

# Greensburg – Computing Services and Telecommunications Activity Area Plan

## I. Overview

1. Name of Activity Area Greensburg-Computing Services and Telecommunications
2. Name of Activity Area Lead Scott Coulson, Director
3. Name of individual submitting Activity Area Plan Dr. Robert Gregerson, President
4. Date of submission July 15, 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).
  - Help Desk Support
  - Networking, Wireless Networking and Telecommunications
  - Classroom Technology
7. As the lead in the Greensburg Computing Services and Telecommunications department, I hereby confirm that the department will commit to the following University's Healthcare Standards and Guidelines, and Personnel Standards and Guidelines. In particular, while on campus, and not in a private office, Greensburg-Computing Services 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. High Risk Posture

- a. Function 1
  - i. What is being done: Help desk
  - ii. How it is being done: Remote/online
  - iii. Number of people/positions required on campus: 0
  - iv. Buildings: 0
- b. Function 2
  - i. What is being done: Telecommunications/Networking
  - ii. How it is being done: We have one person who handles all of the telecom/networking on our campus. All of our buildings have wireless access points, data ports and phone telecom that he controls. If something were to "break" he would have to go into whatever building it is when needed.
  - iii. Number of people/positions required on campus: 1

- iv. Buildings: Cassell Hall is the main IT building; All buildings that have networking and telecomm.
- c. Function 3
  - i. What is being done: Classroom/Lab AV
  - ii. How it is being done: We have two AV people, who, in a high risk posture, would not be on campus permanently but only if there were faculty teaching on campus and would need us to fix the remote setup in the lab/classroom.
  - iii. Number of people/positions required on campus: 2
  - iv. Buildings: Cassell Hall is the main IT building; all buildings that house faculty and staff would be included.

## **2. Elevated Risk Posture**

- a. Function 1
  - i. What is being done: Help Desk
  - ii. How it is being done: Remote/On campus by appointment with IT staff; permission from supervisor and campus President. Help desk has plexiglass barrier, rubber gloves, hand sanitizer and disinfectant wipes. New signage and social distancing stickers in place.
  - iii. Number of people/positions required on campus: 2
  - iv. Buildings: Cassell Hall primarily, other buildings as necessary
- b. Function 2
  - i. What is being done: Telecommunications/Networking
  - ii. How it is being done: On campus as needed; all of our buildings have wireless access points, data ports and phone telecom that he controls. If something were to “break” he would have to go into whatever building it is when needed.
  - iii. Number of people/positions required on campus: 1
  - iv. Buildings: Cassell Hall is the main IT building; All buildings that have networking and telecomm.
- c. Function 3
  - i. What is being done: Classroom/Lab AV
  - ii. How it is being done: Would not be on campus permanently but only if there were faculty teaching on campus and would need us to fix the remote setup in the lab/classroom.
  - iii. Number of people/positions required on campus: 2
  - iv. Buildings: Cassell Hall is the main IT building; all buildings that house faculty and staff would be included as well as classroom and lab buildings in use.

## **3. Guarded Risk Posture**

- a. Function 1
  - i. What is being done: Help Desk
  - ii. How it is being done: Remote/On campus by appointment with IT staff. Social distancing protocols still in place, Help Desk has plexiglass barrier, rubber gloves, hand sanitizer and disinfectant wipes. New signage and social distancing stickers in place.

- iii. Number of people/positions required on campus: 2
- iv. Buildings: Cassell Hall primarily, other buildings as necessary
- b. Function 2
  - i. What is being done: Telecommunications/Networking
  - ii. How it is being done: On campus as needed; all of our buildings have wireless access points, data ports and phone telecom that he controls. If something were to “break” he would have to go into whatever building it is when needed.
  - iii. Number of people/positions required on campus: 1
  - iv. Buildings: Cassell Hall is the main IT building; All buildings that have networking and telecomm.
- c. Function 3
  - i. What is being done: Classroom/Lab AV
  - ii. How it is being done: Staff will be on campus as needed in classroom and lab buildings for classroom technology.
  - iii. Number of people/positions required on campus: 2
  - iv. Buildings: Entire campus including faculty remote office setup, classroom and lab buildings, large lecture halls, cafeteria and gym, and chapel.

### **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

A shift from the High to Elevated Risk posture will trigger an increase in on-campus visits by administrative staff to ensure continued operations of the department. Other staff may be able to access the offices more often, but on a cases by case basis.

A shift from Elevated to High Risk posture will trigger a decrease in on-campus visits by administrative staff to ensure personnel safety, yet continue the operations of the department. Other staff will be able to access the offices on a more limited basis.

There is no change in staffing or on-campus presence when shifting between the Elevated Risk and Guarded Risk postures.

Employees returning to campus for any of the above functions will complete training modules and comply with the University's Health and Personnel Standards and Guidelines. They will be notified one week in advance of the prospective need to return to campus.

Greensburg Computing Services and Telecommunications department personnel will continue to communicate internally using email, MS Teams and Zoom. External department communication will be via campus Website, digital signage and standard signage.

#### **IV. Stakeholder Outreach**

Greensburg Computing Services and Telecommunications stakeholders are the students, faculty and staff of the campus. Notifications are communicated through the campus website, email and digital signage around campus.

#### **V. Monitoring and Amendment**

The head of each activity area is responsible for monitoring compliance with their activity area plan. Any revisions to this plan must be approved by the Greensburg Campus President.