

Pitt Greensburg Campus Store Area Activity Plan

I. Overview

1. Name of Activity Area: Pitt Greensburg Campus Store
2. Name of Activity Area Lead: Lindsey Martin Store Manager
3. Name of individual submitting Activity Area Plan: Lindsey Martin
4. Date of submission 08/03/2020
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 (a few bullet points).
 - a. Assess necessary operational support for campus learning, including especially course material delivery, technology, regalia, etc.
 - b. Modify store operations and hours and website delivery options as required
 - c. Follow and monitor all safety requirements for staff that will work on campus
7. As the lead of this activity area, I hereby confirm that the retail division will commit to following the University's Health Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, retail 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 requirements
 - 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. Operational Posture Function

The Pitt Greensburg campus Store will modify its business operations in accordance with the University of Pittsburgh's operational posture, including the store's operations, hours, services, and staffing. The number of staff required to be on campus and in which buildings will fluctuate given operational posture.

1. High Risk Posture

- a. Function 1: Store will be closed to the public and online order fulfillment only will be completed as determined by Store Manager as necessary for essential service delivery of course materials and technology products
 - i. Operations
 1. Online order fulfillment of course materials
 2. Store website remains operational with focus on course material delivery.
 - ii. Staffing
 1. Staff members will not exceed 8 at any time and scheduled to limit exposure
 2. Daily completion of health self-attestation

3. Follow all University Health Standards and Guidelines
 - a. A face covering, which may be cloth or disposable and may be self-supplied and re-used, is to be worn in public, on campus, and in campus buildings at all times, except while eating or in an enclosed private, single occupancy space (e.g., private study room or private office).
 - b. Face coverings must be worn in single-occupant spaces that others use (e.g., public bathrooms, copier rooms, public study rooms).
 - c. Personal Hygiene
 - i. Hand sanitizer provided at all work stations
 - d. Physical Distancing
 - i. All staff working on campus will maintain a minimum of 6ft from other individuals at all times
 - ii. Work stations modified to maintain distance
4. Cleaning
 - a. Cleaning log to be maintained and completed
 - b. Staff will clean all high touch areas every 2 hours
 - c. Disinfectant or disinfecting wipes utilized.
- iii. Facilities
 1. Access to Pitt Greensburg Campus Store Required
 2. All required signage in the process of being updated per University Guidelines

2. Elevated Risk Posture

- a. Function 1: Store closed to the public when students are not on campus; online order fulfillment available; shipping or in-store pickup option available
 - i. Operations
 1. Bookstore website Operational
 2. When students return to campus, store hours will be adjusted to accommodate semester needs
 3. All University Health Standards and Guidelines for retail implemented
 4. Occupancy levels determined by campus
 - a. Occupancy = TBD
 5. Occupancy metering utilized
 6. Sneeze guards installed at all cashier and customer facing areas
 7. Customer flow/directional signage or floor markers implemented to assist in maintaining social distancing
 8. Signage
 - a. PA “COVID-19 Safety Procedures for Businesses”
 - b. Occupancy
 - c. Queuing directions
 - d. Mask guidance
 9. Cleaning

- a. Cleaning log to be maintained and completed
- b. Staff will clean all high touch areas every 2 hours
- c. Disinfectant or disinfecting wipes utilized.

10. Staffing

- a. Staff members will not exceed 8 at any time and scheduled to limit exposure
- b. Daily completion of health self-attestation
- c. Follow all University Health Standards and Guidelines
 - i. A face covering, which may be cloth or disposable and may be self-supplied and re-used, is to be worn in public, on campus, and in campus buildings at all times, except while eating or in an enclosed private, single occupancy space (e.g., private study room or private office).
 - ii. Face coverings must be worn in single-occupant spaces that others use (e.g., public bathrooms, copier rooms, public study rooms).
 - iii. Personal Hygiene
 - iv. Hand sanitizer provided at all work stations
 - v. Physical Distancing
 - vi. All staff working on campus will maintain a minimum of 6ft from other individuals at all times
 - vii. Work stations modified to maintain distance

ii. Facilities

- 1. Access to Pitt Greensburg Campus Store Required
- 2. All required signage in the process of being updated per University Guidelines

