

University of Pittsburgh | Activity Area Plan Template

Introduction

As part of the Pitt Resilience Framework, individual activity areas are asked to develop and submit plans that are consistent with the relevant university-wide standards and guidelines for each operational posture. Each plan should address all details necessary for those within a particular activity area to understand their responsibilities and fulfill their functions, while ensuring alignment with the relevant common elements of the Pitt Resilience Framework.

Operating Postures

The University's [Operating Postures](#) are:

High-Risk Posture	Elevated Risk Posture	Guarded Risk Posture
Meets the minimum standards of Pennsylvania's red phase. In the High Risk Posture, the University is open, but activity is heavily restricted to help stop the spread of the virus.	Meets the minimum standards of Pennsylvania's yellow phase. Under this posture, life on campus resumes at a minimal level, prioritizing activities that have high value but lower risk, such as certain research activities.	Meets the minimum standards of Pennsylvania's green phase. Here, fewer restrictions are in place, while many mitigation measures remain. The activities taking place will account for chronic risk of operating during a pandemic, while continuing to prioritize health and safety.

Standards and Guidelines

The University is developing a series of [Standards and Guidelines](#) that govern its operations during the COVID-19 pandemic. **Activity Areas will be required to remain compliant with all applicable university standards and guidelines.** Several of these requirements apply to all University's operations and personnel, regardless of the University's operating posture. These include:

[Healthcare Standards and Guidelines](#)

These rules govern behavior while on Pitt's campuses and include such requirements as:

- Face coverings should be used in campus buildings, except when eating or in an enclosed private single-occupancy space such as a personal office.
- Ensure physical distancing of at least six feet between University members
 - Chairs and desks in shared spaces should be removed or marked as not for use to ensure proper physical distancing.
- Limits on gathering sizes and defaulting to remote gatherings when possible
 - In High Risk posture: no gatherings of more than 10 people
 - In Elevated Risk posture: no gatherings of more than 25 people
 - In Guarded Risk posture: no gatherings of more than 250 people

Personnel Standards and Guidelines

These rules are established to help reduce the number of people on campus, while maintaining support for students' living and learning, and include such requirements as:

- All personnel should work from home, to the maximum extent possible, for the duration of the COVID-19 pandemic.
 - Every attempt should be made to minimize the number of individuals required to be on campus to support authorized activities.
 - Faculty and staff who are returning to on-campus work will be required to complete a mandatory training.
 - Supervisors should follow Office of Human Resources guidance when making accommodations for personnel.
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Instructions

Activity Area Plans should be considered to be public facing documents and thus should be written so as to be understandable to faculty, staff, students, and other relevant audiences.

Each Activity Area Plan must include (specific directions are in **RED**):

I. Overview

Please include:

1. Law
2. Amy J. Wildermuth
3. Amy J. Wildermuth
4. July 8, 2020
5. Revision of a previously approved Activity Area Plan? No.
6. A brief summary of the most critical pieces of your plan (a few bullet points).
Our key functions in our building, beyond basic operations, are instruction, which includes our clinical instruction, and research. In order to support those endeavors, it is critical to provide instruction space, student study space (our students spend approximately 3 times the amount of their class time studying), and library services. Our plan reflects a series of detailed time schedules for each of these areas that takes advantage of the large space and distances we are able to achieve in the Barco Law Building.
7. Law will commit to following the Healthcare Standards and Guidelines and the Personnel Standards and Guidelines

II. Functions in Each Operational Posture

Given the operational postures and the uniform standards and guidelines outlined in the introduction, describe how functions in your unit will be performed in each operational posture. Functions are specific to each activity area, and include items such as teaching, research, administrative operations, clinical operations, business operations, etc. Note that each activity area is required to adhere to the additional [standards and guidelines](#) that are relevant to its functions.

Describe what functions your activity area will perform in each of the three operational postures by operational posture, and include the following information for each function:

1. What is being done
2. How it is being done
3. The number of people/positions required on campus to complete the function in the given posture
4. Which campus buildings the required people/positions will occupy

The law school is a stand-alone entity. It has its own admissions, financial aid, career services, student services, registrar, and external relations units. Because law is a very traditional field, it is paper-document heavy and we must often provide seals and wet signatures on basic documents, including, but not limited to, bar certifications forms, character and fitness forms, transfer requests, employment verification, and student limited practice forms.

