

COVID-19 Mitigation Plan

Johnstown Campus – Facilities Management

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Campus Emergency: 814.269.7005

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Introduction

Purpose

The purpose of this COVID-19 Mitigation Plan is for Johnstown Facilities Management to carry out the mission activities of the University of Pittsburgh in a manner consistent with the associated requirements to help control the risks of exposure to the SARS-CoV-2 virus, which causes COVID-19, and to respond appropriately in the event of exposure.

This mitigation plan is to be maintained at the unit level and approved by the Responsibility Center head or respective dean's office, as applicable.

Goals

The goal of Johnstown Facilities Management is to take reasonable steps to minimize health risks of COVID-19, consistent with public health best practice, University guidance and government restrictions, while maximizing our ability to conduct our mission.

Applicability and Scope

This plan applies to all personnel of Johnstown Facilities Management; also, to include University of Pittsburgh students, faculty, staff, and visitors.

The scope of this plan is intended to encompass hazards related to the spread of COVID-19. When encountering a situation which has not been expressly addressed in this plan, use good judgment and the guiding principles outlined below.

Emergency Management Guidelines

This plan is designed to supplement the University's [existing Emergency Management Guidelines](#), and [campus-wide COVID-19 response and planning guidelines](#).

*Johnstown Facilities Management COVID-19 Mitigation Plan****Responsibility***

This COVID-19 Mitigation Plan for Johnstown Facilities Management has been assembled by Walter T. Kalista III, Director Facilities Management. As specific guidance elements may change frequently, Walter T. Kalista III will review and update this plan on an as-needed basis. Any suggestions, comments, or questions should be directed to Walter T. Kalista III, Director Facilities Management. The responsible party is also advised to delegate an alternate or supporting individual to execute aspects of this plan. Dennis J. Heller will serve as the supporting individual to execute aspects of this plan.

Training

All Facilities Management employees to include Supervisors and Collective Bargaining Unit members will receive ongoing training in a timely manner through resources provided by the University as they are developed and updated.

COVID-19 Response Team

Johnstown Facilities Management must delegate a person or persons to support, monitor and manage COVID-19 mitigation measures in the school or department. The following staff are part of this team:

Barry Cigich, Maintenance Supervisor

David Finney, Supervisor of Campus Grounds

Dennis Heller, Assistant Director Facilities Management

Jackie Ivock, Coordinator of Facilities Management Operations

Walter Kalista, Director Facilities Management

Julie Showalter, Building Services Supervisor

Responsibilities include:

- Collaborate with the University's Emergency Operations Center/Department of Environmental Health & Safety to distribute and manage supplies; and perform other functions as needed.
- Support contact tracing efforts for symptomatic individuals.
- Support the school or department in rapidly returning the unit to a Highly Restricted Phase (i.e. essential-personnel-only phase) should the need arise.

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- Assist in the possibility of 24-hour closures of areas impacted by the emergence of a positive or probable COVID-19 case.
- Assist in the application of facility access control platforms.

Fundamental Principals

Safety takes precedence above all else.

- **The Emergency Operations Center and Operations Council will determine when the University will transition to a new phase.**
- **The default position should be to continue remote work when able.**
 - The Plan must consider that individuals vulnerable for severe COVID-19 complications are encouraged to continue remote work. The Centers for Disease Control describes vulnerable populations as including those 65 or older and those with underlying medical conditions not well-controlled.

Personal mitigation efforts

- Any individual on any Pitt campus should maintain fundamental mitigation measures at all times. The Plan must document the mechanisms used to:
 - Maintain physical distancing of six feet or more between people at all times
 - Wash hands frequently
 - Frequently disinfect high-contact surfaces
 - Assure that personnel stay home if symptoms emerge

Face Coverings

- The Plan must reiterate the use of face coverings. The PA Department of Health guidance [currently requires cloth face coverings be worn in certain public settings public and at work.](#)
 - Face coverings are worn as a courtesy to others, in the event that you are unknowingly transmitting the virus before showing symptoms. Use of a face covering does not negate the need to practice social distancing and other mitigation measures.
 - Self-supplied face coverings are acceptable on campus. For employees working on campus that do not have a face covering, the University will provide one. Indicate where personnel may obtain a face covering. Due to limited supplies, all Facilities Management employees must contact a Supervisor to request a face mask.
 - Face coverings are not PPE and may be used (and re-used) for as long as possible. Face coverings that become soiled should be laundered if re-usable or replaced if disposable.

