

Returning To Work



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OVERVIEW



The safety and well-being of students, faculty and staff has always been paramount to Fayetteville State University. The welfare of our campus community has become greater during this pandemic.

This manual presents COVID-19 safety protocols to help create a safe and supportive work environment for students and employees as they transition back to campus.

These protocols were developed based on guidance from the Centers for Disease Control and Prevention, the Occupational Safety and Health Administration, the state of North Carolina and the University of North Carolina System. As scientific knowledge of the coronavirus continues to evolve, the COVID-19 pandemic changes over time, and government and public health officials issue new orders and guidance, we will make every attempt to update relevant procedures and plans within this document as needed.

The university will follow all state and federal orders, directives of the University of North Carolina System, and CDC guidelines to help ensure a safe on-campus environment. Our top priority in all decisions is the health, safety, and well-being of the FSU Family.

All students and employees are expected to fully comply with the procedures, protocols and requirements outlined in this document and in any linked documents and websites, as well as any additional guidance they receive from supervisors, administrators, residence hall staff or any other designated university official.

Note: This document is subject to change. Employees should check the university's Coronavirus Response site (<https://www.uncfsu.edu/coronavirus-update>) regularly for the latest information.



PHASED RETURN OF EMPLOYEES



Fayetteville State University will incorporate a phased system of returning of faculty and staff to work gradually, and over time. The phased return will be consistent with the guidance associated with the State of North Carolina's three-phased re-opening guidelines based on guidance from local, state, and federal public health authorities such as North Carolina Department of Health and Human Services and the National Centers for Disease Control and Prevention, as well as applicable orders and regulations from the governor and relevant federal agencies such as the Occupational Safety and Health Administration (OSHA) and the U.S. Equal Employment Opportunity Commission (EEOC).

The phased system of returning will be consistent with ensuring appropriate physical distancing, cleaning and sanitizing of workplace surfaces, and availability of personal protective equipment for on-campus employees.

Administrators and supervisors will decide when their employees will return to on-campus work and decide how to implement these requirements for their units. Administrators and supervisors will communicate their decisions to their employees. Supervisors are required to limit the number of employees in campus spaces to meet physical distancing requirements.

HEALTH AND SAFETY GUIDANCE



Face Coverings

The university strongly encourages employees to wear masks or face coverings that cover the mouth and nose when on campus and in the presence of others or in settings where 6 feet of social distancing cannot be maintained, including:

- Workspaces
- Break rooms
- Meeting rooms
- Classrooms
- Narrow hallways, stairwells, building entry/exit points

The mask or cloth face covering alone is not a substitute for social distancing but is not required if working alone in a confined office. The university may supply mask or face coverings upon request or due to the nature of your role. Employees should contact their supervisor if the employee failed to bring an appropriate mask or face covering to work. Disposable masks may only be worn for one day and then must be disposed of in the trash. The university will provide a mask so long as supplies are available.

A cloth face covering can also be worn, as this will reduce the need to purchase additional masks, which are in short supply. Cloth face coverings must only be worn for one day at a time and must be properly laundered before use again.

Employees may supply their own mask or face coverings to be worn on campus. Click link below to learn CDC recommendations on making and wearing face coverings. N95 respirators should be reserved for medical professionals.

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>

Elevators

Elevators should carry no more than three individuals at a time; the university strongly encourages individuals to take the stairs in lieu of the elevator whenever possible. If using the elevator, wear a mask or face covering and avoid touching the elevator buttons with exposed fingers. Wash hands or use alcohol-based hand sanitizers as the preferred forms of hand hygiene upon departing the elevator.



Restrooms

Use of restrooms should be limited based on size to ensure at least 6 feet of social distancing between individuals. Wash hands thoroughly afterward to reduce the potential transmission of the virus.

When you wash your hands, wash them for at least 20 seconds with soap and water. If soap and water are not readily available, you may use hand sanitizer instead. For more detailed information on effective hand hygiene, view the CDC's guidance for washing and sanitizing your hands.

(<https://www.cdc.gov/handwashing/when-how-handwashing.html>).

- You are expected to wash your hands at least in the following instances:
- At the beginning and end of each work shift
- After using the restroom
- Before and after eating
- After blowing your nose, coughing, or sneezing



Meals

Before and after eating, wash hands thoroughly to reduce the potential transmission of the virus.

If dining on campus, wear a mask or face covering until ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Only remove mask or face covering to eat, then put it back on.

Staff are encouraged to take food back to their office area or eat outside when possible.



Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.



Cleaning and Disinfecting

At the start and conclusion of each day, employees are expected to use available supplies to clean and disinfect all shared workstations, equipment, and tools.

High-touch surfaces and common areas will be cleaned by University Housekeeping in accordance with CDC guidelines for disinfection. <http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>



Signage

Building occupants are expected to follow signage on traffic flow through building entrances, exits, elevator usage and similar common use areas.

- Place visual cues such as door decals, colored tape or signs to indicate where to stand while waiting in line.
- Place sneeze guards in high traffic locations such as reception areas.
- Place one-way directional signage in stairways and in large open workspaces that have multiple thruways to increase distance between employees moving through the space.



IF YOU HAVE POSSIBLE COVID-19 SYMPTOMS, STAY HOME



Employees who return to the workplace are expected to evaluate themselves for the presence of possible COVID-19 symptoms every day before reporting to work. If you have any of the symptoms listed below, stay home, notify your supervisor and follow CDC guidelines.

Please consult with Human Resources for any questions regarding leave at 910-672-1146 or visit the website at: <https://www.uncfsu.edu/faculty-and-staff/departments-and-offices/office-of-human-resources>

DO NOT REPORT TO WORK IF YOU HAVE ANY OF THE FOLLOWING SYMPTOMS:



People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

For more information, visit the Center for Disease control at www.cdc.gov or the North Carolina Department of Health and Human Services at <https://www.ncdhhs.gov/>

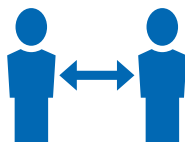
EMPLOYEE SELF-REPORTING OF COVID-19



If you test positive for COVID-19, or if a health care provider tells you that you are presumed positive for the novel coronavirus, you may notify the Office of Human Resources (Kay Faircloth at 910-672-1146) of your health status. This is voluntary, and the information you provide will be considered confidential.

Employees who test positive for COVID-19 may contact the Office of Human Resources (Kay Faircloth at 910-672-1146) about leave provisions that may currently be in effect.

WAYS FOR SUPERVISORS TO LIMIT VIRUS TRANSMISSION



During the phased return, supervisors should consider implementing the following measures to limit the spread of the coronavirus:

- Elevators should carry no more than three individuals (with face coverings) at a time.
- Meetings where feasible, should be held in whole or in part using remote collaboration tools like Zoom or Microsoft Teams. Good personal hygiene practices should be applied when utilizing any meeting room.
- Conferences should be conducted pursuant to federal, state, and local orders and should have the approval of the appropriate vice chancellor prior to their start.
- Before and after meals, employees should be encouraged to wash their hands thoroughly to reduce the potential transmission of the virus and to always practice good social distancing protocols.



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