

# School of Social Work Activity Area Plan

## Overview

### Activity Area:

School of Social Work, RC26

- Cathedral of Learning, floors 20-23
- Excludes the Child Welfare Training Program in Mechanicsburg, PA

### Lead:

Dean Elizabeth M.Z. Farmer & Megan M. Soltesz, Director of Administration

### Report Author:

Megan M. Soltesz, Director of Administration

### Revision:

Version 1 (original)

### Date:

August 5, 2020

### Summary:

With limited exceptions highlighted below, personnel within the School of Social Work will work from home during the duration of the COVID-19 pandemic during *high risk* and *elevated* postures; and will resume limited occupation during the *guarded* risk posture, dependent upon building restrictions.

<b>High-Risk Posture</b>	<b>Elevated Risk Posture</b>	<b>Guarded Risk Posture</b>
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.

### Confirmation:

The School of Social Work will adhere to all University’s guidelines for operations and student engagement. The following guidelines are specifically applicable to the School of Social Work activities and are referenced throughout this document.

1. Healthcare Standards and Guidelines <https://www.policy.pitt.edu/university-policies-and-procedures/covid-19-standards-and-guidelines>
2. Cleaning, Disinfection and Hygiene. <https://www.policy.pitt.edu/sites/default/files/covid/Cleaning%20Disinfection%20Hygiene%20FINAL.pdf>

3. Personnel: Accommodations, Shared Space, and Daily Protocol.  
<https://www.policy.pitt.edu/sites/default/files/covid/Accommodations%20Standards%26Guidelines%20FINAL.pdf>
4. Academic Student Support  
[https://www.policy.pitt.edu/sites/default/files/covid/Academic%20Student%20Support\\_Final.pdf](https://www.policy.pitt.edu/sites/default/files/covid/Academic%20Student%20Support_Final.pdf)
5. Instruction  
<https://www.policy.pitt.edu/sites/default/files/covid/Instruction%20SG%20FINAL.pdf>
6. Off Campus Academic Experiences  
<https://www.policy.pitt.edu/sites/default/files/covid/Off-campus%20Academic%20Experiences%20FINAL.pdf>

#### Social Work Employees Will:

- Wear face coverings in the presence of any other individual, and as they enter and leave buildings
- Adhere to all physical distancing, safety, and hygiene signage
- Use physical barriers or maintain six feet of physical distance while engaging with others
- Clean their personal and office spaces at the beginning and end of work periods
- Clean any shared space after occupation or use (work room, supply room, kitchenette).
- Complete mandatory training and adhere to internal protocols regarding health attestation.
- Limit gatherings sizes and default to remote gathering 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
- All Social Work personnel will work from home, to the maximum extent possible, for the duration of the COVID-19 pandemic.
- Every attempt will be made to minimize the number of individuals required to be on campus to support authorized activities.
- Supervisors will follow Office of Human Resources guidance when making accommodations for personnel.

### School of Social Work Functions

The following list is a summary of the key activities (functions) conducted by the School of Social Work, main campus.

**A description on how each function will be performed in each operational posture is outlined in Section II, “Functions in Each Operational Posture” on page 4.**

1. Student Instruction
2. Student Advising (Academic and Field)
3. Field Education (practicum)
4. Academic and Student Support Services
5. Student Activities
6. Business and Administrative Services
7. Meetings, Events, and Continuing Education
8. Faculty research and scholarship
  - a. There is no clinical or lab-based research activities within the School of Social Work, Cathedral of Learning.

## 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. The School of Social Work will communicate these changes to our key stakeholders

### As risk levels decline:

1. Shift from High Risk Posture to Elevated Risk Posture.
  - a. The majority of functions will continue to be conducted remotely, with the following exceptions.
    - i. Course instruction. In-person instruction may be considered if there is substantial benefit to the instruction. Approval by the Dean is required. It is recommended that the majority of course instruction continue to be conducted remotely when possible.
    - ii. Academic and Field Advising. In-person advising may resume on a limited basis with pre-approval by the Dean. It is recommended that the majority of advising activities continue to be conducted remotely.
    - iii. Community-based Research. In-person engagement with participants and partners may resume in limited circumstances. Pre-approval by the Associate Dean for Research or Dean is required.
2. Shift from Elevated Risk Posture to Guarded Risk Posture
  - a. All functions will resume limited and modified in-person engagement so that we may provide some level of traditional engagement with students and community partners, while also maintaining low occupancy of faculty and staff on campus.

