

FACULTY & STAFF

BRINGING OUR BRAVES BACK:

RETURNING SAFELY
TO CAMPUS





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MOVING FORWARD WITH COVID-19

Our response to the COVID-19 pandemic from the beginning has centered on the continued health and safety of our students, faculty, staff and community. As we prepare to welcome our students to campus this fall and bring our employees back, your health and safety will remain at the forefront.

The primary goals moving forward will be to continue providing an uncompromisingly exceptional educational experience to the students we serve, to protect the health of BraveNation and to be a resource for our community navigating the short- and long-term effects of the pandemic.

To that end, UNC Pembroke operations will follow all UNC System guidance, directives given by the governor and his staff, and abide by any local orders and ordinances from the Town of Pembroke and Robeson County. UNCP administrators remain in close contact with officials from all of the above mentioned organizations weekly, and in some cases daily.

With their collective guidance, UNCP will follow all recommendations from federal government agencies, Centers for Disease Control and Prevention, and the N.C. Department of Public Health.

As our public health officials' knowledge and understanding of the COVID-19 virus continues to evolve, UNCP's policies and procedures may be updated as necessary.

RETURNING TO WORK

RETURNING TO WORK | As UNC Pembroke employees gradually return to campus, we need to ensure appropriate physical distancing, cleaning and sanitizing of work surfaces, and personal protective equipment is available and in use. In preparation of resuming in-person instruction this fall, administrators and supervisors will determine over the summer which employees will return to work on campus. The information in this guide should serve as a resource for leaders to implement health and safety measures in their offices and work areas. The guide will also provide information and resources for individual employees to practice self-care measures for their own personal safety. For printable educational resources to display in office and common areas, refer to section 7.

In resuming operations safely, supervisors should actively work to encourage safe workspaces. Below you will find options for consideration in returning employees to campus.

CONTINUING REMOTE WORK | In some cases, employees may be asked to continue teleworking at least part of the work week. Resources for teleworking can be found at uncp.edu/keepworking.

ALTERNATING SCHEDULES | Supervisors may consider scheduling staff on alternating days to limit numbers of people in any given space. When not on site, employees may be required to work remotely.

STAGGERED ARRIVAL | To avoid large groups traveling into and exiting buildings at a single point in time, supervisors may allow staggered times for employees to report to and depart work, and during meal periods and breaks.

SYMPTOM MONITORING | Staff who have been instructed to return to the campus should closely monitor their personal health for any symptoms. Refer to the Monitoring Personal Health section for specific details on how to monitor and what to do if you suspect you may have COVID-19. Employees who are feeling ill should not report to work and notify their supervisors immediately.

PERSONAL CARE | Employees are expected to follow personal care guidelines to ensure their own health and safety. These guidelines include frequent handwashing, use of antibacterial products, the wearing of face coverings and necessary PPE, and follow all social distancing recommendations. More details about personal care measures is available in the Health and Safety Guidance section.

As more of us resume onsite work, remember your Ws!



@NCDHHS

#StayStrongNC

If you cannot always maintain a distance of at least six feet between you and others, it is important to wear a cloth face mask and wash your hands often. For information, visit nc.gov/covid19, or contact your university Human Resources Office.

CONTACT INFORMATION

If you have any questions about returning to work or the health and safety of our campus community, please use the following contacts listed below.

HUMAN RESOURCES

Angela Revels | angela.revels@uncp.edu

FACILITIES OPERATIONS

Annie Anguilera | annie.anguilera@uncp.edu

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CAMPUS SAFETY

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CAMPUS COMMUNICATION

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**If you have any questions, please send them to askUNCP@uncp.edu.*



Produced by the North Carolina Office of State Human Resources, www.oshr.nc.gov, May 2020



SANITATION PROCEDURES

CAMPUS SANITATION PROCEDURES | UNCP's Facilities Operations has been actively cleaning and disinfecting all campus buildings and offices, and will continue to engage in enhanced cleaning efforts. When you return to campus, you will notice a more active cleaning schedule of common areas, restrooms, high-touch surfaces and high-traffic areas. UNCP will follow all state and federal standards established to maintain a safe and healthy work environment for all.

