

# Training for Employees on COVID-19 Response



**The materials contained within this training are subject to change based on University, public health and/or government guidance.**

Last updated: December 2021

# Agenda

- What is the purpose of this training?
- What is COVID-19?
- What is Pitt doing about COVID-19?
- What should I do to keep myself and others safe?
- What requirements must I abide by to work on campus during the pandemic?



# What is the purpose of this training?

This training outlines the University of Pittsburgh's guidance for employees throughout the COVID-19 pandemic. We are committed to protecting public health, and those who are working, studying, and researching in support of the University's core mission.

This information is intentionally broad and is intended to apply to all University employees. Please check with your supervisor or unit-level management for specific measures that have been developed as part of the University's response to the COVID-19 pandemic.

# What is COVID-19?

**COVID-19 is a respiratory illness caused by a virus (SARS-CoV-2). SARS-CoV-2 is a new (novel) coronavirus.**

Coronaviruses are an existing group of viruses that generally cause mild to moderate respiratory illness, like the common cold. This new coronavirus has spread worldwide and created a new illness called COVID-19.

## COVID-19 may present some or all of the following symptoms:

- fever or chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting, and
- diarrhea

Hyperlink: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

## **Symptoms vary from person to person and range from no apparent symptoms (asymptomatic) to severe illness.**

- COVID-19 can be spread before symptoms are apparent.
- Complications from COVID-19 have resulted in death worldwide.
- All age groups are susceptible to illness or death from COVID-19.

# Some groups of people are at elevated risk for severe disease and potentially fatal complications from COVID-19:

- Older adults
- People of all ages with underlying medical conditions, including but not limited to people:
  - ✓ With chronic lung disease or moderate to severe asthma
  - ✓ Who have serious heart conditions
  - ✓ Who are immunocompromised
  - ✓ With severe obesity
  - ✓ With diabetes
  - ✓ With chronic kidney disease undergoing dialysis
  - ✓ With liver disease

Hyperlink: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

**COVID-19 is primarily spread person-to-person via respiratory droplets from an infected person's mouth or nose, or from respiratory droplets on an infected person's hands.**

Respiratory droplets are most commonly produced when a person coughs, sneezes, or speaks.

Respiratory droplets may land in the mouths or noses of people nearby.



**COVID-19 vaccines are effective at keeping you from getting COVID-19 and getting a COVID-19 vaccine will also help keep you from getting seriously ill even if you do get COVID-19.**

Learn about [vaccine benefits and how to get a vaccine](#).

Hyperlink: <https://www.coronavirus.pitt.edu/healthy-community/why-get-vaccinated>

# What is Pitt doing about COVID-19?



# Our university has implemented several measures, including:



- ✓ Requiring COVID-19 vaccination and use of face coverings
- ✓ Installing additional hand sanitizer dispensers
- ✓ More frequent cleaning of frequently-touched surfaces and common areas
- ✓ Placing signage throughout buildings to remind everyone of proper preventive measures
- ✓ Deep cleaning and disinfecting facilities

**What should I do to keep myself and others safe?**



Safe spaces are a result  
of the dedication of everyone  
at the University.

Working together,  
we can mitigate or eliminate  
hazards and risks.

The following practices will help support the safety of our local and University communities.

# COVID-19 vaccination requirement

- ✓ COVID-19 vaccines are required of all students, faculty, and staff at the University as condition of employment or enrollment.
- ✓ Medical, religious, or moral exemptions may be sought through the Office of Equity, Diversity, and Inclusion; individuals with approved exemptions are still subject to weekly COVID-19 testing.

Learn about the [University's vaccine requirement](#).

Hyperlink: <https://www.coronavirus.pitt.edu/covid-19-vaccines/vaccine-requirement>



# Follow signs on campus

- ✓ Please look for, and comply with, all signage



# Practice these personal hygiene tips

*when in public or on campus*



Wash your hands frequently with soap and water for at least 20 seconds



If you are unable to wash your hands with soap and water, use antibacterial gel with 70% alcohol



Wear a cloth face covering when in public, on campus or in situations where you may be near people



When sneezing or coughing, cover your nose and mouth with the inner angle of your arm or use a disposable handkerchief



Don't touch your face, including your mouth, eyes, and nose

✓ To protect yourself from COVID-19, wash your hands with soap and water:

- Prior to touching your face (for any reason)
- Before preparing or eating food
- After coughing or sneezing (into a tissue)
- After touching high-contact surfaces
- Before and after putting on a face covering (cloth face mask) or other mask

## ✓ Use these instructions for proper hand-washing



**Wet hands with water and enough soap to cover all surfaces**



**Rub hands palm to palm, also with fingers interlaced for 20 seconds**



**Rinse hands with running water**



**Dry your hands thoroughly with a paper towel from a touchless paper towel dispenser**

*If you are unable to wash your hands with soap and water, use antibacterial gel with 70% alcohol*

✓ Use this handwashing technique



<https://www.youtube.com/embed/3PmVJQUCm4E>

- ✓ Use this technique to apply an alcohol-based sanitizer



## ✓ Wear a face covering when required



- Follow the current [face covering guidance](#).
- Self-supplied cloth face coverings are acceptable and encouraged.
- Some areas, like research labs, may have additional rules about face coverings. If a specific type of mask is required for protection from a hazard, do not substitute a cloth face covering.

Hyperlink: <https://www.coronavirus.pitt.edu/healthy-community/pitts-health-rules>

**Face coverings are worn to prevent asymptomatic individuals from unknowingly spreading the virus.**

**The face covering reduces the amount of respiratory droplets that are expelled when talking, breathing, coughing, sneezing, and laughing.**

- Face coverings must cover the mouth and nose to be effective.
- Face covering use is voluntary outdoors, and while inside your own private office or residence hall room, when you are alone.