3. Guarded Risk Posture

- a. Function 1: Store open to the public with limited hours based on semester need; online order fulfillment available; shipping or pickup option available
 - i. Operations
 - 1. Bookstore website Operational
 - 2. When students return to campus, store hours will be adjusted to accommodate semester needs
 - 3. All University Health Standards and Guidelines for retail implemented
 - 4. Occupancy levels determined by campus
 - a. Occupancy = TBD
 - 5. Occupancy metering utilized
 - 6. Sneeze guards installed at all cashier and customer facing areas
 - 7. Customer flow/directional signage or floor markers implemented to assist in maintaining social distancing
 - 8. Signage
 - a. PA “COVID-19 Safety Procedures for Businesses”

- b. Occupancy
 - c. Queuing directions
 - d. Mask guidance
- 9. Cleaning
 - a. Cleaning log to be maintained and completed
 - b. Staff will clean all high touch areas every 2 hours
 - c. Disinfectant or disinfecting wipes utilized.
- 10. Staffing
 - a. Staff members will not exceed 8 at any time and scheduled to limit exposure
 - b. Daily completion of health self-attestation
 - c. Follow all University Health Standards and Guidelines
 - i. A face covering, which may be cloth or disposable and may be self-supplied and re-used, is to be worn in public, on campus, and in campus buildings at all times, except while eating or in an enclosed private, single occupancy space (e.g., private study room or private office).
 - ii. Face coverings must be worn in single-occupant spaces that others use (e.g., public bathrooms, copier rooms, public study rooms).
 - iii. Personal Hygiene
 - iv. Hand sanitizer provided at all work stations
 - v. Physical Distancing
 - vi. All staff working on campus will maintain a minimum of 6ft from other individuals at all times
 - vii. Work stations modified to maintain distance
- ii. Facilities
 - 1. Access to Pitt Greensburg Campus Store Required
 - 2. All required signage in the process of being updated per University Guidelines

III. Transitions between Operational Postures

As risk levels decline:

- 1. Shift from High Risk Posture to Elevated Posture
 - Update operation hours and services as outlined in plan
 - Review and update all facility checklists
 - Notify staff at least one week in advance of schedule change and need to report to campus or remote work options
 - Notification will take place via scheduling software, email, and staff meeting
 - Notify University communications of updated operational hours and services

2. Shift from Elevated Risk Posture to Guarded Risk Posture

- Update operation hours and services as outlined in plan
- Review and update all facility checklists
- Notify staff at least one week in advance of schedule change and need to report to campus or remote work options
 - Notification will take place via scheduling software, email, and staff meeting
- Notify University communications of updated operational hours and services

As risk levels increase:

3. Shift from Guarded Risk Posture to Elevated Risk Posture

- Update operation hours and services as outlined in plan
- Review and update all facility checklists
- Notify staff at least one week in advance (if possible) of schedule change; remote work options in place for most staff
 - Notification will take place via scheduling software, email, and staff meeting
- Notify University communications of updated operational hours and services

4. Shift from Elevated Risk Posture to High Risk Posture

- Update operation hours and services as outlined in plan
- Review and update all facility checklists
- Notify staff of immediate closure of stores; remote work options implemented
 - Notification will take place via scheduling software, email, and staff meeting
- Notify University communications of updated operational hours and services

IV. Stakeholder Outreach

The Pitt Greensburg Campus Store supports key stakeholders including students, faculty, staff, alumni, and the community.

1. Store hours, service, and online order fulfillment availability will be communicated to all stakeholders through multiple channels including:

- Store front signage
- Website banners and information
- Store voicemail/automated phone messages, email and newsletter communication to mailing lists
- Store social media sites
- University shared communication websites and notifications
- Departmental notification to leadership at Greensburg Campus, including the Director of Finance & Risk Management, President's Office, Academic Affairs, Student Affairs and Housing/Residence Life.

2. Operational and facility changes will be discussed and assessed by Greensburg Campus leadership and then communicated to Director of Finance & Risk Management and Campus Store Manager.

V. Monitoring and Amendment

The Pitt Greensburg Campus Store manager and management team are responsible for monitoring compliance with all plans and policies. Any revision to this plan will be reviewed and assessed by the Director of Finance & Risk Management, and the Provost and Senior Vice Chancellor.