

A bronze statue of a rearing horse, likely the 'Fayette' statue at Fayetteville State University. The horse is depicted in a powerful, rearing posture, with its front legs raised and its head turned to the right. The statue is set against a backdrop of lush green trees and a clear blue sky. The text is overlaid on the center of the image.

FAYETTEVILLE STATE UNIVERSITY
RETURN TO WORK GUIDE
(for SUPERVISORS)

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Overview

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

This guide has been prepared for supervisors to help create a safe and supportive work environment for employees as they transition back to campus.

In an effort to create as safe environment as possible, the University will seek to comply with state and federal guidance and orders, including those provided by the Center for Disease Control and Prevention, the Governor of the State of North Carolina, the Department of Health and Human Services and the Occupational Safety and Health Administration and the University of North Carolina System.

Kay Faircloth, Associate Director Human Resources is the designated point of contact for employee questions or matters concerning COVID-19. She can be reached at jfairl6@uncfsu.edu or you can send an email to hrinfo@uncfsu.edu.

Return to Work Training for Staff and Faculty

Coming soon to



As Fayetteville State University Staff and Faculty prepares to return to campus, we want to inform everyone of ways to keep the Bronco community safe. A *“COVID 19: Return to Work Basic Safety and Awareness Course”* is coming soon to Canvas, the course covers prevention strategies, response steps, and symptom monitoring. All employees are required to complete the training course before returning to campus. Employees who are currently working on campus in mandatory/essential roles should complete the course as soon as possible. Employees who are unable to access and complete the course remotely should consult with their supervisor to schedule a time to complete on their first day of work.

All employees will receive an invitation in their FSU inbox to participate in the Canvas *“Return to Work”* training.

Checklist and Forms

Return to Work Manager/Supervisor Checklist

The checklist should be used by managers/supervisors when preparing for the safe return of their employees and in effort to create as safe environment as possible while employees are at work.

Employee Return to Work Communication

The return to work letter should be provided by the supervisor to each non-faculty employee.

Employee Flexibility Request Form

This form should be completed by employees who wish special consideration because of a medical condition or child/elder care.

Supervisor Follow- Up E-mail Template

COVID-19: Supervisor template email to follow-up with Employee who does not report to work due to symptoms, a positive test result, or order by a public health official to self-quarantine due to possible exposure. Copy & Paste template into e-mail.

Employee Return to Work Communication

MM/DD/2020

To: _____ (Employee)

From: _____ (Supervisor)

Cc: Human Resources (Kay Faircloth)

Re: **Employee Return to Work Communication**

You have been identified to return to work as part of the campus re-opening effort.

You are to report to campus to work during the following dates and times:

- _____
- _____
- On the dates and times (if any) when you have not been directed to report to work onsite, you may be required to telework if your position duties can be performed remotely. Your supervisor will provide directions/information regarding teleworking.
- You are expected to follow all COVID-19 safety protocols listed in the [Fayetteville State University Returning to Work Guide](#).
- You are required to complete the *Return to Work Training in Canvas*.
- You are expected to complete a **Daily COVID-19 Self- Monitoring Checklist**, provided by Fayetteville State University, related to COVID-19 symptoms and / or exposure, and agree to follow the instructions provided on the form.
- Employees are required 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.
- **Do not report to work if you are experiencing any of the following:**
 - 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
- **If you experience any of the above symptoms, STAY HOME and notify your supervisor. You should also contact your healthcare provider for guidance.**

COVID-19 Daily Self- Monitoring Checklist

All employees scheduled to work on campus are required to complete this daily self-monitoring checklist before reporting to work. **If you reply YES to any of the questions in the checklist, stay home and follow the steps outlined below:**

- Do you have a **Fever** (temperature of 100.4 F or higher) without having taken any fever reducing medications?
- Do you have **Chills**?
- Do you have a **Cough**?
- Do you have **Shortness of Breath or Difficulty Breathing**?
- Do you have **Congestion or a Runny Nose**?
- Do you feel **Fatigued**?
- Do you have **Muscle Aches**?
- Do you have a **Sore Throat**?
- Do you have a **Headache**?
- Do you have a **New Loss of Smell or Taste**?
- Have you experienced any gastrointestinal symptoms such as **nausea/vomiting, diarrhea, loss of appetite**?
- Have you, or anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?
- Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?

