructed to consider the following suggested scenarios here: https://www.coronavirus.pitt.edu/instructor-and-staff-scenarios. Also, students who are non-compliant should be reported using Conduct Referral to student affairs: https://cm.maxient.com/reportingform.php?UnivofPitt&layout_id=45. We ask that all persons in Benedum wear a facial covering, practice physical distancing, practice hand hygiene, and clean their work areas before and after class/lab.

ADDITIONAL ITEMS
Monitor www.coronavirus.pitt.edu to keep abreast of announcements, standards and guidelines.

Be familiar with the Guidelines for Responding to Symptomatic Individuals

Be familiar with Pitt’s Operational Postures found here to understand and act as a resource to help explain what is allowable during different operational postures.

Continue, where possible, to work remotely for the duration of the pandemic. This allows students to be on campus and those who must be on campus while reducing our total population on campus. (See Doing the Work)

Approach your chair about any concerns or needs you have regarding your remote work arrangements.

Whether indoors or outdoors, practice physical distancing by keeping at least six feet of distance between yourself and others whenever possible.

Wear your face covering. You will be provided with a Pitt face covering and are encouraged to bring more.

Wash your hands thoroughly and often.

If you need to cough or sneeze, do so in a disposable tissue or your bended elbow.

If soap and water are not available, use hand sanitizer that’s at least 70% alcohol.

Frequently clean high-touch surfaces within your area, like your desk and office doorknob using the supplied materials.

Try to use your elbow on high-touch public surfaces, like elevator buttons or push-open doors.

Limit the time you spend with others in small spaces like bathrooms and elevators.
STAFF CHECKLIST

- Are you familiar with the Guidelines for Responding to Symptomatic Individuals?
- Are you familiar with Pitt’s Operational Postures to understand and act as a resource to help explain what is allowable during different operational postures?
- Have you ensured that your voicemails are being retrieved? If no, then please review the Voicemail to Email Service at the University
- Are you familiar with MS Teams or Zoom as a way of remotely meeting with students?
- Should you be required to return to campus, are you familiar with the health-related guidelines?

STAFF PROCEDURES & PROTOCOLS

- Staff should monitor www.coronavirus.pitt.edu to keep abreast of announcements, standards and guidelines.
- Staff should be familiar with the Guidelines for Responding to Symptomatic Individuals
- Staff should be familiar with Pitt’s Operational Postures found here to understand and act as a resource to help explain what is allowable during different operational postures.
- Staff are strongly encouraged to continue to work remotely for the duration of the pandemic. This allows students to be on campus and those who must be on campus while reducing our total population on campus. (See Doing the Work)
- You should approach your supervisor about any concerns or needs you have regarding your remote work arrangements. Your work hours and responsibilities should be clear and defined with your supervisor.
- Staff are responsible for ensuring that voicemails are being retrieved and replied to timely. Staff may wish to review the Voicemail to Email Service at the University.
- Staff should be familiar with Teams or Zoom as a way of remotely meeting with students as face to face interactions are encouraged. Staff should follow up with an email to provide a brief summary or provide any “To Do” items that are expected of the student.
- If staff are advised that they must return to campus, staff be prepared to follow the guidelines found under “Do Your Part”
- Whether indoors or outdoors, practice physical distancing by keeping at least six feet of distance between yourself and others whenever possible.
- Wear your face covering. You will be provided with a Pitt face covering and are encouraged to bring more.
- Wash your hands thoroughly and often.
- If you need to cough or sneeze, do so in a disposable tissue or your bended elbow.
- If soap and water are not available, use hand sanitizer that’s at least 70% alcohol.
- Frequently clean high-touch surfaces within your area, like your desk and office doorknob using the supplied materials.
- Try to use your elbow on high-touch public surfaces, like elevator buttons or push-open doors.
- Limit the time you spend with others in small spaces like bathrooms and elevators.
- When parents contact you regarding their questions and concerns about the Coronavirus, you are best to guide them to www.coronavirus.pitt.edu
- You can also advise the parent that there is a section for “Ask a Question” with helpful contact phone numbers for Student Affairs, Panther Central, Student Health, Office of International Services, etc.
STUDENTS MUST READ

☐ Students should consistently and regularly monitor [www.coronavirus.pitt.edu](http://www.coronavirus.pitt.edu) to keep abreast of announcements, standards and guidelines.

☐ Students should familiarize themselves with [Pitt’s COVID-19 Operational Postures](#).

☐ Students should familiarize themselves with [Information on teaching and learning at Pitt](#) and read about the Flex@Pitt system on this page so that they understand the options for how classes will be offered in in-person and remote formats, including:
  - Most lecture sections are offered in multiple formats simultaneously (in-person, live-streamed, recorded)
  - Most recitations and ENGR seminars are offered remotely
  - Very large classes at Pitt (250+ enrollments) will be offered only as web-based classes
  - In person class meetings may require staggered attendance
  - Students may flip in and out of digital/in person learning as needed/as they feel comfortable.

☐ Students must review Pitt’s Community-Wide Compliance information provided here: [Community-Wide Compliance](#), and complete the mandatory health and safety training as outlined by the Vice Provost and Dean of Students.

☐ Students must review the updated Student Code of Conduct: [Student Code of Conduct](#), which includes new information about compliance with university health rules.

☐ Students should review the [2020-2021 Academic Calendar](#) so that they are clear on:
  - The first three days of classes as remote learning days
  - The revised fall term class meeting dates and final exam schedule (classes on Labor Day, no extended drop period in week 3, classes ending on 11/20, etc.)

☐ Students living in on-campus residences should review [Information on housing, dining, and ID cards](#).

STUDENTS MUST WATCH

❑ Introduction to The New Benedum Hall. This is a short video created by students to provide an overview of the safety measures that have been put into place. It is due to be ready the week of August 10th. An email with the link will be sent all engineering students when it has been finalized.

❑ Provost’s Office [Town Hall Meeting for Students](#) held on July 28th at 3 PM.

STUDENT MUST BE AWARE OF AND ADHERE TO HEALTH AND SAFETY PROTOCOLS

☐ Students must be aware of [information on and recommendations from Pitt’s Health Advisory Group](#) as all health and safety guidelines for campus must be strictly followed.

☐ Students will be given two face masks. Students are encouraged to bring extra face masks with them to campus. Face masks will be worn in Benedum Hall and six feet of distance should be maintained between persons in and out of the classroom. Masks can be cloth, surgical, or N95. Inappropriate or offensive sayings, patterns or shapes are not allowed.

☐ Students who become ill should contact Student Health Services for instructions on being seen by medical professionals, the possibility of quarantine, and options for testing. (See below for instructions on how to handle class attendance. Students who feel well enough to attend class remotely and were previously attending in person, can begin attending remotely at any time.)
STUDENTS MUST BE AWARE OF AND ADHERE TO SSOE COURSE AND CLASSROOM PROTOCOLS

☐ Students who intend to be online/remote learners this term should indicate their intentions in a survey sent by the Office of the Provost. Students may, however, choose to change their mode of engagement at any time.

☐ Students will attend at least the first three days of class remotely and will learn at that time how each professor plans to share materials with remote learners and handle in-class meetings with those on campus. (Students are required to quarantine for seven days upon arriving on campus. This may mean that students attend more than the first three days of class remotely, depending on their campus arrival date.)

☐ While students are able to flip in and out of digital/in person learning as needed/as they feel comfortable, it is encouraged that students communicate their intentions to their course faculty.

☐ As in any situation regarding class absence, a student who becomes ill is responsible for communicating with their instructors regarding course absences and will be encouraged to provide documentation when absences affect quizzes/exams. This should be done via email as soon as possible. Students previously attending class in person may begin attending remotely at any time if they feel well enough to do so.

☐ If you would like an academic advisor to notify your faculty that you are sick, you must specifically request that they do so and be specific about what they are permitted to share. (Would you like them to share a diagnosis, an estimated return to class, your mode of attendance in the short/long term, etc.?)

☐ Students should familiarize themselves with resources such as Zoom, MS Teams, and the Canvas learning management system. It is likely that they will use these tools in their classes and in interactions with faculty and staff. Faculty will provide information about which resources will be used in their classes.

☐ If physically attending a class, please make sure to clean your workspace before and after class. Cleaning spray and cloths will be provided. Further, please adhere to the physical distancing and sit where place markers have been provided.

☐ The SSOE is promoting BOYD (Bring your own device). If you do not have a laptop to bring to class, please let us know. We will be providing silicon keyboards to classrooms that need to use computers.

