



University of Pittsburgh COVID-19 Standards and Guidelines: On-Campus and Remote Work

I. Purpose

This document details the University of Pittsburgh's (University) Standards and Guidelines on Remote Work. These Standards and Guidelines are applied to each of the University's COVID-19 operational postures (High Risk, Elevated Risk and Guarded Risk). More information on these operational postures and their gating criteria can be accessed at the following website: <https://www.coronavirus.pitt.edu/operational-postures>.

The Standards and Guidelines outlined below are subject to change as deemed necessary by the Vice Chancellor for Human Resources recommendation to the Senior Leadership Team and approval of the chancellor. Communication about the University's current Standards and Guidelines will be announced and posted on the following website: <https://coronavirus.pitt.edu/>.

The University will always operate in compliance with federal, state and local health standards and restrictions, including [Pennsylvania Department of Health guidance](#). The University reserves the right to implement additional health standards and restrictions that reflect the needs of the University and the health, safety and well-being of its community.

As conditions and circumstances change, this set of Standards and Guidelines may need to be revised.

II. Scope

The Standards and Guidelines below apply to all employees (as defined below) on all campuses of the University.

The Standards and Guidelines regarding Remote Work will remain the same for each of the University's Operational Postures.

III. Definitions

- A. **Activity Area Plan:** The operating plan designed for each distinct area of activity for the University of Pittsburgh, as denoted in the [Resilience Framework](#), that details how the activity area will conduct its functions during COVID-19 under the University's three [operational postures](#). Each Activity Area Plan is approved by the member of the Senior Leadership Team responsible for that activity area.

- B. **Employee:** Refers to all full- and part-time faculty, staff, and fellows on all campuses.

IV. Basic Principles for Remote vs. On-Campus Work

Without regards to the requirements of the University's [remote work policy](#), employees are encouraged to continue to work remotely, to the maximum extent possible regardless of operational posture, until the University declares it has resumed normal operations. During all operational postures in the pandemic response, the requirements and restrictions of the above referenced policy are suspended.

However, it will be necessary for some employees to work on campus to support those activities that are authorized to take place on campus during the different operational postures. For more detail regarding which activities are authorized to take place on campus during each operational posture, see Appendix A.

Supervisors, department chairs and deans are permitted to allow those employees who work in an area for which campus activity is authorized to work on campus when necessary to provide an adequate level of support for that activity. In doing so, supervisors, department chairs and deans will seek to limit both the number of days any employee needs to be on campus and the number of persons on campus at any given time. An employee can request to be on campus for a period beyond that needed if they are able to demonstrate a compelling need to do so.

All employees who are requested to return to work on campus will be given at least one-week notice.

V. Documenting Remote and On-Campus Work Plans

Each unit's decisions regarding which functions will continue to be performed remotely and which functions must be performed on-campus, as well as the minimum number of employees required to be on campus to perform that function, will be documented in the unit's Activity Area Plan. Activity Area Plans will be posted at <https://www.coronavirus.pitt.edu/return-campus/activity-area-plans>.

VI. Process and Justification for Requesting Continued Remote Work

If an employee who has been identified to work on campus has personal circumstances that make their return to campus problematic, the individual may request to continue working remotely. Such requests should be made to the employee's supervisor, department chair or dean. See the [Personnel Standards and Guidelines for Accommodations and Adjusted Work Norms under COVID-19](#).

VII. Privacy Considerations for Remote Work

As detailed in each unit's Activity Area Plan, employees who engage in remote work must take appropriate steps to ensure that confidential and private information is safeguarded. To meet

both security and privacy obligations associated with remote work, employees should ensure that they: (1) have access and use of a wired ethernet connection or an encrypted wireless router; (2) have changed default passwords for wireless routers to a strong password; (3) understand the security obligations and potential loss of privacy associated with use of a personal device to conduct University business; (4) only download sensitive data such as personally identifiable information (PII), personal health information (PHI), and high value intellectual property on Pitt owned devices that are managed and configured by Pitt IT or a departmental IT; (5) encrypt all sensitive information during storage and electronic transmission; and (6) if printing sensitive information follow secure handling and destruction processes, which includes at a minimum storing all paper in a separate container and nightly destruction of all paper using a cross-cut shredder or similar procedure. Employees should not permit friends or family to use any Pitt owned devices and should disconnect from the University's network when daily remote work is complete. For more information please see <https://www.technology.pitt.edu/remote-it-resources> or contact the Pitt IT Help Desk.

