

Greensburg-Student Services Activity Area Plan

I. Overview

1. Activity Area: Greensburg-Student Services
2. Lead: Rick Fogle
3. Submitter of Area Activity Plan: Robert Gregerson, President
4. Date of submission: July 22, 2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary of Plan: This Activity Area Plan covers the following functional areas: Activities, Athletics, Career Services, Counseling, and Housing & Residence Life.
7. A brief summary of the most critical pieces of the plan include:

Activities:

- The majority of programs will be offered remotely/virtually regardless of posture, with lower risk postures adding limited in person components.
- De-densification of spaces in Chambers Hall
- Collaboration as possible with other areas of campus and campus partners

Athletics: The Athletics Return Plan is an evolving document that prioritizes the health, safety and well-being of all student-athletes, coaches, staff, and guests of the Department of Athletics. It focuses on social distancing, personal protective equipment, team return progression for fall sports, athletic facilities, team practices, home games, and travel to away competitions.

Career Services: With limited exceptions as highlighted below, personnel within Greensburg Career Services will work remotely for the duration of the COVID-19 pandemic, regardless of the University's operational posture.

Counseling: With limited exceptions described below, Counseling Center staff and interns will work remotely for the duration of the COVID-19 pandemic, regardless of the University's operational posture.

- Ongoing counseling sessions will be remote via Tele-therapy
- Outreach will be remote via zoom-type meetings, with occasional in-person classroom presentations
- Administrative work will be remote unless staff have to retrieve supplies or are in their offices for limited times during elevated or guarded postures.

Housing & Residence Life: Our on-campus residence can accommodate up to 550 students, accounting for rooms that will be provided for meeting medical accommodations. All rooms have private bathrooms and no more than 4 students will share bathroom facilities. We will also have another 22 Community Assistants living in the residence halls.

We have spaces identified for isolating any students that test positive for COVID-19. The four apartments to be used for this purpose share an entrance that other residents will not be able to access. We will coordinate the relocation process for students, delivery of

meals while in isolation, removal of trash, etc. In addition, we'll have quarantine procedures in place for students who may have been exposed, but have not tested positive for COVID-19.

8. As the lead in the Greensburg-Student Services, I hereby confirm that Greensburg-Student Services and each functional area, 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-Student Services staff and related functional areas, including community assistants, graduate interns and student leaders 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

Each director of the units within Student Services is aware of their responsibility for enforcing the Healthcare Standards and Guidelines, and Personnel Standards and Guidelines within in their unit.

II. Functions in Each Operational Posture

1. High Risk Posture

- a. Function 1 – Student Activities
 - i. What is being done: SGA, SAB, Clubs
 - ii. How it is being done: Remote programs through Zoom, Use of Engage website for promotion and recruitment, Use of Canvas for training, Drop-Off programs in Residence Halls by SAB, Virtual Meetings for SAB and Clubs, Virtual Activities Fair
 - iii. Number of people/positions required on campus: 1 Staff member limited days per week
 - iv. Buildings – Remote Programs, Residence Halls
- b. Function 2 – Student Leadership
 - i. What is being done: Leadership Series, Leadership Conference
 - ii. How it is being done: Remote programs - Leadership Keynotes, Workshop Series, Emerging Leaders through Canvas
 - iii. Number of people/positions required on campus: 0
 - iv. Buildings – Remote Programs
- c. Function 3 – Student Center Operations
 - i. What is being done: Front Desk & Building Operations
 - ii. How it is being done: Daily Operations – Wiping down of equipment checked out, answer questions from students; Enforce De-Densification of Fireside, Fitness Center & Locker Rooms, One-way stairwells, Game Room Closed
 - iii. Number of people/positions required on campus: 1 student per shift
 - iv. Buildings: Chambers Hall
- d. Function 4 – Student Service
 - i. What is being done: Into the Streets, Pitt Make a Difference Day

