University of North Carolina Wilmington

Return-to-Campus Manager/Supervisor Checklist

BEFORE RETURNING TO CAMPUS:

REVIEW AVAILABLE GUIDANCE AND TRAINING

☐	Review relevant UNCW resources and policies at: 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, under the Administrative Services Tab, then under Services click **UNCW EH&S Vivid Learning Access.**
☐	Review the UNCW Best of the Nest A Guide For Returning to Campus 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 use a **Daily Health Assessment** such as the CDC version found here .
☐	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 or 910.962.0587and **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 or 910.962.0587. **COVID-19 screening and monitoring results and illness information are confidential.**
☐	Review the UNCW sick leave policy at 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.

UNCW UNIVERSITY *of* NORTH CAROLINA WILMINGTON

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.

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 applicable orders (local or state government) as they evolve or are lifted. Orders will likely be lifted in phases and a patchwork of restrictions will continue.

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