*Johnstown Facilities Management COVID-19 Mitigation Plan***Facility use planning**

Facilities Management will follow the protocols as outlined in Johnstown's building startup plan (attached).

Laboratory startup checklist Does not apply to the Facilities Management Building

EH&S Checklist for Resuming Non-Laboratory On-Campus Work Completed on xx/xx/xx

Facilities Management authorization to use/occupy space Granted on xx/xx/xx

OTHER MITIGATION MEASURES TO CONSIDER

- Elevator use is discouraged for individuals able to use the stairs. When elevators are used, occupancy in the lobby and in the elevator car should be limited. Specific elevator occupancy guidance is forthcoming.
- Custodial staff will sanitize elevator buttons at least every two hours during periods of building occupancy.
- Stagger work hours for employees to avoid large numbers of workers reporting at the same time.
- Stagger work hours and days for individuals sharing an office or workstation to maintain social distancing.
- Stagger breaks and lunches to avoid communal gatherings.
- Avoid face-to-face positioning of workstations when possible, especially when lacking barriers.

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Health Screening

- Employees must take their temperature prior to reporting to work.
- Daily temperature screenings are not a campus-wide requirement, but units should devise methods to assure daily health screenings for those individuals working on campus using guidance provided by the EH&S.
 - Personnel with access to buildings that are part of a medical complex will continue to participate in screening performed by hospital staff.
 - Schools and units should designate personnel to coordinate health screening of personnel.
 - Units should not independently conduct temperature screenings without oversight from Environment, Health and Safety (EH&S).

Response Actions

Managing illness

Guidelines for Responding to Symptomatic Individuals

The following is a general response to individuals anywhere on any of Pitt's campuses or in any Pitt building who exhibit symptoms of COVID-19, including fever, persistent coughing, and/or shortness of breath. The individual responsible for this Plan must educate personnel on these required steps:

When the symptomatic person is a -

Faculty or staff member anywhere on campus:

1. The symptomatic individual must go home immediately. If the symptomatic individual does not have immediate access to transportation, have them avoid contact with others by waiting alone in a room with the door closed until transportation arrives.
2. The symptomatic individual should promptly **call** their supervisor and health care provider.
3. The symptomatic individual should call Health & Counseling Services at 814-269-7119. And [MyHealth@Work](#) (Pitt's employee health center) at 412-647-4949 upon arriving home.
4. Report the building and room number of the encounter to Environmental Health & Safety at 412-624-9505 so the room can be cleaned by designated personnel.

*Johnstown Facilities Management COVID-19 Mitigation Plan***Student in a residence hall room:**

1. Advise the student to stay in their room and avoid contact with others.
2. If the student asks to go home, have them stay in their room until a guardian comes for them.
3. If the student requests to remain on campus, Student Health Service will arrange for their transportation to the designated location for self-isolation.
4. Any close contacts as identified by the symptomatic student will be contacted by Student Health Service and required to quarantine.
5. Close contacts who are unable to relocate out of campus housing will be advised by Student Health Service about the designated location for quarantine on campus. Student Health Service will also inform Housing at 814-269-7115 of the student's placement in quarantine.
6. The symptomatic student's room will be cleaned per established standard operating procedures by designated personnel.

Student anywhere on campus other than a residence hall room:

1. Advise the student to immediately return to their residence, avoid contact with others and call Health & Counseling Services at 814-269-7119. If the student resides in a University residence hall, follow the steps above.
2. Report the building and room number of the encounter to Environmental Health & Safety at 412-624-9505 so the room can be cleaned by designated personnel.