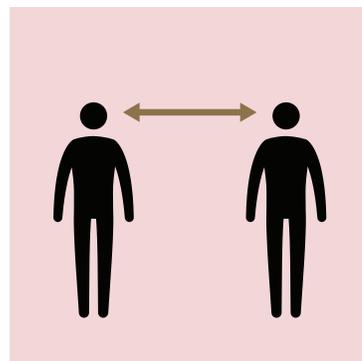
The following sanitation measures are being made across campus:

- Hand sanitizer has been made available at entrances to all buildings, in most office common areas, classrooms and dining halls.
- Disposable wipes will be available in all bathrooms, classrooms and other shared facilities for wiping down surfaces touched before and after every use.
- Protective shields or barriers will be installed in most high-traffic customer-service facing areas.
- Masks will be made available for students, faculty and staff.

PLEASE RESPECT THE FOLLOWING MEASURES



**WEAR
A FACE MASK**



**KEEP
SAFE DISTANCE**

Disinfecting commonly touched surfaces, personal items and work spaces

A list of approved disinfectants is available here:

[epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

Clean and disinfect frequently touched surfaces twice a day.

Computer, keyboard and mouse

Doorknobs and door handles

Faucet handles and light switches

Phones

Tables, desks and countertops

Tools and other shared equipment



Use disinfectant cleaner to wipe down shared equipment after each use, and clean your personal workspace daily.

Protection Measures (Clean-up or disinfection requests)

Please contact UNCP Facilities Operations for any specific building requests: Phone: 910.521.6233

Please contact UNCP Housing and Residence Life for any specific residence hall building requests: Phone: 910.775.4253 • Email: housing@uncp.edu

Questions, Comments, Concerns

Charles Chavis

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THE SAFETY AND WELL-BEING OF THE BRAVENATION COMMUNITY IS OUR TOP PRIORITY AT UNCP. THANK YOU FOR DOING YOUR PART TO HELP STOP THE SPREAD OF COVID-19 AND KEEPING OUR FAMILIES, FRIENDS AND LOVED ONES SAFE.

HEALTH & SAFETY GUIDANCE

MONITORING PERSONAL HEALTH

We encourage all faculty and staff to pay close attention to their own personal health and regularly check temperatures. If you are feeling unwell or experience any of the following symptoms, do not report to work. Please contact your supervisor and health care provider for additional instructions.

- Cough
- Shortness of breath or difficulty breathing
- Fever or chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New GI symptoms
- New loss of taste or smell

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. These individuals should monitor their health closely and communicate with their supervisors to make workplace accommodations. High-risk conditions may include:

- Older adults (aged 65 years and older)
- People with pre-existing health conditions such as HIV, asthma (moderate-to-severe), chronic lung disease, diabetes, serious heart conditions, chronic kidney disease being treated with dialysis, severe obesity, immunocompromised
- Vulnerable groups

WEARING FACEMASKS

Face masks or **face coverings** are expected and strongly encouraged for all faculty and staff working on campus when in the presence of others and in public settings. Appropriate use of face masks or coverings is critical in minimizing risks to others near you. Even if you do not have any symptoms, you could spread COVID-19 to others.

Cloth and disposable masks will be made available for use. Everyone on campus should carry a face covering on campus at all times, in case they encounter an unforeseen situation where at least six feet of physical distance cannot be maintained. Such situations are likely to occur in hallways, stairwells, elevators, restrooms and kitchens.

PROPER HANDWASHING

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

PRACTICE GOOD PERSONAL HYGIENE

- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Discard used tissues in the trash and immediately wash your hands with soap and water for at least 20 seconds or use hand sanitizer.
- Avoid or minimize touching your face, eyes, nose and mouth whenever possible.
- Avoid directly touching surfaces immediately after other individuals without wearing gloves or using a protective barrier.
- Avoid sharing electronic devices that have not been cleaned between uses.
- Wash hands thoroughly after trips to the restroom.
- Use paper towel or tissue to open door handles in common spaces or utilize automatic door buttons whenever available.
- Politely decline hugs, handshakes, high fives or other common gestures involving contact with other individuals.

