Dear Seahawks:

I strongly encourage you to fully explore our university’s Return-to-Campus guidelines. These protocols outline best practices developed to protect and preserve our campus community during the ongoing public health crisis caused by the coronavirus. Following the proper protocols will continue to be important for the well-being of the Seahawk community and the community surrounding our campus. You have shown tremendous grace throughout this pandemic. Your strength of Seahawk character will continue to help our campus community in the weeks ahead, as we adapt plans when necessary to minimize potential COVID-19 impacts to the best of our ability.

As conditions evolve, new information will be shared with employees, students and the community via the university’s communication resources, including campus inboxes, website announcements and social media items.

Please join me in thanking the team of campus professionals who developed our guidelines in collaboration with local, state and federal organizations. I deeply appreciate their efforts on behalf of the entire community.

Sincerely,

Jose V. Sartarelli
Chancellor
# Table of Contents

Guiding Principles ........................................ 3  
Working on Campus ........................................... 4  
Health and Safety ............................................. 5  
Community Standards ....................................... 7  
Additional Resources ......................................... 10  
Questions ......................................................... 11
UNCW is committed to a culture of personal responsibility for community health and safety. We believe that no member of our campus community should be put at undue risk, or be put in a situation in which they need to choose between participating as a member of our campus community and their personal or family health. Every member of our community – including you – must do their part. This means adhering to national, state, and local health guidelines and requirements, as well as those measures UNCW deems safe and appropriate for its campus.

Although UNCW holds as paramount the health, safety and welfare of every Seahawk, none of us can guarantee what shape or path COVID-19 will take, and no one – including UNCW – can guarantee a COVID-19-free environment. We continue to see the importance of following health and safety protocols. We must remind you, in the spirit of complete transparency, that being on our campus in person means there is a risk you may contract COVID-19. We are taking recommended steps to mitigate this risk, but we cannot categorically guarantee you will not contract the virus. Teaching, learning and working on our campus will inherently pose some risk. We ask that you consult with your managers, the Student Health Center and/or Human Resources to discuss any concerns you may have about protecting your own safety on our campus.

UNCW is utilizing a data-driven plan to return to campus. Changes in campus plans will be determined by guidance and data from the Centers for Disease Control and Prevention (CDC) and from state, local and university health professionals. Early on in the process, UNCW identified these guiding principles to lead the response to COVID-19 decision making:

- **Health and Safety**
- **Student Success**
- **Quality Teaching and Learning**
- **Financial Stability**
- **Community Interactions**
- **Continuity of Operations**

While all of these areas are important, the health and safety of the UNCW community is at the forefront of all decision making.
As we look toward a new academic year and the return of students, there are several core concepts that we want to build on:

- Proceed thoughtfully, carefully and deliberately.
- Provide flexibility for employees who are members of a vulnerable population.
- Be ready to adjust based on guidance from the CDC, state and local health officials.
- Emphasize handwashing, staying home when sick and use of cloth face coverings, depending on campus requirements.
- Be compassionate and flexible. Supervisors are asked to be mindful of the anxiety felt by employees.
Health and Safety

**Daily Health Assessment**

Every day before leaving for work or class, please check your temperature and perform a health assessment. Be aware of:

- 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
- Contact with a person with confirmed or suspected COVID-19

Symptoms may appear 2-14 days after exposure to coronavirus. People with these symptoms may have COVID-19. If you are exhibiting any of the aforementioned symptoms, please contact your medical provider. Students should contact the Student Health Center at 910.962.3280 or coronavirus@uncw.edu.

**If You Have Possible COVID-19 Symptoms, Stay Home**

Taking personal responsibility to stay at home if you suspect you are ill is critical to help protect the campus and our community from the spread of COVID-19.

Employees with COVID-19 symptoms should contact their health care provider, notify their supervisor if they will be missing work and then notify the UNCW Student Health Center at 910.962.0587 or coronavirus@uncw.edu.

Students with COVID-19 symptoms should contact the Student Health Center at 910.962.3280 or coronavirus@uncw.edu.

Students who test positive at off-campus facilities should notify coronavirus@uncw.edu.

