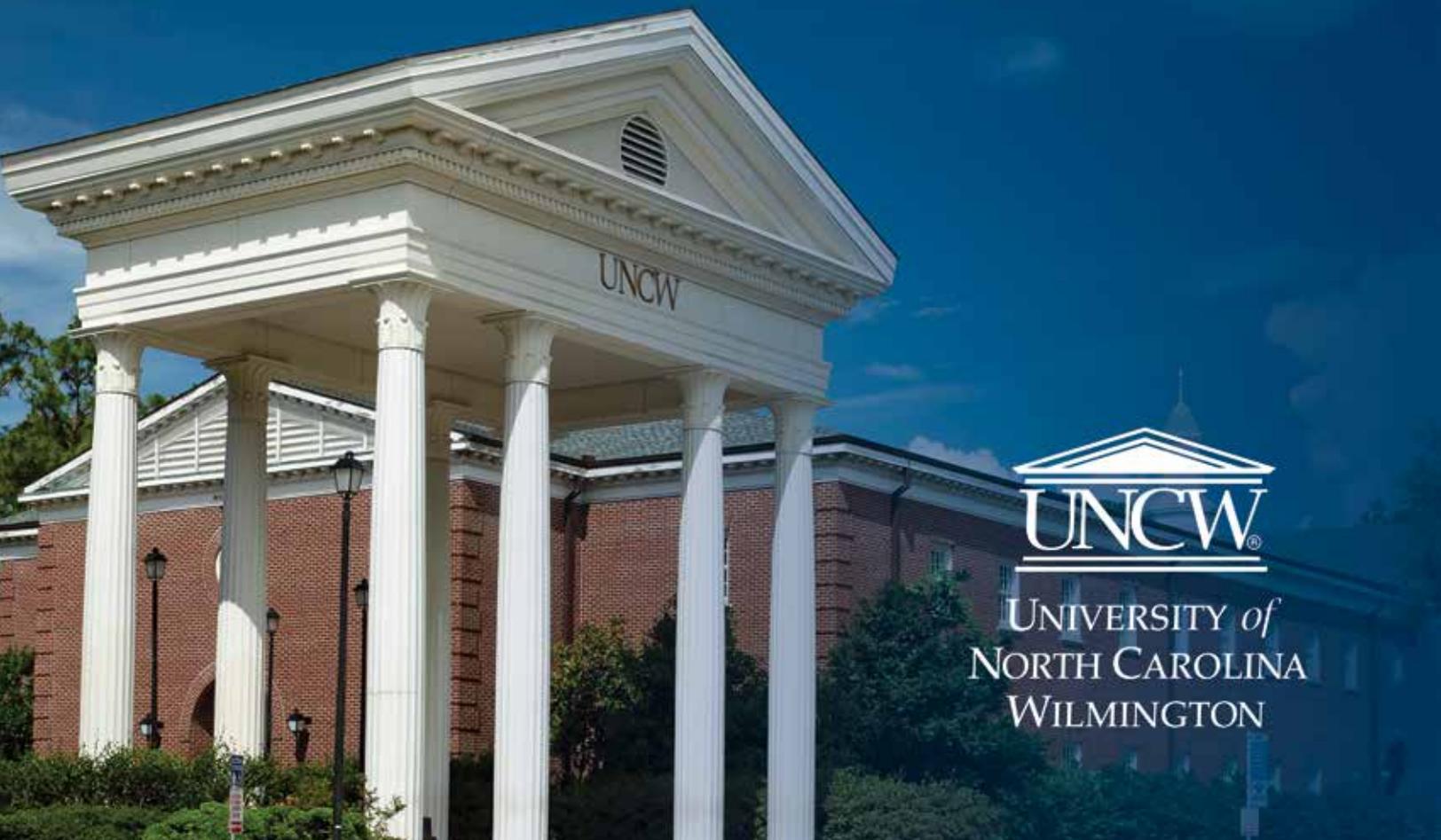


Best
FOR THE
Nest

A Guide
for Returning
to Campus

Publication date: July 8, 2020



Overview

Dear Seahawks:

I strongly encourage you to fully explore our university's Return-to-Campus guidelines. These protocols outline the steps employees and students must follow to protect and preserve our campus community during the public health crisis caused by the coronavirus. Please do what is "Best for the Nest" by complying with these requirements until further notice. 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.