- ii. How it is being done: Programs canceled, Remote opportunities as possible
 - iii. Number of people/positions required on campus: 0
 - iv. Buildings: Chambers Hall, Remote Programs
- e. Function 5 – Athletic Activities
 - i. What is being done – team practices & workouts
 - ii. How it is being done – in groups of 10 or less (including coaching staff as well as following NCAA Resocialization Guidelines)
 - iii. Number of people/positions required on campus – in-season coaches can report to facility for team practices & workouts
 - iv. Buildings – Chambers / Soccer Fields / Baseball Field / Softball Field / Greensburg Country Club / Greensburg Racquet Club / Bowling Alley
- f. Function 6 – Athletic Office Operations
 - i. What is being done – student-athlete development meetings / recruiting / Pitt paperwork
 - ii. How it is being done – remotely
 - iii. Number of people/positions required on campus – none
 - iv. Buildings – Chambers
- g. Function 7 – Athletic Off-Campus Recruiting
 - i. What is being done – recruitment of 2021 class
 - ii. How it is being done – per University of Pittsburgh [safe mobility](#) standards and guidelines, and standards and guidelines regarding visitors to campus.
 - iii. Number of people/positions required on campus – none
 - iv. Buildings – Chambers & Campus for tours
- h. Function 8 – Career Services
 - i. What is being done: Meeting with student/alumni appointments.
 - ii. How it is being done: Remote work posture.
 - iii. Number of people/positions required on campus: 0
 - iv. Buildings: N/A
- i. Function 9 – Career Services supplies/equipment
 - i. What is being done: Ad hoc access to building to obtain supplies and address other needs as needed.
 - ii. How it is being done: On-site, physical handling of supplies and equipment.
 - iii. Number of people/positions required on campus – 1 person per instance of need; physical presence required very infrequently; permission for access must be granted by the Campus president, facilitated in cooperation with Facilities Management and Campus Police.
 - iv. Buildings: Chambers Hall, Greensburg campus
- j. Function 10 – Career Services operations
 - i. What is being done: Collection of mail, faxes, etc. to support Career Services function and related process of our operations?
 - ii. How it is being done: One time per week trips to Chambers Hall by one representative.

- iii. Number of people/positions required on campus: 1 person, one visit per week with access facilitated in cooperation with Facilities Management and Campus Police.
 - iv. Buildings: Chambers Hall, Greensburg campus
 - k. Function 11 – Career Service events
 - i. What is being done: Events, programs, and presentations
 - ii. How it is being done: Remote work posture
 - iii. Number of people/positions required on campus: 0
 - iv. Buildings: No access to buildings
 - l. Function 12 – Career services advising
 - i. What is being done: Job development
 - ii. How it is being done: Remote work posture
 - iii. Number of people/positions required on campus: 0
 - iv. Buildings: No access to buildings
 - m. Function 13 - Mental Health Counseling
 - i. What is being done: Individual mental health counseling sessions
 - ii. How it is being done: Remote work posture – tele therapy exclusively
 - iii. Number of people/positions required on campus: 0
 - iv. Buildings: N/A
 - n. Function 14 - Mental Wellness Outreach
 - i. What is being done: Workshops and presentations on Wellness topics
 - ii. How it is being done: Remote work posture – Zoom-type group meetings
 - iii. Number of people/positions required on campus: 0
 - iv. Buildings: N/A
 - o. Function 15 – Counseling Administrative Work
 - i. What is being done: Accessing client paper files, retrieving necessary supplies, collecting or sending mail, faxes, etc. to support above listed Counseling functions?
 - ii. How it is being done: Rare, occasional visits to offices by individual Counseling staff as needed, never on the same day.
 - iii. Number of people/positions required on campus: 1 person per visit, one visit every two weeks. Physical presence required very infrequently; permission for access will be granted by Campus president, facilitated in cooperation with Facilities Management and Campus Police.
 - iv. Buildings: Chambers Hall, Greensburg campus
 - p. Function 17 – Housing and Residence Life
 - i. What is being done: Providing housing accommodations and activities for residential students
 - ii. How it is being done: Modifying living arrangements to satisfy social distancing, isolation and quarantine requirements.
 - iii. Number of people/positions required on campus:
 - 1. 4 students per apartment in Academic Villages, University Court & Westmoreland Hall;

- a. If needed: 4 apartments (16 total beds) in University Court will be used for isolation of students who have tested positive for COVID-19.
 - b. If needed; 2 students assigned to single bedroom apartment typically occupied by the Confucius scholar in University Court.
 - 2. 2 students per room in College Hall and Robertshaw Hall.
 - 3. 3 students will be placed in the two large rooms located on the 3rd floor of College Hall.
- iv. Buildings: Residence Halls: Apollo House, Athena House, Franklin House, Marshall House, Mead House, Selene House, Westmoreland Hall, College Hall, Robert Shaw Hall and University Courts.

