University Center for International Studies Activity Area Plan

I. Overview

1. Activity Area: University Center for International Studies (UCIS)
2. Lead: Ariel C. Armony, Vice Provost for Global Affairs; Director, University Center for International Studies; Professor of Public & International Affairs and Political Science
3. Submitter of Area Activity Plan: Ariel C. Armony
4. Date of submission: August 20, 2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary of plan: With limited exceptions highlighted below, personnel within UCIS will work from home 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 UCIS will commit to following the University's Healthcare Standards and Guidelines and Personnel Standards and Guidelines. While on campus UCIS 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

1. All functions remain the same across the **High Risk** and **Elevated Risk** Postures

a. Function 1

i. What: Ad hoc access to building to obtain supplies, maintain computer equipment, and address other needs that may arise
ii. How: On-site, physical handling of supplies and equipment
iii. Number of people/positions required on campus: 1-2 people per instance of need; physical presence required only infrequently; permission for access must be granted by Director of Administration, facilitated in cooperation with Facilities Management. Staff must adhere to all standards and guidelines as they relate to Face coverings, PPE and Personal Hygiene, Shared Spaces, and Cleaning, Disinfection and Hygiene
iv. Building: Posvar Hall, WPU, Cathedral

b. Function 2

i. What: Collection of mail, faxes, etc. in support of our operations
ii. How: Multiple weekly trips to Campus Mail Room by one representative of The Director's Office, one representative of the Study Abroad Office, and one representative of Office of International Services
iii. Number of people/positions required on campus: 3 people, one (or more) visits each per week; access facilitated in cooperation with Campus Mail. Staff must adhere to all

standards and guidelines as they relate to Face coverings, PPE and Personal Hygiene, Shared Spaces, and Cleaning, Disinfection and Hygiene

iv. Building: Campus Mail Room

c. Function 3

i. What: Provision of all other services and support to university stakeholders. By functional area, this encompasses: Academic Centers, Study Abroad Office, Office of International Services, Communications, Global Partnerships and Partner Engagement, Philanthropy & Alumni Engagement, Global Operations Support, Director's Office, and Informatics.
ii. How: Remote work posture; virtual engagement opportunities available as described in the Stakeholder Engagement section.
iii. Number of people/positions required on campus: 0
iv. Building: NA

d. Function 4

i. What: Operation of the Global Hub
ii. How: Remote work posture; virtual engagement opportunities available as described in the Stakeholder Engagement section; Global Hub will operate as a Student Study Space during the Elevated Risk Posture as described in Appendix A: "Pitt Global Hub Operational Guidelines".
iii. Number of people/positions required on campus: 0
iv. Building: Posvar Hall

e. Function 5

i. What: Operation of the Nationality Rooms Gift Shop/Information Center
ii. How: Remote work posture; virtual engagement opportunities available as described in the Stakeholder Engagement section.
iii. Number of people/positions required on campus: 0
iv. Building: NA

f. Function 6

i. What: Meetings, Events, Student Advising, Conferences, and Travel
ii. How: Remote work posture; virtual engagement opportunities available as described in the Stakeholder Engagement section.
iii. Number of people/positions required on campus: 0 (UCIS reserves the right to review all requests for in person meetings that align with the University's COVID-19 Standards and Guidelines: Meetings, Conferences, Events and Guests and will only allow UCIS staff members to attend in-person meetings only where they are scheduled by another University department or unit). UCIS will adhere to the COVID-19 Standards and Guidelines: Safe Mobility for all business-related travel.
iv. Building: NA

