



## University of Pittsburgh COVID-19 Standards and Guidelines: Building Occupancy

### I. Purpose

This document details the University of Pittsburgh's (University) Standards and Guidelines on Building Occupancy, including the process for re-opening campus buildings. 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 Senior Vice Chancellor for Business and Operations 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://www.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 the entire University, including all University members and campuses.

*The below standards regarding Building Occupancy and Space will remain the same for each of the University's operational postures.*

### III. Definitions

- A. **Common area/space:** Common areas and spaces are any University spaces that are not private offices or individual residence hall rooms. This includes conference rooms

- open to public corridors, floor lounges, hallways, elevators, stairwells, lobbies and communal restrooms.
- B. **Close contact:** The CDC defines close contact as being within approximately six feet of a COVID-19 case for 15 minutes or longer or having direct contact with infectious secretions of someone known to be COVID-19 positive.
  - C. **Frequently touched surfaces:** Surfaces that are touched multiple times a day by occupants in a space including doorknobs, light switches, handles, desks, toilets, faucets, sinks, tables, and electronics.
  - D. **Leased space:** Space the University leases (or rents) from third parties for use by University members.
  - E. **University member:** Refers to all full- and part-time faculty, staff, students, visitors, volunteers, fellows, trainees, and interns on all campuses.

#### IV. Process for Re-Opening All Campus Buildings

A. **Cleaning and disinfecting:** The requirements for cleaning and disinfecting campus buildings prior to occupancy are addressed in the University's [Cleaning, Disinfection and Hygiene Standards and Guidelines](#).

#### B. Preparing campus buildings:

- **Inspections:** Facilities Management and Auxiliary Services staff members will conduct operational pre-return inspections, including inspections of heating, ventilation and air conditioning (HVAC) systems, to confirm that all building systems are operating and maintained properly and proper signage and hand sanitizing stations are in place. Non-residential landlords with University tenants have confirmed they will follow University Standards and Guidelines for building readiness. University of Pittsburgh Facilities Management and Auxiliary Services staff also conduct pre-return inspections of leased space.
- **Capacity and de-densifying:** The Office of Planning, Design, and Real Estate (PDRE) on the Pittsburgh campus and Facilities Management on the regional campuses will advise and assist with decreasing density and adjusting the flow of people in buildings. They will share capacity analyses for instructional facilities and administrative areas with the appropriate stakeholders for each facility. Facilities Management will post space capacities in common areas/spaces.
- **Classrooms:** The University's capacity analysis will determine whether there are enough instructional seats for projected demand. The de-densification of classrooms will allow for six-foot distancing between students, resulting in an overall reduction of classroom capacity by 67% to 75%.

- **Common areas/spaces:** PDRE or Facilities Management must remove or secure from use selected furniture in all common areas in sufficient numbers to promote proper physical distancing. This includes furniture in common areas such as conference rooms open to public corridors, lounges, breakrooms, lobbies and other similar space. Where de-densifying furniture is not feasible, signage will identify which seats are available to use and which are not to maintain physical distancing. Responsibility Center heads are responsible for ensuring that conference rooms contained within their spaces that are not accessible via a public hallway are appropriately de-densified and signage posted.
- **Common areas/spaces in University Housing:** Business and Auxiliary Services, Facilities Management, Campus Recreation, and Residential Life will ensure selected furniture is removed or secured from use to de-densify all common areas and facilitate physical distancing. This includes furniture in common areas such as conference rooms, lounges, common kitchens, recreation spaces, lobbies and other similar space. Where furniture cannot be removed, signage will be installed to identify which seats are available to use and which are not, in order to maintain physical distancing.
- **Physical barriers:** Facilities Management and Auxiliary Services will install Plexiglas (or similar) barriers at customer-facing windows and other locations where a six-foot distance between individuals cannot be maintained.
- **Signage:** Details on signage are included in the [University's Signage and Visual Cues Standards and Guidelines](#).

## V. Elevators and restrooms

- A. **Elevators:** Consistent with the [University's guidance on Shared Spaces](#), University members must maintain a physical distance of at least six feet from other individuals whether or not they are exhibiting symptoms of COVID-19, where practicable. Unless otherwise posted, a maximum of four individuals are allowed inside an elevator at one time to ensure a physical distance of six feet between each individual to the extent possible.

Additional limitations for elevator capacity may need to be taken to accommodate carts or other larger objects, to ensure proper physical distancing, to the extent possible. Elevators will be clearly marked with capacity restrictions. University members are encouraged to take the stairs for travel five stories or less if they are able. Where possible, the Facilities Management and Auxiliary Services will identify certain stairwells as either *up only* or *down only*.

- B. **Restrooms:** Shared or public restrooms will be modified to support physical distancing. PDRE or Facilities Management will post signs at restrooms to remind people of the

prohibition of forming lines at restrooms, capacity limitations and spacing requirements. Facilities Management will replace automated hand dryers with touchless paper towel dispensers.

## **VI. Laboratories physical distancing protocols**

Physical distancing guidance for laboratories is addressed in the [University Standards and Guidelines for Research](#).

## **VII. Oversight of Contractors and Vendors**

**A. Vendor compliance:** Facilities Management, Auxiliary Services and Purchasing Department will document and ensure that the service providers they have contracted with are compliant with COVID-19 safety precautions. The unit issuing the contract must ensure the service provider's safety measures are properly documented and implemented, which includes auditing the measures. More information about vendor compliance with COVID-19 safety precautions is available at <https://www.coronavirus.pitt.edu/faq/providers-vendors-and-suppliers>.

**B. Construction contractors compliance:** For construction projects, Facilities Management and Auxiliary Services staff will document and ensure that all construction contractors comply with the Pennsylvania [Construction Guidance during COVID-19](#), including capacity limits.

## **VIII. Occupancy Limitations**

- A. Posted Restrictions:** In addition to compliance with the physical distancing requirements specified in the Shared Spaces S&G, occupants of any space on campus must adhere to posted occupancy limitations.
- B. University Housing:** Occupants of spaces in University Housing, including rooms, must adhere to the maximum occupancy limits established by Residential Life, which are available [here](#).

## **IX. Related Authorities, Guidance and Resources**

[Centers for Disease Control and Prevention \(CDC\) Guidance: Cleaning and Disinfection for Households](#)

[COVID-19 Standards and Guidelines: Shared Spaces](#)

[COVID-19 Standards and Guidelines: Face Coverings, Personal Protective Equipment, and Personal Hygiene](#)

[EPA Disinfectants for Use against SARS-CoV-2](#)

[Association for Higher Education Facilities Officers \(APFA\) Cleaning Levels](#)

[Process to Reopen Pennsylvania](#)

[Construction Guidance during COVID-19](#)

[Pennsylvania Department of Health COVID-19 guidance](#)  
[University's COVID-19 Operational Postures and Gating Criteria](#)

## **X. 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](mailto:ResilienceSteeringCommittee@pitt.edu).