If you reply YES to any of the questions in the checklist, STAY HOME and follow the steps below:

1. Call your supervisor.
2. Call you healthcare provider for guidance on testing/medical care.
3. Call or email Kay Faircloth in Human Resources for questions regarding available leave for COVID-19 related absences (jfaircl6@uncfsu.edu or 910-672-2461).

If you start feeling sick during your shift, notify your supervisor, go home, and follow steps 2 and 3 above.

If you are sick with COVID-19 or believe you might have it, you should stay home. You may return to work when you provide a note from your healthcare provider returning you to work.

Employee Flexibility Request Form for On-site Work

I. EMPLOYEE DATA			
Employee Name:		Date:	Click or tap to enter a date.
Position:			
Contact Information: <i>(email/phone)</i>			
Department:		Supervisor Name:	

II. NATURE OF REQUEST				
<i>Please select what you are requesting from the options below. You will note your reason(s) in the next section.</i>				
Work Type	Proposed Start Schedule	Workdays	Proposed Start Date	Proposed End Date
On-Site Work	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time: Hrs.	MTWTF	Click or tap to enter a date.	Click or tap to enter a date.
Telework	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time: Hrs.	MTWTF	Click or tap to enter a date.	Click or tap to enter a date.
Leave	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time: Hrs.	MTWTF	Click or tap to enter a date.	Click or tap to enter a date.
Provide any additional scheduling details related to your request:				
<input type="checkbox"/> Check box here if you are unable to telework in any way due to your job responsibilities or technology considerations.				

III. REASON(S) FOR REQUEST
<p>Select all options that apply to your request above. (Documentation requirements, if any, are listed on the next page.)</p> <p><input type="checkbox"/> Based on my age (65 or older) and/or one or more medical conditions, I would face a high risk of severe illness if I were to become infected with COVID-19.</p> <p><input type="checkbox"/> I have childcare needs due to a school/childcare facility closing or unavailable childcare provider related to COVID-19.</p> <p><input type="checkbox"/> I have eldercare needs due to an eldercare facility closing related to COVID-19.</p> <p><input type="checkbox"/> I am subject to a federal, state, or local quarantine or isolation order or have been advised by a healthcare provider to self-quarantine related to COVID-19.</p> <p><input type="checkbox"/> I am caring for an individual who is subject to a federal, state, or local quarantine or isolation order or has been advised by a healthcare provider to self-quarantine related to COVID-19.</p> <p><input type="checkbox"/> I am experiencing COVID-19 symptoms and am seeking a medical diagnosis.</p> <p><input type="checkbox"/> Other medical reason.</p> <p><input type="checkbox"/> Other non-medical reason (<i>explain</i>): _____</p>

IV. SIGNATURE	
Employee Signature:	Date:

Please submit this completed request form to Kay Faircloth (jfaircl6@uncfsu.edu) in HR for review. Your request will be discussed with your supervisor. You will receive a written response to your request.

V. HR USE ONLY			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	HR Representative Signature:		Date:

Employee Flexibility Request Form for On-site Work

V. Documentation Requirements Based on Request Reason

Supporting documentation will be required for as indicated below, based on the reason for your request for consideration for flexibility.

Based on my age (65 or older) and/or one or more medical conditions, I would face a high risk of severe illness if I were to become infected with COVID-19.

- If request is due to medical condition that presents high risk of severe illness, provide a doctor's note on the doctor's letterhead indicating that you are at high risk for severe illness based on current CDC guidance, which can be found at <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>. Your doctor should include the start and end dates that they recommend you to be approved for telework or leave.

I have childcare needs due to a school/childcare facility closing or unavailable childcare provider related to COVID-19.

- Complete and submit with this form the EPSL-EFMLA Form, which can be found at <https://www.uncfsu.edu/faculty-and-staff/departments-and-offices/office-of-human-resources/covid-19-employee-resources>

I have eldercare needs due to an eldercare facility closing related to COVID-19.