### As risk levels increase:

3. Shift from Guarded Risk Posture to Elevated Risk Posture
  - a. All functions will transition to exclusively remote engagement, with the following exceptions:
    - i. Course instruction. Course instruction will be conducted remotely when possible. In-person classes may be considered if there is substantial benefit to the instruction. Approval by the Dean is required
    - ii. Academic and Field Advising. The majority of advising activities should transition to remote engagement. In-person advising may continue on a limited basis with pre-approval by the Dean.
    - iii. Community-based Research. In-person engagement with participants and partners should transition to remote engagement when possible. Any in-person engagement will require pre-approval by the Associate Dean for Research or Dean.
4. Shift from Elevated Risk Posture to High Risk Posture
  - a. All functions will be conducted remotely. Clinical field placements may continue in-person if they adhere to University guidelines and have the approval of the Dean.

## Stakeholder Outreach

1. The Dean will communicate the change in posture to all Social Work employees and students through email, SharePoint, Web posting, and weekly electronic newsletter. The announcement will include key operational changes for each function from one posture to another, as outlined in this document.
2. A change in posture and impact on community-based practicums will be communicated to all field agencies, supervisors, and students by the Director of Field Education. This information will also be in the Dean's announcement.
3. A change in posture and potential impact on continuing education programming will be communicated by the Director of Professional Education to all constituents within our continuing education database. This will be completed through constant contact and web posting.
4. The School of Social Work has identified, Ms. Megan Soltesz and Dr. Marybeth Rauktis as the School's "Pandemic Safety Officers". Any questions or concerns regarding protocols, policies, and actions should be addressed to:
  - Megan Soltesz: [mms34@pitt.edu](mailto:mms34@pitt.edu)
  - Marybeth Rauktis: [mar104@pitt.edu](mailto:mar104@pitt.edu)

## 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 Provost and Senior Vice Chancellor.

Section II – "Functions in Each Operational Posture" Begins on the Following Page

## Section II – Functions in Each Operational Posture.

Function/Service		High Risk Posture	Elevated Risk Posture	Guarded Risk Posture
<b>Course Instruction</b>	What is being done	Course Instruction	Course Instruction	Course instruction
	How it is being done (IT and document requirements etc.)	All classes are offered remotely and are a mix of synchronous and asynchronous activities. No in-person classes will be held.	All classes are offered remotely and are a mix of synchronous and asynchronous activities.  Classes can be held in-person where there is substantial benefit to the instruction of that class, and the total attendance does not exceed 25. In-person instruction must be pre-approved by the Dean. The internal protocol for pre-approval is maintained on the SSW SharePoint site.  Vulnerable faculty and students will be accommodated when in-person instruction is not possible or recommended.  The daily protocol for on-campus work will be posted on SSW SharePoint and Website. The daily protocol includes: *health, safety, and cleaning guidelines * training requirements *access protocol  The Director of Administration will monitor training and access compliance	Social Work classes will provide in-person engagement opportunities to the extent possible, in addition to remote synchronous and asynchronous activities.  Vulnerable faculty and students will be accommodated when in-person instruction is not possible or recommended.  The daily protocol for on-campus work will be posted on SSW SharePoint and Website. The daily protocol includes: *health, safety, and cleaning guidelines * training requirements *access protocol  The Director of Administration will monitor training and access compliance
	Number of people/positions	0	Will vary	Will vary, up to 20 employees per day.
	Space and buildings	Not applicable	Not applicable	Cathedral of Learning, floors 20-23, faculty offices.
Function/Service		High Risk Posture	Elevated Risk Posture	Guarded Risk Posture
<b>Student Academic and Field Advising</b>	What is being done	Review of student course schedule, oversight of student progress, assistance with academic and	Review of student course schedule, oversight of student progress, assistance with academic and	Review of student course schedule, oversight of student progress, assistance with academic and field