STUDENTS MUST BE AWARE OF AND ADHERE TO THE FOLLOWING PROTOCOLS REGARDING VIDEO-CONFERENCING CAPABILITIES

☐ As academic advising appointments are private conversations meant to foster open engagement between students and their advisor, students may not record academic advising appointments, discussions, and/or activities without the advance written permission of the Academic Advisor, and any such recording properly approved in advance can be used solely for the student’s own private use.

☐ Students are prohibited from inappropriate use of videoconferencing software/websites. Offensive chat comments, usernames, profile photos, or interruptions of meetings and/or classes are not permitted.

☐ Students are not permitted to privately or publicly share links and/or password for password-protected videoconferences (classes, meetings, events, etc.)

☐ Having a parent, guardian, or other individual present in a videoconference (visibly or not) without a FERPA waiver on file puts a faculty member or advisor (possibly unknowingly) in a position to violate the
Family Educational Right and Privacy Act, a federal law. Advising meetings, seminars, and classes are intended only for the participation of students.

STUDENTS WHO ENCOUNTER MEDICAL OR MENTAL HEALTH CHALLENGES SHOULD

- If a student is experiencing COVID-19 symptoms or have been in contact with a person with COVID-19, please call the Student Health Service, at 412.383.1800, to speak to a nurse - https://www.studentaffairs.pitt.edu/shs/health-alerts/
- Make an appointment with University Counseling Center - https://www.studentaffairs.pitt.edu/cc/appointment/
- If a student has a documented disability, they are encouraged to register with Disability Resource Services to ensure they have an equal educational opportunity - https://www.studentaffairs.pitt.edu/drs/.
- If a student is in distress, please contact 412-648-7930 x1 to speak directly with an on-call clinician within the University Counseling Center. - https://www.studentaffairs.pitt.edu/cc/
- Further, the counseling center has put together a compilation of resources for those experience Racial Trauma or want to understand more. - https://www.studentaffairs.pitt.edu/cc/resources/racial-trauma-self-care-resources/
- For urgent mental health concerns or crises, please contact re:solve Crisis Network at 888-796-8226 or the National Suicide Prevention Lifeline at 800-273-8255.
- A student in an emergency situation and immediate assistance is needed, should not delay and should call 911 for assistance.

ENGINEERING STUDENT ORGANIZATIONS SHOULD

- Attend the Town Hall meeting for all student organizations Friday, August 7 from noon - 1 pm, hosted by the Department of Student Life. Representatives from Student Life, the William Pitt Union, and SORC will be available answer questions regarding the return to campus as it relates to student organization activities. (Link will be sent out the week of August 3, 2020. We can add it once we have it.)
- Adhere to the principles—drafted by Pitt undergraduate, graduate and professional students—to uphold the health and safety of our community. The Pitt Community Compact can be found at: https://www.titusville.pitt.edu/sites/default/files/pictures/Pitt Community Compact.pdf. (Note: Pitt/Main campus compact has not yet been added to our website. All compacts are the same. We can update once main campus has been added.)
- Read and follow the Swanson School of Engineering Safety Plan – (Add link here once the plan is approved.)
Appendix E

Makerspace Layouts Marked for COVID Physical Distancing
Figure A. Schematic of rooms G15/G17 (SCPI) with typical user workspaces marked by 6’x6’ green boxes.

Figure B. Schematic of Room B02 (Makerspace Treehouse) with typical user workspaces marked by 6’x6’ green boxes.
Figure C. Schematic of Room B06A (Makerspace Innovation Space Station) with typical user workspaces marked by 6’x6’ green boxes.
Figure D. Schematic of Room B09 (Bioengineering Makerspace) with typical user workspaces marked by 6’x6’ green boxes.
Appendix F

SSOE Research Restart

Field Research Mitigation Template

STEM Individual Lab Template

Shared Lab Space Template

Authorizing Email

Principles and Guidance

OSCVR Checklist
STEM Working Group proposal:

Field Research Mitigation Plan

The objective of this Field Risk Mitigation Plan form is to expand high priority field research quickly with minimal risk during Phase 1. Phase 2, and any later phases, will be used to increase field-related research activities toward 100% while maintaining best practices for COVID mitigation. Mutual cooperation and strict adherence to safety protocol are essential for maintaining health and safety.

Instructions: Each research group participating in field research is required to complete and receive approval for a Phase 1 Field Risk Mitigation Plan using the template form below. For items 1 through 7 below, mark only the boxes your research group will adhere to as part of your Field Risk Mitigation Plan. Boxes marked with an “X” in the template are minimum requirements applicable to the vast majority of cases. PIs who cannot comply with one of these minimal requirement boxes shall provide written explanation and description of alternative control(s) that will be implemented.

This completed form shall be submitted to <name of department chair or designee> for approval. Only after that time is field work permitted.

1. Laboratory Personnel. Please list the numbers of personnel in your group (including yourself) who will conduct off-campus research activities; this number should represent the maximum number of personnel conducting off-site activity during Phase 1.

<table>
<thead>
<tr>
<th>Personnel Class</th>
<th>Individuals Performing Field Working During Phase 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td></td>
</tr>
<tr>
<td>Staff</td>
<td></td>
</tr>
<tr>
<td>Post-doctoral fellows &amp; Research Associates</td>
<td></td>
</tr>
<tr>
<td>Graduate students</td>
<td></td>
</tr>
<tr>
<td>Undergraduate students</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
</tr>
<tr>
<td>Total Lab Personnel</td>
<td></td>
</tr>
</tbody>
</table>

2. Planning checklist for off-campus, field research. Prior to conducting field research, the PI shall plan for COVID-related personnel safety for off-campus locations, including planning for healthcare contingencies prior to departure. Planning and prep work must be done remotely when feasible and PIs shall adhere to the following general guidelines: a) Limit time in the field to critical activities, b) take into consideration local, domestic, and international restrictions at field sites, and c) all prioritize field research with the ability to maintain physical distance during travel and at field sites. Updates on travel advisories for the U.S. and international travel are provided by the CDC, Department of State, and Pitt’s Global Operations Support. In addition to these guidelines, the Phase One Field Risk Mitigation Plan will include the following:
Phase 1 field research personnel shall have a low risk of recent COVID exposure based on a good-faith examination of contact and travel history. This is relevant to field work that spans multiple days and/or wherein strict social distancing will likely not be maintained at all times due to the nature of the planned work. Examples of activities that elevate risk of COVID exposure include caring for COVID positive patient, exposure to an individual in a high COVID-risk profession, identification of probable recent COVID exposure through contact tracing of an individual who is COVID positive or likely to be COVID positive, or travel to locations with case numbers exceeding 50/100,000 persons. (mandatory)

Acquire PPE equipment to enable adherence to CDC guidelines by researchers at all times. This shall include gloves and disinfectants. Cloth masks are acceptable for most cases, although wearing of surgical or N95 masks should be considered for risk mitigation for work where strict social distancing cannot be maintained (i.e. due to need to occupy the same vehicle or marine vessel as other personnel). Thermometers shall be provided for symptom monitoring. (mandatory)

Plan for healthcare contingencies. Determine location of nearest emergency room or other medical facilities closest to your field research location. Document whether the field site is accessible by a land-based ambulance or if air ambulance would be required.

If you are visiting a site with an existing COVID risk mitigation plan (i.e. implemented by a company or owner of a site), obtain a copy of the plan and the PI shall ensure compatibility with Pitt’s research recovery plan.

<describe other field safety planning protocols here>

3. **Plan for COVID-related field research safety.** Mark boxes below for mitigation measures that field researchers will employ to minimize COVID risk:

Ensure physical distancing at all times and in all spaces according to most recent guidance if possible. This guidance requires at least 6ft. per person and 1 person per 150 sq feet for extended occupancy of working areas. When strict social distancing cannot be maintained, researchers shall consider wearing surgical or N95 masks for risk mitigation. If this is not possible at all times, describe risk mitigation measures in the “other protocols” tab, below. (mandatory)

Encourage symptom checklist monitoring for all researchers working in the field. Researchers shall not engage in off-campus field work or interact with other researchers if they have an elevated temperature and/or COVID/Flu-like symptoms. (mandatory)

All personnel engaging in field research activities are required to wear face coverings. Researchers are also strongly encouraged to also wear them in public settings (on campus or in field), as per CDC guidance. This applies to outdoor, as well as indoor spaces. (mandatory)

Thorough hand washing or sanitization must occur upon entry and exit of field work spaces. (mandatory)

Personnel will maintain a detailed personal record of all personal interactions while off-campus, highlighting any interactions wherein social distancing requirements were violated.
for greater than several minutes. This daily log of contacts will enable tracing in case of infection. (mandatory)

☐ Disinfect all handled equipment or tools before and after use by each researcher.