2. Elevated Risk Posture

- a. Function 1 – Student Activities
 - i. What is being done: SGA, SAB, Clubs
 - ii. How it is being done: Remote programs through Zoom, Use of Engage website for promotion and recruitment, Use of Canvas for training, Drop-Off programs in Residence Halls by SAB, Limited in person programs based on space availability with virtual components included to allow for full engagement. Activities staff will make the determination. Encouraged virtual Meetings for SAB and Clubs, Limited in-person meetings as space allows, Tracking of in-person event/meeting attendees, Virtual Activities Fair
 - iii. Number of people/positions required on campus: 1 Staff Member per day. Rotation.
 - iv. Buildings – Remote Programs, Residence Halls, Chambers Hall
- b. Function 2 – Student Leadership
 - i. What is being done: Leadership Series, Leadership Conference
 - ii. How it is being done: Remote programs - Leadership Keynotes, Workshop Series, Emerging Leaders through Canvas, Limited in-person viewing and small group discussion of keynotes & series
 - iii. Number of people/positions required on campus: 1 Student Facilitator or Staff Member. Activities staff will make the determination.
 - iv. Buildings – Remote Programs, Available classrooms
- c. Function 3 – Student Center Operations
 - i. What is being done: Front Desk & Building Operations
 - ii. How it is being done: Daily Operations – Wiping down of equipment checked out, answer questions from students; De-Densification of Fireside, Fitness Center & Locker Rooms, One-way stairwells, Limited use of Game Room equipment as allowed
 - iii. Number of people/positions required on campus: 1 student per shift
 - iv. Buildings: Chambers Hall
- d. Function 4 – Student Services
 - i. What is being done: Into the Streets, Pitt Make a Difference Day
 - ii. How it is being done: Large scale programs canceled, Remote opportunities in Residence Halls & Cornerstone courses, Partnerships

- with local agencies for opportunities, assuming agencies meet health standards as required by the off-campus academic experiences standards and guidelines.
- iii. Number of people/positions required on campus: 0
 - iv. Buildings: Chambers Hall, Remote Programs, Local Agencies (as possible)
- e. Function 5 – Athletic Activities
- i. What is being done – team practices & workouts
 - ii. How it is being done – in groups of 25 or less (including coaching staff as well as following NCAA Resocialization Guidelines)
 - iii. Number of people/positions required on campus – in-season coaches can report to facility for team practices & workouts
 - iv. Buildings – Chambers / Soccer Fields / Baseball Field / Softball Field / Greensburg Country Club / Greensburg Racquet Club / Bowling Alley
- f. Function 6 – Athletics Office Operations
- i. What is being done – student-athlete development meetings / recruiting / Pitt paperwork
 - ii. How it is being done – staggered format for coaches and staff that share an office
 - iii. Number of people/positions required on campus – as needed but will be strongly encouraged to work from home
 - iv. Buildings – Chambers
- g. Function 7 – Athletics Off-Campus Recruiting
- i. What is being done – recruitment of 2021 class
 - ii. How it is being done – per University of Pittsburgh safe mobility standards and guidelines, and standards and guidelines regarding visitors to campus.
 - iii. Number of people/positions required on campus – as allowed for on-campus visits
 - iv. Buildings – Chambers & Campus for tours
- h. Function 8 – Career Services
- i. What is being done: Meeting with student/alumni appointments
 - ii. How it is being done: Remote work posture
 - iii. Number of people/positions required on campus: 0
 - iv. Buildings: N/A
- i. Function 9 – Career Services supplies/equipment
- i. What is being done: Ad hoc access to building to obtain supplies and address other needs as they arise.
 - ii. How it is being done: On-site, physical handling of supplies and equipment.
 - iii. Number of people/positions required on campus – 1 person per instance of need; physical presence required very infrequently; permission for access must be granted by the Campus president, facilitated in cooperation with Facilities Management and Campus Police.
 - iv. Buildings: Chambers Hall, Greensburg campus
- j. Function 10 – Career Services operations