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2. Guarded Risk Posture

a. Function 1

i. What: Ad hoc access to building to obtain supplies, maintain computer equipment, and address other needs that may arise
ii. How: On-site, physical handling of supplies and equipment
iii. Number of people/positions required on campus: 1-2 people across all UCIS units (not including the Global Hub) per instance of need to assist students and faculty during in-person teaching; physical presence may be required more frequently; permission for access must be granted by Director of Administration, facilitated in cooperation with Facilities Management. Staff must adhere to all standards and guidelines as they relate to Face coverings, PPE and Personal Hygiene, Shared Spaces, and Cleaning, Disinfection and Hygiene
iv. Building: Posvar Hall, WPU, Cathedral

b. Function 2

i. What: Collection of mail, faxes, etc. in support of our operations
ii. How: Once-per-week trips to Campus Mail Room by one representative of The Director's Office, one representative of the Study Abroad Office, and one representative of Office of International Services
iii. Number of people/positions required on campus:3 people, one visit each per week; access facilitated in cooperation with Campus Mail. Staff must adhere to all standards and guidelines as they relate to Face coverings, PPE and Personal Hygiene, Shared Spaces, and Cleaning, Disinfection and Hygiene
iv. Building: Campus Mail Room

c. Function 3

i. What: Provision of all other services and support to university stakeholders. By functional area, this encompasses: Academic Centers, Study Abroad Office, Office of International Services, Communications, Global Partnerships and Partner Engagement, Philanthropy & Alumni Engagement, Global Operations Support, Director's Office, and Informatics.
ii. How: Remote work posture
iii. Number of people/positions required on campus: 0
iv. Building: NA

d. Function 4

i. What: Operation of the Global Hub
ii. How: On-site operation and safety measures of the Pitt Global Hub as described in Appendix A: "Pitt Global Hub Operational Guidelines".
iii. Number of people/positions required on campus: 1-4, Global Hub Manager and student ambassadors
iv. Building: Posvar Hall

e. Function 5

i. What: Operation of the Nationality Rooms Gift Shop/Information Center
ii. How: Remote work posture; virtual engagement opportunities available
iii. Number of people/positions required on campus: 0
iv. Building: Cathedral of Learning

f. Function 6

i. What: Meetings, Events, Student Advising, Conferences, and Travel
ii. How: Remote work posture; virtual engagement opportunities available as described in the Stakeholder Engagement section. In person meetings, events, student advising, conferences and travel will resume when required following guidelines the COVID-19 Standards and Guidelines: Meetings, Conferences, Events and Guests and the COVID-19 Standards and Guidelines: Safe Mobility

- For approval of in-person meetings, events and conferences that offer an "identifiable function that cannot be achieved when holding the gathering remotely," UCIS staff must seek prior approval by completing and submitting the "UCIS meetings, events and conferences approval form." UCIS Director and Director of Administration will review and approve all requests for in-person meetings or events during this posture.

iii. Number of people/positions required on campus: varies per instance. With rare exception related to student-centered programs, UCIS will not schedule in-person meetings or events during this posture and UCIS staff members will only attend in-person events that are scheduled by another University department and meet the threshold for in-person events described in standards and guidelines associated with meetings, conferences, and events.
iv. Building: Posvar Hall, Cathedral of Learning, William Pitt Union, and possibly other locations depending on instance.

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 functions impacted by a shift in posture are the operation of the Global Hub and allowability of meetings/conferences/travel. A shift from the Elevated to Guarded Risk posture may trigger a pivot to some in-person operations and engagement. Employees returning to campus to facilitate processing will complete training modules and comply with the University's Health and Personnel Standards and Guidelines.

A shift from the Guarded to Elevated Risk Posture will prompt the shift from in person to remote operations.

IV. Stakeholder Engagement

Stakeholders of UCIS include all University employees and students and broad community networks throughout the region, nationally, and internationally. Notification of UCIS's remote-work status has been communicated broadly and is indicated prominently on the home page of our web site. More information about the specific unit-level approaches to current risk postures can be found at https://www.ucis.pitt.edu/main/pittglobal-resilience.

V. Monitoring and Amendment

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

APPENDIX A: Pitt Global Hub Operational Guidelines

This document outlines the operational standards and guidelines for the Pitt Global Hub in adherence to the University of Pittsburgh's COVID-19 Standards & Guidelines in each of the three operational postures.

Scope:

These procedures should help the Global Hub manager, student ambassadors and users uphold safety measures for the Pitt community during the COVID-19 pandemic while also maintaining the Hub's mission and goals as a resource for international and global opportunities. Here, we define the Hub's dual functions as both a student lounge and programming space. This includes furniture arrangement and layout; signage; student lounge occupancy and usage; and reservations and events policies and procedures.