VIII. Related Authorities, Guidance and Resources

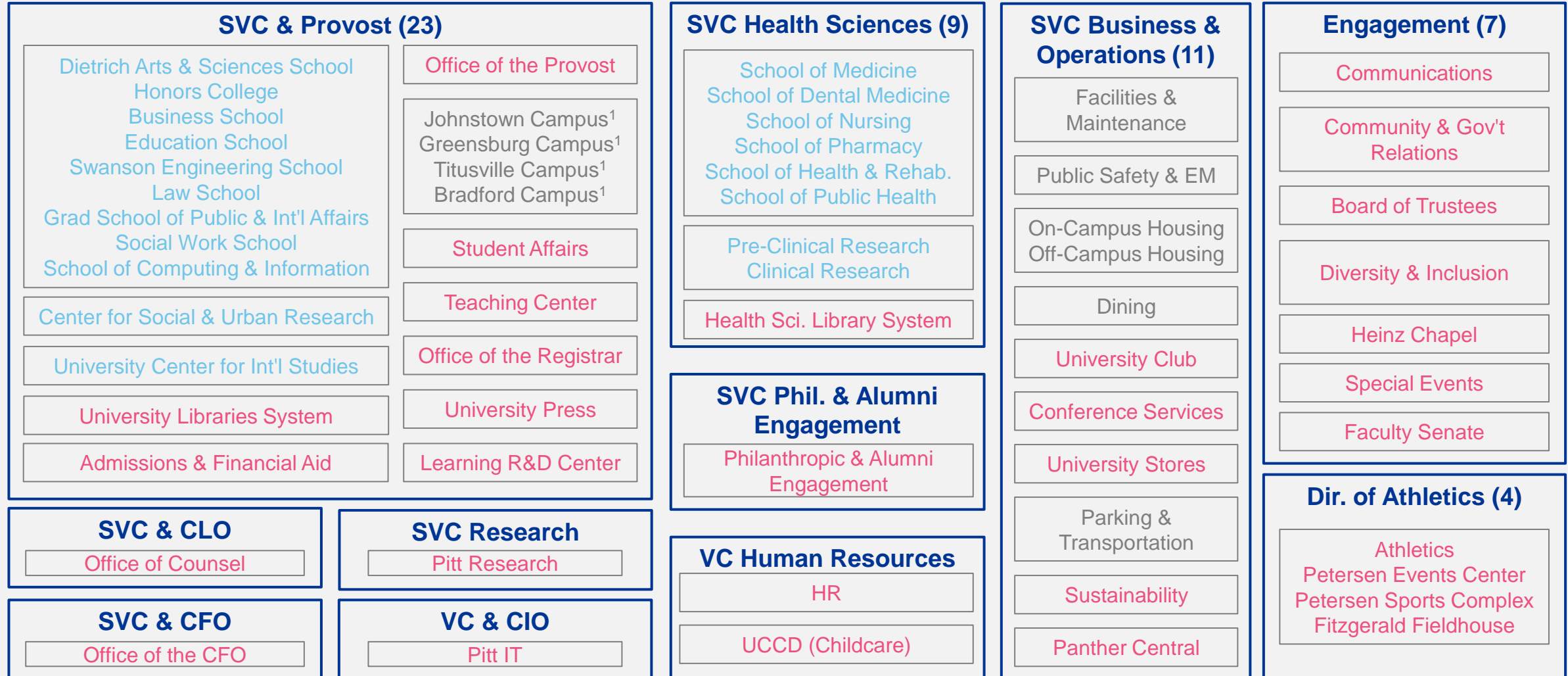
[Centers for Disease Control and Prevention \(CDC\) Guidance: Face Coverings](#)
[Pennsylvania Department of Health COVID-19 guidance](#)
[Process to Reopen Pennsylvania](#)
[University's COVID-19 Operational Postures and Gating Criteria](#)
[University's Standards and Guidelines](#)

IX. Contact Information and Public Accessibility

This document is posted on the University of Pittsburgh COVID-19 Standards and Guidelines website and can be found at: <https://www.policy.pitt.edu/university-policies-and-procedures/covid-19-standards-and-guidelines>. For questions related to this document, please contact: Resilience Steering Committee at ResilienceSteeringCommittee@pitt.edu.