## ✓ Follow this guidance when removing your face covering:

- Try to avoid touching your face, eyes, nose, or mouth.
- Wash your hands after removing your face covering.
- Face coverings are not personal protective equipment and may be re-used if not contaminated.
- Launder cloth face coverings routinely at home.

- ✓ If you use single-use disposable masks or gloves to protect yourself from a hazard:
  - They can be disposed in the regular trash.
  - Gloves and other protective equipment used by designated and trained personnel to clean areas visited by persons confirmed with COVID-19 will be disposed in a manner that protects others.

- ✓ When coughing or sneezing, cover your nose and mouth with the inner angle of your arm



- ✓ Do not touch your face, including your mouth, eyes, or nose



**Self-monitor daily for symptoms and stay home if any COVID-19 symptoms emerge**



✓ Are you experiencing **any** of the following symptoms that you cannot attribute to another known health condition?

- A new **fever** (100.4 F or higher) or a sense of having a fever?
- A new **cough**
- New **shortness of breath**
- A new **sore throat**
- New **muscle aches** that you cannot attribute to another health condition or that may have been caused by a specific activity, such as physical exercise
- New **respiratory symptoms**, such as a sore throat, runny nose/nasal congestion, or sneezing
- New **chills or repeated shaking with chills**
- New **loss of taste or smell**

If the answer is YES, you may have symptoms of COVID-19.

- Do not report to, or circulate, on campus.

Employees must promptly call their supervisor and *MyHealth@Work* at 412-647-4949

Students must promptly call Student Health Services at 412-383-1800

- Do not go to a clinic, your PCP, or the emergency room without calling ahead.



**Environmental Health and Safety (EH&S) must be notified immediately at **412-624-9505** if an individual with COVID-19 symptoms was on the Pittsburgh campus.**

*Regional campuses should follow their own reporting procedures.*



Individuals are encouraged (but not required) to self-identify any underlying medical condition that elevates their risk of severe complications from COVID-19.

Supervisors and others *may not* ask workers to disclose personal medical information.

# Clean personal and shared spaces



Building service employees in Facilities Management and Housing Administration are cleaning and disinfecting high touch surfaces and common areas more frequently for everyone's protection.



## Employees are responsible for cleaning/disinfecting high-touch areas in their assigned work area with special attention to:

- ✓ Desktop and drawer handles
- ✓ Phone
- ✓ Keyboard
- ✓ Cabinet handles and knobs
- ✓ Any shared surfaces in a break/lunch area such as microwave buttons, coffee pot handle, and refrigerator handles



## ✓ Supplies will be provided to employees and students to clean personal and shared spaces

- Most household cleaning agents are appropriate for use in controlling the virus causing COVID-19.
- Laboratory surfaces have additional cleaning and disinfection requirements.
- [Additional guidance about cleaning and disinfection products and processes at Pitt is available online.](#)

Hyperlink: <https://www.ehs.pitt.edu/sites/default/files/docs/Disinfectant-InfoAndRecommendations.pdf>

# Follow travel guidance

- Review the University's guidance on [travel and commuting](#).
- Carefully consider the risks of travel, both within the city of Pittsburgh, as well as outside of the county, state, and the country.
- Register University-sponsored travel at [my.pitt.edu](#) (search for Travel Registration).

Hyperlink: <https://www.coronavirus.pitt.edu/return-campus/meetings-events-and-travel>

Hyperlink: <https://my.pitt.edu>

# Consider COVID-19 guidance at off-site locations

- If you are doing a Pitt-related activity (e.g. work, study, research, community outreach), you should practice the measures outlined in this training module.
- If that activity occurs in a building or site not owned or controlled by the University (e.g. hospital or private owned building), there may be additional measures you must follow based on the owner's COVID-19 mitigation plan.

# Support each other

If you notice a known Pitt-affiliate who is not practicing the mitigation measures outlined for behaviors on campus, instruct the individual of the expected behavior in a courteous tone.

This pandemic is no longer “new”, but we need to work together to maintain the health and safety of our communities.

If the inappropriate behavior continues, [report the issue](#).

**Your cooperation is critical to the safety of everyone at the University!**

Hyperlink: <https://app.convercent.com/en-us/LandingPage/2d6327d5-9fec-ea11-a974-000d3ab9f296>



# Pitt community member not complying?

1. Remind the individual in a gentle, courteous tone about the importance of complying with the mitigation measures
2. If individual continues to defy compliance, tell your supervisor or the Pandemic Safety Ambassador in your area
3. Remove yourself from the situation, if necessary, to keep safe
4. If the inappropriate behavior continues, [report the issue](#)

Hyperlink: <https://app.convercent.com/en-us/LandingPage/2d6327d5-9fec-ea11-a974-000d3ab9f296>

# Pitt Community Compact

Pitt Community Compact is a pledge to emphasize our culture of adhering to behaviors to protect the community.

The Compact focuses on your individual health and wellbeing, your impact on others, and your accountability.

Learn more and commit to the compact:  
[coronavirus.pitt.edu/compact](https://coronavirus.pitt.edu/compact)

*No matter your affiliation, we are all members of the same community. We are all in this together, and we will get through this together.*

# Additional resources

[coronavirus.pitt.edu](https://coronavirus.pitt.edu) has the most up-to-date information regarding Pitt's response to the COVID-19 pandemic.

Additional information is available at [www.ehs.pitt.edu](https://www.ehs.pitt.edu)

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