☐ Provide researchers with personal toolkits in order to avoid the need for sharing of commonly used tools or equipment.

☐ Researchers will be housed at field research sites in such a way that no one will need to share a bedroom, bathroom or kitchen space. Researchers bringing families or researchers who were cohabiting for 14 days or more prior to arriving at field location are exempt from this requirement. If this is not possible, describe risk mitigation steps in the “other protocols” tab, below.

☐ Avoid unnecessary congregating in common areas (hotel dining areas, gyms, laundry facilities). If necessary, follow CDC best practices for mitigating possible exposure that may include staggering or scheduling activities.

☐ Request that accommodation/housing units are thoroughly cleaned and disinfected between residents’ stays.

☐ <describe other protocols for maintaining COVID-related safety in the field>

4. COVID-19 response. In addition to the prescribed University response protocols, please indicate how your working group will respond if a member shows COVID-19 symptoms. This is relevant for field research that spans multiple days. Mark boxes that apply to your planned Phase One Field Risk Mitigation plan.

☒ Name of symptomatic or potentially infected individual will be reported immediately to <name of department chair or designee> (mandatory)

☒ Infected lab members will self-quarantine as required by the EOC (https://www.emergency.pitt.edu/) and not return to campus until they have been medically cleared. (mandatory)

☒ Individuals who worked directly with the potentially infected person will quarantine as required by the EOC. (mandatory)

☐ Researchers conducting field research should return to their permanent residence if possible.

☐ If a person sick with confirmed or suspected COVID-19 and that person is unable to return to their permanent residence, they and anyone sharing the same housing with them who is also unable to leave (e.g., a family member or co-worker) may remain at a field location in quarantine but must remain in their housing until medically cleared to leave.

☐ Pitt researchers will check in with the sick person (remotely if at all possible) and help them obtain groceries and needed medical supplies until they are recovered enough to return to their permanent residence.

☐ Anyone needing transportation to a hospital will need to call 911 for an ambulance.

☐ <describe other protocols here if COVID symptoms emerge while in the field>
5. **Plan for return to campus.** Prior to returning to campus, field researchers will follow the mitigation measures marked below:

☒ Encourage symptom checklist monitoring for all researchers returning from working in the field. Researchers should not come to campus or interact with other employees if sick. *(mandatory)*

☒ Disinfect all handled equipment or tools brought from the field before returning to campus. *(mandatory)*

☐ <describe other protocols here for return to campus>

6. **Reporting plan.** To be most effective, this mitigation plan must be agile and adaptable. If you experience challenges or have concerns with your own field research plan, or observe difficulties from others which potentially impact the health and safety of your group members, you should report it.

☒ Issues will be reported to <name of department chair or designee> *(mandatory)*

☒ If a satisfactory response is not received within 24 hours, issue will reported to <Higher-level leader or ombudsman> *(mandatory)*

7. **Equity.** Field research mitigation plans need to be implemented fairly to provide access to all researchers.

☒ Participation in field research during Phase 1 off-campus is voluntary *(mandatory)*

☒ Field work plans and scheduling under Phase 1 will be reviewed by all researchers and approved by the PI. *(mandatory)*

☐ If possible, reasonable accommodation will be provided for "at-risk" researchers.

☐ <describe additional efforts here>
Phase One Risk Mitigation Form for STEM Research Groups

Return to laboratory activity will have at least two phases. The objective of Phase 1 is to begin research operations quickly with reduced personnel density and strong efforts to maintain a safe workplace. Phase 2, and any later phases, will be used to increase toward 100% lab activities while maintaining best practices. Mutual cooperation and strict adherence to safety protocols are essential for maintaining our health and safety, and for avoiding another shutdown of on-site research activity. In this regard, each research group participating in the Phase 1 return to laboratory activity is required to submit and receive approval for a Phase 1 laboratory risk mitigation plan using the template below. This plan is aimed at reducing the risks of contracting COVID by researchers during their work activity. Each mitigation plan should be developed so that it provides fair access to laboratory resources. The submitted plan will be reviewed by the department chair or Associate Dean for Research. Access to the laboratory will only be permitted after the plan is approved. Plans can be updated as needed, and revised plans must be reviewed and approved before implementation.

1. Contact information. Please complete the contact information for (a) the leader of your research group, (b) at least one secondary contact person to receive communications (if applicable), and (c) at least one Lab Safety Officer who is responsible for monitoring the adherence to this protocol (see section 10).

<table>
<thead>
<tr>
<th>School or Responsibility Center</th>
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<tbody>
<tr>
<td>Department or Program</td>
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</tr>
<tr>
<td>Research Group Leader</td>
<td></td>
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<tr>
<td>Research Group Leader email address</td>
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<tr>
<td>Secondary contact (if any)</td>
<td></td>
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<td>Secondary contact email address</td>
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<tr>
<td>Lab Safety Officer</td>
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<tr>
<td>Lab Safety Officer email address</td>
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<tr>
<td>Date submitted</td>
<td></td>
</tr>
<tr>
<td>Department Chair approval and date</td>
<td></td>
</tr>
<tr>
<td>Associate Dean approval and date</td>
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</tbody>
</table>

2. EH&S Restart checklist. Please verify that you have read the EH&S lab start-up checklist (attached) and that you will complete it within the first week of resuming activity. Some items (e.g., develop a social distancing plan) will be documented below, while others will be completed upon re-entry of your lab space.

☐ Yes, I have read the EH&S lab start-up checklist (mandatory)
☐ Yes, I will submit a completed checklist to the Department Chair or comparable unit head, or their designee, within one week of my laboratory’s on-campus research restart (mandatory)

3. Laboratory Personnel. During Phase 1, all personnel who can work remotely should continue to do so. Please list the personnel in your group (including yourself) for whom you will be requesting Phase 1 access to University of Pittsburgh facilities. Please note that undergraduate employees or visiting researchers are not permitted access during Phase 1. To maintain low density, yet enable more research activity, you should consider a shift schedule that will work for your group; plan for at least 30 minutes between shifts to avoid face-to-face contact between personnel in different shifts. Add rows to the table if necessary.
4. **Laboratory space utilization.** Please list all **laboratory and office spaces occupied by your group** as well as shared laboratory spaces used by your group for extended periods of time. Indicate maximum personnel utilizing that space **at any given time** during Phase 1 (lowest density to begin research) of the research restart. During Phase 1 occupancy, density must not exceed **1 person for every 150 square feet of open lab space**, or one person in a room smaller than 150 ft². Personnel must maintain spacing of **at least 6 feet** at all times. Please be mindful to limit density in common office spaces. Add lines to the table if necessary.

<table>
<thead>
<tr>
<th>Building</th>
<th>Room</th>
<th>Area (sq ft)¹</th>
<th>Phase 1 Occupancy</th>
<th>Is the space shared with other groups? (Y/N)²</th>
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</thead>
<tbody>
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<td></td>
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</tbody>
</table>

1. Estimate area if necessary; if this is a shared space, estimate the area occupied by your personnel.
2. Shared spaces are any lab spaces occupied by more than one research group including open-lab and “ballroom” laboratory spaces.

5. **Common space utilization.** Please indicate the locations of common scientific spaces to be used by your group members during Phase 1, including (a) unstaffed spaces such as lab kitchens, glassware facilities, freezer spaces, lunch rooms, and equipment rooms and (b) staffed spaces such as green houses, animal facilities, machine shop, Center for Biologic Imaging, etc. Do not include restrooms, which will be addressed at the Departmental or building level. Common, non-scientific spaces such as classrooms or lecture halls should not be used during Phase 1. Add lines to the table if necessary.

<table>
<thead>
<tr>
<th>Building</th>
<th>Room</th>
<th>Function</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

6. **Social distancing plan.** Please indicate the measures that your group will take to maximize social distancing among members. Add additional measures relevant to your group/lab space(s) to minimize contact among members of your group and with outside personnel. Boxes already marked are for measures required for all groups.

