



## University of Pittsburgh COVID-19 Standards and Guidelines: Acquiring PPE and COVID-19 Mitigation Supplies

### I. Purpose

This document details the University of Pittsburgh's (University) Standards and Guidelines on the process for acquiring PPE and COVID-19 mitigation supplies. 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://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 process for acquiring PPE and COVID-19 mitigation supplies remains 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. COVID-19 mitigation supplies:** Supplies, excluding personal protective equipment (PPE), that are used to mitigate the spread of COVID-19 such as: cloth and disposable face coverings, disinfectant wipes, disinfectant cleaner, spray bottles for use with disinfectant cleaner and hand sanitizer.
- C. Face coverings:** Any type of cloth or disposable material that covers the mouth and nose and can be safely secured in place (e.g., looped around ears or around the head) while in use.
- D. Personal protective equipment (PPE):** Equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. These injuries and illnesses may result from contact with chemical, radiological, physical, electrical, mechanical or other workplace hazards. Personal protective equipment may include items such as gloves, safety glasses and shoes, earplugs or muffs, hard hats, respirators, or coveralls, vests and full body suits.
- E. University member:** Refers to all full- and part-time faculty, staff, students, visitors, volunteers, fellows, trainees and interns on all campuses.

#### **IV. Requirements for Ordering**

Responsibility centers (RCs) or departments may need to procure PPE and/or COVID-19 mitigation supplies to safely perform tasks and adhere to Health and Facilities Standards and Guidelines, including the [University's Standards & Guidelines for PPE, Face Coverings, and Personal Hygiene](#) and the [University Standards and Guidelines for Cleaning, Disinfection, and Hygiene](#). These Standards and Guidelines will help RCs and departments determine the types of supplies appropriate for tasks performed in their offices and other non-public areas.

##### **A. General Requirements**

The requirements and process outlined below will ensure the most efficient and cost-effective access to these supplies as well as proper accounting for potential Federal Emergency Management Agency (FEMA) or Coronavirus Aid, Relief, and Economic Security (CARES) Act cost recovery:

- Only departments/areas whose buildings have been cleared for occupancy should place orders.
- Personnel must be available to accept deliveries at the building/facility.
- These supplies are only for University business, not for home use.
- In consideration of all areas needing these supplies, orders should be limited to the estimated quantity of supplies that departments/areas will need for immediate use over a one-month period.
- Specific RCs, including regional campuses, may have additional guidance beyond what is covered here. If so, they should coordinate those with their relevant purchasing operations point of contact and communicate those requirements to their departments/areas.

Policies and procedures for the purchase of other types of products and services **not** addressed in this document have not changed. Visit the [PantherExpress website](#) for additional information about purchasing.

### **B. Ordering PPE and COVID-19 Mitigation Supplies for General Use**

COVID-19 mitigation supplies needed by all departments to clean or disinfect areas not managed by Facilities Management (see [Cleaning, Disinfection and Hygiene Standards and Guidelines](#)), such as disinfectant in the form of wipes or spray bottles as well as hand sanitizer, will be continually available from several University-wide contracted suppliers through the PantherExpress System. Supply chain updates from University-wide contracted suppliers are [posted online](#) each week.

Information about the following can be found on the [PantherExpress website](#):

- Availability of a supply of disinfectant wipes and hand sanitizer specifically dedicated to the University for purchase by all departments/areas, including the regional campuses, from University-wide contracted supplier, SUPRA, at a cost of \$0.01/item through the PantherExpress System.
- Ordering and distribution process for PPE and COVID-19 mitigation supplies for general use by all departments/areas.

University departments with unique purchasing requirements that may or may not have local inventories such as Housing, Facilities, Division of Laboratory Animal Resources, School of Dental Medicine and the regional campuses are encouraged to work with Purchasing Services but may place their own large orders directly with suppliers to accommodate departmental needs.

### **C. Ordering PPE and Specialized COVID-19 Mitigation Supplies for Research/Clinical Use from the Dietrich School Stockroom (DSS)**

PPE and specialized COVID-19 mitigation supplies for **research or clinical use** on the University's Pittsburgh campus that have been difficult to acquire during the COVID-19 pandemic are available through a centralized inventory managed by the DSS. PPE and specialized COVID-19 mitigation supplies may be withdrawn from the DSS for research/clinical use only and are available for a cost of \$0.01/each unit ordered (such as a box or case). These supplies are available at the cost of \$0.01/each unit ordered through August 31, 2020 at which time the University's needs will be re-evaluated. Only departments/areas on the Pittsburgh campus may withdraw supplies from the DSS. Regional campus needs should be coordinated through each regional campus' central purchasing operations.

When requesting supplies via the DSS, consider:

- The [list of in-stock supplies](#) from the centralized DSS inventory will be updated regularly.
- If PPE and related supplies are out of stock from the DSS inventory:

1. Ordering personnel should determine if they can wait for the item to be re-stocked without impacting work. Expected delivery times may be available, but due to the pandemic, only delivery date *estimates* can be provided; and
  2. If it is critical to continue work and ordering personnel cannot wait for the item to be re-stocked, then departments may purchase these supplies directly from suppliers, if available, using subcode 8119 for COVID-19 costs and have them shipped directly. Individual purchases of routine PPE will result in higher costs to departments.
- For specialty PPE and supplies that are readily available and not included in the [DSS inventory](#), departments should purchase these items and have them shipped directly as they have in the past.
  - University departments with unique purchasing requirements that normally maintain local inventories, such as the Division of Laboratory Animal Resources and the School of Dental Medicine Clinic, are encouraged to work with the DSS for ordering but may also place their own large orders directly with suppliers to accommodate departmental needs.
  - Supply chain updates from University-wide contracted suppliers are [posted online](#) each week.

Information on the ordering and distribution process for PPE and COVID-19 mitigation supplies from the DSS for research or clinical use can be found on the [PantherExpress website](#).

## **V. 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: Face Coverings, Personal Protective Equipment, and Personal Hygiene](#)  
[University of Pittsburgh COVID-19 Standards and Guidelines: Shared Spaces](#)  
[University's Standards and Guidelines: Cleaning, Disinfection, and Hygiene](#)  
[University's Department of Environmental Health and Safety Guidance and Use Case Scenarios for Face Coverings and PPE](#)

## **VI. 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).