Given the scope of the pandemic and the university's comprehensive response, some service requests may take longer than usual to address. Our campus community has exhibited tremendous patience and understanding following hurricanes, and I ask each of you to take that same approach as we gradually resume campus operations for the 2020-21 academic year.

In closing, I want to thank the team of campus professionals who developed our guidelines in collaboration with local, state and federal organizations. Their work has been especially challenging, and largely unsung, and I appreciate their efforts on behalf of the entire community.

Sincerely,



Jose V. Sartarelli
Chancellor

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Guiding Principles

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 must remind you, in the spirit of complete transparency, that returning to our campus in person means there is a risk you may contract COVID-19. We are taking all 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 has a data-driven plan to return to campus gradually. Changes in the return plan will be determined by guidance and data from the Centers for Disease Control and Prevention (CDC) and from state, local and university health professionals. This process will include appropriate physical distancing, cleaning and sanitizing of workplace surfaces, and availability of personal protective equipment and face coverings for on-campus employees. Administrators and departmental supervisors will determine which employees will return to work on campus and how to implement these requirements for their units.

Early on in the process, UNCW identified these guiding principles to lead the return-to-work 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.

Returning to Campus for Employees

As we look toward the gradual return of employees beginning in July and continuing into the fall, 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.
- Continue to telework as much as possible.
- Be ready to adjust based on guidance from the CDC, state and local health officials.
- Emphasize social distancing, handwashing, staying home when sick and use of cloth face coverings.
- Be compassionate and flexible. Supervisors are asked to work with employees who have childcare or other family responsibilities and be mindful of the anxiety felt by employees.

Strategies for Supervisors to Limit Virus Transmission

During the phased return, divisions may implement the following measures to limit the spread of the coronavirus:

- Encourage teleworking when possible.
- Consider alternate work schedules. For example, schedule partial staffing on alternating days of the week.
- Stagger workplace arrival and departure times, break times and lunch breaks to minimize population density at building entrances and exits and in break areas, restrooms and other common spaces.

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)
- Any two of the following: 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
- 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.

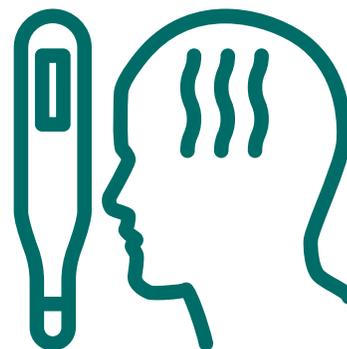
Employees with COVID-19 symptoms should contact their health care provider, notify their supervisor and then notify the UNCW Student Health Center at 910.962.0587 or coronavirus@uncw.edu.

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

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 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.



Phased Return to Campus for Employees

Faculty and staff will initially return to campus in a limited capacity. Priorities will include positions that are needed for research activities or campus reopening as well as some jobs that cannot be effectively performed from home and are critical to ongoing operations. As managers evaluate priorities based on business needs, employees will be notified by their supervisors of their return to campus date with as much notice as possible. Employees and supervisors will follow health and safety guidelines designed to limit the spread of COVID-19. Upon discontinuation of teleworking, employees should work directly with their supervisors to ensure the safe return of all university property to campus. Contact ITS if assistance is needed reconnecting computers and printers on campus.

In order to maintain required social distancing measures and reduce population density within buildings and workspaces, managers are encouraged to consider the following staffing options:

Remote Work: Those who can work remotely to fulfill a portion or all of their work responsibilities may continue to do so until otherwise advised by their supervisor. This will reduce the number of individuals on campus and slow the potential spread of the COVID-19 virus. These arrangements, which should be approved by supervisors, can be done on a full or partial day/week schedule as appropriate.

Alternating Schedules: In order to limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating schedules to the extent possible. Such schedules will help enable social distancing, especially in areas with large common workspaces.

Staggered Reporting/Departing: The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes, where possible, will reduce traffic in common areas and help meet social distancing requirements.

Pandemic Safety Awareness Training for Faculty and Staff

All faculty and staff will be expected to complete virtual training before returning to campus. 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, face coverings will be required for all faculty, staff and students when social distancing is not possible, for indoor movement and when participating in meetings, events, classes, gatherings, in shared spaces, and when doing research with others.