		field program obstacles and concerns, career advising, and exploration of practice concentration and field option.	field program obstacles and concerns, career advising, and exploration of practice concentration and field option.	program obstacles and concerns, career advising, and exploration of practice concentration and field option.
How it is being done (IT and document requirements etc.) Number of people/positions required on campus	All student academic and field advising will be conducted remotely through Zoom or other teleconferencing platform.	It is recommended that academic and field advising be conducted remotely through Zoom or other teleconferencing platform.  In person meetings will be permitted if the Cathedral floors 20-23 are cleared for occupancy.  Vulnerable faculty and students will be accommodated when in-person advising is not possible or recommended.  Daily protocol for on-campus and in-person work will be posted on SSW SharePoint and Website  Occupancy signage will be placed in all conference rooms. Faculty offices will be limited to one student.  <u>Requirements</u>  1. Meetings must be held in spaces that allow for proper distancing (six feet) and are equipped with required hygiene and cleaning products.  2. Appointments will be required to avoid congregation.	It is recommended that academic and field advising be conducted remotely through Zoom or other teleconferencing platform.  In person meetings will be permitted if the Cathedral floors 20-23 are cleared for occupancy.  Vulnerable faculty and students will be accommodated when in-person advising is not possible or recommended.  Daily protocol for on-campus and in-person work will be posted on SSW SharePoint and Website  Occupancy signage will be placed in all conference rooms. Faculty offices will be limited to one student.  <u>Requirements</u>  1. Meetings must be held in spaces that allow for proper distancing (six feet) and are equipped with required hygiene and cleaning products.  2. Appointments will be required to avoid congregation.	Student advising may be conducted in-person or remotely.  In person meetings will be permitted if the Cathedral floors 20-23 are cleared for occupancy  Vulnerable faculty and students will be accommodated when in-person advising is not possible or recommended.  Daily protocol for on-campus and in-person work will be posted on SSW SharePoint and Website  Occupancy signage will be placed in all conference rooms. Faculty offices will be limited to one student.  <u>Requirements</u>  1. Meetings must be held in spaces that allow for proper distancing (six feet), and are equipped with required hygiene and cleaning products  2. Appointments will be required to avoid congregation
Number of people/positions	0	< 20, Faculty and Adjunct Advisors	< 20, Faculty and Adjunct Advisors	<2 0, Faculty and Adjunct Advisors
Space and buildings involved/required access	Not applicable	Cathedral of Learning, floors 20-23, faculty offices and conference rooms.	Cathedral of Learning, floors 20-23, faculty offices and conference rooms.	Cathedral of Learning, floors 20-23, faculty offices and conference rooms.