- Activities requiring multiple personnel in close contact will be avoided (**mandatory**).
☒ Signage will be provided throughout the workspace to remind members to use appropriate PPE and to maintain social distancing requirements (mandatory)
☒ Desks and work areas will be arranged to be sufficiently far apart, closed off, or protected by barriers (mandatory)
☒ Work hours will be scheduled to minimize contact between lab members (mandatory)
☐ Some personnel will work from home
☐ Work will proceed in multiple shifts per day
☐ Lab members will work on campus on alternate days or alternate weeks
☐ Unidirectional traffic patterns will be marked with relevant signs on floors and doors
☐ Common, non-scientific spaces and resources (e.g., whiteboards) will be signed as closed or blocked from use
☐ User defined. <Describe any additional social-distancing methods here>

7. Laboratory garb requirements. Please describe lab garb requirements for your lab spaces; these requirements cannot be less restrictive than the campus PPE restrictions.
☒ Cloth, surgical or higher-grade masks must be worn on campus within public spaces of the building at all times, including research spaces (mandatory)
☐ Gloves are mandatory in shared research spaces
☐ Gloves, safety glasses and lab coats are used as needed for laboratory safety, but are not needed in the lab for COVID-19 risk mitigation
☐ N-95 masks, or similarly protective equipment, will be used when working within 6 feet of others
☐ User defined. <Describe any additional, laboratory-specific garb requirements here>

8. Laboratory disinfection protocol. Please describe how and when the laboratory will be disinfected.
☒ Regular hand-washing is required, even when wearing gloves (mandatory)
☒ Surfaces and equipment will be wiped down with an effective disinfectant solution before and after use (mandatory)
☐ Personnel will be supplied with individual tool kits or other commonly used laboratory instruments
☐ Personnel will not use shared computing equipment (e.g., they will use their own tablets or notebooks)
☐ Personnel will be supplied with individual keyboards and mice to use with shared computing equipment
☐ Disposable or washable covers for shared keyboards and mice will be used and appropriately maintained
☐ User defined. <Describe any additional laboratory disinfection protocols here>
9. **COVID-19 response plan.** In addition to the prescribed University response protocols, please indicate how your working group will respond if a member shows COVID-19 symptoms.

☒ Name of symptomatic or potentially infected individual will be reported immediately to your department chair (**mandatory**)

☒ Working spaces or zones listed in section 5 occupied by the potentially infected individual will be closed for the time period required by the University of Pittsburgh Emergency Operations Center (EOC) (**mandatory**)

☒ Infected lab members will self-quarantine as required by the EOC ([https://www.emergency.pitt.edu/](https://www.emergency.pitt.edu/)) and not return to campus until they have been medically cleared (**mandatory**)

☒ Individuals who worked directly with the potentially infected person will self-quarantine as required by the EOC (**mandatory**)

☒ Portable equipment and supplies (e.g., notebook computers, portable drives) will not be removed until disinfected or deemed safe for removal (**mandatory**)

☐ **User defined.** <Describe any additional, laboratory-specific cleaning protocols for suspected COVID cases>

10. **Monitoring plan.** Please designate a Lab Safety Officer (e.g., senior member of the group), who will be responsible for ensuring that your personnel are following your laboratory’s risk mitigation plan. Please indicate essential elements of your group’s monitoring plan below.

☒ The name and email address of the Lab Safety Officer are listed in Section 1 (**mandatory**)

☒ Personnel will sign-in and sign-out of the lab spaces (name, date, time arrived, time departed) and those records will be retained for contact mapping (**mandatory**)

☒ Personnel in space will be periodically confirmed against sign-in record and shift schedule (if applicable) (**mandatory**)

☐ **User defined.** <Describe any additional components of Monitoring plan here>

11. **Reporting plan.** To be most effective, mitigation plans must be adaptable but also ensure safe access to research facilities both within and between groups. If you experience challenges or have concerns with your own plan, or observe behaviors which potentially impact the health and safety of yourself or your group members, you should report them immediately.

☒ Issues will be reported to <name of department chair or equivalent> (**mandatory**)

☒ If a satisfactory response is not received within 24 hours, issues will be reported <name of associate Dean or ombudsman> (**mandatory**)
12. **Equity plan.** Research mitigation plans need to be implemented fairly to provide access to all researchers.

- Participation in research during Phase 1 on-campus is voluntary (mandatory)
- Work schedules under Phase 1 will be reviewed by all researchers and approved by the Research Group Leader (mandatory)
- If possible, reasonable accommodation will be provided for "at-risk" researchers (e.g., several hours/week access with lower density of lab personnel (mandatory)

**User defined.** <Describe any additional components of the Equity plan here>

13. **Appendices.** Please attach the following appendices if they are relevant to your research.

- Field Research Mitigation Plan
- Shared Lab Space Mitigation Plan (if shared spaces are noted in section 4)
<table>
<thead>
<tr>
<th>Department Name:</th>
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<tbody>
<tr>
<td><strong>Point Of Contact</strong></td>
<td></td>
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<tr>
<td>Name</td>
<td></td>
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<tr>
<td>Title</td>
<td></td>
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<tr>
<td>Email</td>
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<tr>
<td>Phone Number</td>
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<tr>
<td><strong>Work Site Information</strong></td>
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<tr>
<td>Building Name</td>
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<tr>
<td>Floor</td>
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<tr>
<td>Address</td>
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<tr>
<td>Will staff be working at other sites daily (Y/N)</td>
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<tr>
<td>If (Y) provide building/address</td>
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<tr>
<td><strong>Staff onsite daily Monday - Friday</strong></td>
<td>Number</td>
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<td>Before 7:00AM</td>
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<td>Between 7:00AM - 3:00PM</td>
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<td>After 3:00PM</td>
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<td><strong>Notes:</strong></td>
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<td>Staff Name (Essential Staff Only)</td>
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<td>Will they need short term parking on campus (Y/N)</td>
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Shared Lab Space Mitigation Plan

Return to laboratory activity will have at least two phases. The objective of Phase 1 is to begin research operations quickly with reduced personnel density and strong efforts to maintain a safe workplace. Phase 2, and any later phases, will be used to increase toward 100% lab activities while maintaining best practices. Mutual cooperation and strict adherence to safety protocols are essential for maintaining our health and safety, and for avoiding another shutdown of on-site research activity. In this regard, each PI with a shared laboratory is required to complete and receive approval for a Phase 1 laboratory risk mitigation plan using the template below. This plan should be aimed at reducing the risks of contracting COVID by researchers during their regular work activity. Each mitigation plan should be developed so that it provides fair access to laboratory resources. Once the submission process is complete, it will be reviewed by the department chair or Associate Dean for Research. Regular access to the laboratory will only be permitted after the plan is approved. Plans can be updated as needed, and revised plans must be reviewed and approved before implementation.
1. **Room information.** Please complete the contact information for (a) the leader of the research group, (b) a secondary contact person (if applicable), and (c) a Research Group Safety Officer who is responsible for monitoring the adherence to this protocol.

<table>
<thead>
<tr>
<th>School or Responsibility Center</th>
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<tbody>
<tr>
<td>Department or Program</td>
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<tr>
<td>Building</td>
<td></td>
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<tr>
<td>Research Group Name (if any)</td>
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<tr>
<td>Research Group Leader</td>
<td></td>
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<tr>
<td>Research Group Leader E-mail</td>
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<tr>
<td>Secondary Contact Name (if any)</td>
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<tr>
<td>Secondary Contact E-mail</td>
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<tr>
<td>Research Group Safety Officer</td>
<td></td>
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<tr>
<td>Research Group Safety Officer E-mail</td>
<td></td>
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<tr>
<td>Research Group Room Number</td>
<td></td>
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<tr>
<td>Research Group Gross Area (ft²)</td>
<td></td>
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<tr>
<td>Research Group Net Area (ft²)</td>
<td></td>
</tr>
<tr>
<td>Lab Bench/Desk Number(s) (if any)</td>
<td></td>
</tr>
<tr>
<td>Overall Lab Room Number</td>
<td></td>
</tr>
<tr>
<td>Overall Lab Total Area (ft²)</td>
<td></td>
</tr>
<tr>
<td>Laboratory Leader</td>
<td></td>
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<tr>
<td>Other Laboratory Leader(s)</td>
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</table>

1. Typically a faculty principal investigator
2. State if there is a separate designated number for your Research Group’s area
3. State the gross area occupied by your Research Group – if unknown, please provide an estimate
4. State the net area occupied by your Research Group which is the gross area less the space occupied by benches, desks, equipment, etc. – if unknown, please provide an estimate
5. State the room number for the overall lab if the Research Group Room Number is different
6. To be provided/designated by the governing research administration, e.g., Assoc. Dean for Research
7. If the shared laboratory space involves other Schools
If you have additional separate rooms assigned to you within the shared lab, please indicate what each of those are. A separate safety protocol plan specific to the type of room designated will be needed.

