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

Operating Postures
The University’s Operating Postures are:

<table>
<thead>
<tr>
<th>High-Risk Posture</th>
<th>Elevated Risk Posture</th>
<th>Guarded Risk Posture</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meets the minimum standards of Pennsylvania’s red phase. In the High Risk Posture, the University is open, but activity is heavily restricted to help stop the spread of the virus.</td>
<td>Meets the minimum standards of Pennsylvania’s yellow phase. Under this posture, life on campus resumes at a minimal level, prioritizing activities that have high value but lower risk, such as certain research activities.</td>
<td>Meets the minimum standards of Pennsylvania’s green phase. Here, fewer restrictions are in place, while many mitigation measures remain. The activities taking place will account for chronic risk of operating during a pandemic, while continuing to prioritize health and safety.</td>
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Standards and Guidelines
The University is developing a series of Standards and Guidelines that govern its operations during the COVID-19 pandemic. Activity Areas will be required to remain compliant with all applicable university standards and guidelines. Several of these requirements apply to all University’s operations and personnel, regardless of the University’s operating posture. These include:

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

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

**Personnel Standards and Guidelines**

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

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

**Employee Training Standards and Guidelines**

All employees must understand COVID-19 transmission and symptoms; be aware of actions taken by the University to support their health, safety and well-being on campus; and understand expectations for their behavior under new protocols and requirements resulting from the COVID19 pandemic.

- Employees must complete training before they return to work on campus. Training completion for employees must be confirmed by supervisors, department chairs, associate deans/vice presidents or deans/regional presidents to the Office of Human Resources. ([https://www.hr.pitt.edu/return-to-campus-employees](https://www.hr.pitt.edu/return-to-campus-employees))

- Training for supervisors, department chairs, associate deans, vice presidents, deans and regional presidents will consist of an overview of employee training content and obligations, plus additional content on the roles and responsibilities of these positions. Training must be completed no later than August 31, 2020, or within seven days of assuming such a position. ([https://www.hr.pitt.edu/return-to-campus-employees](https://www.hr.pitt.edu/return-to-campus-employees))

**Health Attestation and Contact Tracing**

Regardless of a University campus’ operational posture, employees who work on campus must attest that they are not known to have COVID-19, are not experiencing symptoms of COVID-19, and are not at greater risk of having COVID-19, per the Standards determined by the Healthcare Advisory Committee. Unless authorized to use a different attestation method by the COVID-19 Medical Response Office, employees should use the Pitt health attestation application to provide this attestation.
Any employee experiencing COVID-19 symptoms should not come to campus and should consult their health care provider and MyHealth@Work. See Guidelines for Responding to Symptomatic Individuals for information regarding steps to take if you are experiencing symptoms.

All employees who are confirmed by a health care professional to have COVID-19 must inform their supervisor, dean or department chair, and MyHealth@Work of their diagnosis. Such members must also participate in contact tracing efforts conducted by the COVID-19 Medical Response Office, or other University or public health officials, to identify and notify persons with whom the member may have come in close contact with during the infectious period.

On Campus and Remote Work Guidelines
University Honors College employees will work remotely, to the maximum extent possible regardless of operational posture, until the University declares it has resumed normal operations. Employees authorized to work on campus in each operational posture, primarily those engaged in instructional activities, are detailed in this Activity Area Plan.

Employees who engage in remote work must take appropriate steps to ensure that confidential and private information is safeguarded. Employees should ensure that they:
- have access and use of a wired ethernet connection or an encrypted wireless router;
- have changed default passwords for wireless routers to a strong password;
- understand the security obligations and potential loss of privacy associated with use of a personal device to conduct University business;
- only download sensitive data such as personally identifiable information (PII), personal health information (PHI), and high value intellectual property on Pitt owned devices that are managed and configured by Pitt IT or a departmental IT;
- encrypt all sensitive information during storage and electronic transmission; and
- follow secure handling and destruction processes for any materials printed while working remotely.

Accommodations for Employees Returning to Campus
Modifications to work schedules during the pandemic are available for employees in the following categories as defined within the guideline: (1) employees who have COVID-19 and/or are under isolation or quarantine due to exposure to COVID-19; (2) employees who fit the definition of a Vulnerable Employee; and (3) employees requesting a Courtesy Accommodation.

By submission of this plan, the University Honors College commits to following the above guidelines in all operating postures, along with other University guidelines as described in this document.
I. Overview

1. Name of Activity Area: University Honors College (UHC)
2. Name of Activity Area Lead: Audrey J. Murrell, Acting Dean
3. Name of individual submitting Activity Area Plan: Karen Billingsley
4. Date of submission: August 14, 2020
5. Revision of a previously approved Activity Area Plan? NO
6. A brief summary of the most critical pieces of your plan (a few bullet points).
The University Honors College offers special supplemental advising, 1-credit seminars, opportunities for interdisciplinary research, scholar communities, and living-learning communities to undergraduates in all the undergraduate schools at the university. Our staff of 17 is currently working remotely through virtual platforms and appointments to provide continuous academic support and community-building experiences for all our students. With limited exceptions highlighted below in the different Risk Postures, personnel within the University Honors College will work remotely for the duration of the Covid-19 pandemic, regardless of the University’s operating posture.

