

**Each unit (e.g. a lab, work team, department, residence hall area) has been requested to designate a Pandemic Safety Ambassador. The following guidance is offered to summarize duties of the designee.**

1. Be a resource to individuals in your unit regarding pandemic mitigation measures offered by the University at <https://www.coronavirus.pitt.edu/>.
  - a. Remain up-to-date on current guidance found at coronavirus.pitt.edu, and applicable CDC, PA Department of Health and Allegheny County Health Department (ACHD) guidance for the specific work tasks or areas (e.g. retail operation, athletic facility).
  - b. Serve as a liaison to building/facility managers, EH&S and other administrative departments regarding the unit's mitigation measures.
  - c. Support the implementation of your unit's Area Activity Plan.
2. Support the maintenance of the inventory of supplies necessary to mitigate COVID-19, as outlined in the Area Activity Plan: face coverings, cleaning products, gloves, required PPE for assigned tasks.
  - a. Provide a face covering for anyone in the assigned space that does not have a self-supplied face covering.
  - b. Ensure that personnel have the proper guidance for wearing face coverings and information is available at, <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.
  - c. Provide gloves for disinfection and cleaning (Specialty gloves may be required for lab-related tasks or the handling of certain concentrated cleaning products. Consult the scientific staff in the lab, or EH&S).
3. Support cleaning and disinfection procedures that are performed by individuals in the area.
  - a. Identify any high-touch surfaces that are not cleaned by custodial staff, including but not limited to service counters, shared lab equipment, and break area surfaces.
  - b. Monitor that the high-touch surfaces remain cleaned and disinfected on established schedules.
  - c. Ensure that soap and water, and hand sanitizer remain available for hand hygiene.
  - d. Information on Disinfectants is available at <https://www.ehs.pitt.edu/sites/default/files/docs/Disinfectant-InfoAndRecommendations.pdf> ).
4. Monitor adherence to pandemic mitigation measures by individuals in the area. For example, wearing of face coverings, practicing physical distancing and not congregating unnecessarily.
5. In the event an individual on the unit is confirmed or probable for COVID-19, serve as a resource for supervisors and for persons performing contact tracing; support coordination of any required room closure and re-opening; and support coordination (along with EH&S) of specific cleaning measures performed by designated personnel.
6. Demonstrate proper health hygiene and be a role model for Pitt's [health rules](#):
  - a. Whether indoors or outdoors, practice physical distancing by keeping at least six feet of distance between yourself and others whenever possible.
  - b. Wear your face covering. You will be provided with a Pitt face covering and are encouraged to bring more.
  - c. Wash your hands thoroughly and often.
  - d. If you need to cough or sneeze, do so in a disposable tissue or your bended elbow.
  - e. If soap and water are not available, use hand sanitizer.
  - f. Frequently clean high-touch surfaces within your area, like your desk and office doorknob using the supplied materials.
  - g. Try to use your elbow on high-touch public surfaces, like elevator buttons or push-open doors.
  - h. Limit the time you spend with others in small spaces like bathrooms and elevators.