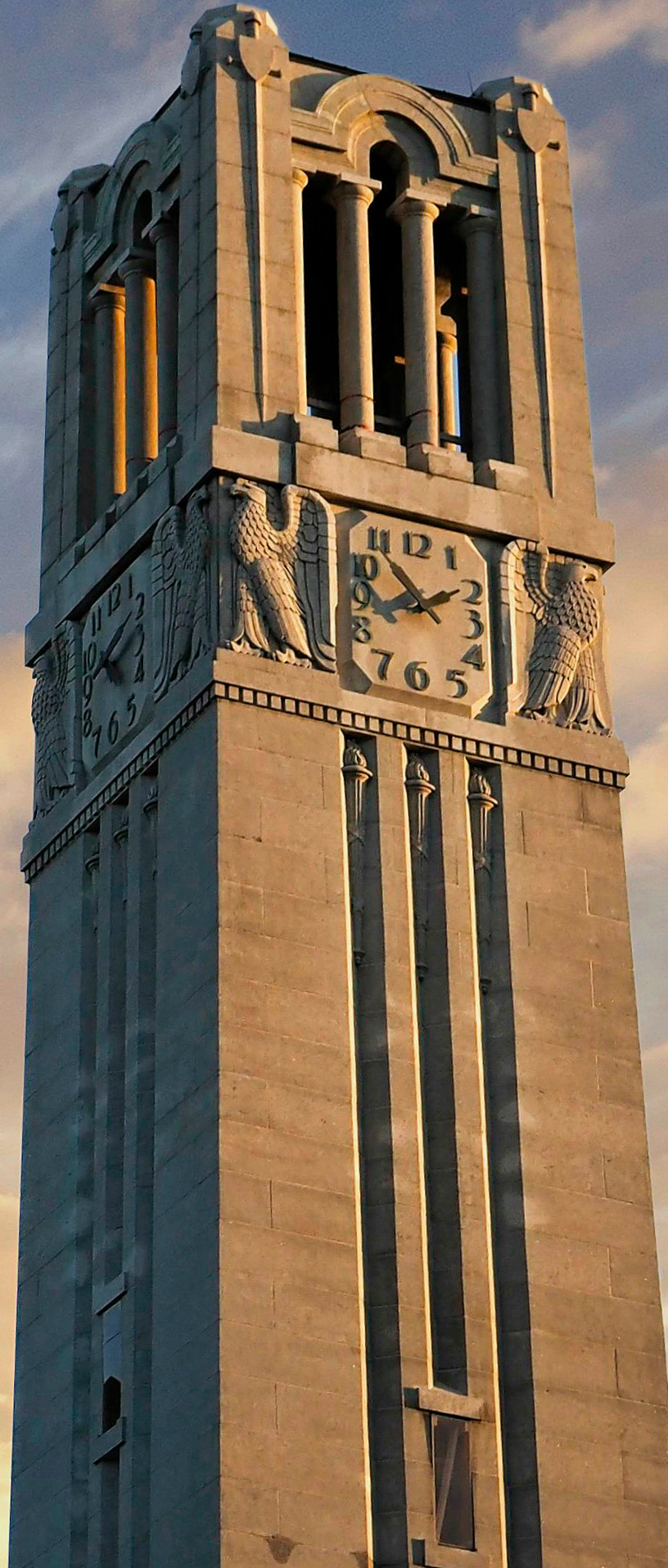


**NC STATE**  
UNIVERSITY

# Protecting the Pack

How to Return to  
Work Safely



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# Overview

NC State University is implementing a phased return of employees to work on campus, as dictated by operational needs and in accordance with efforts to prevent the spread of the novel coronavirus that causes COVID-19. This manual presents COVID-19 safety protocols to help create a safe and supportive work environment for employees as they transition back to campus. These protocols were developed based on guidance from the Centers for Disease Control and Prevention, the Occupational Safety and Health Administration, and the state of North Carolina.