UNCW will provide two face coverings to all students, faculty and staff. Individuals can also choose to wear their own face coverings unless university issued coverings are deemed part of uniform.

Initial distribution of cloth face coverings will be coordinated with division and department business officers. A process for ordering disposable face masks (along with other related items) via the AiM system is described on page 12. However, employees and/or departments with an immediate need should contact the Office of Environmental Health and Safety, Monday through Friday, from 8-11:30 a.m. or by appointment. Please call 910.962.7697 for additional assistance.

If you have questions or concerns about the training, please contact EH&S at ehs@uncw.edu.

All faculty, staff and students will be given two cloth face coverings before the start of the fall semester. Details about distribution will be forthcoming. Until then, if a department needs disposable face masks, please contact EH&S at ehs@uncw.edu.

Community Standards

Employees and students on campus will be required to maintain physical distance from others and to wear cloth face coverings. 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.

Physical distance and face coverings 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. Physical distance 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 or managers.

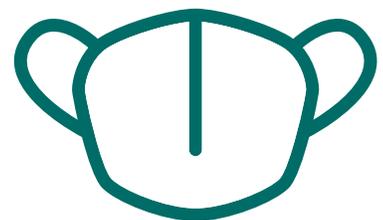
Wear a Cloth Face Covering

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 or queues, and when doing research with others.

Employees are not expected to wear a face covering when working alone in a room or office, or when walking alone in an uncrowded outdoor location. Students are not expected to wear a face covering when in their residence hall room.

A cloth face covering is typically a reusable item made from cloth fabric. It serves to protect others from exposure to illnesses the wearer may be carrying. This is the appropriate protection for most employees and students and should be laundered in a washing machine frequently.

A disposable surgical mask is a disposable face covering approved for health care environments. These are generally reserved for health care workers and emergency responders. There are non-medical disposable masks that may be used by other individuals as a temporary measure when cloth face coverings are not available.



- All faculty and staff will be given two cloth face coverings before the start of the fall semester. Details about distribution will be forthcoming. Until then, if a department needs disposable face masks, please contact EH&S at ehs@uncw.edu.
- All students will be given two cloth face coverings before the start of the fall semester. Details about distribution will be forthcoming.
- Faculty, staff, and students will be expected to supply any additional cloth face coverings they need.
- Additional PPE will be provided to employees whose job responsibilities require their use.
- When wearing a face cover, 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. Other restrictions will apply; more details will be shared.

Wait Six Feet Apart - Physical Distancing Standards

- Maintain a minimum of six feet of physical distance between yourself and other people at meetings, classes, events, gatherings, meals, when doing research, and when standing in lines or queues. Classrooms and most common spaces have already been rearranged to meet requirements for physical distancing. Note that furniture may need to be reset in between usage. Some areas may require additional distancing due to the type of activity, for example performance and exercise spaces.
- In-person gatherings or meetings are limited to a maximum of 10 people indoors, or a maximum of 25 people outdoors, who are spaced at least six feet apart. (UNCW will adjust its standards accordingly if the state adjusts its recommendations.)
- UNCW is preparing classrooms, labs, studios, and other learning facilities for use in the fall, and maintaining a healthy and safe community will be the primary driver in how those facilities are used and populated. We will not deliver courses with more than 50 students in a face-to-face environment. By following appropriate social distancing practices in all our classes, the number of students physically in each classroom will be greatly diminished, i.e., a classroom that would normally serve 30 students may now only serve 10-15. Many face-to-face courses



may also be supplemented with other forms of instruction, such as a hybrid or “blended” course where some learning is done in the classroom and some is done online or via alternate means.