Resources:

- University of Pittsburgh's Meetings, Conferences, Events and Guests Standards & Guidelines
- University of Pittsburgh's Student Activities Standards & Guidelines
- University of Pittsburgh's Operational Postures
- University Center for International Studies – Area Activity Plan

Outline:

I. Furniture
II. Signage
III. Cleaning & Maintenance
IV. Operations – Student Lounge
    a. High Risk
    b. Elevated Risk
    c. Guarded Risk
V. Operations – Meetings and Events
    a. High and Elevated Risk
    b. Guarded Risk

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I. Furniture

The furniture arrangement in the Pitt Global Hub needs to allow for proper social distancing. Moreover, much of the current furniture is soft seating, which is harder to clean, disinfect, and maintain.

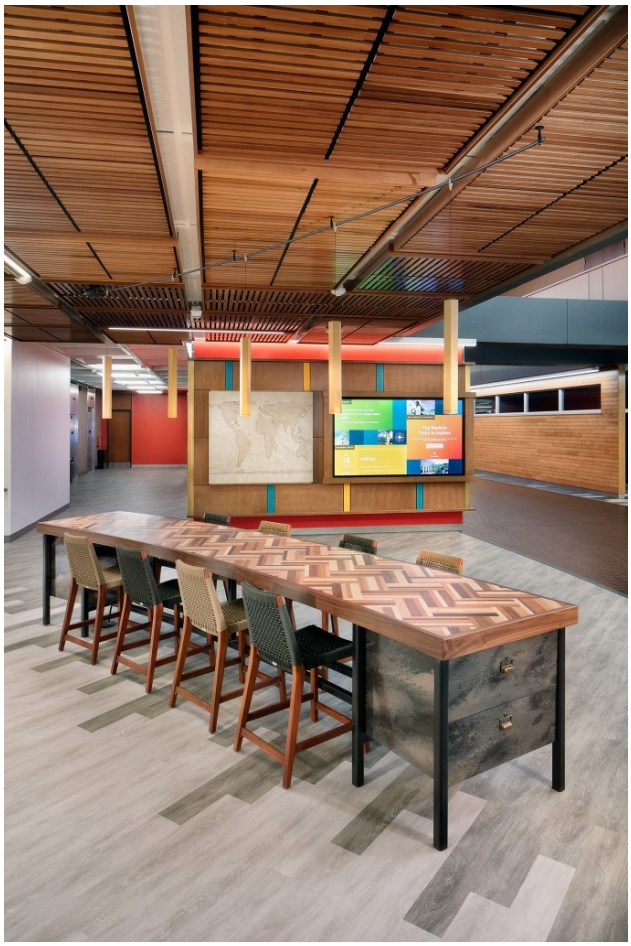
The following arrangements are broken down by area:

- Living Room (near large Experience Wall video screen)
  - **Ensure** that all current seats have at minimum of six-feet of distance between them
  - **Reduce** seating on red couch to 1 seat

- Dining Room
    - **Remove** all wooden chairs except 2-3 and arrange to allow for proper social distancing.

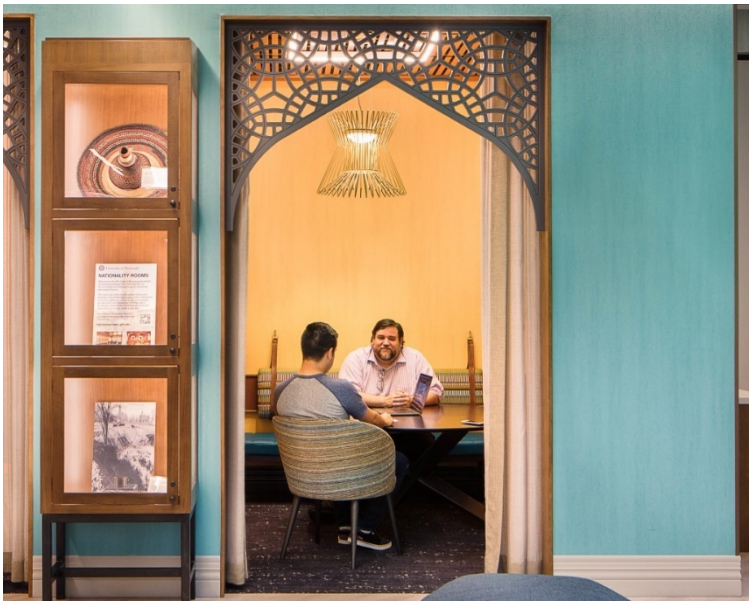
- Back Porch (area under stairs)
    - **Remove** (1) purple chair
    - **Ensure** six-feet of distance between seats

