

## **Greensburg-Business Services Activity Area Plan**

### **I. Overview**

1. Activity Area: Greensburg Business Services
2. Activity Area Lead: Karen Tate, Manager of Business Services
3. Name of individual submitting Activity Area Plan: Robert Gregerson, President
4. Date of submission: July 27, 2020
5. Revision of a previously approved Activity Area Plan? No
6. With the exceptions that were highlighted below, personnel within the Greensburg Business Services will work mostly remotely for the duration of the Covid-19 pandemic, regardless of the University's operating posture.
7. As the lead in the Greensburg Business Office, I hereby confirm that Greensburg-Business Services 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-Business Service 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: Retrieve mail, process student account payments, complete bank statements, print journal entries, print any other necessary emails. Retrieve any data requested by General Accounting or other departments. Process cash journals.
  - ii. How it is being done: As needed, but no more than two days per week.
  - iii. Number of people/positions required on campus: 1, employee is on the essential list.
  - iv. Buildings: Millstein Library, Greensburg Campus
- b. Function 2
  - i. What is being done: Accounts Payable, process AP remotely, 2 days on campus to retrieve mail and print checks.
  - ii. How it is being done: As needed but no more than two days per week.

- iii. Number of people/positions required on campus – 1 – employee is on the essential list.

Buildings: Millstein Library, Greensburg Campus

a. Function 3

- iv. What is being done: Purchasing for the Greensburg Campus
- v. How it is being done: Remotely
- vi. Number of people/positions required on campus: 1 person, periodically to retrieve required bank statements and Pcard statements, when needed this is approved by the President of the Campus.
- vii. Buildings: Millstein Library, Greensburg Campus

b. Function 4

- viii. What is being done: Student Accounts, answering emails, taking phone calls.
- ix. How it is being done: Remotely
- x. Number of people/positions required on campus: 0
- xi. Buildings: N/A

## **2. Elevated and Guarded Risk Posture**

a. Function 1

- i. What is being done: Retrieve mail, process student account checks, complete bank statement, print journal entries, print any other necessary emails. Retrieve any data requested by General Accounting or other departments. Process cash journals.
- ii. How it is being done: 2 days per week on Campus.
- iii. Number of people/positions required on campus: 1, employee is on the essential list.
- iv. Buildings: Millstein Library, Greensburg Campus

b. Function 2

- i. What is being done: Accounts Payable, process AP remotely, 2 days on campus to retrieve mail and print checks.
- ii. How it is being done: 2 days per week on Campus.
- iii. Number of people/positions required on campus – 1 – employee is on the essential list.

Buildings: Millstein Library, Greensburg Campus

c. Function 3

- iv. What is being done: Purchasing for the Greensburg Campus
- v. How it is being done: 2 day per week on campus.
- vi. Number of people/positions required on campus: 1 person, to retrieve required bank statements and Pcard statements, take bank deposits to the bank.
- vii. Buildings: Millstein Library, Greensburg Campus

d. Function 4

- viii. What is being done: Student Accounts, answering emails, taking phone calls, assisting students.

- ix. How it is being done: On campus 3 days per week with the office being open to service customers during core hours between 9 and 3. Student Account area is protected, there is a large plexiglass shield between the staff members and the customers. The counter will be wiped down throughout the day.
- x. Number of people/positions required on campus: 1
- xi. Buildings: Millstein Library, Greensburg Campus

### **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

Should say something like: A shift to high risk posture will mean that purchasing and student accounts functions transition to all remote work. A shift from elevated to guarded risk posture will not change the operations of the Business Services unit.

### **IV. Stakeholder Outreach**

Stakeholders of Greensburg-Business Services include students and their families and other departments on Campus. Notification of Greensburg-Business Office remote-work status has been communicated broadly, and will be updated on our website for the start of the Fall 2020 semester.

### **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 and the Provost and Senior Vice Chancellor.