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

II. Functions in Each Operational Posture

HIGH RISK POSTURE

a. Function 1
   i. What: ACADEMICS: course/seminar instruction; academic activities such as Research Fair, BOV meeting, Faculty Fellow & Affiliated Faculty events.
   ii. How: All instruction is remote and follows Flex@Pitt model; meetings and academic activities will be conducted virtually.
   iii. Number of people/positions required on campus: 0
   iv. Building: N/A

b. Function 2
   i. What: STUDENT SERVICES: advising; degree certification; scholarship application assistance; management of Honors Living Learning Communities; student activities & events such as Donor Award Ceremony, Graduation Recognition, bi-weekly and monthly honors-specific programming.
   ii. How: All Student Services activities will be conducted via remote
appointments and virtual events.

iii. Number of people/positions required on campus: 0
iv. Building: N/A

c. Function 3
i. What: BUSINESS & OPERATIONS: all day-to-day office functions for the RC, including: fiscal, human resources, procurement, and course scheduling/course maintenance administration.
ii. How: All BUSINESS & OPERATIONS administration will be conducted remotely.
iii. Number of people/positions required on campus: 0
iv. Building: N/A

ELEVATED RISK POSTURE
a. Function 1
i. What: ACADEMICS: course/seminar instruction; academic activities such as Research Fair, BOV meeting, Faculty Fellow & Affiliated Faculty events.
ii. How: HONORS course/seminar instruction will remain remote and follow the Flex@Pitt model, any in-person instruction must be approved by the Dean and adhere to all Instruction, Shared Spaces and Cleaning, Disinfection, Hygiene Guidelines. All other academic activities will be offered through virtual platforms.
iii. Number of people/positions required on campus: 6 persons as needed.
iv. Buildings: Cathedral of Learning, Craig Hall, Posvar Hall

b. Function 2
i. What: STUDENT SERVICES: advising; degree certification; scholarship application assistance; student activities & events such as Donor Award Ceremony, Graduation Recognition, bi-weekly and monthly honors-specific programming.
ii. How: All Student Services activities will be conducted via remote appointments and virtual events.
iii. Number of people/positions required on campus: 0
iv. Building: N/A

c. Function 3
i. What: BUSINESS & OPERATIONS: all day-to-day office functions for the RC, including: fiscal, human resources, procurement, and course scheduling/course maintenance administration.
ii. How: All BUSINESS & OPERATIONS administration will be conducted remotely.
iii. Number of people/positions required on campus: 0
iv. Building: N/A

GUARDED RISK POSTURE

a. Function 1

i. What is being done: ACADEMICS: course/seminar instruction; academic activities such as Research Fair, BOV meeting, Faculty Fellow & Affiliated Faculty events.

ii. How it is being done: Flex@Pitt In-person meetings with adherence to Instruction, Shared Spaces and Cleaning, Disinfection, Hygiene Guidelines. In-person events limited to 250 persons may occur with permission of the dean and must adhere to Shared Spaces and Cleaning, Disinfection, Hygiene Guidelines. Options must be provided for remote participation.

iii. Number of people/positions required on campus: 6 persons as needed.

iv. Buildings: Cathedral of Learning, Craig Hall, Posvar Hall

b. Function 2

i. What is being done: STUDENT SERVICES: advising; degree certification; scholarship application assistance; student activities & events such as Donor Award Ceremony, Graduation Recognition, bi-weekly and monthly honors-specific programming.

ii. How it is being done: Remote appointments and virtual events. Staff may request to work on campus on a one-time or recurring basis with the approval of the dean. In-person meetings must be in adherence with Shared Spaces, Cleaning, Disinfection, Hygiene Guidelines. In-person events limited to 250 persons may occur with permission of the dean and must adhere to Shared Spaces and Cleaning, Disinfection, Hygiene Guidelines. Options must be provided for remote participation.

iii. Number of people/positions required on campus: 6 persons as needed.

iv. Buildings: Cathedral of Learning, Forbes Craig, Craig Hall, Sutherland Hall

c. Function 3

i. What is being done: BUSINESS & OPERATIONS: all day-to-day office functions for the RC, including: fiscal, human resources, procurement, and course scheduling/course maintenance administration.

ii. How it is being done: All Business and Administration will be conducted remotely. Staff may request to work on campus on a one-time or recurring basis with the approval of the dean. In-person meetings must be in adherence with Shared Spaces, Cleaning, Disinfection, Hygiene Guidelines.

iii. Number of people/positions required on campus: 5 persons as needed.

iv. Buildings: Craig Hall
III. Transitions between Operational Postures

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

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

As risk levels increase:
3. Shift from Guarded Risk Posture to Elevated Risk Posture
4. Shift from Elevated Risk Posture to High Risk Posture

The key functions of the University Honors College as defined in the following three postures, include the need for approvals to offer in-person instruction and appointments. As the university shifts between postures, it will be the responsibility of the dean to convey any functional changes to the UHC leadership team which in turn will convey this shift to their supervisees. If, in the unlikely event, that any staff member would be required to return to campus, they would be given at least one week’s prior notice.

IV. Stakeholder Outreach

The Honors College will provide updates and information via multiple communication channels to communicate with our key stakeholders (students, faculty fellows, staff, community partners, alumni, board of visitors and the campus). Our communication outlets include social media (UHC Twitter feed, Instagram account, Facebook, YouTube channel, LinkedIn pages, etc.), to Web sites, to email and special updates as needed by the Dean. We will also utilize our Microsoft Teams student groups to provide direct information to students and host virtual Q&A sessions (e.g., zoom, facebook live, youtube) with students as needed. Information will also be disseminated via our Housing Manager to students within our first-year and upper level living learning communities within the residence halls. When communicating about key aspects of the Honors College Activity Area Plan, the school’s Senior Communication Specialist will be our main point of contact and will work closely with Pitt Communications, Director of Administration and the Dean in order to strategically target messaging to appropriate existing Honors College communications outlets.

V. Monitoring and Amendment

The Dean of the University Honors College is responsible for monitoring compliance with this activity plan. Any revisions to this plan will be submitted for approval to the Provost and Senior Vice Chancellor prior to implementation.