

**University of Pittsburgh**  
**Checklist for Resuming On Campus Work (Non-Laboratory)**

Completed by: \_\_\_\_\_ Building: \_\_\_\_\_  
 Date: \_\_\_\_\_ Department (s): \_\_\_\_\_

**COVID-19 Mitigation Plan**

Task	Notes
<ul style="list-style-type: none"> <li><input type="checkbox"/> Document a unit-specific COVID-19 Mitigation Plan                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Describe social distancing measures for all assigned areas.</li> <li><input type="checkbox"/> Describe any scheduling alterations to ensure staggered arrival and minimize the number of personnel in space.</li> <li><input type="checkbox"/> Include protocol for staff to follow in the event they feel ill.</li> <li><input type="checkbox"/> Emphasize that employees should continue to follow previously established safety requirements while at work.</li> <li><input type="checkbox"/> Reiterate guidance for expected use of face coverings at work.                                     <ul style="list-style-type: none"> <li>▪ Face coverings are not PPE and can be used as long as possible.</li> <li>▪ Face coverings do not negate the need to practice social distancing and other mitigation measures.</li> <li>▪ Face coverings are worn as a courtesy to others by reducing the chance of asymptomatic individuals unknowingly transmitting the virus.</li> <li>▪ Self-supplied face coverings are acceptable and preferred. The University will provide a face covering to those workers that do not have a face covering.</li> <li>▪ Self-supplied face coverings should be worn to and from work, and in common areas while on-campus (e.g., break rooms, offices, halls).</li> </ul> </li> <li><input type="checkbox"/> Encourage respiratory etiquette, including covering coughs and sneezes.</li> <li><input type="checkbox"/> Encourage frequent hand washing and document any practice requiring hand washing (e.g. after removing face covering, after use of shared equipment, after cleaning).</li> <li><input type="checkbox"/> Document enhanced cleaning and disinfecting procedures for high contact surfaces of all shared equipment and shared surfaces (e.g. shared desks, counter tops and telephones).</li> </ul> </li> </ul>	

**Workspace Configuration**

Task	Notes
<ul style="list-style-type: none"> <li><input type="checkbox"/> Prior to re-occupancy, perform a detailed review of the assigned workspaces:                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Consider eliminating reception seating areas and requesting that guests call ahead or de-densifying seating areas to maintain social distancing.</li> <li><input type="checkbox"/> Consider a barrier or partition at the reception area where individuals exchange information.</li> <li><input type="checkbox"/> Remove or reconfigure seats, furniture and workstations as needed to preserve physical distancing of six feet between individuals working at the same time.</li> <li><input type="checkbox"/> Reconfigure workstations so that employees do not face each other while working at the same time. Consider partitions if facing each other at the same time cannot be avoided.</li> <li><input type="checkbox"/> Temporarily discontinue or enhance cleaning of vending machines, water coolers and coffee makers.</li> <li><input type="checkbox"/> Reduce tasks requiring large amounts of people to be in one area. Design work to reduce or eliminate employees working in the same area. Consider alternating or staggering shifts, start times, break times to avoid sharing of spaces and equipment.</li> <li><input type="checkbox"/> Employees should be encouraged to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings, whenever possible.</li> <li><input type="checkbox"/> If in-person meetings are essential, limit in person meetings to 10 people or less.</li> </ul> </li> </ul>	

**Conference Rooms**

Task	Notes
<ul style="list-style-type: none"> <li><input type="checkbox"/> Consider closing conference rooms. If a conference room is used, it should be disinfected between uses.                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Household cleaning solutions, or disinfectant wipes or sprays are adequate for cleaning all non-laboratory surfaces.</li> <li><input type="checkbox"/> Employees should be encouraged to wipe down all surfaces touched during conference room meetings.</li> <li><input type="checkbox"/> Gloves are typically not required for most household strength cleaning agents. If the label of a concentrated cleaner has a recommendation for glove use and gloves are not available in the work area, contact EH&amp;S at 412-624-9505 to request gloves for cleaning.</li> <li><input type="checkbox"/> Consider limiting in-person meetings to 10 people or less, if virtual meetings are not feasible.</li> <li><input type="checkbox"/> Lingering and socializing before and after in-person meetings should be discouraged.</li> </ul> </li> </ul>	

**Workstation Cleaning**

Task	Notes
<ul style="list-style-type: none"> <li><input type="checkbox"/> Surfaces of workstations should be cleaned and disinfected frequently by the employee. Avoid sharing of workstations when possible. When workstations are shared, employees must clean and disinfect all surfaces at the end of the work shift.                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Household cleaning solutions, or disinfectant wipes or sprays are adequate for cleaning all high-touch surfaces including but not limited to desktop, keyboard and telephone.</li> <li><input type="checkbox"/> Provide cleaning supplies for employees to utilize before/after they use common equipment and contact surfaces.</li> <li><input type="checkbox"/> Gloves are typically not required for most household strength cleaning agents. If the label of a concentrated cleaner has a recommendation for glove use and gloves are not available in the work area, contact EH&amp;S at 412-624-9505 to request gloves for cleaning.</li> </ul> </li> </ul>	

**Kitchens and Other Common Areas**

Task	Notes
<ul style="list-style-type: none"> <li><input type="checkbox"/> Kitchen areas and kitchen equipment should be cleaned and disinfected routinely. Coffee machines, refrigerator handles, faucet handles, and other contact surfaces not cleaned by area custodial staff should be disinfected by employees routinely. Follow guidance above for workstation cleaning.</li> <li><input type="checkbox"/> Encourage staff not to linger or socialize in common areas.</li> <li><input type="checkbox"/> Employees should not gather at communal meals, and should not make food available in common areas where employees congregate</li> <li><input type="checkbox"/> Allow inactive faucets to run water for a minute or more before initial use</li> </ul>	

After Work is Approved for the Unit	Notes
<ul style="list-style-type: none"> <li><input type="checkbox"/> Consider limiting on-site personnel to managers and leaders on the first day in order to review COVID-19 Mitigation Plan, signage, furniture arrangements, supplies and other mitigation measures.</li> </ul>	