- i. What is being done: Collection of mail, faxes, etc. to support functions and related process of our operations to work on collaborations.
 - ii. How it is being done: One time per week trips to Chambers Hall by one representative
 - iii. Number of people/positions required on campus: 1 person, one visit per week with access facilitated in cooperation with Facilities Management and Campus Police
 - iv. Buildings: Chambers Hall, Greensburg campus
 - a. Function 11 – Career Service events
 - i. What is being done: Programs, presentations, and events
 - ii. How it is being done: Remote work posture
 - iii. Number of people/positions required on campus: 0/1 if limited number of attendees within program or classroom presentation
 - iv. Buildings: No access to buildings; Outdoor programs, if possible.
 - b. Function 12 – Career services advising
 - i. What is being done: Job Development
 - ii. How is it being done: Remote work posture
 - iii. Number of people/positions required on campus: 0
 - iv. Buildings: No access to buildings
 - c. Function 13 - Mental Health Counseling
 - i. What is being done: Individual mental health counseling sessions
 - ii. How it is being done: Remote work posture – tele therapy with very rare exceptions. Possible triage or in-person crisis or intake sessions for students too anxious/uncomfortable to utilize tele therapy for their first session only. Subsequent sessions will all be remote/tele therapy.
 - iii. Number of people/positions required on campus: 1 person per instance, with total staff presence of 15 hours on campus/week – 1 counselor available 5 hours/day 3 days/week (M, W, T 10am-3pm)
 - iv. Buildings: Chambers Hall, Village Hall (part-time staff person’s office is too small to allow for 6 feet of social distancing, so she will utilize an office in Village Hall.)
 - d. Function 14 - Mental Wellness Outreach
 - i. What is being done: Workshops and presentations on Wellness topics
 - ii. How it is being done: Remote work posture – Zoom-type group meetings; occasional classroom presentations.
 - iii. Number of people/positions required on campus: 1 per instance of classroom presentation.
 - iv. Buildings: Smith Hall, Powers Hall
 - e. Function 15 - Administrative Work
 - i. What is being done: Accessing client paper files, retrieving necessary supplies, collecting or sending mail, faxes, etc. to support above listed Counseling functions. Some administrative work done while in office during hours described above for Function 13 – individual counseling
 - ii. How it is being done: Any retrieval of supplies or other administrative tasks will be completed during the 15 hours/week time counseling staff is individually staffing Counseling Center for crisis/special intake situations to complete function 13 for this risk posture.

- iii. Number of people/positions required on campus: 1 person per instance, with total staff presence of 15 hours on campus/week – 1 counselor available 5 hours/day 3 days/week (M, W, TH 10am-3pm). This will not be any increased presence on campus – Function 3 will occur at the same time, with the same staffing as Function 1.
- iv. Buildings: Chambers Hall
- f. Function 16 - Housing and Residence Life
 - i. What is being done: Providing housing accommodations and activities for residential students.
 - ii. How it is being done: Modifying living arrangements to satisfy social distancing, isolation and quarantine requirements.
 - iii. Number of people/positions required on campus:
 - 1. 4 students per apartment in Academic Villages, University Court & Westmoreland Hall;
 - a. If needed: 4 apartments (16 total beds) in University Court will be used for isolation of students who have tested positive for COVID-19.
 - b. If needed: 2 students assigned to single bedroom apartment typically occupied by the Confucius scholar in University Court.
 - 2. 2 students per room in College Hall and Robertshaw Hall.
 - 3. 3 students will be placed in the two large rooms located on the 3rd floor of College Hall.
 - iv. Buildings: Residence Halls: Apollo House, Franklin House, Mead, Marshall, Athena, and Selena Houses, Westmoreland Hall, College Hall, Robertshaw Hall and University Courts.

3. Guarded Risk Posture

- a. Function 1 – Student Activities
 - i. What is being done: SGA, SAB, Clubs
 - ii. How it is being done: Remote programs through Zoom, Use of Engage website for promotion and recruitment, Use of Canvas for training, Drop-Off programs in Residence Halls by SAB, In person programs based on space availability with virtual components included to allow for full engagement. , Encouraged virtual Meetings for SAB and Clubs, In-person meetings as space allows, Tracking of in-person event/meeting attendees, De-densified Activities Fair on Chambers Lawn, Grab & Go programs sponsored by SAB & SGA
 - iii. Number of people/positions required on campus: 2 Full Time Staff members
 - iv. Buildings – Remote Programs, Residence Halls, Campus Lawn & Common Spaces
- b. Function 2 – Student Leadership
 - i. What is being done: Leadership Series, Leadership Conference
 - ii. How it is being done: Remote programs - Leadership Keynotes, Workshop Series, Emerging Leaders through Canvas, Limited in-person viewing and small group discussion of keynotes & series