**What to Do if You Feel Ill While Working**

**Employees** who begin to feel ill while at work should take the following steps:

- Call 911 and seek emergency aid immediately for an emergency or life-threatening situation.
- For non-emergencies, quickly find a stopping point for your work.
- Contact your health provider, and then notify your supervisor if you will be missing work and the UNCW Student Health Center at 910.962.0587 or coronavirus@uncw.edu.
- Go home and/or follow recommendations of medical professionals.
- If a supervisor believes an employee is exhibiting symptoms of sickness at work, the supervisor is authorized to send the employee home.
Pandemic Safety Awareness Training for Faculty and Staff

Virtual training is available for all faculty and staff.
To access the training:

- Login to mySeaport
- Select the Administrative Services tab
- Select UNCW EH&S Vivid Learning Access under the Finance and Business Affairs heading, Services subheading.
- Select “Pandemics: Slowing the Spread” and “Cold, Flu, and Transmissible Illness Prevention” to participate in and complete the training.
- When you are done you can print out a certificate if you would like.

In the training, you may notice that face coverings are mentioned as something to wear when a person is sick. More recent research has shown that face coverings play an important part in preventing the spread of COVID. Therefore, at UNCW, as of August 2, 2021, face coverings will be required for all faculty, staff and students for indoor movement and when participating in meetings, events, classes, gatherings, in shared spaces, and when doing research with others. This guidance will be reviewed on or before September 17, 2021, and updates will be shared with the campus community by the Office of University Relations.

If you have questions or concerns about the training, please contact EH&S at ehs@uncw.edu.
Employees and students on campus will be required to wear cloth face coverings as we begin the fall semester. We highly recommend vaccination for UNCW students, faculty and staff. The closer our campus community gets to a large percentage of the population fully vaccinated, the better we will be able to slow the spread of COVID-19. These measures are effective ways to limit transmission of the coronavirus. COVID-19 is an airborne disease that spreads from person to person through speaking, coughing or sneezing.

Vaccinations, face coverings and hand washing are not just to protect you; these measures protect those around you, too. People who contract the coronavirus are infectious for up to two days before they exhibit symptoms and some who contract the virus never develop symptoms. However, asymptomatic people can still transmit the disease to others. That means it’s possible for someone to have the coronavirus and give it to other people without even knowing it. Vaccinations and face coverings reduce the likelihood of that happening.

**Reporting Concerns:** If employees observe behavior that does not follow the university’s health and safety standards, they should report these concerns to their supervisors.

### Wear a Cloth Face Covering

As we begin the fall semester, faculty, staff and students are required to wear cloth face coverings or masks for indoor movement and when participating in meetings, events, classes, gatherings, in shared spaces, standing in lines and when doing research with others.

Employees are not expected to wear a face covering when working alone in a room or office. Students are not expected to wear a face covering when in their assigned residential space.

- As of publication, face coverings are not required outdoors.
- Regardless of requirement, all members of our community should feel comfortable wearing a face covering to protect their health if they so choose.
- Additional PPE will be provided to employees whose job responsibilities require their use.
- When wearing a face covering, it must cover the nose and mouth.
- Remember to always carry a face covering with you, even when you are alone, in case you encounter someone else.

Faculty may use face shields (in lieu of masks or cloth face coverings) while teaching to the extent that pedagogical needs make use of masks or face coverings impractical. Faculty and staff may also use face shields as needed to ensure safety while conducting research. Face coverings should be put back on as soon as teaching or research activity is over.

- Departments may continue to conduct virtual meetings, even when meeting participants are in the same building.
- Departments may use Plexiglas shields/ sneeze guards at transactional desks and counters. Contact EH&S for consultation at ehs@uncw.edu. Contact Printing Services at printingservices@uncw.edu for more information about ordering Plexiglass shields.
Face Coverings for Dining and Transportation

Our face covering requirements in campus dining areas, break rooms and other places where food is consumed will be similar to the 2020-21 academic year. In these locations, students, faculty and staff should wear face coverings while moving through the area, remove the face coverings to eat, and then replace them while sitting and talking with others.

Face coverings also are required on multi-passenger vehicles such as WAVE buses, shuttles, vans and UNCW vehicles. Personal vehicles and open-air vehicles such as golf carts or gators are not included in this requirement.

• All riders on the Seahawk Shuttle must wear cloth face coverings. Drivers will request passengers to don face coverings prior to utilizing the shuttle services. Passengers not willing to don a face covering will not be allowed to board any UNCW transportation.

• Avoid touching your eyes, nose, and mouth with unwashed hands.
• When washing your hands, use a paper towel to turn off the faucet and open the door when leaving. Throw your paper towel into the trash receptacle near the door.

There will be hand sanitizer stations set up throughout campus, especially at building entrances and exits.

