

Greensburg Facilities Management / Operations Activity Area Plan

I. Overview

1. Activity Area: Facilities Management (FM)
2. Lead: Joseph Bleehash, Director of Facilities and Operations
3. Submitter of Area Activity Plan: Joseph Bleehash
4. Date of submission: July 22, 2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary of plan:
 - a. Facilities Management (FM) - Generally, the Operations and Maintenance staff will continue to work on campus with the amount of their presence dictated by the University's Operational Posture. With limited exceptions, three (3) Administrative staff will work on campus and one (1) Administrative support staff will work primarily from home, regardless of the University's operating posture.
 - b. Mail Services (MS) – One (1) Mail Services staff member will work on campus to deliver mail and packages to campus residents, staff and faculty.
 - c. Conferencing Services (CS) – Two (2) CS staff will work from home
7. As the lead of this activity area, I hereby confirm that FM, MS, and CS will commit to following the University's Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, FM, MS, and CS employees will:
 - a. Wear face coverings in the presence of any other individual, and in full accordance with the [University's Standards and Guidance on PPE, Face Coverings and Hygiene](#)
 - b. Adhere to all physical distancing, safety, and hygiene standards and guidelines
 - c. Use physical barriers or maintain six feet of physical distance while engaging with others
 - d. Clean their vehicles, equipment and personal and office spaces at the beginning and end of each work period with EPA-approved products, in adherence with the [University's Cleaning, Disinfection and Hygiene Standards and Guidelines](#)

II. Functions in Each Operational Posture

1. High Risk Posture

- a. Function I
 - i. What: Operations and Maintenance Personnel – 24/7/365 Provision of services necessary to ensure buildings (those that remain open, and where needed those that are closed) are maintained and continue to operate safely and in accordance with the [University's Health and Facilities Standards and Guidelines](#). Those buildings that are open will require full services. Buildings that are closed will still require routine checks and their mechanical systems will continue to require routine maintenance and occasional repair.
 - ii. How: Half of the Trades, Custodial, and Grounds Crews will report for duty

on campus and alternate weekly with the other half of the crews. Due to limited numbers, all of the Operating Engineers (MW3 Classification) will report for duty every day. All Custodial and Operations and Maintenance Supervisors will continue to report every day to provide oversight and direction to crews. All crews will report to their job assignment and not a central check-in/out location. Tools and equipment will be delivered to the employee if required.

- iii. Number of people/positions required on campus: 23 (shift breakdown as required)
- iv. Building: All buildings across campus

b. Function 2

- i. What: Business Administration – Payroll, Accounting, Contract Administration, and Administrative Support
- ii. How: Remote work posture
- iii. Number of people/positions required on campus: 0
- iv. Building: None required

c. Function 3

- i. What: Facilities Management Senior Leadership On-Site Presence
- ii. How: Director of Facilities and Operations will report to the President daily and have operational direction of the Operations and Maintenance personnel.
- iii. Number of people/positions required on campus: 1
- iv. Building: FMBD

d. Function 4

- i. What: Mail Services
- ii. How: One (1) Mail Services employee works independently and provides sorting and delivery of critical items only
- iii. Number of people/positions required on campus: 1
- iv. Building: Chambers Hall Mail Room

e. Function 5

- i. What: Conferencing Services
- ii. How: Two (2) Conferencing Services employees work remotely (no outside groups permitted on campus)
- iii. Number of people/positions required on campus: 0
- iv. Building: N/A

2. Elevated Risk Posture

a. Function 1

- i. What: Operations and Maintenance Personnel – Provision of services necessary to ensure buildings (those that remain open, and where needed those that are closed) are maintained and continue to operate safely and in accordance with the [University's Health and Facilities Standards and Guidelines](#). Those buildings that are open will require full services. Buildings that are closed will still require routine checks and their mechanical systems will continue to require routine maintenance and occasional repair.
- ii. How: All Trades, Custodial, Operating Engineers and Grounds Crews will report for duty on campus every day. All Custodial Supervisors and Operations and Maintenance Senior Managers will continue to