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Description/Use</th>
<th>Shared Space (Y/N)</th>
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Please list the information for other research groups with which you share the lab. Final coordination of the safety plans for the shared lab will need to be coordinated by the Lab Leader. If multiple schools are involved, the overall safety plan for the shared lab will need to be worked out between the Lab Leaders of the schools.

<table>
<thead>
<tr>
<th>Research Leader’s Name</th>
<th>Department</th>
<th>School</th>
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</table>
2. Laboratory Personnel. During Phase 1, all personnel who can work remotely should do so. Please list the numbers of personnel in your group (including yourself) for whom you are requesting Phase 1 access to University of Pittsburgh facilities; this number should represent the maximum number of personnel conducting on-site activity during this Phase. Please note that undergraduate employees or visiting researchers are not permitted access during Phase 1. To maintain low density, yet enable more research activity, you should consider a shift schedule that will work for your group; plan for at least 30 minutes between shifts to avoid face-to-face contact between personnel in different shifts.

<table>
<thead>
<tr>
<th>Personnel Class</th>
<th>Number of Individuals Requesting Access in Phase 1</th>
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<tbody>
<tr>
<td>Faculty</td>
<td></td>
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<tr>
<td>Staff</td>
<td></td>
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<tr>
<td>Postdoctoral Fellows &amp; Research Associates</td>
<td></td>
</tr>
<tr>
<td>Graduate Students</td>
<td></td>
</tr>
<tr>
<td>Collaborators at any one time*</td>
<td></td>
</tr>
<tr>
<td>Undergraduate students</td>
<td>None</td>
</tr>
<tr>
<td>Other</td>
<td>None</td>
</tr>
<tr>
<td>Total Lab Personnel</td>
<td></td>
</tr>
</tbody>
</table>

* Number of individuals from other research groups who may transiently access spaces listed in section 4 at any one time.

Please list the personnel in your group (including yourself) for whom you will be requesting Phase 1 access to University of Pittsburgh facilities. Add rows to the table if necessary.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position¹</th>
<th>Email address</th>
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</tbody>
</table>

3. EH&S Restart checklist. Please verify that you have read the EH&S lab start-up checklist (attached) and that you will complete it within the first week of resuming activity. Some items (e.g., develop a social distancing plan) will be documented below, while others will be completed upon re-entry of your lab space.

☐ Yes, I have read the EH&S lab start-up checklist (mandatory)
☐ Yes, I will submit a completed checklist to the Department Chair or comparable unit head, or their designee, within one week of my laboratory’s on-campus research restart (mandatory)

4. Social distancing plan. Please indicate the measures that your group will take to maximize social distancing among members. Add additional measures relevant to your group/lab space(s) to minimize contact among members of your group and with outside personnel. Boxes already marked are for measures required for all groups.

☒ Activities requiring multiple personnel in close contact will be avoided (mandatory)
☒ Signage will be provided throughout the workspace to remind members to use appropriate PPE and to maintain social distancing requirements (mandatory)

☒ Desks and work areas will be arranged to be sufficiently far apart, closed off, or protected by barriers (mandatory)

☒ Work hours will be scheduled to minimize contact between lab members (mandatory)
  □ Some personnel will work from home
  □ Work will proceed in multiple shifts per day
  □ Lab members will work on campus on alternate days or alternate weeks

☐ Unidirectional traffic patterns will be marked with relevant signs on floors and doors
 ☐ Common, non-scientific spaces and resources (e.g., whiteboards) will be signed as closed or blocked from use
  ☐ <Describe any additional social-distancing methods here>

5. Laboratory garb requirements. Please describe lab garb requirements for your lab spaces, these requirements cannot be less restrictive than the campus PPE restrictions.
☒ Cloth, surgical or higher-grade masks must be worn on campus within public spaces of the building at all times, including research spaces (mandatory)
☐ Gloves are mandatory in shared research spaces
☐ Gloves, safety glasses and lab coats are used as needed for laboratory safety, but are not needed in the lab for COVID-19 risk mitigation
☐ N-95 masks, or similarly protective equipment, will be used when working within 6 feet of others
☐ <Describe any additional, laboratory-specific garb requirements here>

6. Laboratory disinfection protocol. Please describe how and when the laboratory will be disinfected.
☒ Regular hand-washing is required, even when wearing gloves (mandatory)
☒ Surfaces and equipment will be wiped down with an appropriate disinfectant solution before and after use (mandatory)
☐ Personnel will be supplied with individual tool kits or other commonly used laboratory instruments
☐ Personnel will not use shared computing equipment (e.g., they will use their own tablets or notebooks)
☐ Personnel will be supplied with individual keyboards and mice to use with shared computing equipment
☐ Use of disposable or washable covers for shared keyboards and mice will be used
☐ <Describe any additional laboratory disinfection protocols here>

7. COVID-19 response plan. In addition to the prescribed University response protocols, please indicate how your working group will respond if a member shows COVID-19 symptoms.
☒ Name of symptomatic or potentially infected individual will be reported immediately to <name of department chair or designee> (mandatory)
☒ Working spaces or zones listed in section 5 occupied by the potentially infected individual will be closed for the time period required by the University of Pittsburgh Emergency Operations Center (EOC) (mandatory)
Infected lab members will self-quarantine as required by the EOC ([https://www.emergency.pitt.edu/](https://www.emergency.pitt.edu/)) and not return to campus until they have been medically cleared (mandatory)

Individuals who worked directly with the potentially infected person will self-quarantine as required by the EOC (mandatory)

Portable equipment and supplies (e.g., notebook computers, portable drives) will not be removed until disinfected or deemed safe for removal (mandatory)

☐ <Describe any additional, laboratory-specific cleaning protocols for suspected COVID cases>

8. Monitoring plan. Please designate a Lab Safety Officer (e.g., senior member of the group), who will be responsible for ensuring that your personnel are following your laboratory’s risk mitigation plan. Please indicate essential elements of your group’s monitoring plan below.

☐ The name and email address of the Lab Safety Officer are listed in Section 1 (mandatory)

☐ Personnel will sign-in and sign-out of the lab spaces (name, date, time arrived, time departed) and those records will be retained for contact mapping (mandatory)

☐ Personnel in space will be periodically confirmed against sign-in record and shift schedule (if applicable) (mandatory)

☐ <Describe any additional components of Monitoring plan here>

9. Reporting plan. To be most effective, mitigation plans must be adaptable but also ensure safe access to research facilities both within and between groups. If you experience challenges or have concerns with your own plan, or observe behaviors which potentially impact the health and safety of yourself or your group members, you should report them immediately.

☐ Issues will be reported to <name of department chair or designee> (mandatory)

☐ If a satisfactory response is not received within 24 hours, issues will be reported to <Higher-level leader or ombudsman> (mandatory)

☐ <Describe any additional components of Reporting plan here>

9. Equity plan. Research mitigation plans need to be implemented fairly to provide access to all researchers.

☐ Participation in research during Phase 1 on-campus is voluntary (mandatory)

☐ Work schedules under Phase 1 will be reviewed by all researchers and approved by the Research Group Leader (mandatory)

☐ If possible, reasonable accommodation will be provided for "at-risk" researchers (e.g., several hours/week access with lower density of lab personnel (mandatory)

☐ <Describe any additional components of the Equity plan here>

10. Appendices. Please attach the following appendices if they are relevant to your research.

☐ Appendix 1. Protocol for field research
Apologies for the delay; this one fell through the cracks. I approve your Phase 1 Lab Restart plan documents. I have placed these files in a shared box folder so Danielle and Schohn can access them. It is important that if you have any revisions of any sort to your plan that you send us the revised form(s). It is also important that you (or Brian) share the Shared Lab plan revisions with all of the other PIs in those spaces so that they are aware of the additional personnel (this is important for potential contact tracing).

As a reminder, if you can conduct any of your research working from home, please continue to do so. Dedensification on-campus will need to continue for the foreseeable future, so to the extent practicable, the work you do on-campus should include only those activities that can’t take place remotely, and only those personnel that are required to make that happen. We understand this may not be convenient, but dedensification is essential for the health and safety of our entire Pitt community and will help research activities remain as active as possible independent of the intensity of an outbreak around us.

