



## Overview

The following represents general guidance for employees working on the grounds of the University of North Carolina at Pembroke and will be updated as additional information becomes available. The health and safety of our employees are extremely important to the university and these are current strategies to reduce the likelihood of spreading COVID-19. Utilizing OSHA guidelines, most UNCP employees are classified at a “Lower Exposure Risk” level. This category includes jobs that do not require contact with people known to be or suspected of being, infected with COVID-19, nor those that require frequent close contact with (i.e., within six feet of) the general public.

## Preventive Measures

COVID-19 is a severe respiratory illness caused by a coronavirus. It is characterized by cough, fever, and shortness of breath. This is a new disease and we are still learning how it spreads but it is believed to be through close contact with an infected person (through respiratory droplets produced when an infected person coughs or sneezes). It may also be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads. Knowing the facts and how to protect yourself is critical to help avoid infection.

### Maintain Social Distancing:

- Avoid close contact (maintain distancing of at least six feet) with other individuals, handshaking, or gatherings of ten people or more.
- Establish a limit of one individual per vehicle. Special arrangements should be put into place if this cannot be accomplished.
- Avoid sharing tools, phones, desks, and other objects in the workplace.
  - If this is unavoidable, work with your Supervisor to develop a hard surface cleaning procedure before use.
- Departments that would like to clean their work areas should develop a procedure for hard surface cleaning.

### Maintain Good Personal Hygiene:

- Wash your hands often for at least 20 seconds with warm water and soap.
- Avoid touching your face and eyes with your hands.
- Cover coughs and sneezes with a tissue or use the inside of your elbow.
- Stay home when you are sick and notify your supervisor.

## General Workplace Health and Safety Measures

- **Universal Masking:** [CDC](#) is additionally advising the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. [Cloth face](#) coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.
- **Shared Work Areas:** Maintain social distancing, wash your hands often, and establish cleaning procedures for common touchpoints with your supervisor.
- **Tasks Requiring Multiple Individuals:** Complete tasks without touching the face, cover coughs/sneezes and immediately wash hands when the task is complete.
- **Working Alone:** Due to the scarce number of individuals on campus during this unique situation, establish a periodic check-in protocol with your supervisor or designee.
- **Personal Protective Equipment (PPE):** For employees in the “Lower Exposure Risk” level, additional PPE is not recommended except for what would ordinarily be used as protection against routine hazards.
- Notify your supervisor, or contact EHS directly at 910.521.6792 if you have any questions or concerns

## Departmental Cleaning

If your department would like to clean a work area during the workday, (which is encouraged), you should first establish a schedule and determine who will conduct the cleaning. Doing so will help conserve your cleaning supplies. It is recommended to clean frequently touched surfaces at least daily. Contact your supervisor or contact EHS directly at 910.521.6792 for specific departmental cleaning procedures.

- Always clean surfaces before the use of disinfectants to reduce general dirt and debris, which can reduce the effectiveness of disinfectants. Use regular cleaning products or detergents like dish soap and water. Follow the instructions on the specific product label and be aware of the requirements of the area being cleaned (i.e., electronic cleaning without the use of liquids).
- Employees are reminded to ensure procedures for safe and effective use of all products are followed (e.g., disinfectants may require a certain amount of contact time). Safety instructions are listed on product labels and include the proper PPE when handling the material.

## Resources

CDC: [How Coronavirus Spreads](#)

CDC: [Guidance for Institutes of Higher Education](#)

OSHA: [Guidance on Preparing Workplaces for COVID-19](#)