Cover Your Cough or Sneeze

• Always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow.
• Throw used tissues in the trash.
• Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Wash Your Hands Often

• Wash your hands often with soap and water for at least 20 seconds.
• Remember to wash your hands at least at the beginning and end of your day, before all meals, after using the restroom, and after sneezing, coughing, or touching your face.
• If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
Cleaning and Disinfection of Surfaces

The UNCW Housekeeping staff will be continuing with cleaning protocols similar to those of fall 2020 including disinfecting all classrooms every night. That includes high touch surfaces (light switches, doorknobs, etc.), all desks, tables, and chairs. Each room will be swept and mopped.

Gloves or No Gloves?

Gloves are not recommended, unless they are a required part of your job duties. Remember that gloves do not give the wearer immunity, and any germs that might be on your gloves can be transferred to other surfaces. To avoid cross-contamination, safely remove gloves immediately after use. See this resource for more information: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/gloves.html

Surveillance Testing of Unvaccinated Individuals for Fall Semester

All unvaccinated residential students, face-to-face students who reside off-campus, faculty and staff will be required to participate in weekly surveillance testing, as of Aug. 23. Students, staff, and faculty who present proof of vaccination are not subject to weekly surveillance testing.

- Starting Aug. 23, free surveillance testing will be available Monday-Thursday from 8:30-11:30 a.m. and 1-4:30 p.m. in the Student Rec Center MAC Gym and Warwick Ballroom 4. No appointment necessary.
- Failure to comply with these requirements could result in a range of possible measures including loss of campus housing for residential students or loss of access to the UNCW network for face-to-face students and faculty/staff.
- Individuals who have tested positive in the past 90 days are not required to participate in weekly surveillance testing until your 90 days have passed. If you were tested off campus and have not already notified coronavirus@uncw.edu of your positive test, you will need to do so.
- On Aug. 11, faculty and staff as well as off-campus students taking face-to-face courses received a Qualtrics survey with a simple way to upload your vaccine information if you have not already submitted it. In addition to establishing which members of campus need to participate in weekly testing, this data will help us determine the percentage of our campus community that is vaccinated. Student Health staff will be the only ones with access to individual information.
- Residential students were asked to submit vaccination information as part of the Move-In process.
- Campus visitors are not required to submit proof of vaccination or participate in UNCW surveillance testing to attend events and activities.
The university urges students, faculty and staff to get vaccinated. It is the most effective way to make a difference in the spread of the pandemic. Vaccination reduces the likelihood of contracting COVID-19 and significantly reduces the chances of developing severe symptoms if you are infected.

The university understands that some students, faculty and staff may be hesitant to obtain vaccination for a variety of personal reasons; our surveillance testing approach currently provides you with options to support the health of the campus community. You have the choice to be vaccinated or get tested.

Vaccine clinics will be scheduled throughout the semester at locations around campus. Those details, including which vaccine will be offered, will be shared via campus inboxes, the UNCW homepage and Best for the Nest.
This continues to be a difficult time for many of us, balancing responsibilities of work and home in an uncertain time. The uncertainty of the pandemic may be stressful or cause us to be anxious. Fear and anxiety can be overwhelming – not just for you, but for your family and loved ones as well. There are a number of resources available to help, including:

**Employee Assistance Program**

Managing COVID-19 and adapting to significant changes in the work environment can be a stressful experience for everyone and may evoke emotions that are unfamiliar or difficult to work through. The university is committed to supporting your overall health and well-being during this stressful time. The UNCW Employee Assistance Program (EAP) is available to all employees; the services are confidential and are provided to you and your dependents at no charge.

The EAP’s services include:

- Confidential counseling
- Financial consulting
- Legal support
- Work-life solutions

More details about the EAP services are available at their website: [uncw.edu/hr/training-eap](http://uncw.edu/hr/training-eap)
Phone: 877.274.7342.

**NC COVID-19 Helpline**

If you have questions about COVID-19 (coronavirus), dial 2-1-1 or 888.892.1162. Sign up for updates by texting COVIDNC to 898211.

**Additional Sources of Information**

Centers for Disease Control: [cdc.gov](http://cdc.gov)

American College Health Association: [acha.org](http://acha.org)

New Hanover County Health Department: [health.nhcgov.com](http://health.nhcgov.com)

North Carolina Department of Health and Human Services: [ncdhhs.gov](http://ncdhhs.gov)

Occupational Safety and Health Administration: [osha.gov](http://osha.gov)

UNC System: [northcarolina.edu](http://northcarolina.edu)
UNCW is an EEO/AA institution.