Function/Service		High Risk Posture	Elevated Risk Posture	Guarded Risk Posture
Field Education	What is being done	SSW field practicum (clinical). Off-campus, community-based training, required by curriculum.	SSW field practicum (clinical). Off-campus, community-based training, required by curriculum.	SSW field practicum (clinical). Off-campus, community-based training, required by curriculum.
	How it is being done (IT and document requirements etc.) Number of people/positions required on campus	<p>Pitt SSW will confirm that the host agency has health and safety guidelines that are equal to or more conservative than University Health Standards and Guidelines. This will be accomplished through an agency survey and attestation</p> <p>Option 1: Agency requires in-person participation, and the student agrees to in-person participation. <i>Approval by the Dean is required. Agencies with more relaxed standards will not be approved for this placement option.</i></p> <p>Option 2: Student prefers a remote option, and the agency provides an appropriate remote training opportunity. This is the preferred option for “high-risk” posture.</p> <p>Option 3: Student prefers remote option, and the agency cannot provide an appropriate remote work experience, the School of Social Work will provide a supplementary training option</p>	<p>Pitt SSW will confirm that the host agency has health and safety guidelines that are equal to or more conservative than University Health Standards and Guidelines. This will be accomplished through an agency survey and attestation.</p> <p>Option 1: Agency requires in-person participation, and the student agrees to in-person participation. <i>If the agency’s health and safety guidelines are more relaxed than University standards, approval by the Dean is required.</i></p> <p>Option 2: Student prefers a remote option, and the agency provides an appropriate remote training opportunity</p> <p>Option 3: Student prefers remote option, and the agency cannot provide an appropriate remote work experience, the School of Social Work will provide a supplementary training option</p>	<p>Pitt SSW will confirm that the host agency has health and safety guidelines that are equal to or more conservative than University Health Standards and Guidelines. This will be accomplished through an agency survey and attestation.</p> <p>Option 1: Agency requires in-person participation, and the student agrees to in-person participation. <i>If the agency’s health and safety guidelines are more relaxed than University standards, approval by the Dean is required.</i></p> <p>Option 2: Student prefers a remote option, and the agency provides an appropriate remote training opportunity</p> <p>Option 3: Student prefers remote option, and the agency cannot provide an appropriate remote work experience, the School of Social Work will provide a supplementary training option</p>
	Space and buildings	Not applicable – Community based	Not applicable – Community based	Not applicable – Community based
	Transition between postures	The Director of Field Education will communicate to all students and agencies regarding changes in postures, and necessary adjustments.	The Director of Field Education will communicate to all students and agencies regarding changes in postures, and necessary adjustments.	The Director of Field Education will communicate to all students and agencies regarding changes in postures, and necessary adjustments.

Function/Service		High Risk Posture	Elevated Risk Posture	Guarded Risk Posture
Academic and Student Services Support	What is being done	Student recruitment and matriculation, student registration, course scheduling, graduation certification, ombudsperson supports, and academic program administration (grades, probation, leave of absence, adjunct and faculty support).	Student recruitment and matriculation, student registration, course scheduling, graduation certification, ombudsperson supports, and academic program administration (grades, probation, leave of absence, adjunct and faculty support).	Student recruitment and matriculation, student registration, course scheduling, graduation certification, ombudsperson supports, and academic program administration (grades, probation, leave of absence, adjunct and faculty support).
	How it is being done (IT and document requirements etc.)	<p>All employees will work remotely, providing student and faculty support through zoom, Microsoft teams, or other teleconferencing platform.</p> <p>One person per week may require campus access to review mail, scan transcripts and other documents, and to update physical files.</p> <p>Permission for access will be managed by the Director of Administration in cooperation with facilities management.</p> <p>Daily protocol for on-campus work will be posted on SSW SharePoint and Website (including process for daily attestation)</p>	<p>All employees will work remotely, providing student and faculty support through zoom, Microsoft teams or other teleconferencing platform.</p> <p>One person per week may require campus access to review mail, scan transcripts and other documents, and to update physical files.</p> <p>Permission for access will be managed by the Director of Administration in cooperation with facilities management.</p> <p>Daily protocol for on-campus work will be posted on SSW SharePoint and Website (including process for daily attestation)</p>	<p>The student services center will resume on-site operations for modified posted hours. Staff schedules will be coordinated to support in-person service, while maintaining low occupancy posture.</p> <p>Healthcare and cleaning guidelines will be posted; internal compliance management will be overseen by the Associate Dean.</p> <p>The existing space supports proper distancing between employees. Plexi-glass barriers must be installed at desk counter before in-person supports can be resumed.</p> <p>Accommodation will be made for vulnerable employees, per University guidelines.</p>
	Number of people/positions	One person, one day a week	One person, one day a week	Variable, 2-6 individuals per day.
	Space and buildings	2101 Cathedral of Learning	2101 Cathedral of Learning	2101 Cathedral of Learning
	This space is purposely left blank. Continue to the next page.	This space is purposely left blank. Continue to the next page.	This space is purposely left blank. Continue to the next page.	This space is purposely left blank. Continue to the next page.



