### BEFORE RETURNING TO CAMPUS:

**REVIEW AVAILABLE GUIDANCE AND TRAINING**

- Review relevant UNCW resources and policies at: [https://uncw.edu/coronavirus/](https://uncw.edu/coronavirus/).
- Review available government information at NCDHHS, OSHA, and CDC and communicate that information and relevant UNCW and UNC System policies to your employees.
- Complete required COVID-19 training for UNCW employees prior to returning on-site. Available in [mySeaport](https://myseaport.uncw.edu), under the Administrative Services Tab, then under Services click [UNCW EH&S Vivid Learning Access](https://vivid.fordesc.com/login).
- Review the [UNCW Best of the Nest A Guide For Returning to Campus](https://www.uncw.edu/uncw-best-of-the-nest/) return to work on-site guidance and become familiar with options for telework and flexible work arrangements.

**EMPLOYEE MONITORING AND SCREENING**

- Talk with your employees about their comfort with returning to work and the importance of daily self-monitoring.
- Self-screening is required daily before coming to work. Instruct employees to complete their [Daily Health Assessment](https://myseaport.uncw.edu/uncw/ehs/daily-health-assessment/) that is emailed to them each morning.
- Remind employees that if they have any COVID-19 symptoms or have been exposed to COVID-19, they are required to notify their supervisors and the UNCW Student Health Center at [coronavirus@uncw.edu](mailto:coronavirus@uncw.edu) or 910.962.0587 and not report to work.
- Employees who experience COVID-19 symptoms at work are required to leave work, promptly seek testing through their health provider or other testing site and notify their supervisor and the UNCW Student Health Center at [coronavirus@uncw.edu](mailto:coronavirus@uncw.edu) or 910.962.0587. COVID-19 screening and monitoring results and illness information are confidential.
- Review the [UNCW sick leave policy](https://uncw.edu/policies/documents/08.213.pdf) to ensure that employees experiencing any COVID-19-related symptoms stay home.

**FACE COVERINGS / PERSONAL HYGIENE**

- Face coverings/masks are required while working on-site except when in your private office, eating, or drinking.
- Face coverings are not required in your personal office if working alone.
- Personal hygiene such as frequent and thorough handwashing is encouraged. Determine the closest location to wash hands. *Hand sanitizer may be used if handwashing access is not available.*
- Encourage and understand NC DHHS’s “Know Your Ws” guidance:
  1. Wear a cloth face covering.
  2. Wait 6 feet apart. Avoid close contact.
  3. Wash your hands or use hand sanitizer.
- *Hand sanitizer can be used in addition to handwashing but is not a substitute for proper handwashing.*

**PREPARING WORKSITE FOR EMPLOYEE RETURN**

- Assess space for social distancing standards (ability to maintain 6 feet distance and ~40 square feet per person). If needed, designate small spaces such as copy rooms as one-person occupancy only and hallways as one direction only if possible.
- Convert shared office space to single use.
- Coordinate with your Business Officer to purchase signage for non-common areas, sanitizer, wipes and Plexiglas.
- Provide Plexiglas shields for high traffic areas such as reception desks.
- Remove chairs from waiting rooms and remove enough chairs from meeting rooms to allow 6 feet apart.
- Ensure workspace has adequate supply of disinfectant wipes and hand sanitizer.
- Place Community Standards signage in workspace.
- Ensure that all vehicles are limited to the driver.
### WHILE ON CAMPUS:

#### SOCIAL DISTANCING WORKPLACE REQUIREMENTS

- Maintain social distancing in the workplace, particularly in common areas, breakrooms, shared workrooms, doorways, hallways, stairs, elevators, and restrooms.
- Identify high-touch areas and shared equipment and post requirements on the use of disinfecting wipes and/or sprays.
- Discourage employees from using others’ phones, desks, offices, or other work tools and equipment.
- Encourage virtual meetings and limit face-to-face meetings. When meeting face-to-face, encourage social distancing.
- **Workstations and desks:** Clean and disinfect individual equipment frequently. At a minimum, this should be done at the start of each workday.
- **Common areas:** Use the common area closest to your workstation. Maintain a safe distance, at least six feet away from other individuals.
- **Elevators:** Avoid riding elevators with others to the extent practicable. Use the stairs whenever possible, especially when descending.
- **Breakrooms/kitchens:** No communal food items are allowed, including as part of office events (i.e. birthday/retirement/special occasions).
- Follow the instructions for disinfecting wipes and cleaning supplies in areas with shared refrigerators, microwaves, coffee machines, etc.
- Use disinfecting wipes in vending machine areas with instructions to wipe touchpads and change slots after use.
- **Shared equipment:** Use shared equipment closest to workstation and follow the signage for disinfecting. Limit the sharing of office supplies; employees should have their own designated pens and pencils. Opening or expanding operations incrementally will allow managers/supervisors to test and adjust plans and procedures.

#### REMOTE WORK

- Solicit feedback and evaluate what worked and what did not during recent closures and periods of teleworking.
- If appropriate, continue telework for certain positions and evaluate whether teleworking is temporary or permanent, including alternating or staggered teleworking.
- Employees may request to continue teleworking temporarily or permanently.
- Utilize teleworking forms provided by Human Resources.

#### COMMUNICATIONS, TRAINING AND MONITORING

- Ensure employees have completed required training.
- Communicate the return-to-work plan for your department/workgroup to all employees and ensure they understand their expected return-to-work date.
- Communicate to all employees equally about the support available if someone wishes to voluntarily disclose their high-risk status. Employees are not required to disclose if they are in a high-risk category based on a pre-existing medical condition.
- Conduct regular check-ins with employees to discuss challenges, concerns, or questions. Offer support during this transition.

#### FLEXIBILITY

- Managers/Supervisors must continue to monitor campus updates and applicable orders (local or state government) as they evolve.

*The content of this publication was created by the Office of Human Resources. Questions? Contact bestforthenest@uncw.edu.*