

## Greensburg- President's Office Activity Area Plan

### I. Overview

1. Activity Area: Greensburg-President's Office
2. Lead: Robert Gregerson, President
3. Submitter of Area Activity Plan: Robert Gregerson, President
4. Date of submission: July 20, 2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary of Plan: This office consists of the President and the President's Assistant. The President will work primarily remotely, coming to campus approximately one day a week, as needed. The President's Assistant will work mostly from home, coming into the office only when absolutely necessary. These work arrangements will be adhered to in the Guarded Risk and Elevated Risk Operating Postures. In the High Risk Posture, the President's Assistant will not come to campus for any reason.
7. The President's Office personnel will commit to following the University's Healthcare Standards and Guidelines, and Personnel Standards and Guidelines. In particular, while on campus, and not in their respective offices, the President and President's Assistant 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 his personal and office spaces at the beginning and end of work periods

### II. **Functions in Each Operational Posture**

Virtually all functions of the Office of the President will remain the same across the three operational postures:

- a. Function 1
  - i. What is being done: professional interaction with other Pitt-Greensburg personnel, personnel at other Pitt campuses, and many other working relationships
  - ii. How it is being done: Remote work posture.
  - iii. Number of people/positions required on campus: 0 or 1 (President, very rarely)
  - iv. Building: Lynch Hall, Greensburg campus
- b. Function 2
  - i. What is being done: Drive-through admissions visits
  - ii. How it is being done: Outside, under a tent, greeting visitors who remain in their cars. Distancing is practiced and face coverings are worn in accordance with the [University's Health Standards and Guidelines](#).
  - iii. Number of people/positions required on campus – 1 (President)

- iv. Buildings: Outside Lynch Hall, Greensburg campus
- c. Function 3
  - i. What is being done: Receiving mail and processing paper forms.
  - ii. How it is being done: President visits campus every-other week; mail is in Assistant's Office.
  - iii. Number of people/positions required on campus: 1 (President)
  - iv. Buildings: Lynch Hall
- d. Function 4
  - i. What is being done: Team teaching virtual summer class for incoming freshman
  - ii. How it is being done: President visits campus Monday and Wednesday 10:00-noon for 6 weeks in second summer term.
  - iii. Number of people/positions required on campus: 1 (President)
  - iv. Buildings: Cassell Hall

Below are additional functions that require some adjustment across the High Risk, Elevated Risk, and Guarded Risk Postures.

## 8. High Risk Posture

- a. Function 5
  - i. What is being done: Move-in Day. President greets incoming students and family members.
  - ii. How it is being done: n/a
  - iii. Number of people/positions required on campus: 0
  - iv. Buildings: n/a
- b. Function 6
  - i. What is being done: Managing office files
  - ii. How it is being done: n/a.
  - iii. Number of people/positions required on campus: 0
  - iv. Buildings: n/a

## 9. Elevated Risk Posture

- c. Function 5
  - i. What is being done: Move-in Day. President greets incoming students and family members.
  - ii. How it is being done: All parties wear face coverings, President welcomes arriving students while maintaining distancing in accordance with the [University's Health Standards and Guidelines](#)
  - iii. Number of people/positions required on campus: 1 (President)
  - iv. Buildings: Outside of residence halls
- d. Function 6
  - i. What is being done: Managing office files
  - ii. How it is being done: President's Assistant visits office to work on physical files on an as-needed basis.
  - iii. Number of people/positions required on campus: 1 (President's Assistant)
  - iv. Buildings: Lynch Hall

## 10. Guarded Risk Posture

- e. Function 5
  - i. What is being done: Move-in Day. President greets incoming students and family members.
  - ii. How it is being done: All parties wear face coverings, President welcomes arriving students while maintaining distancing in accordance with the University's Health Standards and Guidelines
  - iii. Number of people/positions required on campus: 1
  - iv. Buildings: Outside of residence halls
- f. Function 6
  - i. What is being done: Managing office files
  - ii. How it is being done: President's Assistant visits office to work on physical files on an as-needed basis.
  - iii. Number of people/positions required on campus: 1 (President's Assistant)
  - iv. Buildings: Lynch 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

A shift from the High to Elevated Risk posture will trigger an increase in on-campus visits by the President to ensure continued operations of the office. The Administrative Assistant 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 the President to ensure personnel safety, yet continue the operations of the department. The administrative Assistant 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.

The President's Office at Pitt-Greensburg will continue to communicate with others via email, MS Teams, zoom meetings, and phone calls.

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

Stakeholders of The University of Pittsburgh at Greensburg President's Office include faculty, staff and students on the Greensburg campus, alumni, donors, Advisory Board members and the members of the surrounding community. Notification of the remote-work status has been communicated broadly, and is indicated prominently on the home page of the university ([www.greensburg.pitt.edu](http://www.greensburg.pitt.edu)). Any future changes in operating posture and other aspects of the university's operation will be communicated on the website, by direct emails, and through social media outlets.

#### **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 reviewed by the Greensburg Campus President and approved by the Provost of the University of Pittsburgh.