



COVID-19 Safe Return To Onsite Work Spring 2022

Revision Date: 1/7/2022



COVID-19 Prevention

- As students and employees return to campus in preparation for the Spring 2022 semester, they will be in contact with others, many of whom have received the COVID-19 vaccine and others who have not.
- This training provides important information regarding the prevention of COVID -19 cases.



Vaccinate

- COVID-19 vaccines and boosters are the best shot you've got to protect yourself and others from COVID-19.
- To find a vaccine provider in NC, visit the NC DHHS webpage:
<https://myspot.nc.gov/>
- Fayetteville State University on-campus vaccination dates will be available on the FSU COVID-19 webpage.



Vaccinate

- The vaccine is free everywhere in North Carolina. Everyone 18 and over can receive any of the three approved vaccines.
- Those aged 5-17 may only receive the Pfizer vaccine. Use [My Spot](#) to find locations that carry the Pfizer vaccine.
- No government-issued ID or insurance is needed.
- Depending on where you get your vaccine, you may need to make an appointment.
- Fayetteville State University employees may use regular work hours to get the vaccine, with pre-approval from their supervisors.

Test

- **Fully vaccinated individuals** should get tested if they:
 - Are experiencing symptoms of COVID-19. Individuals who are experiencing [symptoms](#) should get tested immediately.
 - Have come in contact with someone who has COVID-19, even if they are not experiencing symptoms. Testing should be completed 4 days after the last known exposure, if possible.
- **Unvaccinated individuals** should get tested if they:
 - Are experiencing symptoms of COVID-19. Individuals who are experiencing [symptoms](#) should get tested immediately.
 - Have come in contact with someone who has COVID-19, even if they are not experiencing symptoms.
 - If they do not have symptoms, they should wait 4 days after their last known exposure to COVID-19 before they get tested.

Test

- All employees should check email regularly for important communications related to testing requirements.
- Information for testing on-campus at FSU will be available on the FSU COVID-19 webpage.
- To find other testing sites in North Carolina, visit the NC DHHS webpage:
<https://covid19.ncdhhs.gov/about-covid-19/testing/find-my-testing-place>

Monitor Your Health Daily

- Use the **COVID-19 Daily Self-Monitoring Checklist**
 - Use the checklist daily before leaving home.
 - Keep a copy of the checklist with you – refer to the list if you begin to feel sick at work.
 - The Checklist is available on the Office of Human Resources Webpage <https://www.uncfsu.edu/faculty-and-staff/departments-and-offices/office-of-human-resources/covid-19-employee-resources>

Stay Home When Appropriate

- Stay Home and Self-Isolate
 - If you are sick with COVID-19 symptoms.
 - If you have tested positive for COVID-19.
 - If you have been exposed to someone with COVID-19. If you are fully vaccinated and remain asymptomatic, you are not required to isolate /quarantine, but should test 5 days after the last known exposure and provide a negative result to return to work on campus.
- Contact your healthcare provider for guidance
 - Follow the guidance of your healthcare provider.
- Report positive COVID-19 test results to the Office of Human Resources. The University is required to report the total number of positive cases on a regular basis. Personal identifiable information (PII) is not reported.

Stay Home When Appropriate

- Notify your supervisor if you need to stay home or leave work.
- If you test positive, you may be contacted by a representative of FSU's contact-tracing team. You are required to respond to their questions.
- Follow instructions for isolating or quarantining, which may be provided by FSU Contact Tracing or the Office of Human Resources, or your healthcare provider.
- Follow instructions for returning to work, provided by the Office of Human Resources, to ensure clearance to return to work on campus.
 - You will need a negative COVID-19 test result to return to work.

Return to Work after Isolation / Quarantine

DEFINITIONS:

- **FULLY VACCINATED:** completed the vaccine series:
 - 1) less than 6 months ago for Moderna OR has completed booster
 - 2) less than 5 months ago for Pfizer OR has completed booster
 - 3) less than 2 months ago for J&J OR has completed booster
- **Unvaccinated (NOT fully vaccinated):** Does not meet FULLY VACCINATED criteria above
- **PCR test:** the PCR test is the same as the molecular test. This type of test usually takes at least 24 hours for results to be reported. Testing locations are available on the NC DHHS COVID webpage. FSU plans to have PCR testing available on campus beginning January 19, 2022. Check the COVID-19 webpage for details.

