

The university has a dedicated COVID-19 information and resources webpage for faculty, staff, students and the community located at [uncp.edu/ncov](http://uncp.edu/ncov). Additional resource information from the [Environmental Health & Safety](#) department, [Student Health Services](#), the [Office of Human Resources](#) and [government guidance](#) is available for you to communicate with your employees.

**Remember to wear a face covering and follow all social distancing rules while on campus.**

<b>Please answer the following questions.</b>	
Supervisor/Manager Name:	
Department/Unit:	
Campus Location/Building:	Room Number(s):
Number of employees:	
Do you have an area with high student traffic/ public contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, which location?	
Does each office have anti-bacterial/hand sanitizer (8-12 oz. pump)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, quantity needed? (Each office receives one refillable pump.)	
For common areas, do you have a large hand sanitizer pump?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, quantity needed? (Pumps are refillable, do not dispose.)	
Do you have face coverings readily available in the main office location?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, quantity needed and location for delivery?	
Do you have cleaning products?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your department / unit need COVID-19 signage?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how many & style (floor stand, wall or directional-list attached)?	

**The checklist below provides a brief assessment you should complete in the departmental space/office location to identify potential COVID-19 exposures to employees (faculty & staff).**

<input type="checkbox"/>	Reconfigure furniture to increase social distancing. If not possible, mark off chairs using provided signs or other visual cues to increase social distancing.
<input type="checkbox"/>	Reconfigure workspaces to limit face to face exposure. Move workspaces or add barriers to allow for social distancing - a minimum of 3 feet with a face covering (6 feet with a face covering is preferred).
<input type="checkbox"/>	Identify high traffic/public-facing areas and consider implementing appointment office times to minimize walk-in traffic.
<input type="checkbox"/>	Prepare flexible schedules to reduce the spread of COVID-19 (staggering arrival and exit times, alternate on-site personnel).
<input type="checkbox"/>	Consider virtual meetings or limit in-person meetings to ten (10) people or less depending on local, state, and federal guidelines. When meeting face-to-face, encourage social distancing and wear face coverings.
<input type="checkbox"/>	Remove high-touch communal items (ex. coffee pots, water coolers, etc.), and discourage employees from using other's office telephones, desks, or other work equipment.
<input type="checkbox"/>	Identify placement of branded signage on floors/walls, directional entrance/exit, etc. (All signs will be provided upon request indicated above.)

**BEFORE RETURNING TO WORK:**

<b>Safe Return General Information for Supervisors/Managers</b>	
<input type="checkbox"/>	Review the guidance in the university's <a href="#">Bringing Our Braves Back: Returning to Campus Safely</a> .
<input type="checkbox"/>	Review the <a href="#">employee's operational guidance</a> and communicate to faculty & staff the altered work schedule to reduce the spread of COVID-19.

<input type="checkbox"/>	Encourage employees to self-monitor daily for signs of COVID-19 prior to reporting to campus. Remind employees if they have any <a href="#">COVID-19 symptoms</a> or have been exposed to COVID-19, notify their supervisor and do not report to work.
<input type="checkbox"/>	Establish a process for employees to request supplies (refills) and cleaning products to reduce the spread of COVID-19 and submit approved request to <a href="mailto:covidsupplies@uncp.edu">covidsupplies@uncp.edu</a>
<input type="checkbox"/>	Ensure all employees (faculty and staff) complete the required COVID-19 training module available by accessing the learning management system (LMS) prior to reporting to campus.
<input type="checkbox"/>	Complete the COVID-19 positive employee report form, if you are notified by your employee and submit to <a href="mailto:covid@uncp.edu">covid@uncp.edu</a> .
<input type="checkbox"/>	Submit a list of all positions in your area that are not conducive to teleworking to <a href="mailto:angela.revels@uncp.edu">angela.revels@uncp.edu</a> .
<input type="checkbox"/>	<p>Communicate to all employees the support available and to contact the following offices and/or individuals below with any COVID-19 related inquires:</p> <ul style="list-style-type: none"> <li>· Office of Human Resources <ul style="list-style-type: none"> <li>Family Medical Leave Act (FMLA) ~ Nicole Snipes <a href="mailto:nicole.snipes@uncp.edu">nicole.snipes@uncp.edu</a></li> <li>Families First Coronavirus Response Act (FFCRA) ~ Nicole Snipes <a href="mailto:nicole.snipes@uncp.edu">nicole.snipes@uncp.edu</a></li> <li>ADA request or Title VII accommodations ~ Nicolette Campos <a href="mailto:nicolette.campos@uncp.edu">nicolette.campos@uncp.edu</a></li> </ul> </li> <li>· Environmental Health &amp; Safety ~ <a href="mailto:michael.bullard@uncp.edu">michael.bullard@uncp.edu</a></li> <li>· Student Health Services ~ <a href="mailto:cora.bullard@uncp.edu">cora.bullard@uncp.edu</a></li> </ul>

**Complete the form and submit via email to [covidsupplies@uncp.edu](mailto:covidsupplies@uncp.edu)**