- UNCW strongly encourages the use of technology (e.g., conference calls, Zoom or Teams) to conduct virtual meetings, even when meeting participants are in the same building.
- Departments may need to rearrange (or remove) furniture, utilize signage, or use Plexiglas shields/sneeze guards at transactional desks and counters to promote physical distancing. Contact EH&S for consultation at ehs@uncw.edu. Contact Printing Services at printingservices@uncw.edu for more information about ordering standardized signage. Offices should be single occupancy. Any exceptions will need to be approved by the Vice Chancellor, Chief of Staff, or designee. If possible, managers should plan for a minimum of 40 square feet per person. If this is not possible, occupants must wear face coverings and contact EH&S for consultation as needed at ehs@uncw.edu.
- Follow physical distancing signage on campus. Even when signage is not present, follow recommendations as indicated by health authorities.
 - There will be designated entrances and exits in each building. All exits can be used in an emergency.
 - Staircases will be one-way (up or down) to the extent possible. All stairways can be used in an emergency.
 - Elevators will be limited to use by one person at a time, with the exception of an assistance person required by ADA or when work requires more than one person. In these cases, face coverings must be worn.
- There will be limited occupancy for common break rooms. Departments may schedule staggered lunches and break times; stop using communal cups, plates and utensils; and limit food sharing. Employees are encouraged to take food back to their office area or eat outside to minimize exposure.
- Dining Services will increase the frequency of its sanitization procedures. Staff will provide continuous cleaning and sanitization of tables, chairs and other high-touch surfaces and back-of-house areas; drink stations and restrooms will be cleaned every 30 minutes. Additionally, each dining facility will be disinfected nightly once they have closed for the evening.
- Vehicles (including golf carts, gators, and GEM vehicles) will be limited to the driver. If a situation requires two or more people, then all must wear face coverings. More than one occupant must be approved by the department supervisor.



- 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.
- More than one person may use multi-use restrooms at the same time, although users are expected to wear a mask or cloth face covering while using the restroom.

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.
- 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.

Cleaning and Disinfection of Surfaces

High-touch surfaces in common spaces have been and will continue to be cleaned multiple times per day by UNCW housekeeping staff or environmental services contractors in accordance with CDC guidelines for disinfection. Common spaces include bathrooms, classrooms, conference rooms, and hallways. Examples of common space high-touch surfaces include door knobs, elevator buttons, light switches, and handrails.



To learn more about the CDC's recommendations about cleaning protocols for facilities, see: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

Departments and units will be responsible for wiping down high-touch surfaces in their areas such as office doors, break rooms, desks, copying machines, and other general-use office equipment. The university will also clean these areas but cannot do so between each use. Employees are not expected to do any cleaning beyond wiping down surfaces.

Employees should disinfect their workspace, work vehicles, and tools/equipment at the beginning and ending of each workday or shift, and after each use if the items are shared. Disinfectant wipes and cleaning materials will be provided in work areas, sections or office suites.

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>

Supply Purchases

Individual departments will be able to order certain COVID-19 related items through the AiM system. Orders should be coordinated with your business officer. These items will include:

- Disposable face masks
- Plexiglas separators
- Small and/or desktop hand sanitizer (for individual offices)
- Disinfecting wipes (for use in private offices and other non-common areas)
- Face shields (for face-to-face classroom instruction only; additional restrictions will apply)

Items ordered through the AiM system will be delivered directly to departments that placed the order.

Employees and/or departments with an immediate need should contact the Office of Environmental Health and Safety, Monday through Friday, from 8-11:30 a.m. or by appointment. Please call 910.962.7697 for additional assistance.

Note: Additional instructions for placing orders through AiM will be provided directly to university businesses officers and AiM users through a separate communication.

Additional Resources

This is a difficult time for many of us, balancing 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

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

American College Health Association:

acha.org

New Hanover County Health Department:

health.nhcgov.com

North Carolina Department of Health and Human Services:

ncdhhs.gov

Occupational Safety and Health Administration:

osha.gov

UNC System:

northcarolina.edu

UNCW Coronavirus Information:

uncw.edu/coronavirus

Questions?

This guide is not meant to be exhaustive, but rather to answer some of the most common questions. For more information, please contact the resources below:

About COVID-19

COVID Hotline 910.962.0527

Email..... coronavirus@uncw.edu

Online uncw.edu/coronavirus

About health and safety guidelines

Email..... ehs@uncw.edu

About the Return to Campus

Email..... bestforthenest@uncw.edu

EH&S 910.962.3057

Human Resources..... 910.962.3160

Student Health Center..... 910.962.3280

The UNCW Office of Human Resources, Student Health Center and Office of Environmental Health and Safety compiled the information within this guide with input from federal, state and local agencies, divisions and departments across campus.



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