The following are the next steps:

- You and your LSO (if different than yourself) should request access to your building by submitting an access request via [http://pi.tt/ssoe-research-restart](http://pi.tt/ssoe-research-restart) in order to prepare your space for startup.
- You should then conduct the remaining steps (steps 5 and following) under the “Guide to PIs” in the REVISED “Principles & Guidance” document that you should have received previously (attached here for convenience). Those are the important next precursors to starting, but shouldn’t take long. These must be completed before anyone other than you and your LSO (if different from you) are to be admitted to your building.
- You should have received the two training documents and a process for self-attestation that the University expects everyone to follow, which includes a daily process. I am appending links below that include these for convenience. Please let Schohn and Danielle know when you and each of your lab personnel have completed the viewing of the training documents. As each individual completes the reading of the documents, and you have gone through the remaining steps in the P&G document mentioned above, they will be permitted into the space.
- You should review the Research Restart material found on the OSVCR website for more information: [https://www.svresearch.pitt.edu/pitt-researchers/research-restart](https://www.svresearch.pitt.edu/pitt-researchers/research-restart)
- You will then need to have each of your lab personnel that has been approved under your mitigation plan and who needs to come to your building to submit an access request via [http://pi.tt/ssoe-research-restart](http://pi.tt/ssoe-research-restart).
- Note that previous programmed access to internal space remains the same as that before the shutdown.
- When you arrive to your building, you will NOT need to log into and out of the building via the QR code that we had people use during the shutdown. The individual lab log in/out requirement under the labs mitigation plan will be sufficient.
- Research is ramping up as some policies and guidelines are being finalized. Please be aware that changes to those policies and guidelines are possible, and you will be required to adhere to the University’s standards and guidelines if any changes are indeed made. But as far as the guidelines that I have received to date, you are otherwise good to go.
Pitt Police and Facilities Management are asking that each employee that will return be included in the attached Excel file. Please fill this out for those in your group that you included in your approved restart plan and send it to Schohn and Danielle, who are collecting the information. Note that until each person is cleared by you in terms of training and you submit the completed EH&S Checklist, they won’t be able to access the labs. The tables on the left in the spreadsheet are for you to fill out for group-wide information. The table on the right is for the individual personnel in your group. **Include all of your personnel, including yourself, in this spreadsheet even if you answer NO to each question.**

Should you have additional questions and concerns, my office is here to help and we are happy to answer your questions, escalate concerns, and resolve problems as best we can. We are here to support you in whatever ways we can through these challenging times.

Good luck as you restart and above all, stay safe.

David

Supervisor Training (for you and all PIs): [https://pitt.app.box.com/s/ep2rwkws07gesxms9pmpimseopv1fl3y](https://pitt.app.box.com/s/ep2rwkws07gesxms9pmpimseopv1fl3y)

Employee Training (for anyone who will be in campus space): [https://pitt.app.box.com/s/8haaq81qmtwwnfq0lnrpduzeknoee33](https://pitt.app.box.com/s/8haaq81qmtwwnfq0lnrpduzeknoee33)

Daily Self-Attestation Form: [https://powerforms.docusign.net/65115ddc-7e87-4fa5-a2ff-ce8a918c0b24?env=na2&acct=5f235d73-8911-4785-9715-399671fb99eb](https://powerforms.docusign.net/65115ddc-7e87-4fa5-a2ff-ce8a918c0b24?env=na2&acct=5f235d73-8911-4785-9715-399671fb99eb)
Goal: Open up research in STEM-based laboratories at the University of Pittsburgh following the Covid-19-related shut down as quickly as possible while maintaining the health and safety of the community.

Philosophy:
1. Research is an essential function of the faculty, staff, and trainees of the University of Pittsburgh and the results of research are of great value to society. STEM Research has much to contribute to the health and well-being of the population, including solutions to Covid-19.
2. The safety of members of the University community and the greater population is of paramount importance.
3. Planning should be grounded in science and CDC guidance regarding both good laboratory practice with infectious agents and specific information about SARS-CoV-2 and its observed manifestations in Pittsburgh.
4. The careers and livelihoods of many faculty, staff, students, and others at the University depend on the ability to continue ongoing research and initiate new research activities.

Principles:
1. Follow recommendations from the University Environmental Health & Safety Office (EH&S).
2. All work should be conducted remotely except where campus access is essential for continuation of research.
3. Vulnerable individuals, including those 65 or older and those with underlying medical conditions (as described by the CDC) that are not well-controlled, are encouraged to continue remote work.
4. Each PI is responsible to work with their research group to ensure availability of appropriate PPE* and to develop and ensure compliance with an approved COVID mitigation plan for their lab that is consistent with the principles in this document.
5. Access to shared equipment, facilities, and areas should be minimized and each PI whose personnel uses them should document controls for ensuring social distancing and cleaning protocols for these spaces.
6. If a researcher is experiencing new symptoms consistent with a Covid-19 infection (as per CDC guidelines; e.g., shortness of breath, cough, sore throat, fever, sweating, chills, loss of taste or smell, muscle aches, nausea, or diarrhea), they must not come to work and should contact their supervisor.
7. As usual, it is each individual PI’s ultimate responsibility for the safety of their lab members. The Covid-19 mitigation plan must be understood by all members of the group. Each group member must make it their responsibility to follow the plan to keep themselves and others safe.
8. If a lab member feels pressured into an unsafe situation, or sees someone else doing something that potentially compromises their or another’s health and safety, they should contact their Associate Dean for Research.
9. Access to the lab should be as equitable as possible for all members of the lab group.

*NOTE: We are working under the presumption that the University will be providing labs with general use PPE, including surgical-style (non-N95) facemasks and gloves. Any laboratory specific PPE outside that for Covid-19 mitigation – i.e., that which is typically needed for conducting that laboratory’s research – should be purchased and provided by the PI.

**General guidelines:**

1. Low density in labs should be maintained
   a. Personnel density should be determined based on the layout of each lab such that a 6 ft social distance is easily maintained between individuals at all times
   b. In general, this density should be no more than 1 person/150 sq ft for rooms larger than 150 sq ft
   c. In special work areas where 6 ft distancing is not possible, personnel must adopt CDC guidelines for ‘close contact’* (current guidelines: minimum of standard surgical ASTM level 1 mask [not N95] and eye protection; gowns and gloves may be required for specific research procedures).
2. Shift work should be considered to decrease the potential for close interactions among lab staff members.
3. Proper PPE and disinfectant use are mandatory.
4. At the beginning and the end of any shift period or workday the incoming and outgoing personnel, respectively, must wipe all actively used surfaces and equipment with appropriate cleaning or disinfectant materials.
5. Logs of when lab members are at work must be maintained to facilitate contact tracing if someone becomes infected with COVID-19.
6. Each PI must plan on how to shut research back down in a controlled manner if the University deems necessary. For those that require more than 24 hours to shut down, a detailed plan should be devised and provided as part of the restart documents.
7. Personnel entering a research facility are subject to any University of Pittsburgh screening procedures that are currently in place for specific entrances before being allowed to proceed to their research laboratory.
8. We are defining “Shared Space” among different PIs as space that is assigned to a defined number of groups and is not generally accessible to all members of a department, school, etc. In this case the PIs who utilize the Shared Space are to mutually choose one individual/primary contact to be responsible for the mitigation plan of that space. All the PIs cooperate to create a usage plan with appropriate protocols. Each of the PIs would need to submit a copy of this with their forms. More information on Shared Lab Space Mitigation Plan is below.
9. Space and equipment that is used by multiple users within a single PI's group requires no special information on the form, but the PI is expected to define appropriate use and disinfection protocols that are followed by their group members, and to clearly post those COVID SOPs and directions in the shared space and on or near the shared equipment.

10. We are defining “Common Space” as space not assigned to any PI but rather a space controlled by the Department or overseeing unit. For example, a departmental office would be a common space, a departmental instrument room or freezer farm would be a common space, etc. Individual PIs should consider these spaces in their plan but need not develop a specific mitigation plan for them. The Department Chair or unit Director (or their designee) should develop a plan for these spaces and become the primary contact person assigned for them. The primary contact would submit a Shared Lab Space Mitigation Plan for the space and post the protocols once approved. Common space is not approved for use until those things are in place.

Governance:

1. Each PI is responsible for the creation of the Covid-19 mitigation plan for their research group and space(s).

2. The STEM Individual Lab Research Restart Plan and any related appendix templates are to be completed by every PI of a STEM-based department who wishes to restart research on campus. Research may not commence until all approvals are secured back by the PI in writing.