- Attach to this form the following details:
 - Name and relationship of person for whom you are providing care
 - Name of the eldercare facility that is closed, contact person for the facility and phone number

I am subject to a federal, state, or local quarantine or isolation order or have been advised by a healthcare provider to self-quarantine related to COVID-19.

- Provide evidence of order or doctor's note on letterhead indicating advice to self-quarantine

I am caring for an individual who is subject to a federal, state, or local quarantine or isolation order or has been advised by a healthcare provider to self-quarantine related to COVID-19.

- Provide evidence of order or doctor's note on letterhead indicating advice to individual to self-quarantine
- Provide name and relationship of person for whom you are caring

I am experiencing COVID-19 symptoms and am seeking a medical diagnosis.

- Note from healthcare provider on letterhead with advice to self-quarantine or document indicating date of COVID-19 testing

Other medical reason.

- Note from healthcare provider on letterhead explaining reason for requested absence. Please note, you may wish to speak with Kay Faircloth in the Office of Human Resources prior to contacting your healthcare provider, as more extensive documentation may be required.

Supervisor/Manager Return to Work Checklist

BEFORE RETURNING TO WORK:

REVIEW AVAILABLE GUIDANCE AND TRAINING

- Review relevant FSU resources and policies at [FSU COVID – 19 Employee Resources](#)
- Complete required COVID-19 training for FSU employees prior to returning on-site.
- Review the [FSU Returning to Work Guide](#) and work with your department’s senior leaders to understand options and to develop plans for continued telework and flexible work arrangements for your staff.
- Contact Facilities Management regarding needs to modify workspaces and / or assistance mapping out visual cues necessary for traffic flow related to social distancing, or other Facilities-related matters.
- Contact ITTS for assistance with technology and software needs for employees to perform essential job functions.
- Determine which of the below OSHA risk classifications the employee’s job meets. Check one.
 - Lower Exposure Risk** jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.
 - Medium Exposure Risk** jobs may be in contact with the general public (i.e., within 6 feet of people who may be infected with COVID-19 but are not aware of their infection). This is a medium occupational risk with proper physical barriers and 6-foot social distancing. *Examples include front desk reception positions and end user IT support staff.*
- Review your emails daily for updates related to COVID-19 safety guidance, work and leave provisions, and potential notifications of COVID -19 cases on the campus. Campus-wide notifications may be sent by Jeffrey Womble, FSU News, and / or through Clery notifications.

EMPLOYEE MONITORING AND SCREENING

- Talk with your employees about their comfort with returning to work and the importance of self-monitoring.
- Self-screening is required daily before coming to work.
Instruct employees to use the **COVID-19 Daily Self- Monitoring Checklist** (located on page 7 of the RTW guide).
- Remind employees that if they have any COVID-19 symptoms or have been exposed to COVID-19, they are expected to stay home, contact you to advise of their absence, and contact their healthcare provider for guidance on testing and / or medical care. They should also contact Kay Faircloth in Human Resources with questions concerning appropriate leave.
- Employees who experience COVID-19 symptoms at work are required to leave work, contact you to advise of their absence, and contact their healthcare provider for guidance on testing and / or medical care. They should also contact Kay Faircloth in Human Resources with questions concerning appropriate leave.
- Employees who stay home or leave work due to COVID-19 symptoms may contact Kay Faircloth in Human Resources to discuss available leave options. COVID-19 positive test results may be reported to Kay Faircloth in Human Resources – reporting is voluntary and COVID-19 screening and monitoring results and illness are confidential.

FACE COVERINGS / PERSONAL HYGIENE

- Face coverings/masks are required while working on-site 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 standard and any requirements instituted by state authorities.
- Face coverings are not required in your personal office if working alone and the door is ajar.
- Personal hygiene such as frequent and thorough handwashing is encouraged. Determine the closest location to wash hands. *Hand sanitizer may be used if handwashing access is not available.*