- iii. Number of people/positions required on campus: 1 Student Facilitator or Staff Member
 - iv. Buildings – Remote Programs, Available classrooms
 - c. Function 3 – Student Center Operations
 - i. What is being done: Front Desk & Building Operations
 - ii. How it is being done: Daily Operations – Wiping down of equipment checked out, answer questions from students; De-Densification of Fireside, Fitness Center & Locker Rooms, One-way stairwells, Use of Game Room equipment
 - iii. Number of people/positions required on campus: 1 student per shift
 - iv. Buildings: Chambers Hall
 - d. Function 4 – Student Service
 - i. What is being done: Into the Streets, Pitt Make a Difference Day
 - ii. How it is being done: Medium scale programs done as possible, Remote opportunities in Residence Halls, Common Spaces, and Cornerstone courses, Partnerships with local agencies for opportunities, assuming agencies meet health standards as required by the off-campus experiences standards and guidelines.
 - iii. Number of people/positions required on campus: 1 Staff Member
 - iv. Buildings: Chambers Hall, Remote Programs, Local Agencies (as possible)
 - e. Function 5 – Athletic Activities
 - i. What is being done – team practices & workouts
 - ii. How it is being done – full-team practice & workouts (including coaching staff as well as following NCAA Resocialization Guidelines)
 - iii. Number of people/positions required on campus – in-season coaches can report to facility for team practices & workouts Out of season coaches will be on campus to meet students, practice, recruit, and as needed.
 - iv. Buildings – Chambers / Soccer Fields / Baseball Field / Softball Field / Greensburg Country Club / Greensburg Racquet Club / Bowling Alley
 - f. Function 6 – Athletics Office Operations
 - i. What is being done – student-athlete development meetings / recruiting / Pitt paperwork
 - ii. How it is being done – remote will be encouraged but individual meetings will be permitted as long as Healthcare Standards and Guidelines and the Personnel Standards and Guidelines are followed
 - iii. Number of people/positions required on campus – staggered format for coaches and staff that share an office
 - iv. Buildings – Chambers
 - g. Function 7 – Athletics Off-Campus Recruiting
 - i. What is being done – recruitment of 2021 class
 - ii. How it is being done – per University of Pittsburgh safe mobility standards and guidelines, and standards and guidelines regarding visitors to campus.
 - iii. Number of people/positions required on campus – as allowed for on-campus visits

- iv. Buildings – Chambers & Campus for Tours
- h. Function 8 – Career Services
 - i. What is being done: Meeting with student/alumni appointments
 - ii. How it is being done: Remote work posture
 - iii. Number of people/positions required on campus: 0
 - iv. Buildings: N/A
- i. Function 9 – Career Services supplies/equipment
 - i. What is being done: Ad hoc access to building to obtain supplies and address other needs as needed.
 - ii. How it is being done: 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 very infrequently; permission for access must be granted by the Campus president, facilitated in cooperation with Facilities Management and Campus Police.
 - iv. Buildings: Chambers Hall, Greensburg campus
- j. Function 10 – Career Services operations
 - i. What is being done: Collection of mail, faxes, etc. to support Career Services function and related process of our operations
 - ii. How it is being done: One time per week trips to Chambers Hall by one representative
 - iii. Number of people/positions required on campus: 1 person, one visit per week with access facilitated in cooperation with Facilities Management and Campus Police.
 - iv. Buildings: Rossetti House, Chambers Hall Greensburg campus
- k. Function 11 – Career Service events
 - i. What is being done: Programs, presentations, and events
 - ii. How it is being done: Remote work posture
 - iii. Number of people/positions required on campus: 1-3 people; all social distancing guidelines and standards followed; access facilitated in cooperation with Facilities Management and Campus Police.
 - iv. Buildings: No access to buildings; Outdoor events only on Greensburg campus.
- l. Function 12 – Career services advising
 - i. What is being done: Job development
 - ii. How it is being done: Remote work posture
 - iii. Number of people/positions required on campus: As needed (access to agencies, businesses, and organizations would be limited to a remote meeting preference)
 - iv. Building: No access to campus buildings
- m. Function 13 - Mental Health Counseling
 - i. What is being done: Individual mental health counseling sessions.
 - ii. How it is being done: Remote work posture – tele therapy with very rare exceptions. Possible triage or in-person crisis or intake sessions for students too anxious/uncomfortable to utilize tele therapy for their first session only. Subsequent sessions will all be remote/tele therapy.