Appendix A – Authorized On-Campus Activity by Operational Posture

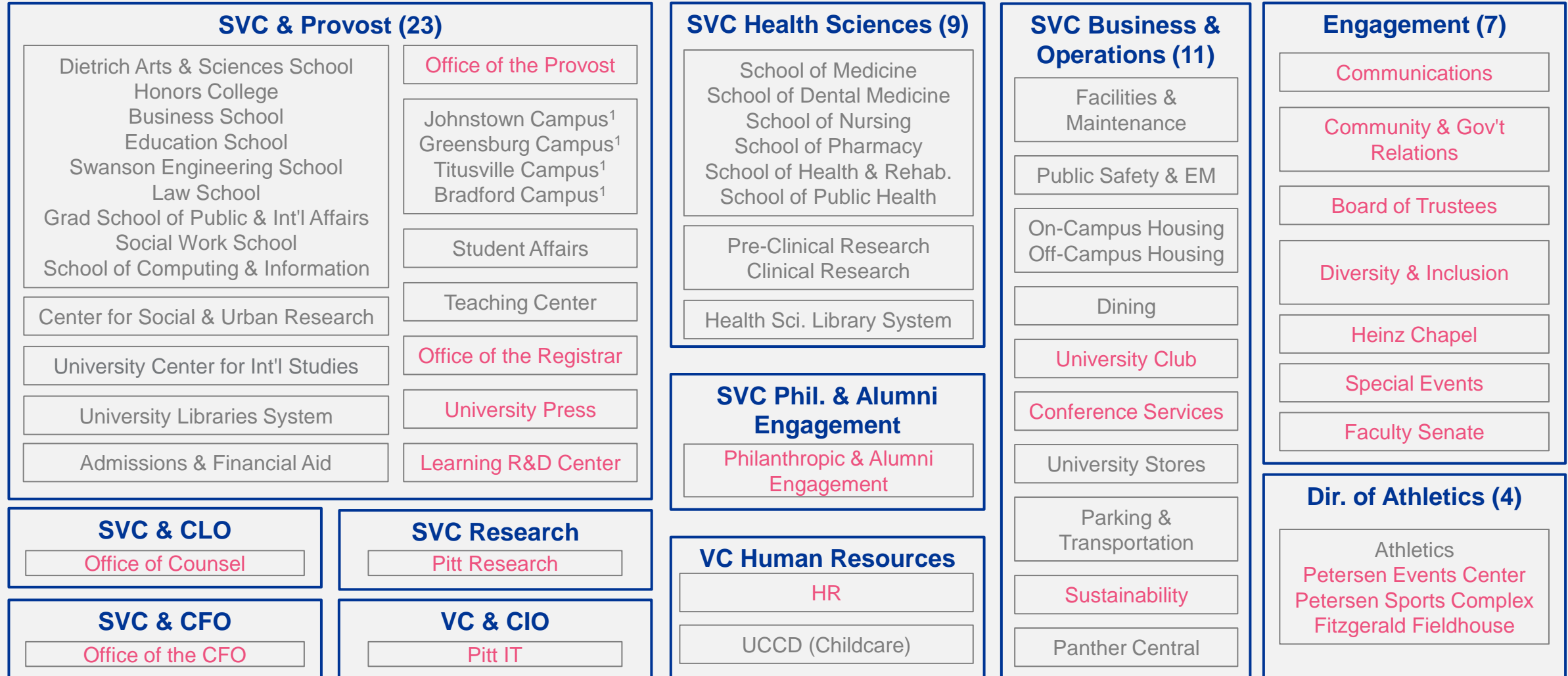
SLT-approved campus eligibility by activity area: "High" posture