The Barco Law Building (Barco) has 6 floors. Most classrooms are on the ground floor and the first floor, each of which are approximately 30,000 square feet. The library, which includes significant study space for the students (see attached maps), and faculty offices share the space on the three top floors, and each are approximately 20,000 square feet. Administrative offices are on the second floor, which is about 15,000 square feet. We have very few shared office spaces; most staff and faculty are in private offices.

When considering numbers of faculty and students in various locations for both the elevated risk posture and the guarded risk posture, our rotating schedule allows for distancing based on our layouts. We have mapped every seat and office in the building, including classrooms and study areas in the library, and have measured the distance between them. We will assign permanent study seats to our students. The seats will not be shared and the assignments will not change during the semester. Our rotating schedule allows for at least six feet of distance between seats in all instances. The schedule times are staggered to evenly spread people out who are headed to higher floors, so that elevators and lobby areas will not become overcrowded.

In addition, the law school has a swipe card system that allows us to carefully monitor and restrict movement into and around the building. Our plan would be to have only essential personnel with swipe card access at high risk (i.e., the very limited swipe access at the end of March, and through April and May); designated swipe card access for reduced building hours of 8 am to 5 pm on weekdays at elevated risk (i.e., our current operational mode) and broader law school community swipe card access from 7 am to 10 pm Monday through Thursday; 7 am to 5 pm on Friday; and noon to 8 pm on Sunday (we will be closed on Saturday) at guarded risk. Undergraduate students taking classes in law school classrooms will be given swipe access to enter for the purpose of attending their class only.

Finally, much of our system depends on a rotating system that we develop in different areas using the maps of our faculty offices, our classrooms, and our library seating areas. We develop these in Excel with constraints on distance (see maps) and provide days, times, and locations for each individual. In order to protect privacy, we will post these Excel sheets on an internal site accessible to all law school community members.

All law students, staff, and faculty must watch a video training on how to navigate the law school before being permitted access to the law school. Any non-law student must watch our video training as well as a brief tour of the law school on their first visit so they will know how to navigate the law school.

Outline

1. High Risk Posture

- a. Basic mail, budget, personnel, IT, clinic, professional, and registrar operations (the only function to be performed on site in the high risk posture)
 - i. Based on our experience from this spring, we need basic intake and processing of mail, deliveries, and financial matters; printing and mailing of documents; essential clinical work that requires in-person handling of physical evidence and documents in a space that is dedicated for confidential storage of those items; and IT support.
 - ii. We need the following people for the basic functions around Barco: administrative services director (manages building issues), financial and business manager (manages all invoices and processing of checks for the law school and hard copy ERs), financial analyst (manages all invoices and processing of checks for the law library and maintains ERs); IT specialist (maintains network connections that allows remote work to occur; also manages equipment issues, including replacement and repair of IT equipment); librarian (processes all library materials, which includes a very high volume of books weekly); Document Technology Center (DTC) staff member (print and mail services to, among other things, ensure ADA accommodations are satisfied for students, staff, and faculty for both classwork and research, and ensure that we are responding to state bar requests that require stamps and wet signatures); clinic supervisor (to retrieve and manage evidence and documents that must be held in the confidential clinic space by our professional rules); dean
 - iii. 8, with only 3 required full time every day (dean, DTC staff member, administrative services director); others will be scheduled no more than twice per week to manage the physical materials in the building, unless the dean approves for extraordinary circumstances
 - iv. Barco

2. Elevated Risk Posture

- a. Administrative operations
 - i. Basic intake and processing of mail, deliveries, and financial matters; printing and mailing of needed documents

