

University of Pittsburgh | Activity Area Plan – University Club

I. Overview

1. **Name of Activity Area:** University Club
2. **Name of Activity Area Lead:** Adrienne Holmes, Director of Conference Services
3. **Name of individual submitting Activity Area Plan:** Adrienne Holmes
4. **Date of submission:** July 9, 2020
5. **Revision of a previously approved Activity Area Plan:** No
6. **Summary of Plan:** Explained in the plan below, staff will work to execute events and manage the restaurants and fitness facility at the University Club. Otherwise, staff will work from home during the COVID-19 Pandemic until further notice.
 - a. **Physical Distancing:** Staff will practice physical distancing by standing at least six feet away from each other
 - b. **Cleaning Protocols:** Staff will clean and disinfect all occupied spaces at the beginning and end of shifts, and will clean frequently-touched surfaces more frequently as needed, in accordance with the [University's Standards and Guidelines for Cleaning, Disinfection and Hygiene](#).
 - c. **Hand Sanitizer:** Hand sanitizer dispensers, touchless whenever possible, will be placed throughout the University Club
 - d. **Pandemic Safety Ambassador:** A Pandemic Safety Ambassador, who is tasked with monitoring the health, cleaning, planning, facilitation and social distancing measures for staff and each event, will be one of the staff members already present, and assigned and responsible for ensuring compliance with the [University's Standards and Guidelines for Cleaning, Disinfection and Hygiene](#).
 - e. **COVID-19 Training:** All employees will receive training on COVID-19 safety and sanitation protocols
 - f. **Face Coverings** Face Coverings will be worn by all employees and guests. These face coverings include any type of cloth or disposable material that covers the mouth and nose and can be safely secured in place (e.g., looped around ears or around the head) while in use.
7. I, **Adrienne Holmes**, on behalf of the **University Club** agree to commit to following the [University's Standards and Guidelines](#).

II. Functions in Each Operational Posture

Under all operational postures, the Supervisor will submit an email to the Vice Chancellor for Business and Operations requesting permission for employees to be on campus, and including the following information: dates, times, purpose, location of personnel, number of personnel. All employees must submit their Self-Attestation form before arriving on campus. Postures are subject to change by determination of the University's Senior Leadership Team.

1. High Risk Posture

a. Function 1

- i. **What:** Execution of Events (10 people or less including staff)
- ii. **How:** Staff on site for set up and execution of events
- iii. **Number of people/positions required on campus:** (2) Staff Members
(1) Event Manager/Catering Manager (1) Housekeeper
- iv. **Buildings:** University Club (various locations throughout)

b. Function 2

- i. **What:** Operation of Restaurant- Café 1923 only, Grab and Go options only in accordance with the [University's Standards and Guidelines on Food Services](#)
- ii. **How:** Staff on site for food prep and operation of Café 1923
- iii. **Number of people/positions required on campus:** (4) Staff Members: (1) Café Staff (2) Culinary Staff (1) Housekeeper
- iv. **Buildings:** University Club; Café 1923

c. Function 3

- i. **What:** Management of Fitness Facility (Fitness Facility Closed)
- ii. **How:** Virtual Classes Only- Staff on site to broadcast from gym facility
- iii. **Number of people/positions required on campus:** (3) Staff Members: (2) Fitness Instructors (1) Housekeeper
- iv. **Buildings:** University Club; Fitness Center

2. Elevated Risk Posture

a. Function 1

- i. **What:** Execution of Events (25 people or less, including staff)
- ii. **How:** Staff on site for set up, and execution of events
- iii. **Number of people/positions required on campus:** (2) Staff Members:
(1) Event Manager/Catering Manager (1) Housekeeper
- iv. **Buildings:** University Club; Various locations throughout

b. Function 2

- i. **What:** Operation of Restaurant- Café 1923 with the additional option to open the College Room, Grab and Go, take out options only in accordance with the [University's Standards and Guidelines on Food Services](#)
- ii. **How:** Staff on site for food prep and operation of Café 1923 and College Room
- iii. **Number of people/positions required on campus:** (9) Staff Members: (2) Café Staff (2) College Room Staff (4) Culinary Staff (1) Housekeeper
- iv. **Buildings:** University Club; Café 1923 and College Room

c. Function 3

- i. **What:** Management of Fitness Facility- Fitness Facility will open at 16 people or less to accommodate social distancing requirements including staff
- ii. **How:** Virtual and Onsite Instructions- Staff on site to broadcast from gym facility and instruct workout sessions. Group Fitness spaces limited to 4 people including staff to accommodate social distancing requirements
- iii. **Number of people/positions required on campus:** (4) Staff Members: (3) Fitness Instructors (1) Housekeeper
- iv. **Buildings:** University Club; Fitness Center