- iii. Number of people/positions required on campus: 1 person per instance, with total staff presence of 15 hours on campus/week – 1 counselor available 5 hours/day 3 days/week (M, W, Th 10am-3pm)
 - iv. Buildings: Chambers Hall, Village Hall (part-time staff person's office is too small to allow for 6 feet of social distancing, so she will utilize an office in Village Hall.)
- n. Function 14 - Mental Wellness Outreach
- i. What is being done: Workshops and presentations on Wellness topics
 - ii. How it is being done: Remote work posture – Zoom-type group meetings; occasional classroom presentations. Possible outdoor or gym, socially distant workshops for groups of 5 students and 1 staff, especially spring semester if risk is stable.
 - iii. Number of people/positions required on campus: 1 per instance
 - iv. Buildings: Smith Hall, Powers Hall, Chambers Hall
- o. Function 15 - Administrative Work
- i. What is being done: Accessing client paper files, retrieving necessary supplies, collecting or sending mail, faxes, etc. to support above listed Counseling functions. Some administrative work done while in office during hours described above for Function 13 – individual counseling
 - ii. How it is being done: Any retrieval of supplies or other administrative tasks will be completed during the 15 hours/week time counseling staff is individually staffing Counseling Center for crisis/special intake situations to complete function 1 for this risk posture.
 - iii. Number of people/positions required on campus: 1 person per instance, with total staff presence of 15 hours on campus/week – 13 counselor available 5 hours/day 3 days/week (M, W, TH 10am-3pm). This will not be any increased presence on campus – Function 3 will occur at the same time, with the same staffing as Function 1.

Buildings: Chambers Hall

- p. Function 16
- i. What is being done: Providing housing accommodations and activities for residential students.
 - ii. How it is being done: Modifying living arrangements to satisfy social distancing, isolation and quarantine requirements.
 - iii. Number of people/positions required on campus:
 - 1. 4 students per apartment in Academic Villages, University Court & Westmoreland Hall;
 - a. If needed: 4 apartments (16 total beds) in University Court will be used for isolation of students who have tested positive for COVID-19.
 - b. If needed: 2 students assigned to single bedroom apartment typically occupied by the Confucius scholar in University Court.
 - 2. 2 students per room in College Hall and Robertshaw Hall.
 - 3. 3 students will be placed in the two large rooms located on the 3rd floor of College Hall.

- iv. Buildings: Residence Halls: Apollo House, Franklin House, Athena, Mead, Marshall, and Selene Houses, Westmoreland Hall, College Hall, Robert Shaw Hall and University Courts.

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

Athletics: Inevitably, operational postures will change and communication will be of utmost importance. As we receive communications in posture changes from the University of Pittsburgh Senior Leadership Team, the Director of Athletics will immediately communicate information via email, text, and phone calls to all sport head coaches, sports information director, and athletic training staff. It will be clear that our head coaches then alert their respective assistant coaches and student-athletes. We will utilize our athletic social media platforms and websites for any major changes to athletic schedules as well.

Counseling Center: Staff will meet weekly via Microsoft Teams and stay informed of any shifts in Posture during those meetings, by email, or by text message.

In each functional area the Director will be notified and they will make and communicate adjustments to students and campus community.

IV. Stakeholder Outreach

Activities: Key stakeholders are clubs/organization presidents and advisors. Clear updates will be sent as needed. Desk workers will be updated as needed with policy postings and changes.

Athletics: Key stakeholder groups include our coaching staff, athletic training staff, student-athletes, sports information director, fans, opposing institutions, transportation, and contest officials. The chain of command is pretty clear and concise for our communication as it begins with the Director of Athletics who will inform all head coaches, athletic training staff, sports information director, administrative assistants, and the Allegheny Mountain Collegiate Conference Commissioner. The head coaches will then inform our student-athletes. Our sports information director will post releases on our social media platforms and athletics website. And finally, our Operations Coordinator will inform opposing institutions, transportation providers, and contest officials.

Career Services: Key stakeholders include prospective and current students and alumni.

Notification of Greensburg-Career Services remote-work status has been communicated broadly, and is indicated prominently on the home page of our web site:

<https://www.greensburg.pitt.edu/student-resources/career-services>. Students and alumni

requesting appointments and information are made aware of the status, contact information, and advised to contact us directly in conjunction with the University's current risk posture.

Counseling: Stakeholders of Greensburg Counseling center include Pitt Greensburg students, and to a lesser extent faculty and staff who refer to us or consult with us.

The campus community will be informed through emails and website postings. Any student affected by a cancelled in-person event will be emailed. Classroom presentations will be determined by consult with the instructor and the instructor will notify the students.

The Pitt Greensburg Counseling Center's webpage is <https://www.greensburg.pitt.edu/student-resources/counseling-services>

Housing and Residence Life: Key stakeholders include residential students. Notification of Greensburg-HRL posture and status will be communicated broadly, and will be displayed prominently throughout the residence halls. Residential students will not be permitted guests during any of the University risk postures.

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.