3. In areas shared among multiple PIs, each PI must complete and included in their plan a Shared Lab Space Mitigation Plan. One PI should be selected to lead the coordination among the multiple PIs by collecting all PI’s Shared Lab Space Mitigation Plans, reconcile any differences, and submit one final form. The coordinated form should be submitted by the lead PI to the relevant Department Chair for shared spaces wherein all PIs are from the same department. For shared spaces with PIs from more than one department, the coordinated form should be submitted by the lead PI to the Associate Dean for Research of the school in which the share facility is housed. The lead PI will also devise scheduling and other procedures that must be coordinated in the shared space.

4. The PI’s Department Chair must review and address any concerns with the PI. Once the Department Chair approves the plan, she or he will send it on to their Associate Dean for Research for School Dean’s office approval.

5. The Associate Dean for Research, potentially with the guidance of a committee, must approve the mitigation plan and inform the PI in writing before on-campus research by that PI may commence.

6. If there is a disagreement with measures required to obtain approval for a risk mitigation plan, the PI can appeal to the SVCR’s Standards and Clearance Committee.
Oversight:

1. The risk mitigation plan must be posted physically in each lab and available electronically to all lab members. Each lab member must review the plan prior to coming to campus. We recommend that the PI hold a virtual lab meeting to discuss the plan with everyone at one time.

2. All members of the lab are responsible to ensure that all mitigation procedures are followed, and, as with any safety concern, are required to report to their direct supervisor if they observe practices that are unsafe and/or contrary to the mitigation plan.

3. Each PI is to name a “Lab Safety Officer”. For smaller labs, this can be the PI. In all cases, this must be an individual that will be present in the lab after the restart, and not working remotely.

4. PIs and designated Lab Safety Officers are responsible for monitoring implementation and compliance with all mitigation procedures.

5. The Department Chair is responsible for appointing designee(s) to oversee that the plans from PIs in their department are properly being implemented. Typically, this will be the department’s Safety Officer(s). The Associate Dean for Research is responsible for appointing designee(s) to oversee that Covid-19 mitigation plans are being properly implemented within the departments of their respective schools.

6. If there are questions or concerns, you should report these to your immediate supervisor, Department Chair, or the Associate Dean for Research for your school.
Guide to Chairs for reviewing startup plans

Chairs should familiarize themselves with the Guide for PIs and the list of required documents (below). Chairs and Unit Directors, or their named designees, are responsible for developing mitigation plans for Common Space assigned to their departments or units.

1. Missing information
   - Are single-PI lab spaces all listed and with reasonable estimates of square footage?
   - Does the area reported for a shared lab space correspond to that PI’s portion or the whole lab?
   - Are all appropriate shared lab spaces included in the plan?
   - For faculty who are using animals, are their animal facilities listed?
   - Are faculty listing kitchens, autoclave rooms, freezer farms, environmental chambers, cryogenics facilities, or other locations outside of their main lab area where their lab personnel will visit?
   - Did field researchers include the Field Research Mitigation Plan? Are those in the field on more than day trips developing a proper housing, travel, social distancing, and hygiene plan?
   - Do the shared labs have one PI selected to reconcile the mitigation plans among the users?
   - Other department-specific questions?

2. Improper space use
   - Are non-science spaces listed, such as conference rooms, kitchens, or coffee rooms?
   - Are protocol items added by the PI in conflict with other parts of the plan or with EH&S guidelines/checklist?
   - Do parts of an appendix conflict with the primary STEM restart form, especially items added to either form by the PI?
   - If someone listed any departmental spaces (seminar rooms, lactation room, etc.) as being needed as part of their plan, will they be open/available for use?
   - Other department specific questions?

3. Validating information
   - Is the box checked for reading the EH&S checklist? Send back if it is missing. Note that this checklist must be completed on the first day of lab reopening. Copies should be sent to their Department Chair who should keep for reference and to the Associate Dean for Research.
   - If the number of personnel is less than expected based on your knowledge of the group size, is it noted that some personnel will work from home or that the lab will work in shifts?
• Does the number of simultaneous personnel for each room yield 1 person per 150 sq ft or less? If not, or if work will be required within 6 ft for more than a few minutes, does the mitigation plan attain minimum guidelines? Current guidelines: minimum of standard surgical ASTM level 1 mask [not N95, but N95 is OK] and eye protection; gowns and gloves may be required for specific research procedures.
• If large numbers of personnel are listed, and the room cannot accommodate them all at one time, are multiple shifts being used?
• Other department-specific questions?

4. Coordinating information across PIs
• Are too many people listed as using non-lab shared spaces?
• Check use on kitchens and other non-scientific shared spaces; if equivalent facilities are assigned imbalanced use, reassign some PIs to under-utilized facilities.
• Did the lead PI for users of shared lab spaces reconcile plans?
• For common-use office space, does the usage across all PIs allow for social distancing?
• Check consistency of PI and collaborator cross-listing within your department. If anyone is listing another PI’s individual lab as a shared space (e.g., for use of an instrument), the other PI must have collaborators listed.
• Other department-specific questions?
Guide for PIs – Steps to Restart: Planning to Re-Open Research Labs

1) Assemble personnel lists, lab layout, shared resources, and consult this and any University-provided best practice guides to Covid-19 mitigation in research settings.

2) Receive invitation from your Department Chair to restart research. Invitation will include the documents required for restart.

3) Complete and submit to your Department Chair the following completed documents:
   a. **STEM Individual Lab Research Restart Plan** (being sure to check the box that you read and understand the EH&S checklist and agree to submit it once lab is open).
   b. **OSVCR Research Restart Plan Review Checklist**
   c. **(If applicable) Shared Lab Space Mitigation Plan** for any space(s) used by more than one PI. Each PI must fill this out for their own group’s use. One PI for each shared space should be appointed as lead PI in order to collect the plans from all PIs in the space, check for compatibility (i.e., social distancing, hygiene, scheduling, traffic control), and submit a coordinated plan to their Department Chair (for single department shared resources) or to the Associate Dean for Research for the school in which the resource is housed (for resources shared by PIs in more than one department).
   d. **(If applicable) Field Research Mitigation Plan** after coordinating with site managers and other PIs involved in the work.

4) Plan Approved? (If YES, continue to (5), if NO return to (3)).

5) Prepare lab space with Lab Safety Officer prior to access by other group members.
   a. PI and any lab personnel who are in supervisory roles must view the Supervisor Training: [https://pitt.app.box.com/s/ep2rwkws07gesxms9pmplmsoevy1fl3y](https://pitt.app.box.com/s/ep2rwkws07gesxms9pmplmsoevy1fl3y)
   b. Request building access for you and your LSO (if different than yourself) by submitting an access request via [http://pi.tt/ssoe-research-restart](http://pi.tt/ssoe-research-restart).
   c. Follow instructions on EH&S checklist for safe restart of laboratory equipment and environmental protections.
   d. Complete the EH&S checklist and send copies to the Department Chair and Associate Dean for Research.
   e. Post Research Mitigation Plan, posters, decals, instructions for space usage, etc. Install log sheets for tracking space usage. Place PPE, masks, gloves, cleaning supplies where needed. Prepare decontamination station, if applicable.

6) Prepare all laboratory personnel for restart via remote platform (Zoom or similar).
   a. All returning personnel must view the Employee Training: [https://pitt.app.box.com/s/8haaq81qmtwwnfq0lnpedzernoeo33](https://pitt.app.box.com/s/8haaq81qmtwwnfq0lnpedzernoeo33)
b. Introduce goals of mitigation and the role of the Lab Safety Officer. Distribute and discuss Research Mitigation Plans (including shared plans, field work plans, etc.).

c. Train lab personnel in health monitoring and reporting potential cases of Covid-19.

d. Train lab personnel in use of scheduling and location of applicable tracking and logging tools.

e. Train lab personnel in use of PPE, gloves, and cleaning materials, including instructions for safe disposal.

f. Lab personnel must complete any and all required Covid-19-related online training modules. For now, these are

g. Schedule in-lab training sessions.

h. Lab Safety Officer reviews, discusses, and approves start-up schedule.