- ii. We need the following people for the basic functions around Barco: administrative services director, financial and business manager, financial analyst; IT specialist; DTC staff member
 - iii. 6, with those working from home when able (see above to fully understand the many required functions of the law school)
 - iv. Barco
- b. Clinic/incubator operations
 - i. Providing essential legal services such as finalizing and notarization of documents, and maintaining evidentiary and other confidential documents on a regular basis. Any meetings with students or clients that must be in person will be done in outside spaces such as the parking garage and our second floor patio.
 - ii. Rotating schedule of only Pitt faculty and staff (no students) with no more than 3 at any one time.
 - iii. 10
 - iv. Barco Floor 4
- c. Library functions
 - i. Basic research and library services
 - ii. We will have a team of no more than 5 at a time providing contactless library services. Requests for services will be distributed electronically to the librarian in each area and each library staff member will be charged with collecting the materials as requested and providing them to a central location for distribution by courier or mail. The librarians will be scheduled to maximize distance between their work spaces and collection areas.
 - iii. 14 librarians/library staff in the designated library space on 4
 - iv. Barco Floors 3, 4, and 5, with most work taking place in the designated library staff areas on 4; only collection of materials will be done on 3 and 5 when necessary
- d. Research operations
 - i. Allow researchers with special need for computing and other services within law school and law library as determined by the dean on the basis of a questionnaire.
 - ii. For those who demonstrate need, the schedule will be developed to permit faculty onsite for limited hours, which will ensure that there are limited number of faculty on each floor and will ensure they are distant from one another (e.g., office doors do not face one another) demonstrate need .
 - iii. No more than 15 faculty (no more than 8 per floor) in a single timeframe that the dean develops based on office location and available days and morning/afternoon time slots. This is monitored through swipe access to the floor and the dean's and the administrative services director's regular walks through the building to monitor each floor.
 - iv. Barco
- e. Instruction

- i. Consistent with Pitt instruction guidelines, provide in-classroom experiences for those activities that are not easily done virtually, which include practice-based classes in which physical position and physical presence are critical.
 - ii. Rotating schedule of faculty who satisfy the above requirements regarding instruction.
 - iii. No more than 100 faculty and students in a single timeframe, with no more than 25 in a single room, all in an appropriately sized room.
 - iv. Classrooms on Barco G, 1, 2, 4
 - f. Study spaces
 - i. Providing critical study spaces in Barco for our students
 - ii. Rotating schedule of students; each student with need is assigned to a permanent study space within Barco (like the current process for bar study in Barco), to be assisted and monitored by staff. Because our students must satisfy character and fitness to be admitted to the bar, we have far less flaunting of rules given the very serious consequences it would have for their ability to become a member of the bar.
 - iii. No more than 30 students in a single timeframe. Students qualify on the basis of a questionnaire that assesses their available study space and access to internet and are assigned to 15-person pods. Pods are designated for a 2- or 3-hour shift. Students are assigned to a single, permanent seat in the library, which will not be shared, and each shift will spread people out according to the physical distancing requirements of the Shared Spaces standard and guideline.
 - iv. Barco 3, 4, 5
 - g. Off-campus externships and experiences
 - i. Supporting students (approximately 10-20 per semester) who are engaged in experiences hosted by an off campus entity.
 - ii. Encourage remote work where possible. If in-person, follow university guidance to ensure that health and safety guidelines at the location are commensurate with those of the university.
 - iii. There is no need to have an on campus presence to support this.
 - iv. There is no need to have an on campus presence to support this.

3. Guarded Risk Posture

- a. Administrative operations
 - i. Basic intake and processing of mail, deliveries, and financial matters; printing and mailing of needed documents
 - ii. We need the following people for the basic functions around Barco: administrative services director, financial and business manager, financial analyst; IT specialist; DTC staff member
 - iii. 6, with those working from home when able (see above to fully understand the many required functions of the law school)
 - iv. Barco
- b. Clinic/incubator operations
 - i. Providing important legal services as well as legal training and supervision of students. Clients and other visitors will be met outside

- in the parking garage or outside on the second floor patio. Only where there is a demonstrated need, the clinic director or incubator director will seek approval from the dean to permit a visitor into the law school. Any visitor entering the building will be hosted and will be provided with the rules and requirements for entry and will follow all protocols while in the building.
- ii. Rotating schedule of Pitt faculty, staff, and students with no more than 5 at any one time.
 - iii. 40
 - iv. Barco Floor 4
- c. Library functions
- i. Library services provided with no contact as well as in-person at circulation desk, which is equipped with Plexiglas barrier, for law students, staff, and faculty.
 - ii. We will have a team of no more than 7 at a time. Requests for services will be distributed electronically to the librarian in each area and each library staff member will be charged with collecting the materials as requested and providing them to a central location for distribution by courier or mail. The librarians will be scheduled to maximize distance between their work spaces and collection areas.
 - iii. 20 librarians/library staff in the designated library space on 4
 - iv. Barco Floors 3, 4, and 5, with most work taking place in the designated library staff areas on 4; only collection of materials will be done on 3 and 5 when necessary
- d. Research operations
- i. Allow researchers to return, but strongly encourage anyone who can conduct research from home to do so. Faculty must fill out a questionnaire submitted to the dean regarding their need in order to return.
 - ii. For those permitted to return, a schedule will be developed to permit faculty onsite for limited hours, which will ensure that there are limited number of faculty on each floor and will ensure they are distant from one another (e.g., office doors do not face one another)
 - iii. No more than 20 faculty (no more than 10 per floor) in a single timeframe that the dean develops based on office location and available days and morning/afternoon time slots. This is monitored through swipe access to the floor and the dean's and the administrative services director's regular walks through the building to monitor each floor.
 - iv. Barco, 3 and 5
- e. Instruction
- i. Providing classroom experiences based on room limitations. For large and medium classes that are beyond our maximum capacity, lectures will be online and we have split the class into discussion sections for in-person experiences. For small classes, which is more than one third of our classes overall, we are conducting them mostly in-person with a remote option. Any guest lecturers/visitors to a class must be pre-