Function/Service		High Risk Posture	Elevated Risk Posture	Guarded Risk Posture
Student Activities	What is being done	Student group meetings and events - including orientation, information sessions, and PhD research breaks.	Student group meetings and events - including orientation, information sessions, and PhD research breaks.	Student group meetings and events - including orientation, information sessions, and PhD research breaks.
	How it is being done (IT and document requirements etc.)	No in-person meetings or gatherings will be coordinated or hosted by the School of Social Work.  All events will be organized for remote participation only.	No in-person meetings or gatherings will be coordinated or hosted by the School of Social Work.  All events will be organized for remote participation only.	Student group meetings and events may resume if the Cathedral is cleared for occupancy.  All activities will require pre-approval by the Director of Administration and/or Dean. Approval procedures will be posted on the School's website and SharePoint site.  Participation will be limited to the allowable capacity for the identified location, not to exceed 250 people, per University guidelines.  Events must be held in a space with posted health and safety guidelines, and occupancy approval.  Student activities will require a faculty or staff sponsor who will distribute health, safety, and cleaning guidelines and ensure compliance.
	Number of people/positions required on campus	0	0	< 250 participants, per University guidelines.
	Space and buildings involved/required access	Not applicable	Not applicable	Variable. Cathedral offices and conference rooms will be limited to safe capacity.
	This space is purposely left blank. Continue to the next page.	This space is purposely left blank. Continue to the next page.	This space is purposely left blank. Continue to the next page.	This space is purposely left blank. Continue to the next page.

Function/Service		High Risk Posture	Elevated Risk Posture	Guarded Risk Posture
Business and Administrative Services	What is being done	Supply management, computer maintenance, research administration, review and distribution of mail, facility management	Supply management, computer maintenance, research administration, review and distribution of mail, facility management	Supply management, computer maintenance, research administration, review and distribution of mail, facility management
	How it is being done (IT and document requirements etc.)	<p>On-site, physical handling of supplies and equipment will be extremely limited, and will be accommodated on an as needed basis</p> <p>Daily protocol for on-campus work will be posted on SSW SharePoint and Website</p> <p>Access and compliance will be managed by the Director of Administration.</p>	<p>On-site, physical handling of supplies and equipment will be extremely limited, and will be accommodated on an as needed basis</p> <p>Daily protocol for on-campus work will be posted on SSW SharePoint and Website</p> <p>Access and compliance will be managed by the Director of Administration</p>	<p>General business operations and supports will resume on-site for modified posted hours. Staff schedules will be coordinated to support in-person service while maintaining low occupancy posture. O</p> <p>Healthcare and cleaning guidelines will be posted; internal compliance management will be overseen by the Director of Administration</p> <p>The existing space supports proper distancing between employees. Safe distance markers will need to be installed to accommodate students and visitors.</p> <p>Accommodation will be made for vulnerable employees, per University guidelines.</p>
	Number of people/positions required on campus	1 person per week	1 person per week	Employees within the Office of the Dean will return to work with a hybrid schedule that will support office access and service, 2-4 people a day
	Space and buildings involved/required	2117 CL and 2002 CL	2117 CL and 2002 CL	2117 CL and 2002 CL
	This space is purposely left blank. Continue to the next page.	This space is purposely left blank. Continue to the next page.	This space is purposely left blank. Continue to the next page.	This space is purposely left blank. Continue to the next page.

Function/Service		High Risk Posture	Elevated Risk Posture	Guarded Risk Posture
Meetings, Events, and Continuing Education	What is being done	Gathering of students, faculty, staff and community partners for special programming and events, including continuing education workshops.	Gathering of students, faculty, staff and community partners for special programming and events, including continuing education workshops.	Gathering of students, faculty, staff and community partners for special programming and events, including continuing education workshops.
	How it is being done (IT and document requirements etc.)	No in-person gathering, or events will be conducted. All events and programming will be delivered through a distant learning/participation platform.	No in-person gathering, or events will be conducted. All events and programming will be delivered through a distant learning/participation platform.	Some group meetings, events and workshops may resume if the Cathedral is cleared for occupancy.  All activities will require pre-approval by the Dean and Director of Administration. Approval procedures will be posted on the School's website and SharePoint site.  Participation will be limited to the allowable capacity for the identified location, not to exceed 250 people, per University guidelines.  Events must be held in a space with posted health and safety guidelines, and occupancy approval.  All events will require a faculty or staff sponsor who will distribute health, safety, and cleaning guidelines and ensure compliance.
	Number of people/positions required on campus	0	0	< 75 faculty, staff, students, community partners.
	Space and buildings involved/required access	Not applicable	Not applicable	Cathedral of Learning Conference Room: 2017 and 2217
	This space is purposely left blank. Continue to the next page.	This space is purposely left blank. Continue to the next page.	This space is purposely left blank. Continue to the next page.	This space is purposely left blank. Continue to the next page.

