

Greensburg-Admissions Activity Area Plan

I. Overview

1. Activity Area: Greensburg-Admissions
2. Lead: Dana Bearer, Director of Admissions
3. Submitter of Area Activity Plan: Robert Gregerson, President
4. Date of submission: October 15, 2020
5. Revision of a previously approved Activity Area Plan? Yes
6. Summary of Plan: With limited exceptions as highlighted below, personnel within the Greensburg-Admissions Office will work remotely for the duration of the COVID-19 pandemic, regardless of the University's operating posture.
7. As the lead in the Greensburg Admissions Office, I hereby confirm that Greensburg-Admissions 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-Admissions 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

The functions and staffing approach of the Greensburg Admissions office will remain the same under all three operational postures for these functions:

- a. Function 1
 - i. What is being done: Processing prospective student applications.
 - ii. How it is being done: Remote work posture.
 - iii. Number of people/positions required on campus: 0
 - iv. Buildings: N/A
- b. Function 2
 - 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 – 1-2 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: Rossetti House, Greensburg campus
 - c. Function 3
 - i. What is being done: Collection of mail, faxes, etc. to support Admissions function and related process of our operations.
 - ii. How it is being done: One time per week trips to Rossetti House by one representative Admissions.
 - iii. Number of people/positions required on campus: 1 person, one visit per week, typically on Wednesday; access facilitated in cooperation with Facilities Management and Campus Police.
 - iv. Buildings: Rossetti House, Greensburg campus
 - d. Function 4
 - i. What is being done: Drive-thru campus tours to provide prospective students and their families a preview of campus.
 - ii. How it is being done: For fall, there will be 4-6 select Saturdays by 3-4 representatives of Admissions who will be stationed around campus under tents and wearing face masks while speaking to families in their vehicles
 - iii. Number of people/positions required on campus: 7-10 people, dispersed throughout campus; 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.

In the Guarded Risk Posture, the Admissions office would add the following function;

- a. Function 5
 - v. What is being done: Offering on- campus interviews and tours 2-3 times per week to prospective students.
 - vi. How is it being done: While in guarded posture, there will be opportunity for prospective students to register for an in-person admissions interview and abbreviated walking tour of campus. Entrance into select buildings only, no residence halls. A prospective student would be permitted to attend with one guest only. All interviews will be pre-arranged. One admissions counselor and one student tour guide will chaperone the student and guest for the duration of the visit.
 - vii. Number of people required on campus: 1 admissions counselor and 1 student tour guide and up to 2 visitors per prospective student **visit**. Can accommodate up to 5 visits per day. All will wear masks, and social distancing guidelines and standards will be followed.
 - viii. Buildings: Rossetti House (Admissions), Chambers Hall, Millstein Library, Campana Chapel, Smith Hall and McKenna Hall as needed. Access facilitated in cooperation with Facilities Management and Campus Police.

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

For the most part, there will be no change in the approach to conducting the functions of the Admissions office as the operational postures change. In the Guarded Risk Posture, will begin to offer in-person admissions interviews and visits. A shift to guarded will allow in-person visits to being. A shift to elevated would mean that in-person visits cease.

IV. Stakeholder Outreach

Stakeholders of Greensburg-Admissions include prospective students and their families. Notification of Greensburg-Admissions remote-work status has been communicated broadly, and is indicated prominently on the home page of our web site:

<https://www.greensburg.pitt.edu/admissions>.

Prospective students and their families requesting application processing 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 reviewed by the Greensburg Campus President and approved by the Provost and Senior Vice Chancellor.