WEARING OF GLOVES AND PPE

Gloves | Health care workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

Goggles/face shields | Faculty and staff do not need to wear goggles or face shields as part of general activity on campus, unless specific PPE is required for occupation. Good hand hygiene and avoiding touching your face are generally sufficient for non-health care environments.

Gowns/suits | Health care workers generally wear protective gowns and/or body coverings. These are not necessary for faculty and staff in non-health care settings.

PLEASE WASH HANDS WITH SOAP



20 Seconds Minimum



Avoid touching your eyes, nose and mouth with unwashed hands.

If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.

Cover all surfaces of your hands and rub together until dry.

SOCIAL DISTANCING AT WORK

Social distancing is one of the most effective ways to prevent the spread of communicable diseases. Because 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. Faculty and staff on campus 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; and
- allow proper distance between individuals when passing in hallways, through doorways and in stairwells

BE SMART. STAY APART IN CAMPUS SETTINGS.

WORKING IN AN INDIVIDUAL OFFICE | If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should be worn at all times. A mask or face covering is not required if you are working alone in a confined office space (does not include partitioned work areas in a large open environment).

OPEN WORKSPACES | If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible have at least one workspace separating you from another co-worker. It is recommended you wear a face mask or face covering while in a shared work space/room. Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other co-workers and customers. These could include visual cues on floors and directional signage for large open workspaces with multiple through-ways to increase distance between employees.

RECEIVING/RECEPTION AREAS | Masks/face coverings are recommended to be worn by any staff in a reception/receiving area.

MEETINGS/CONFERENCE ROOMS | Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using virtual conferencing services like Webex. In-person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50% of a room's capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. We encourage attendees to wear a mask or face covering while sharing space in conference and meeting rooms.

USING ELEVATORS AND STAIRWELLS | No more than one person should enter an elevator at a time. Use of the stairs is encouraged, whenever possible. If you are using the elevator, wear your mask or face covering and avoid touching the elevator buttons with exposed fingers, if possible. When using the stairs, please be courteous and respectful of others in front, behind or passing in the opposite direction. Step to the side to offer the appropriate 6 feet distance between individuals.

USING RESTROOMS | Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

DINING ON CAMPUS | Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. If dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward. If eating in common areas, individuals should sit 6 feet apart. Staff are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation.

If you are eating in your work environment (break room, office, etc.), maintain 6 feet distance between you and others. 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.

ENTERING AND EXITING BUILDINGS | When entering or exiting buildings, please be courteous and respectful of others in front, behind or passing in the opposite direction. Step to the side to offer the appropriate 6 feet distance between individuals.

SOCIAL DISTANCE

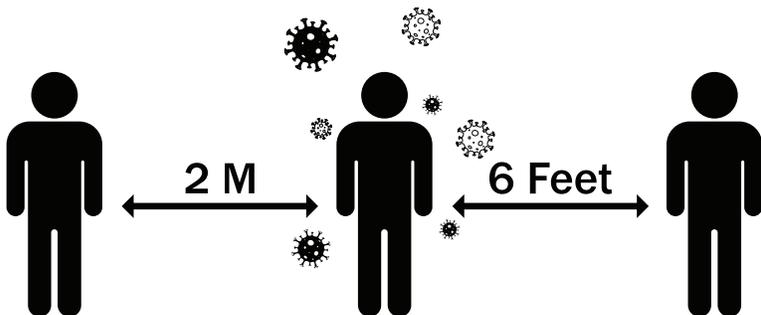
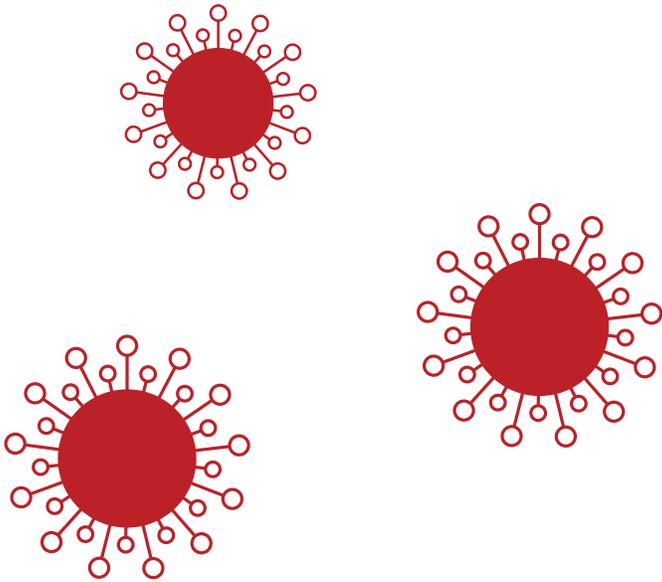
Avoid crowded places.