Function/Service		High Risk Posture	Elevated Risk Posture	Guarded Risk Posture
Faculty Research and Scholarship	What is being done	The School of Social Work does not conduct any clinical or lab research with the School's physical space, floors 20-23 Cathedral of Learning.	Gathering of students, faculty, staff and community partners for special programming and events, including continuing education workshops.	Gathering of students, faculty, staff and community partners for special programming and events, including continuing education workshops.
	How it is being done (IT and document requirements etc.)	<p>1. Clinical research is conducted in collaboration with WPIC within School of Medicine locations; all clinical based research will follow the protocols set forth by the School of Medicine, Department of Psychiatry.</p> <p>2. Community-based research often includes engagement with participants and collaboration with external partners.</p> <p>No in-person engagement will occur during high-risk posture. All collaborations and engagement will be done remotely through zoom or other teleconferencing platform.</p> <p>3. Faculty scholarship and analysis that does not engage participants will be conducted remotely. Building access required for restricted data that is not available through cloud-based file storage or VPN log-in will be considered. Access will be reviewed and approved by the Director of Administration or Associate Dean for Research.</p>	<p>1. Clinical research is conducted in collaboration with WPIC within School of Medicine locations; all clinical based research will follow the protocols set forth by the School of Medicine, Department of Psychiatry.</p> <p>2. Community based research often includes engagement with participants and collaboration with external partners.</p> <p>Internal guidance strongly encourages remote based engagement only during elevated risk posture.</p> <p>All in-person engagement must be reviewed and approved by the Associate Dean for Research and/or Dean.</p> <p>Health and Safety guidance of community partners must meet or exceed university standards. If partner guidelines are less restrictive than the University standard, approval by the Dean is required before any in-person engagement can continue.</p> <p>The principal investigator will be responsible for distributing and ensuring compliance</p>	<p>1. Clinical research is conducted in collaboration with WPIC within School of Medicine locations; all clinical based research will follow the protocols set forth by the School of Medicine, Department of Psychiatry.</p> <p>2. Community based research often includes engagement with participants and collaboration with external partners.</p> <p>In-person engagement may resume during guarded risk posture.</p> <p>All engagement must be reviewed and approved by the Associate Dean for Research and/or Dean.</p> <p>Health and Safety guidance of community partners must meet or exceed university standards. If partner guidelines are less restrictive than the University standard, approval by the Dean is required before any in-person engagement can continue.</p> <p>The principal investigator will be responsible for distributing and ensuring compliance with all health, safety, and cleaning protocols.</p>

			<p>with all health, safety, mobility and cleaning protocols.</p> <p>Accommodation for vulnerable research employees will be made, per university guidelines.</p> <p>3. Faculty scholarship and analysis that does not engage participants will be conducted remotely. Building access required for restricted data that is not available through cloud-based file storage or VPN log-in will be considered. Access will be reviewed and approved by the Director of Administration or Associate Dean for Research.</p>	<p>Accommodation for vulnerable research employees will be made, per university guidelines.</p> <p>3. Faculty scholarship and analysis that does not engage participants will be conducted remotely. Building access required for restricted data that is not available through cloud-based file storage or VPN log-in will be considered. Access will be reviewed and approved by the Director of Administration or Associate Dean for Research.</p>
	Number of people/positions required on campus	Not Applicable	Not applicable	Not applicable
	Space and buildings involved/required access	Not applicable	Not applicable	Not applicable
	This space is purposely left blank. Continue to the next page.	This space is purposely left blank. Continue to the next page.	This space is purposely left blank. Continue to the next page.	This space is purposely left blank. Continue to the next page.

END OF DOCUMENT