- report every day to provide oversight and direction to crews. All crews will report to their job assignment and not a central check-in/out location. Tools and equipment will be delivered to the employee if required.
 - iii. Number of people/positions required on campus: 23 (shift breakdown as required)
 - iv. Building: All buildings across campus
 - b. Function 2
 - i. What: Business Administration – Payroll, Accounting, Contract Administration, and Administrative Support
 - ii. How: Remote work posture
 - iii. Number of people/positions required on campus: 0
 - iv. Building: FMBD
 - c. Function 3
 - i. What: Facilities Management Senior Leadership On-Site Presence
 - ii. How: Director of Facilities and Operations will report to the President daily and have operational direction of the Operations and Maintenance personnel.
 - iii. Number of people/positions required on campus: 1
 - iv. Building: FMBD
 - d. Function 4
 - i. What: Mail Services
 - ii. How: One (1) Mail Services employee works independently and provides sorting and delivery of mail to campus residents and buildings
 - iii. Number of people/positions required on campus: 1
 - iv. Building: Chambers Hall Mail Room
 - e. Function 5
 - i. What: Conferencing Services
 - ii. How: Two (2) Conferencing Services employees work remotely (no outside groups permitted on campus)
 - iii. Number of people/positions required on campus: 0
 - iv. Building: N/A

3. Guarded Risk Posture

- a. Function 1
 - i. What: Operations and Maintenance Personnel – Provision of services necessary to ensure buildings (those that remain open, and where needed those that are closed) are maintained and continue to operate safely and in accordance with the University’s Health and Facilities Standards and Guidelines. Those buildings that are open will require full services. Buildings that are closed will still require checks and their mechanical systems will continue to require maintenance and occasional repair.
 - ii. How: All Trades, Custodial, Operating Engineers and Grounds Crews will report for duty on campus every day. All Custodial Supervisors and Operations and Maintenance Managers will continue to report every day to provide oversight and direction to crews. All crews will report to their job assignment and not a central check-in/out location. Tools and equipment will be delivered to the employee if required.
 - iii. Number of people/positions required on campus: 23 (shift breakdown as required)

- iv. Building: All buildings across campus
- b. Function 2
 - i. What: Business Administration – Payroll, Accounting, Contract Administration, and Administrative Support
 - ii. How: Remote work posture except to retrieve a hard copy file or invoice 3-4 times per week.
 - iii. Number of people/positions required on campus: 1
 - iv. Building: FMBD
 - c. Function 3
 - i. What: Facilities Management Senior Leadership On-Site Presence
 - ii. How: Director of Facilities and Operations will report to the President daily and have operational direction of the Operations and Maintenance personnel.
 - iii. Number of people/positions required on campus: 1
 - iv. Building: FMBD
 - d. Function 4
 - i. What: Mail Services
 - ii. How: One (1) Mail Services employee works independently and provides sorting and delivery of mail to campus residents and buildings
 - iii. Number of people/positions required on campus: 1
 - iv. Building: Chambers Hall Mail Room
 - e. Function 5
 - i. What: Conferencing Services
 - ii. How: Two (2) Conferencing Services employees work remotely (no outside groups permitted on campus)
 - iii. Number of people/positions required on campus: 0
 - iv. Building: N/A

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 main function impacted by a shift in posture is Operations and Maintenance. A shift from the High to Elevated Risk posture will trigger an increase in on-campus staffing by 12 personnel to ensure critical maintenance and operations of the campus buildings. Additional employees are critical to maintain the additional campus activities expected in an “Elevated Risk” posture.

A shift from the Elevated to High Risk Posture will prompt the Operations and Maintenance personnel to return to split crews operating on alternate weeks with one crew on campus and one crew remote. Facilities supervisors will continue to report on a daily basis to provide guidance to trades personnel.

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.

IV. Stakeholder Outreach

Stakeholders of FM include all University employees. Notification of FM's partial remote-work status has been communicated broadly to the regional community.

All requests for facilities services go through the Facilities Help Desk and can be completed on-line via the Maintenance Request form located at <https://help.greensburg.pitt.edu/maintenance/> . Employees requesting building access and/or other facilities support will be instructed as to the relevant protocol to follow given the University's current risk posture.

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, as well as the Provost and Senior Vice Chancellor.