

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

When returning to campus, know and follow your W's:

Wear

Wear a cloth face covering.

Wait

Wait 6 feet apart. Avoid close contact.

Wash

Wash your hands often with soap and water for at least 20 seconds or use hand sanitizer.

Face Coverings



The university requires employees to wear cloth face coverings / masks that cover the mouth and nose. Cloth face coverings masks are required while working inside except when in your private office, eating, or drinking. All individuals shall be required to wear face coverings in classrooms, lecture halls, and any other instructional areas and campus locations as may be designated by the university consistent with the health and safety standards and any requirements instituted by state authorities. An employee who is unable to wear a face covering due to a medical condition should contact the Office of Human Resources to request an exception to the face covering requirement. The wearing of a face covering is not subject to individual employee discretion.

The university may supply 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 face covering to work. The university will provide a face covering so long as supplies are available.

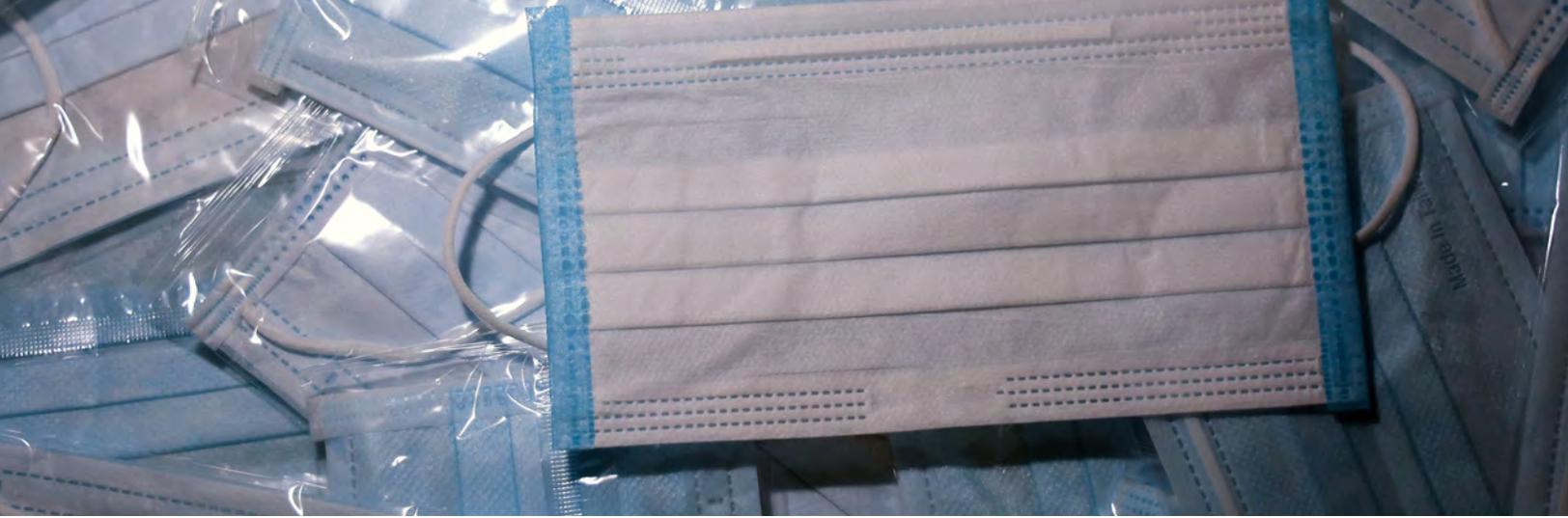
Cloth face coverings must only be worn for one day at a time and must be properly laundered between each use. Having a week's supply of cloth face coverings can help reduce the need for daily laundering.

Disposable masks must be replaced daily.

Use and Care of Face Coverings

Putting on the face covering / disposable mask:

- Wash hands or use hand sanitizer prior to handling the face covering / disposable mask.
- Ensure the face covering / disposable mask fits over the nose and under the chin.
- Situate the face covering / disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering / disposable mask.



Taking off the face covering /disposable mask

- Do not touch your eyes, nose, or mouth when removing the face covering/ disposable mask.
- When removing the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

Care, Storage and Laundering

If the face coverings/disposable masks are not visibly soiled, torn, or saturated, they may be stored between uses in a clean, sealable paper bag or breathable container. Carefully fold face coverings so that the outer surface is held inward and against itself.

When soiled, cloth face coverings should be properly laundered, with regular clothing detergent. Cloth face coverings should be replaced immediately if they are soiled, damaged (e.g. ripped, punctured), or visibly contaminated.

Disposable masks should be placed in the trash if they are soiled, damaged (e.g. stretch ear loops, torn or punctured material), or difficult to breathe through.

Employees may supply their own 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.

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html.

The mask or cloth face covering alone is not a substitute for social distancing.



Social Distancing

Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to those who are at higher risk of getting very sick. Employees must follow these social distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times
- Do not gather in groups of 10 or more
- Stay out of crowded places and avoid mass gatherings
- Minimize opportunities for close contact by limiting exposure to less than a cumulative total of 15 minutes over a 24-hour period

Elevators

Elevator usage should be limited to one passenger to the extent practicable. Use the stairs whenever possible, especially when descending. Practice social distancing, including when entering and exiting elevators. Face coverings are required while riding in an elevator. Observe all signage and avoid touching the buttons with your exposed hand/ fingers, if possible. If an elevator must be shared, passengers should stand as far away as possible from each other, following the guidance and directions posted outside and inside the elevator. Wash hands or use alcohol-based hand sanitizers 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.

Hand-Washing



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 you have been in a public place
- After using the restroom
- Before and after eating
- After blowing your nose, coughing, or sneezing
- After touching your face
- After touching shared surfaces or equipment, such as printers and door handles

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
- You have been exposed to someone who has tested positive for COVID-19

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/>

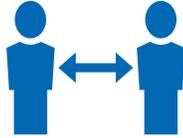
EMPLOYEE SELF-REPORTING OF COVID-19



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 are required to notify the Office of Human Resources (Kay Faircloth at 910-672-2461) of your health status, and you are required to provide a copy of the positive test result. Additional documentation may be required to return to work at the end of your absence. The information you provide will be considered confidential.

Employees who have COVID-related absences may contact the Office of Human Resources (Kay Faircloth at 910-672-2461) 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:

- 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.
- In-person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. All attendees are required to wear a cloth face covering while sharing space in a common 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.
- Visitors: Limit non-essential visitors, volunteers, and activities involving external groups or organizations, especially with individuals who are not from the local geographic area.
- Sharing University Vehicles: Sharing University vehicles is discouraged; if you must share a vehicle, the passenger(s) should sit as far away as possible from the driver and each other. Travel with the windows open or use the vehicle's vents for fresh air circulation. Wear a face covering while in the vehicle. Avoid touching interior surfaces as much as practicable and use gloves, if available. After exiting the vehicle, remove your gloves (if used) and wash your hands or use alcohol-based hand sanitizers as soon as possible and before removing your face covering.



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