- approved by the dean, must read and agree to all protocols while in the building, and be hosted by the instructor for the entire time they are in the building.
 - ii. Rotating schedule of faculty and students based on our assigned class time grid and consistent with ABA requirements
 - iii. No more than 300 students and faculty in a single timeframe for classroom instruction, all in an appropriately-sized rooms
 - iv. Classrooms on Barco G, 1, 2, 4
 - f. Study spaces
 - i. Providing study spaces in Barco for our students
 - ii. Rotating schedule of students; each student is assigned to a permanent study space within Barco (like the current process for bar study in Barco), to be assisted and monitored by staff. Because our students must satisfy character and fitness to be admitted to the bar, we have far less flaunting of rules given the very serious consequences it would have for their ability to become a member of the bar.
 - iii. No more than 75 students in a single timeframe. Students qualify on the basis of a questionnaire that assesses their available study space and access to internet and are assigned to 15-person pods. Pods are designated for a 3- or 4-hour shift. Students are assigned to a single, permanent seat in the library, which will not be shared, and each shift will spread people out according to the physical distancing requirements of the Shared Spaces standard and guideline.
 - iv. Barco 3, 4, and 5
 - g. Off-campus externships and experiences
 - i. Supporting students (approximately 10-20 per semester) who are engaged in experiences hosted by an off campus entity.
 - ii. Encourage remote work where possible. If in-person, follow university guidance to ensure that health and safety guidelines at the location are commensurate with those of the university.
 - iii. There is no need to have an on campus presence to support this.
 - iv. There is no need to have an on campus presence to support this.

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

Please provide a summary of steps you plan to take when making any of the four potential shifts in posture, including how personnel will be notified of any changes and what changes in resource availability will occur.

We have crafted the notice below to inform the law school community by email and through social media of the change. In addition, we have created four different swipe access groups and rules based on the posture.

Dear Law School Community,

With Pitt's announcement to adjust the university's risk posture [downward/upward] to X, the law school will adopt the practices as announced in its Activity Area Plan consistent with X. That plan can be found at [link]. These practices will begin at [time, day].

Key changes include:

--Swipe access will change to [fill in].

--Our student study rotation in the library will now be [fill in—Pod schedule].

--Our classroom instruction schedule will now be [fill in].

--Our library services will now be [fill in].

--Our faculty research schedule will be [fill in].

Language when risk is increased:

Because we are moving to a posture in which fewer people will be physically present at the law school, please be sure to take everything you need to work from home with you.

When risk is reduced:

Although our risk posture has been reduced, it is important that we all continue to stay safe by practicing social distancing, wearing face coverings, washing your hands and workspaces frequently, and staying home when you are sick.

Very best regards,
Dean Amy

IV. Stakeholder Outreach

Please provide an overview of your activity area's key stakeholder groups and how you intend to engage and communicate with each of those groups in the course of executing this plan, particularly when preparing for a shift in operational posture.

We have already held two law school community meetings discussing the requirements of different postures and the general requirements for returns to Barco. The last session included breakout sessions at which people talked about the health and safety requirements for a return

and what they were most concerned about. We had another session on Thursday, July 9, at noon, to discuss the campus operating postures and our approach.

In addition, we have created rules and a video of tips and tricks that are specific to the return to Barco.

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 member of the Senior Leadership Team that oversees that area.**