Maintain a distance of at least six feet (two meters) from others.

Stay outside or come back at a later time if a building is too crowded.

Social distancing in elevators

Only allow one person per trip to limit potential transmission of COVID-19.



STAY



FEET AWAY



EMPLOYEE RESOURCES

EMPLOYEE ASSISTANCE PROGRAM

This Employee Assistance Program (EAP) offers services for personal issues, planning for life events or simply managing day-to-day tasks that may affect your work life, health and family. ComPsych Guidance Resources provides confidential services at no cost to you as a UNCP employee and your immediate family. Your ComPsych Guidance Resources program offers someone to talk to and resources to consult whenever and wherever you need them. For more information, please visit uncp.edu/eap.

EMPLOYEE EMERGENCY ASSISTANCE FUND

The Emergency Relief Fund program offers financial assistance to The University of North Carolina at Pembroke faculty and staff who have experienced a non-recurring sudden or emergency-related financial hardship due to an unforeseen or unavoidable event. The program is administered confidentially through the Emergency Relief Fund Committee. Financial assistance provided through the fund is intended to assist faculty or staff with immediate, essential expenses by providing one-time funds to address the faculty or staff emergency financial challenge. For more information, please visit uncp.edu/eeaf.

WORK & LEAVE PROVISIONS

Guidance and information on work and leave provisions offered by UNC Pembroke and the UNC System can be found at uncp.edu/ncov and clicking on Employee Operational Guidance.

RESOURCE LINKS AND INFORMATION

UNCP has established a COVID-19 response web section at uncp.edu/ncov. There, you will find a comprehensive list of resources and links collected from across campus. For additional information and updates, please continue to refer to that website.

PRINTABLE EDUCATION RESOURCES

For more information about how you can protect yourself and others from COVID-19, please visit the following.

[UNCP.EDU/COVID](https://uncp.edu/covid)

[CDC.GOV](https://cdc.gov)

[NCDHHS.GOV](https://ncdhhs.gov)

[ACHA.ORG](https://acha.org)





DON'T SPREAD GERMS AT WORK

If you're sick, stay home, rest, and remember to:



Cover your coughs and sneezes with a tissue or your sleeve.



Wash your hands often with soap and water.

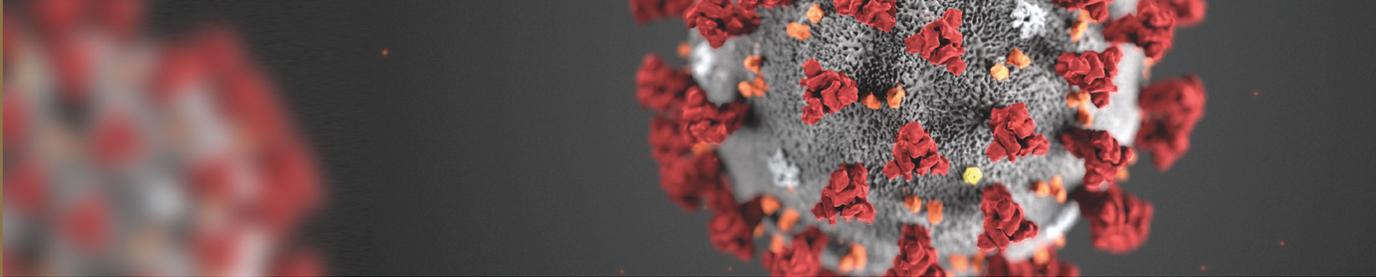


Talk to your supervisor about working from home.