As scientific knowledge of the coronavirus continues to evolve, the COVID-19 pandemic changes over time, and government and public-health officials issue new orders and guidance, NC State will update relevant procedures and plans as needed. The university will follow all state and federal orders, directives of the University of North Carolina System, and CDC guidelines to help ensure a safe on-campus environment. Our top priority in all decisions is the health, safety and well-being of our Wolfpack community.

All employees are expected to fully comply with the procedures, protocols and requirements outlined in this document and in any linked documents and websites, as well as any additional guidance they receive from their supervisors. This document is subject to updates. Please check the university's Coronavirus Information site ([www.ncsu.edu/coronavirus/](http://www.ncsu.edu/coronavirus/)) regularly for the latest information.

Updated May 21, 2020.

# Phased Return of Employees

NC State is phasing in a gradual return of employees to campus while ensuring appropriate physical distancing, cleaning and sanitizing of workplace surfaces, and availability of personal protective equipment for on-campus employees. Administrators and supervisors will decide which employees will return to work on campus and how to implement these requirements for their units and local situations, and they will communicate those decisions to their employees.

Supervisors are required to limit the number of employees in campus spaces to meet physical distancing requirements. It is expected that most of NC State's workforce will continue working remotely for the time being. Employees working remotely can access a University Human Resources remote-work toolkit at [go.ncsu.edu/remote-work-toolkit](https://go.ncsu.edu/remote-work-toolkit).



## Ways for Supervisors to Limit Virus Transmission

During the phased return, supervisors should consider implementing the following measures to limit the spread of the coronavirus:

- › Schedule partial staffing on alternating days of the week.
- › Schedule consistent work teams on the same shifts, so that if a person on one shift becomes sick, workers on the other shifts are protected.
- › Stagger workplace arrival and departure times, break times and lunch breaks to minimize population density at building entrances and exits and in break areas, restrooms and other common spaces.
- › Encourage employees to clock in and out for work using a mobile device instead of shared time clocks. Supervisors may also use WolfTime to clock employees in and out.



## If You Have Possible COVID-19 Symptoms, Stay Home

Employees who return to the workplace are expected to evaluate themselves for the presence of possible COVID-19 symptoms every day before reporting to work. To be eligible to report to work, an employee must not have any symptoms potentially related to COVID-19.

If you have any of the symptoms listed below, stay home, notify your supervisor and follow CDC guidelines ([www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)) to determine whether you should seek medical care. NC State has instituted special leave provisions ([hr.ncsu.edu/pandemic-and-communicable-disease/covid-19-leave-provisions-4-1-20/](http://hr.ncsu.edu/pandemic-and-communicable-disease/covid-19-leave-provisions-4-1-20/)) for the COVID-19 pandemic. In addition, the federal Families First Coronavirus Response Act ([hr.ncsu.edu/pandemic-and-communicable-disease/ffcra/](http://hr.ncsu.edu/pandemic-and-communicable-disease/ffcra/)) provides eligible employees with emergency paid sick leave and expanded family medical leave for specified reasons related to COVID-19.

### Do not report to work if you have any of the following symptoms:

- > Cough
- > Shortness of breath or difficulty breathing
- > Fever
- > Chills
- > Muscle pain
- > New loss of taste or smell
- > Sore throat (secondary symptom)



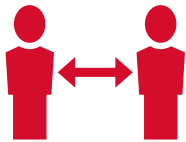
## Employee Self-Reporting of COVID-19

If you test positive for COVID-19, or if a health care provider tells you that you are presumed positive for the novel coronavirus, please notify the university by filling out the form at [go.ncsu.edu/covid-self-report](http://go.ncsu.edu/covid-self-report). If you do not have web access, please call 919-513-0277 to self-report a positive diagnosis for COVID-19. This procedure is voluntary, and the information is confidential. The information on the form helps university health care professionals conduct contact tracing and provide any resources and support you might need. Employees who test positive for COVID-19 should communicate with their supervisor and/or University Human Resources about special COVID-19 leave provisions that are currently in effect.