- Kitchen Island
  - **Remove** all chairs except 2 chairs



- Nook A (smaller)
  - **Remove** curtain
  - **Remove** all but (1) seat

- Nook B (larger)
  - **Remove** curtain
  - **Remove** all mobile seating leaving built in bench



II. Signage:

Signage in all Hub areas will ensure that users maintain proper social distancing practices and maximum capacity requirements. *Refer to University Communications and COVID-19 Standards & Guidelines: Signage*

III. Cleaning & Maintenance

Refer to COVID-19 Standards & Guidelines: Cleaning, Disinfecting & Hygiene

IV. Operations

The Pitt Global Hub's operations are primarily two-fold: as a student lounge and event/meeting space. The following stipulates standards and guidelines for both the Hub's function as a student lounge and as a meeting/event/programming space in each of the university's three operational postures.

Student Lounge

a. **High Risk**
   i. No in-person classes. Pitt Global Hub will not be in use.
b. **Elevated Risk**
   i. Students may use the Pitt Global Hub as study space and as a lounge in between classes. The maximum capacity of the space has been reduced to 10-12 seats maximum. Signage will indicate that students follow social distancing of six-feet between bodies and remind all students, staff, and faculty to wear face coverings when in the space.
   ii. The Pitt Global Hub Manager and Global Hub Ambassadors will not be present on-site.
c. **Guarded Risk**
   i. Students may use the Pitt Global Hub as study space and as a lounge in between classes. The maximum capacity of the space will remain at 10-12 seats maximum in order to adhere to six-feet of distance. Signage will indicate that students follow social distancing of six-feet between bodies and remind all students, staff, and faculty to face coverings when in the space.
   ii. The Pitt Global Hub Manager and Global Hub Ambassadors may be present on-site during scheduled times to help address students' questions or concerns.

Operations – Meetings, Events, and Programs

a. **High and Elevated Risk**
   i. The Pitt Global Hub will function as a Student Study Space in the Elevated Risk Posture.
   ii. No meetings, events, or programs to take place in the Pitt Global Hub. The Hub will not be taking reservations.

iii. Hosts will be encouraged to host a virtual meeting, event, or program in lieu of in-person activities.
iv. Pitt Global Hub Manager and Global Hub Ambassadors will not be on-site for assistance.
v. Pitt Global Hub-hosted meetings, events, and programs will be completely virtual in nature.

b. Guarded Risk

i. Per University standards and guidelines, "in-person Meetings, Conferences and Events that are on-campus and any such Gatherings that are hosted by a University member may be held only when there is an identifiable function that cannot be achieved when holding the gathering remotely."
    - Pitt Global Hub manager must seek UCIS approval to host such meetings, events and/or gatherings as described in Function 6 of the UCIS Area Activity Plan.
ii. Meetings, events, and programs that adhere to the COVID-19 Standards and Guidelines: Meetings, Events, Conferences and Guests will be permissible if hosts also agree to the following additional policies:
    1. Food and drink must be pre-approved by Hub staff
    2. Maximum capacity of 20 people (seated and standing)
    3. Maintenance of all Health and Safety Guidelines and the Pitt Community Compact
iii. All reservations must be submitted on the Pitt Global Hub's website and approved by Hub staff.
iv. Pitt Global Hub staff maintains the discretion to cancel or request rescheduling of event in order to de-densify the physical space and allow for proper cleaning and maintenance between events.
v. Pitt Global Hub Manager and Global Hub Ambassadors may be present at scheduled times for assistance
vi. Pitt Global Hub-hosted meetings, events, and programs will be a hybrid of in-person (with limited capacity) and virtual