



UNIVERSITY of NORTH CAROLINA WILMINGTON

Community Standards Quick Reference Guide

Our guiding principle for developing community standards during the COVID-19 pandemic is that ***we have a shared responsibility to care for each other and our community***. Therefore, we must adopt protocols and community standards that allow us to adhere to physical distancing and other safety measures to help prevent the potential spread of the disease in our workplace and our community. Notwithstanding careful self-assessments and adherence to community standards, we should assume that anyone operating in our space/building/lab could appear healthy but may be an asymptomatic carrier of this highly contagious virus. To protect ourselves and others, ***everyone must adhere to UNCW's guiding principles, as outlined at uncw.edu/bestnest***.

A quick reference guide, developed for your convenience, follows. If we are unable to work together to adhere to our community standards and protocols, it may pose an unnecessary risk to our co-workers, particularly more at-risk individuals, and could result in the need for more restrictive measures. It is possible that these standards will be superseded by stricter rules regarding in-person operations in the future.

Daily Health Assessment

Before coming to work each day, please *complete a self-assessment* of your health status and of your risk of being an asymptomatic carrier of COVID-19. If the answer to any of the following questions is **YES**, you should not come to work until the appropriate amount of time has passed. You should notify your supervisor that you are unable to come to work. For specific assistance in conducting your self-assessment, contact your health provider, as well as the UNCW Student Health Center at 910.962.0587 or coronavirus@uncw.edu.

- **Do you have any of the following symptoms?**
Temperature above 100 degrees, cough and/or shortness of breath (or difficulty breathing), chills, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, or recent history of fever
- Do you have any COVID-19 emergency warning signs including trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or to stay awake, and/or bluish lips or face?
- Has anyone in your shared living space or anyone with whom you have had recent contact been diagnosed with COVID-19?
- Does anyone in your shared living space or anyone with whom you have had recent contact have any of the above symptoms?

Community Standards

All employees are expected to comply with the health and safety guidelines outlined in this document as well as any additional guidance they receive from their supervisors. Any questions should be directed to Environmental Health & Safety at ehs@uncw.edu.

Physical Distancing

- Six feet or more between people is required. Plan for a minimum of 40 square feet per person. Consider single office occupancy.

Scheduling

- Supervisors are encouraged to work with employees on scheduling to include remote work, staggered start and break times.

Face coverings

- Face covering are required for indoor movement and when participating in meetings, events, classes, gatherings, in shared spaces, standing in lines or queues, and when doing research with others.
- UNCW is providing all faculty, staff and students with two teal cloth face coverings to wear while on campus. People will be expected to supply any additional cloth face coverings they need.

Signage

EH&S and Facilities will be placing signs in the common areas in each building (entrances/exits, stairwells, elevators, etc.) Departments will be responsible for signage in their own space (offices, meeting rooms, lobbies, etc.). The university is developing a suite of campus signage to support physical distancing guidelines. This resource will be updated as standardized signage options are finalized. For a consultation about signage placement, employees should contact EH&S at ehs@uncw.edu. For information about ordering standardized signage, contact Printing Services at printingservices@uncw.edu. For signage design, please submit a project request to OUR at uncw.edu/ur and click the red "Need OUR Help" button.

Recommendations for Campus Breakrooms

The office breakroom is a communal space that employees may use throughout the day. Without changes to the setup and use patterns, the breakroom may be the space where the most people come into close proximity to others in a small indoor space for prolonged periods of time. There are also other gathering areas in departments that are not official break rooms, where similar practices should apply. Therefore, it will be important to adjust how the breakrooms and spaces are used.

Questions about how to rearrange your breakroom? EH&S is available for consult at ehs@uncw.edu.

There will be limited occupancy for common breakrooms. Departments may schedule staggered lunches and break times; people will be encouraged to stop using communal cups, plates and utensils and to limit food sharing. Employees are encouraged to take food to their office area or eat outside to minimize exposure. More details about how to accomplish these are listed below:

Basics

- Limit occupancy for breakroom using 40 square feet per person as your guide; post the occupancy near the door.
- There should be no eating in the breakroom; encourage the use of personal offices or outside areas for breaks and meals rather than the breakroom.
- Face coverings are required.
- Maintain 6 feet between all persons.
- The door to the breakroom should remain open.
- Employees should wash their hands upon entering the breakroom. If your break area does not have a sink, provide hand sanitizer.
- For offices where there are set break or lunch times, consider staggering those so that there are fewer people who need to access the breakroom at a time.

Logistics

- Remove all chairs (preferred), or limit the number of chairs to the maximum occupancy.
- Remove all communal dishes, utensils and cups; replace with disposable items when possible.
- If you have enough storage space, you may consider assigning a shelf or part of a shelf to each employee so that they can store their personal items, otherwise these should be stored in their office or locker.
- Remove the dish rack, items should be cleaned and dried off after use.
- If people bring in items to share, they should be prepackaged.
- Wipe down high-touch surfaces (coffee pot, refrigerator, and microwave handles) after each use.
- Encourage the use of covered drink cups.
- Replace communal salt/pepper, sugar/sweetener, and condiments with single-serving, individually wrapped items when possible. When not possible, wipe off containers after each use.
- Provide cleaning products, including wipes and hand soap (hand sanitizer if needed).
- If possible, use a touchless trash can or touchless paper towel dispenser.
- Post signage to encourage prevention.

People who are concerned about using a breakroom may choose to bring things with them that do not need to be heated or cooled, for example a thermos of coffee or a sandwich and a piece of fruit for lunch. The more that we do together to prevent the spread of COVID and other diseases, the healthier campus will be.

Stairwells

EH&S and Facilities will be placing signs designating the stairwell direction. Remember that in an emergency, all stairs can be used for exit.

Elevators

- One person per elevator; limit touching surfaces to the extent possible.

Meetings

- Where possible, meetings should be conducted virtually (i.e., Zoom, WebEx, Microsoft Teams, telephone, etc.)

Service Vehicles (including GEM, golf carts, etc.)

- One person per state vehicle or use face coverings when vehicles must be shared. Each vehicle shall be disinfected after each use.

Tools and Equipment

- If tools and equipment are shared by more than one person, disinfect between each use.

Questions?

Please email bestforthenest@uncw.edu with questions about returning to campus.