3. Guarded Risk Posture

a. Function 1

- i. **What:** Execution of Events (25 people or less, including staff)
- ii. **How:** Staff on site for set up, food prep and execution of events
- iii. **Number of people/positions required on campus:** (8) Staff Members: (1) Event Manager/Catering Manager (2) Catering Manager (1 Catering Supervisor (2) Housekeeper (2) Culinary Staff
- iv. **Buildings:** University Club; Various locations throughout

b. Function 2

- i. **What:** Operation of Restaurant- Dine-in services are available in Café 1923. College Room and Fraternity Grill may choose to open but only at 25 % Capacity including staff.
[University's Standards and Guidelines on Food Services](#)
- ii. **How:** Staff on site for food prep and operation of the café, College Room and Fraternity Grill.
 - a. Customer presence will be safely managed by staff to ensure
 - i. Capacity is not exceeded
 - ii. Physical Distancing is maintained
 - iii. Hygiene and face coverings and maintained
- iii. **Number of people/positions required on campus:** (9) Staff Members: (2) Café Staff (2) Fraternity Gill Staff (4) College Room Staff (4) Culinary Staff (1) Housekeeper
- iv. **Buildings:** University Club; Café 1923, College Room and Fraternity Grill

c. Function 3

- i. **What:** Management of Fitness Facility- Fitness Facility will open at 16 people or less to accommodate social distancing requirements including staff
- ii. **How:** Virtual and Onsite Instructions- Staff on site to broadcast from gym facility and instruct workout sessions. Group Fitness spaces

limited to 4 people including staff to accommodate social distancing requirements

- iii. **Number of people/positions required on campus:** (4) Staff
Members: (3) Fitness Instructors (1) Housekeeper
- iv. **Buildings:** University Club; Fitness Center

III. Transitions between Operational Postures

As conditions and guidance shift, 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 Posture
 - a. Ability to host events up to 25 people including staff
 - b. Increase in staff on site to support the University Club functions
 - c. Notify staff at least one week in advance of schedule change and need to report to campus or remote work options
 - a. Notification will take place via scheduling software, email, and staff meetings
 - d. Employees returning to work will complete training and comply with the University's Health and Personnel Standards and Guidelines
- 2. Shift from Elevated Risk Posture to Guarded Risk Posture
 - a. Ability to host events up to 25 people including staff
 - b. Increase in staff on site to support the University Club functions
 - c. In-house dining available for Café 1923 and College Room
 - d. Notify staff at least one week in advance of schedule change and need to report to campus or remote work options
 - a. Notification will take place via scheduling software, email, and staff meetings
 - e. Employees returning to work will complete training and comply with the University's Health and Personnel Standards and Guidelines

As risk levels increase:

- 3. Shift from Guarded Risk Posture to Elevated Risk Posture
 - a. Ability to host events up to 25 people including staff
 - b. Decrease in staff on site
 - c. In-house dining facilities will be closed to customers
 - d. Notify staff of immediate closures and adjustments of hours; remote work options implemented
 - a. Notification will take place via email, and staff meeting

- e. Notify University communications of updated operational hours and services
4. Shift from Elevated Risk Posture to High Risk Posture
 - a. Ability to host events up to 10 people including staff
 - b. Decrease in staff on site
 - c. Notify staff of immediate closures and adjustments of hours; remote work options implemented
 - a. Notification will take place via email, and staff meeting
 - d. Notify University communications of updated operational hours and services

IV. Stakeholder Outreach

The University Club key stakeholders include: University Club Members, University Faculty and Staff, External Clients.

1. University Club hours, Status of Operating Posture Transitions, and member amenities, will be communicated to all stakeholders through multiple channels including:
 - Signage
 - Website information
 - Read Green
 - Email
 - Social media
 - University shared communication websites and notifications
 - Phone
 - University Club Newsletter

V. Monitoring and Amendment

The Director of Conference Services, Adrienne Holmes is responsible for monitoring compliance with all plans and policies. Any revision to this plan will be reviewed and assessed by Matthew Sterne, Vice Chancellor for Business Operations, and approved by the Senior Vice Chancellor for Business and Operations.