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

Reduce Risk of Exposure



Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus

All workplaces can take the following infection prevention measures to protect workers:

- 1 Encourage workers to stay home if sick.
- 2 Encourage respiratory etiquette, including covering coughs and sneezes.
- 3 Provide a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- 4 Limit worksite access to only essential workers, if possible.
- 5 Establish flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), if feasible.
- 6 Discourage workers from using other workers' phones, desks, or other work tools and equipment.
- 7 Regularly clean and disinfect surfaces, equipment, and other elements of the work environment.
- 8 Use Environmental Protection Agency (EPA)-approved cleaning chemicals with label claims against the coronavirus.
- 9 Follow the manufacturer's instructions for use of all cleaning and disinfection products.
- 10 Encourage workers to report any safety and health concerns.

For more information, visit www.osha.gov/coronavirus or call 1-800-321-OSHA (6742).



WEARING YOUR MASK

USING A FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering.
- 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.



HOW NOT TO WEAR YOUR MASK

- **Do not** wear your mask under your mouth.
- **Do not** pull your mask under the chin, even to drink.
- **Do not** wear your mask on your elbow.
- **Do not** hang your mask from one ear.



WEAR2CARE

Wearing a face covering is important to protect others in case you're infected but don't have symptoms.

REMOVING A FACE COVERING

- Untie the strings behind your head or stretch the ear loops.
- Handle only by the ear loops or ties.
- Fold outside corners together.
- Place covering in the washing machine.
- Be careful not to touch your eyes, nose and mouth when removing and wash hands immediately after removing.





STAY HOME IF YOU'RE SICK

Are you sick or do you feel ill? Do you have a fever?

Have you experienced any new respiratory symptoms, such as a cough or shortness of breath within the last 14 days?

Have you had close contact with anyone who has tested positive for COVID-19?

If you answer "yes" to any of these questions, please contact your supervisor before coming into work.

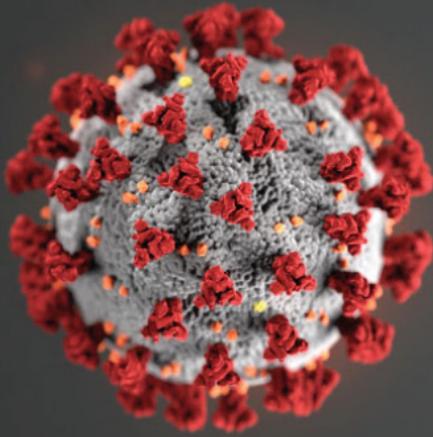


U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

Employers: Consider offering flexible leave and telework policies.
Make it easier for your staff to stay home when they're sick
or caring for a sick family member



Protect Yourself from COVID-19 in the Workplace



What is SARS-CoV-2?

It is the virus that causes coronavirus disease 2019 (COVID-19).

- SARS = severe acute respiratory distress syndrome.
- Spreads easily person-to-person.
- There is little, if any, immunity in humans.

How is it spread? COVID-19 is spread from person to person mainly through coughing and sneezing—and possibly talking and breathing.

When do symptoms appear? Symptoms usually show 2-14 days after exposure. People who are infected can be contagious before they develop symptoms or even if they never develop symptoms.

What are the most common symptoms? Fever, cough, and shortness of breath. Other symptoms may include sore throat, runny or stuffy nose, body aches, headache, chills, fatigue, loss of smell or taste, and gastrointestinal (diarrhea and nausea).

Most people will have mild symptoms and SHOULD NOT go to the hospital or emergency room.

Get medical attention immediately if you have:

- Difficulty breathing or shortness of breath.
- Persistent pain or pressure in the chest.
- New confusion or inability to arouse.
- Bluish lips or face.

How long does the virus survive outside of the body?

Virus may persist on surfaces for a few hours or up to several days, depending on the conditions and the type of surface. It is likely that it can be killed with a simple disinfectant from the EPA registered list: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Who is at increased risk of severe illness? People with underlying health conditions such as:

- Heart disease
- Lung disease, such as asthma
- Diabetes
- Suppressed immune systems, such as cancer or lupus

Older adults have higher rates of severe illness from COVID-19. Children and younger adults have had less severe illness and death.

Are there treatments or a vaccine? There are no treatments or vaccine for this virus.