7) Lab Re-opening:

a. In-lab training for and review of lab-specific Mitigation Plan. Certify completion for each lab personnel via an email sent from the PI to the Department Chair, the Chair’s designated individual who is responsible for oversight of Covid-19 implementation (if any), and Danielle Ilchuk - dilchuk@pitt.edu.

b. The remainder of your trained personnel should request building access by submitting an access request via http://pi.tt/ssoe-research-restart.

c. Put the STEM Individual Lab Research Restart Plan into practice.

d. All personnel coming to the lab must complete the Daily Self-Attestation Form: https://powerforms.docusign.net/65115ddc-7e87-4fa5-a2ff-ce8a918c0b24?env=na2&acct=5f235d73-8911-4785-9715-399671fb99eb

e. (If applicable) Record revisions to Mitigation Plan. (If applicable) Resubmit Plan if substantial changes are needed (e.g. additional personnel, added space, added shared resources, etc).

8) Continuing Lab Safety Officer Duties, in coordination with PI:

a. Maintain lab access records in order to provide critical inputs for contact tracing in case of infection.

b. Review, discuss, approve, and post weekly schedules.

c. Ensure and monitor compliance with best practices: health monitoring, location tracking, scheduling, etc.

d. (As needed) Revise the mitigation plan (see 7c).

e. Track new notices from the University, School or Department and alert lab personnel to any necessary subsequent changes in the mitigation plan.
# University of Pittsburgh Research Restart Plan Review Checklist

**Prepared by:** ___________________________  **Position in lab/unit:** ___________________________

**Date:** ___________________________  **Department/Unit:** ___________________________

**Building** ___________________________  **Room #** ___________________________

Address the following questions about your laboratory/space plans to restart research at the University of Pittsburgh and **attach to your research restart plan.**

<table>
<thead>
<tr>
<th>GENERAL SPACE CONSIDERATIONS</th>
<th>YES</th>
<th>NO</th>
<th>ANY CONCERNS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Have you read and used your School/Unit’s Research Restart Guiding Principles and Guidelines to plan research restart in your space?</td>
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<tr>
<td>2. Have you read and used the applicable University of Pittsburgh Laboratory or Non-Laboratory Startup Checklist to plan research restart in your space?</td>
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<td>3. Are you in space leased by the University of Pittsburgh?</td>
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<td>4. Briefly describe any research activities and/or special equipment that may impacted by your research restart plan.</td>
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<td>5. Can you conduct your research activities in compliance with current occupancy and social distancing standards?</td>
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<td>• If no, can you employee shift work and alternate working schedules to maintain social distancing standards?</td>
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<tr>
<td>• If no, has EH&amp;S approved an enhanced level of PPE for this space?</td>
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<td>o If yes, how long will your enhanced level of PPE supply last? (number of days)</td>
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<tr>
<td>6. Have you followed University guidance in addressing the safety and work plans for all self-identified high risk personnel?</td>
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<td>7. Have you planned your research activities so that all work that can be done remotely will continue remotely?</td>
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<tr>
<td>• If yes, identify those activities</td>
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<tr>
<td>• If no, explain why not</td>
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<tr>
<td><strong>8.</strong> Do your cleaning and disinfecting protocols adhere to <strong>EH&amp;S guidance</strong>?</td>
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<tr>
<td></td>
<td>• Have you identified additional cleaning and disinfecting needs for your space, laboratories, and shared office spaces?</td>
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<td></td>
<td></td>
<td>o If yes, explain</td>
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<td></td>
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<td>o If yes, to whom have these responsibilities been assigned to in your lab?</td>
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<tr>
<td><strong>9.</strong> Do personnel need to use another space for your research program (For example, use of common equipment in other locations, shared tissue culture rooms, supply areas, etc.)?</td>
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<tr>
<td></td>
<td>• If yes, do you have a copy of the social distancing, traffic patterns, PPE requirements, and cleaning and disinfecting protocols for those spaces?</td>
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<td>• If that space is a core facility, have you discussed your use and access needs with the facility director?</td>
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<td><strong>10.</strong> Have you reviewed <strong>EH&amp;S guidance</strong> for social distancing and cleaning in common areas, such as breakrooms, lunchrooms, shared offices, workstations, and conference rooms?</td>
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<tr>
<td><strong>11.</strong> Will any vendors (e.g., service technicians) be required to come into your space?</td>
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<td></td>
<td>• If yes, you will need to collect a completed <strong>Provider Covenant to Comply with COVID-19 Policies and Procedures</strong> from the vendor. Briefly describe any modifications to your PPE and social distancing practices that having the vendor in your space may require.</td>
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<td><strong>12.</strong> Will academic visitors to the University of Pittsburgh be required to come into your space? All visitors must complete an <strong>Academic Visitor Agreement</strong></td>
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<td></td>
<td>• If yes, briefly describe your plan for addressing their PPE and social distancing requirements.</td>
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<tr>
<td><strong>13.</strong> Should any personnel either exhibit symptoms of SARS-coV-2 or quarantine be required because of contact with and potential exposure to SARS-coV-2, is your plan to address research activities in these circumstances consistent with <strong>EOC guidelines</strong>?</td>
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<tr>
<td><strong>14.</strong> Describe any issues that you would need assistance from your Department Chair, Institute Director or Dean to address if a quick ramp down of research at the University of Pittsburgh is required?</td>
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<tr>
<td><strong>15.</strong> In the event of a quick ramp down, identify any essential research activities that could not be ramped down, suspended, or delayed if a required ramp down is required, and identify the personnel who will be performing these essential functions.</td>
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</tbody>
</table>
16. Have all your personnel been informed of the research restart plan (not the checklist), understand their role in it, know how to report violations of the plan and know what to do if they become exposed to SARS-coV-2?

If conducting field research, address the following:

<table>
<thead>
<tr>
<th>FIELD RESEARCH</th>
<th>YES</th>
<th>NO</th>
<th>ANY CONCERNS</th>
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</thead>
<tbody>
<tr>
<td>17. Will research personnel be conducting field research off campus?</td>
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<tr>
<td>• If yes, identify the mitigation measure you will be using at the field location.</td>
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<tr>
<td>• If yes, have you planned for health care contingencies off site?</td>
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<tr>
<td>• If yes, how will you prevent the trafficking of SARS-CoV-2 back onto campus?</td>
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</tbody>
</table>

If conducting research with human participants, address the following:

<table>
<thead>
<tr>
<th>RESEARCH WITH HUMAN PARTICIPANTS</th>
<th>YES</th>
<th>NO</th>
<th>ANY CONCERNS</th>
</tr>
</thead>
<tbody>
<tr>
<td>18. Describe your plans to identify the health status of your study populations (healthy people, immunocompromised, seniors, etc.)</td>
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<td>19. Will close contact (less than 6 feet for more than 5 minutes) with study participants be required?</td>
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<tr>
<td>• If yes, is your plan consistent with EOC guidelines?</td>
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<tr>
<td>20. Do you need enhanced protections for human participants in your research to come into Pitt-leased or Pitt-shared space?</td>
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<tr>
<td>21. Will research personnel and/or participants need to go into UPMC clinical areas to interact with research participants?</td>
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<tr>
<td>• If yes, will your personnel and research participants be following UPMC Wolff Center guidance?</td>
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<td>• If no, explain why not</td>
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<td>22. Will research personnel need to leave campus to interact with research participants?</td>
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<tr>
<td>• If yes, identify the locations where these interactions with research participants will occur; identify the plan for determining health status of these research participants (healthy people, immunocompromised, seniors, etc.) and how PPE will be provisioned and social distancing measures be implemented at the off-site.</td>
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</tbody>
</table>
• How you will prevent the trafficking of any SARS-CoV-2 back into campus spaces?

23. Have you reviewed IRB guidance and addressed any requirements to restart human research?

If you are conducting research with animals, address the following:

<table>
<thead>
<tr>
<th>ANIMAL RESEARCH PLANS</th>
<th>YES</th>
<th>NO</th>
<th>ANY CONCERNS</th>
</tr>
</thead>
<tbody>
<tr>
<td>24. Do animals need to come into your space?</td>
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<tr>
<td>25. Does your research restart plan incorporate all new DLAR access and use constraints? DLAR guidance on procedures and facility access can be found here.</td>
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<td>• If no, explain why not?</td>
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<tr>
<td>26. Has an IACUC protocol approval been secured for the study?</td>
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</tbody>
</table>

Additional Considerations:

27. List any additional University-wide services/units that are required for you to ramp up research (e.g. Library collections, Purchasing, Mail, etc.) and describe your needs.

28. List any non-University resources required for you to ramp up research and describe your needs.

Name and Signature of Preparer: ________________________________

Name and Signature of PI, if not preparer: ________________________________

Name and Signature of Chair/Director/Dean: ________________________________