1. Other campus protocols may be determined separately based on relative level of health risk

2. Some exceptions for "not campus eligible" activity areas may be made for functions that must be performed in-person; those functions should be documented in the approved Activity Area Plan

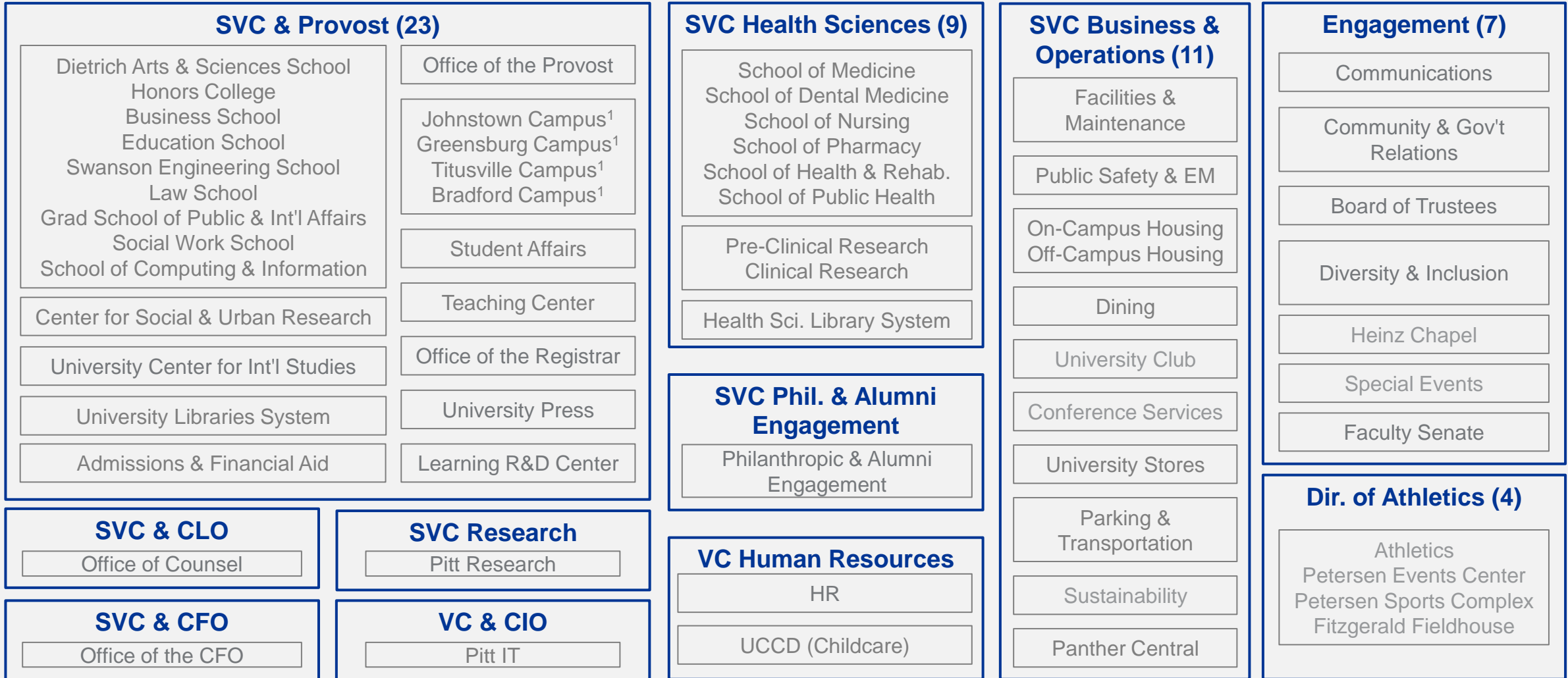
SLT-approved campus eligibility by activity area: "Elevated" Posture



1. Other campus protocols may be determined separately based on relative level of health risk

2. Some exceptions for "not campus eligible" activity areas may be made for functions that must be performed in-person; those functions should be documented in the approved Activity Area Plan

SLT-approved campus eligibility by activity area: "Guarded" Posture



1. Other campus protocols may be determined separately based on relative level of health risk