# Health and Safety in the Workplace

Employees on campus are expected, and in certain work situations may be required, to maintain physical distance from others and to wear face coverings. These measures are effective ways to limit transmission of the coronavirus because COVID-19 is an airborne disease that spreads from person to person through speaking, coughing or sneezing.

Physical distance and face coverings are not just to protect you; these measures protect those around you too. Many people who contract the coronavirus don't show symptoms at first, and some who contract the virus never develop symptoms — but asymptomatic people can still transmit the disease to others. That means it's possible for someone to have the coronavirus and give it to other people without even knowing it. Physical distance and face coverings reduce the likelihood of that happening.



## Physical Distancing

Employees on campus are expected to maintain at least 6 feet of physical distance from others whenever possible.

- › Many exterior doors of buildings will remain locked during the phased return to limit population density and facilitate physical distancing. Contact Security Applications and Technologies at 919-513-3111 or [sat.ehps.ncsu.edu](mailto:sat.ehps.ncsu.edu) for card access needs.
- › In-person gatherings or meetings are limited to a maximum of 10 people indoors, or a maximum of 25 people outdoors, who are spaced at least 6 feet apart. For meetings that cannot meet these requirements, use teleconferencing such as Zoom or Google Meet instead.
- › Supervisors should ensure that visible reminders encouraging physical distancing — such as floor tape indicating 6 feet of distance, rearranged furniture and signs indicating traffic flow — are present in places such as building entrances and exits, mail rooms, break rooms and common areas. To access printable signs and templates for this purpose, visit NC State's central Coronavirus Information site ([www.ncsu.edu/coronavirus/community-resources/signage-and-templates/](http://www.ncsu.edu/coronavirus/community-resources/signage-and-templates/)).
- › Employees are expected to follow signage directing traffic flow through building entrances, exits, elevators and other common areas.
- › Only one employee may ride in a work vehicle at any given time. Employees can use personal vehicles or ride Wolfline buses instead if they prefer. Face coverings are expected on Wolfline buses.



## Face Coverings

In situations where at least 6 feet of physical distance cannot be maintained or guaranteed — e.g., hallways, restrooms or multiperson work stations — on-campus employees are expected to wear face coverings that cover the mouth and nose. The university will provide face coverings to on-campus employees during the phased return in accordance with CDC guidelines. For more information, visit [go.ncsu.edu/requestfacecoverings](https://go.ncsu.edu/requestfacecoverings).

- > You are not expected to wear a face covering when you are not in close contact with someone else, such as when you are working alone in a room or office, or when you are walking alone in an uncrowded outdoor location.
- > Everyone on campus is strongly encouraged to carry a face covering on campus at all times, in case they encounter an unforeseen situation where at least 6 feet of physical distance cannot be maintained. Such situations are likely to occur in hallways, stairwells, elevators, restrooms, kitchens and when riding Wolfline buses, for example.



## Personal Hygiene

You must cover coughs and sneezes with a tissue or the inside of your elbow — not with your hands. You should also avoid touching your face.

When you wash your hands, wash them for at least 20 seconds with soap and water. If soap and water are not readily available, you may use hand sanitizer instead. NC State will provide hand sanitizer to on-campus employees during the phased return. To request hand sanitizer, visit [go.ncsu.edu/requesthandsanitizer](https://go.ncsu.edu/requesthandsanitizer). For more detailed information on effective hand hygiene, view the CDC's guidance for washing and sanitizing your hands ([www.cdc.gov/handwashing/when-how-handwashing.html](https://www.cdc.gov/handwashing/when-how-handwashing.html)).

### You are expected to wash your hands at least in the following instances:

- > At the beginning and end of each work shift
- > After using the restroom
- > Before and after eating
- > After blowing your nose, coughing or sneezing



## Cleaning and Disinfection of Surfaces

High-touch surfaces and common spaces will be cleaned by University Housekeeping in accordance with CDC guidelines for disinfection ([www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)). Employees and supervisors should take steps to reduce the number of common touch points in on-campus facilities.