Supervisor/Manager Return to Work Checklist

<input type="checkbox"/>	<p>Understand NC DHHS's Know Your W's guidance:</p> <ol style="list-style-type: none"> 1. Wear a cloth face covering. 2. Wait 6 feet apart. Avoid close contact. 3. Wash your hands often for at least 20 seconds or use hand sanitizer. <p><i>Hand sanitizer can be used in addition to hand washing but is not a substitute for proper handwashing.</i></p>
WHILE AT WORK:	
SOCIAL DISTANCING WORKPLACE REQUIREMENTS	
<input type="checkbox"/>	Maintain social distancing in the workplace, particularly in common areas, breakrooms, shared workrooms, doorways, hallways, stairs, elevators, and restrooms.
<input type="checkbox"/>	Identify high-touch areas and shared equipment and post requirements on the use of disinfecting wipes and/or sprays
<input type="checkbox"/>	Discourage employees from using others' phones, desks, offices, or other work tools and equipment
<input type="checkbox"/>	Encourage virtual meetings and limit face-to-face meetings. When meeting face-to-face, encourage social distancing
<input type="checkbox"/>	Workstations and desks: Clean and disinfect individual equipment frequently. At a minimum, this should be done at the start of each workday.
<input type="checkbox"/>	Common areas: Use the common area closest to your workstation. Maintain a safe distance, at least six feet away from other individuals
<input type="checkbox"/>	Elevators: Avoid riding elevators with others to the extent practicable. Use the stairs whenever possible.
<input type="checkbox"/>	<p>Breakrooms/kitchens: No communal food items are allowed, including as part of office events (i.e. birthday/retirement/special occasion)</p> <p>Follow the instructions for disinfecting wipes and cleaning supplies in areas with shared refrigerators, microwaves, coffee machines, etc.</p> <p>Use disinfecting wipes in vending machine areas with instructions to wipe touchpads and change slots after use.</p>
<input type="checkbox"/>	Shared equipment: Use shared equipment closest to workstation and follow the signage for disinfecting. Limit the sharing of office supplies; employees should have their own designated pens and pencils. Opening or expanding operations incrementally will allow employers to test and adjust plans and procedures
REMOTE WORK	
<input type="checkbox"/>	Solicit feedback and evaluate what worked and what did not during recent closures and periods of teleworking
<input type="checkbox"/>	If appropriate, continue telework for certain positions and evaluate whether teleworking is temporary, including alternating or staggered teleworking.
<input type="checkbox"/>	Employees may request to continue teleworking temporarily.
COMMUNICATIONS, TRAINING AND MONITORING	
<input type="checkbox"/>	Ensure employees have completed required training.
<input type="checkbox"/>	Communicate the return to work plan for your department/workgroup to all employees and ensure they understand their expected return-to-work date. This information should be provided in writing, using the Return to Work Communication template (found on page 6 of the RTW guide) provided by the Office of Human Resources.
<input type="checkbox"/>	Communicate to all employees equally about the support available if someone wishes to voluntarily disclose their high-risk status. Employees are not required to disclose if they are in a high-risk category based on a pre-existing medical disability.
<input type="checkbox"/>	Conduct regular check-ins with employees to discuss challenges, concerns, or questions. Offer support during this transition.
FLEXIBILITY	
<input type="checkbox"/>	FSU will continue to monitor applicable orders (local or state government), along with guidance provided specific to the UNC System. Please review your email regularly for updates regarding work provisions.

Note: COVID-19: Supervisor template email to follow-up with Employee who does not report to work due to symptoms, a positive test result, or order by a public health official to self-quarantine due to possible exposure. Copy and Paste template below into e-mail.

Employee Name,

I am writing to follow-up on our conversation earlier today when I briefly provided guidance regarding your work status. You should:

- stay at home, and not report to work
- contact your primary healthcare provider (if you do not have a primary care provider, you may contact the Health Department in your county of residence for guidance)
- request a note from your healthcare provider clearing you to return to work
- send the return to work note to Kay Faircloth in Human Resources by email jfaircl6@uncfsu.edu or fax 910-672-1821 .

I realize that you may be absent from work for two weeks or more due to health reasons. If you have questions about available leave options, please contact Kay Faircloth in Human Resources at X2461.

I have included a link below to the FSU Coronavirus resource page, where you can find more information about COVID -19 from the Centers for Disease Control (CDC), forms for COVID-19 and FFCRA leave requests, and information from ComPsych, our employee assistance program provider.

[FSU HR COVID – 19 Employee Resources](#)

Please feel free to call me if you have any questions.

Supervisor name

Cc: Kay Faircloth, Human Resources