COVID19-Related Situation	Requirements to Return to Work
1. Employee tested positive for COVID-19	<ul style="list-style-type: none"> • Fully Vaccinated with NO symptoms or Unvaccinated with NO symptoms: isolate for 5 days; <u>PCR test on day 4</u>; wear mask for 10 days • Fully vaccinated with symptoms or Unvaccinated with symptoms: isolate and get <u>PCR test when symptom-free</u>; wear mask for 10 days • Report positive test results to Kay Faircloth in Human Resources immediately. • Send negative PCR test result to Kay Faircloth in Human Resources for clearance to return to work.
2. Employee experiences COVID19-like symptoms	<ul style="list-style-type: none"> • Get a COVID test and a Flu test and stay home • See #1 above if you test positive • If initial test is negative, isolate and get <u>PCR test when symptom-free</u> • Report positive test results to Kay Faircloth in Human Resources immediately. • Send negative PCR test result to Kay Faircloth in Human Resources for clearance to return to work.
3. Known COVID-19 Exposure (Quarantine)	<ul style="list-style-type: none"> • Fully Vaccinated and NO symptoms: continue to come to work; get PCR test on day 4; wear mask 10 days • Unvaccinated and NO Symptoms: quarantine for 5 days and get PCR test on day 4; wear mask for 10 days • Fully vaccinated with symptoms or Unvaccinated with symptoms: quarantine; get test as soon as symptoms start; retest with PCR test when symptom-free; wear mask for 10 days • Report positive test results to Kay Faircloth in Human Resources immediately. • Send negative PCR test result to Kay Faircloth in Human Resources for clearance to return to work.

Safety Measures

- Face coverings will be required in indoor public spaces. Face coverings may be removed inside the employee's private office.
- Upon request, the University will provide face coverings and hand sanitizers to employees.



Wear a Face Covering

- When required to wear a face covering, wear your mask correctly.
 - Wash your hands before putting on your mask.
 - Put it over your nose and mouth and secure it under your chin.
 - Try to fit it snugly against the sides of your face.
 - Make sure you can breathe easily.
 - CDC does not recommend use of masks or cloth masks for source control if they have an exhalation valve or vent.



Social Distancing

- Employees are recommended to practice social distancing by staying at least 6 feet away from others.



Wash Your Hands

- Everyone should wash their hands regularly.
- How does one properly wash their hands?
 - Wet hands with clean running water (warm or cold) and apply soap.
 - Lather hands by rubbing them together with soap.
 - Scrub all surfaces of hands (incl. palms, backs, fingers, between fingers, and under nails) for 20 secs.
 - Rinse hands under clean, running water.
 - Dry hands using a clean towel or air dry them.



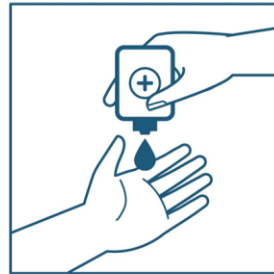
Wash Your Hands (cont.)

- <https://www.youtube.com/watch?v=lisgnbMfKvI&t=2s>



Use Hand Sanitizer

- When you can't wash your hands, use hand sanitizer.
- How does one properly use alcohol-based hand sanitizer?
 - Apply enough product on hands to cover all surfaces.
 - Rub hands together and in between fingers until hands feel dry. This should take around 20 seconds.



APPLY THE PRODUCT ON
THE PALM OF ONE HAND



RUB HANDS TOGETHER



COVER ALL SURFACES
UNTIL HANDS FEEL DRY
(20 SEC)

Use Hand Sanitizer (cont.)

- <https://www.youtube.com/watch?v=B3eq5fLzAOo>



Cough/Sneeze Etiquette (cont.)

- Cover your mouth and nose with a tissue when coughing or sneezing then throw used tissues in the trash.
- If no tissues are available, cough or sneeze into your elbow, **NOT** your hands.
- A cloth face cover could also be used while in public to cover coughs and sneezes.

Clean and Disinfect

- Clean high touch surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If someone is sick or has tested positive for COVID-19, disinfect frequently touched surfaces.** Use a household disinfectant product from [EPA's List N: Disinfectants for Coronavirus \(COVID-19\)](#)external icon according to manufacturer's labeled directions.
 - **If surfaces are dirty, clean them** using detergent or soap and water prior to disinfection.

Disinfect

- Frequently touched vehicle surfaces (i.e. door inner / outer handles, seat belt clips, gear lever/shift, hand brake, all levers & buttons, & steering wheel) should be disinfected:
 - Regularly.
 - Before and after use.
 - With an appropriate disinfectant.



Disinfect

- Frequently touched personal objects (i.e. books, phones, keyboards, writing and drawing utensils, reusable water bottles, & sporting equipment) should be disinfected:
 - Regularly
 - After someone else used it
 - With an appropriate disinfectant



Use PPE

- Some positions on campus, due to the nature of the job duties, may require the use of Personal Protective Equipment (PPE).
- Discuss with your supervisor specific PPE requirements for your position and how to obtain PPE when needed.



Special Considerations

- Faculty and Staff requests for reasonable accommodation due to a disability may be submitted to the Office of Human Resources. Contact the Office of Human Resources for documentation requirements.
- Forms for requesting reasonable accommodation, along with other helpful resources, may be found on the Fayetteville State University Office of Human Resources Webpage <https://www.uncfsu.edu/faculty-and-staff/departments-and-offices/office-of-human-resources/covid-19-employee-resources>