University Center for Social and Urban Research (UCSUR)
Activity Area Plan

I. Overview

1. Name of Activity Area – University Center for Social & Urban Research (UCSUR).
2. Name of Activity Area Lead – Scott Beach, PhD – Interim Director.
3. Name of individual submitting Activity Area Plan - Scott Beach, PhD – Interim Director.
4. Date of submission – 7/30/20.
5. Revision of a previously approved Activity Area Plan? (Yes or no) – NO.
6. A brief summary of the most critical pieces of your plan:
   • Default is remote work for most UCSUR staff for all risk posture levels during entire COVID pandemic.
   • Essential personnel only (Interim Director and 2 IT staff) with emergency access in all levels.
   • Other staff access through ATO building access platform during Elevated Risk and Guarded Risk Postures.
   • Guarded Risk Posture will include on-site staff operations for approximately 13 survey research lab staff in order to expand capacity to meet contractual and grants obligations. All University healthcare and personnel standards and guidelines will be followed (e.g., early research restart).
7. UCSUR commits to following all Healthcare Standards and Guidelines and Personnel Standards and Guidelines.

II. Functions in Each Operational Posture

1. All functions remain the same across the High Risk and Elevated Risk Postures except for ATO building access platform, which will be in effect for Elevated Risk and Guarded Risk Postures.

   a. Research Operations
      i. Multiple research project collaborations.
      ii. All staff working remotely; essential personnel only access to building for brief periods as needed. In April 2020, Scott Beach as Interim
Director, and IT staff Robert Keene and Eric Wolfe docu-signed Essential Personnel letters and were granted building access from Facilities Management. Scott accesses building only as needed in case of an emergency or if an on-site issue must be resolved at the Director level. Robert and Eric access building to troubleshoot employee remote access issues, which mainly involves rebooting certain PCs after a power outage to the building. Our remote access strategy involves users logging into their office PC via Pitt’s Pulse VPN and Windows Remote Desktop software. All PCs are set-up to turn on after a power outage, however on occasion certain PCs do not turn on automatically. Eric Wolfe lives six blocks from the building and is our primary remote access troubleshooter. Robert is Eric’s back-up in case of illness or other unavailability. Staff must adhere to all standards and guidelines as they relate to Face Coverings, Personal Protective Equipment, and Personal Hygiene.

For Elevated Risk Posture only, if a staff person, other than essential personnel, needs to enter the building, they will use the ATO building access platform. We have designated Greg Six as RC Administrator and Robert Keene as Departmental Approver. Reason for needing to access the building must be essential (e.g., deposit checks, retrieve work files, large print jobs essential to a research project).

iii. No staff required on campus; 3 essential personnel.
iv. 3343 Forbes Avenue.

b. Educational Operations
i. Mentoring of post-docs, graduate students; administration of Gerontology Certificate Program.
ii. All staff working remotely; essential personnel listed above only access to building for brief periods as needed. For Elevated Risk Posture only, if a staff person, other than essential personnel, needs to enter the building, they will use the ATO platform (see above). Staff must adhere to all standards and guidelines as they relate to Face Coverings, Personal Protective Equipment, and Personal Hygiene.
iii. No staff required on campus; 3 essential personnel.
iv. 3343 Forbes Avenue.

c. Administrative and Business Operations
i. Normal administrative and business operations; grants management.
ii. All staff working remotely; essential personnel listed above only access to building for brief periods as needed. For Elevated Risk Posture only, if a staff person, other than essential personnel, needs to enter the building, they will use the ATO platform (see above). Staff must adhere to all standards and guidelines as they relate to Face Coverings, Personal Protective Equipment, and Personal Hygiene.
iii. No staff required on campus; 3 essential personnel.
iv. 3343 Forbes Avenue.
2. Guarded Risk Posture

a. Research Operations
   i. Multiple research project collaborations.
   ii. All staff working remotely with the exception of approximately 13 survey research lab personnel. On site monitoring and supervision and use of the survey lab allows for larger telephone survey data collection projects, which UCSUR conducts on a collaborative, contract and grants basis. This will be consistent with all University Healthcare & Personnel standards and guidelines. The following procedures, along with guidelines concerning Face Coverings, Personal Protective Equipment, and Personal Hygiene will be followed. These plans were developed in collaboration with personnel from Pitt’s Laboratory safety team from EHS, who did an on-site tour of the facility.

- Have individual (one person only) calling stations.
- Only one supervisor in the lab supervisor office at a time.
- Place two empty cubicles between each occupied cubicle.
- Only one person working in an office at a time; for shared office, stagger work shifts.
- No use of calling stations near doors, to limit that person’s exposure to heavy traffic area.
- Limit use of paper forms. Currently, while working from home, interviewers are using electronic forms and sending them to supervisors.
- Only one person in the break room at a time.
- Limit 3 interviewers at a time in small lab, and 8 to 10 in larger lab to ensure social distancing.

In addition, essential personnel listed above only access to building for brief periods as needed. If a staff person, other than essential personnel, needs to enter the building, they will use the ATO building access platform. We have designated Greg Six as RC Administrator and Robert Keene as Departmental Approver. Reason for needing to access the building must be essential (e.g., deposit checks, retrieve work files, large print jobs essential to a research project).

   iii. Approximately 13 staff; 3 essential personnel.
   iv. 3343 Forbes Avenue.

b. Educational Operations
   i. Mentoring of post-docs, graduate students; administration of Gerontology Certificate Program.
   ii. All staff working remotely; essential personnel listed above only access to building for brief periods as needed. If a staff person, other than essential personnel, needs to enter the building, they will use the ATO building access platform (see above).
   iii. No staff required on campus; 3 essential personnel.
   iv. 3343 Forbes Avenue.
c. Administrative and Business Operations
   i. Normal administrative and business operations; grants management.
   ii. All staff working remotely; essential personnel listed above only access to building for brief periods as needed. If a staff person, other than essential personnel, needs to enter the building, they will use the ATO building access platform (see above).
   iii. No staff required on campus; 3 essential personnel.
   iv. 3343 Forbes Avenue.

III. Transitions between Operational Postures

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

As risk levels decline:

1. Shift from High Risk Posture to Elevated Risk Posture

   As noted above, this allows staff, in addition to the essential personnel, to access the building for brief periods of time as needed through requests using the ATO building access platform. For all transitions, all UCSUR staff will be notified by senior leadership via email. This shift will require personnel as approvers for the ATO platform (UCSUR RC Administrator and Departmental Approver have already been designated and submitted via survey links).

2. Shift from Elevated Risk Posture to Guarded Risk Posture

   This shift would allow additional UCSUR survey research staff to begin on-campus operations (see above). Additional administrative and business operations personnel may be required for on-campus operation in this phase, due to increased research activity.

As risk levels increase:

3. Shift from Guarded Risk Posture to Elevated Risk Posture

   On-campus survey lab operations from the Guarded Risk Posture will be terminated immediately. All affected UCSUR staff will be notified that access to the building will be terminated. External research collaborators will also be notified via email of the shift back to the remote survey lab operation posture.

4. Shift from Elevated Risk Posture to High Risk Posture

   This would eliminate all access for non-essential staff to the building. Essential personnel would have to perform any necessary on-site functions.
IV. Stakeholder Outreach

Major UCSUR stakeholders are staff and external research and educational collaborators. Any shifts in operational procedures will be communicated via email. Issues requiring additional discussion will be handled through remote meetings (e.g., Zoom, Skype).

V. Monitoring and Amendment

Any revisions to this plan must be approved by the Provost and Senior Vice Chancellor.