



University of Pittsburgh COVID-19 Standards and Guidelines: COVID-19 Training

I. Purpose

This document details the University of Pittsburgh's (University) Standards and Guidelines on COVID-19 Training. 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 Vice Chancellor for Human Resources 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 all employees (as defined below) on all campuses of the University.

The Standards and Guidelines regarding COVID-19 Training will remain the same for each of the University's Operational Postures.

III. Definitions

- A. **Employees:** Refers to all full- and part-time faculty, staff, and fellows on all campuses.
- B. **Vulnerable population:** Refers to groups of people who are at elevated risk for severe disease and potentially fatal complications from COVID-19.

IV. Training for Employees

All employees must understand COVID-19 transmission and symptoms; be aware of actions taken by the University to support their health, safety and well-being on campus; and understand expectations for their behavior under new protocols and requirements resulting from the COVID-19 pandemic.

Training for employees will consist of an overview of COVID-19, University actions taken to protect employee safety, and guidance around signage, personal hygiene, physical distancing, self-monitoring, cleaning, travel, off-site activities, support and any necessary additional resources for employees.

Employees must complete training before they return to work on campus. Training completion for employees must be confirmed by supervisors, department chairs, associate deans/vice presidents or deans/regional presidents to the Office of Human Resources.

V. Training for Supervisors, Department Chairs, Associate Deans, Vice Presidents, Deans and Regional Presidents

Supervisors, department chairs, associate deans, vice presidents, deans and regional presidents must support their employees through this stressful and dynamic time, advise employees carefully on their rights and responsibilities, and ensure that their employees are complying with new requirements and procedures resulting from the COVID-19 pandemic. Training will be provided to convey the information that the individuals identified above will need to carry out this important role.

Training for supervisors, department chairs, associate deans, vice presidents, deans and regional presidents will consist of an overview of employee training content and obligations, employee relations considerations (Health Insurance Portability and Accountability Act [HIPAA], Americans with Disabilities Act [ADA], vulnerable populations), guidance around staggered work schedules and phased returns to campus, tips for welcoming teams to campus and additional resources as necessary.

All supervisors, department chairs, associate deans, vice presidents, deans and regional presidents must complete training no later than August 31, 2020, or within seven days of assuming such a position. Training completion for supervisors, department chairs, associate deans, vice presidents, deans and regional presidents must be confirmed by their Responsibility Center Head to the Office of Human Resources.

VI. 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 of Pittsburgh COVID-19 Remote IT Resources](#)

VII. 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.