The use of gloves is not required unless your supervisor has directed you to wear them. Remember that gloves do not give the wearer immunity, and any germs that might be on your gloves can be transferred to other surfaces. To avoid cross-contamination, safely remove gloves immediately after use.

### Employees are expected to use available supplies to clean and disinfect the following:

- > Their work area (as defined by the supervisor) at the start and end of each work day
- > Their work vehicle at the start and end of each shift (or before and after each use if the vehicle is shared)
- > Tools/equipment at the start and end of each shift (or after each use if the items are shared)

## Six Steps of Safety

To protect the safety of the Pack, remember to follow these six steps during the phased return, and encourage others to follow them:



1. If you feel sick, stay home.



4. Wash your hands often (or use hand sanitizer).



2. Stay at least 6 feet away from others whenever possible.



5. Cover coughs and sneezes with a tissue or the inside of your elbow.



3. Wear a face covering when you are close to others (6 feet away or less).



6. Disinfect surfaces often, especially shared items and touch points.





## Mental and Emotional Well-Being

We know the uncertainty of this pandemic may be causing great mental and emotional stress for our employees. Fear and anxiety can be overwhelming — not just for you, but for your family and loved ones as well. NC State offers employees resources and assistance to help you manage the mental and emotional aspects of your overall health. We encourage you to take advantage of these resources to help you address any issues that arise during the phased return to work or at any time during your employment at NC State.

For more information on coping strategies specifically related to COVID-19, the CDC offers helpful resources at [www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html](https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html).



## Faculty and Staff Assistance Program

The NC State Faculty and Staff Assistance Program provides resources to help employees address personal and work-life issues. All of FASAP's services are completely confidential and are provided to you and your dependents at no charge. For more information, visit the FASAP website ([er.hr.ncsu.edu/faculty-staff-assistance-program/](http://er.hr.ncsu.edu/faculty-staff-assistance-program/)) or call 866-467-0467.

FASAP's services include the following:

- > **Confidential counseling.** This counseling service helps you address stress, relationships and other personal issues you and your family may face. It is staffed by highly trained master's- and doctoral-level clinicians who will listen to your concerns and quickly refer you to one-on-one counseling or other resources as needed.
- > **Financial consulting.** Talk with certified public accountants and certified financial planners about a wide range of financial issues, including debt, credit, taxes and retirement.
- > **Legal support.** If you need help with legal issues, you can ask attorneys for advice. If you require legal representation, they will refer you to a qualified attorney in your area for a free 30-minute consultation, with a 25% reduction in customary legal fees thereafter.
- > **Work-life solutions.** To get help addressing such issues as child and elder care, home repairs or relocation, call the program's work-life specialists for information and qualified referrals.



## WellRec at Home

Wellness and Recreation's WellRec at Home initiative ([wellrec.dasa.ncsu.edu/wellrec-at-home/](http://wellrec.dasa.ncsu.edu/wellrec-at-home/)) provides online resources to help employees maintain and improve their physical and mental health during the coronavirus pandemic. The program teaches about 30 live virtual classes each week, posts prerecorded workouts and provides videos that offer guidance, support and instruction on meditation, mindfulness, stress reduction and other practices that support mental and emotional well-being. All of these resources are available to employees at no charge.



## COVID-19 Wellness Resources From University Human Resources

UHR has gathered a wide variety of free resources to support employees' mental, emotional, physical and financial health during the COVID-19 pandemic. You can access these resources at [benefits.hr.ncsu.edu/covid-19-wellness-resources/](https://benefits.hr.ncsu.edu/covid-19-wellness-resources/).



## Additional Questions

If you have any questions about the phased return to campus that this manual has not addressed, please call Emergency Management and Mission Continuity at 919-515-9657.

Visit NC State's Coronavirus Information site ([www.ncsu.edu/coronavirus/](http://www.ncsu.edu/coronavirus/)) for regular updates and additional resources.

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