



# EMPLOYEE GUIDE

For The Return to Campus

THE NEW  
**NORM**  
YOUR HEALTH. OUR COMMUNITY.

[NINERNATIONCARES.UNCC.EDU](http://NINERNATIONCARES.UNCC.EDU)

# Contents

- Returning to Campus
- Health and Safety
- Additional Employee Resources

## About

UNC Charlotte will return to modified on-campus operations through the implementation of a phased return of employees in anticipation of a return to fall classes on Sept. 7, 2020. The return will be done in accordance with the University's highest operational needs and with additional safety measures in place to mitigate the spread of COVID-19, the disease caused by the novel coronavirus.

This document will help employees prepare to return to work and navigate new protocols and procedures that will be in place for the foreseeable future. These directives are based on guidance from the [Centers for Disease Control \(CDC\)](#), [local](#) and [state](#) health officials, the [Occupational Safety and Health Administration \(OSHA\)](#), the [American College Health Association \(ACHA\)](#) and the [UNC System](#).

# Principles

The University is guided by the following principles in its decision making and encourages all members of Niner Nation to incorporate similar principles in their return to campus and daily interactions with each other.



## Care for Our Community

The health and safety of the UNC Charlotte community are our top priorities, especially those members of Niner Nation who may be most vulnerable to COVID-19. We place these things above all else.

## Informed Decision Making

Our decisions are informed by the recommendations of experts at the Centers for Disease Control (CDC), the American College Health Association, the Occupational Safety and Health Administration (OSHA) and guidance from local and state public health officials. We will create practices, operating procedures and a culture that takes public health guidance seriously.

## Agility in Response

The COVID-19 pandemic is an unprecedented and rapidly evolving situation. We understand the agility to respond to emerging information is necessary to protect the health and safety of our campus.

## Student Success

We are committed to preserving the rich learning environment that is a hallmark of the UNC Charlotte experience. We will continue to offer support services to our students, whether in person or online, and we will incorporate digital learning elements into all courses to deliver high-quality instruction while also providing the flexibility needed in this new environment.

## Collaboration and Inclusion

It will take the work of every member of Niner Nation for us to meet the current challenges we face. Whenever possible, feedback will be sought by relevant stakeholders in the decision-making process. We will work together to reimagine the fall semester in a way that still offers an exceptional education to our students and a supportive work environment for our employees. We must recognize the additional challenges some in our community face as a result of COVID-19, and we must assign value to the well-being of those around us to foster a caring environment and place of belonging for all members of Niner Nation.

## Timely and Accurate Information

We will keep members of our campus community updated as new information becomes available, equipping Niner Nation with the knowledge needed to navigate this new environment.





### **COMMITMENT TO ACCESSIBILITY**

The University is committed to providing a welcoming, accessible environment for all faculty, staff, students and visitors. Our Guidance Involving People with Disabilities ([emergency.uncc.edu/covid/accessibility](https://emergency.uncc.edu/covid/accessibility)) offers additional information.

### **CHANGES AND UPDATES**

It is important to note that information about the COVID-19 pandemic will continue to expand and evolve over time. As it does, guidance from the University will likely change. We will continue to follow the directives of the UNC System and public health officials to ensure we are taking all steps necessary to help protect the health of Niner Nation. This document will be updated as needed (note the time stamp at the bottom of the contents page for the latest), and we will continue to keep our community updated through Niner Notices and updates at [emergency.uncc.edu/coronavirus](https://emergency.uncc.edu/coronavirus).

### **EXPECTATIONS OF EMPLOYEES**

All employees of UNC Charlotte are expected to comply with the requirements outlined in this document, as well as any additional guidance you receive from the University and/or your supervisors. Everyone's cooperation and support will be critical in keeping Niner Nation safe and healthy.



# Returning to Campus

UNC Charlotte is committed to the health and well-being of our employees and students and will follow a gradual return to on-campus work to allow for the implementation of appropriate social distancing protocols that mitigate the spread of COVID-19.

All employees who can complete their necessary job duties through teleworking should continue to do so until further notice. However, some number of faculty and staff may need to return to campus, not because of personal preference, but to effectively complete assigned work responsibilities and access research facilities.

These decisions will be made by supervisors and administrators and communicated to employees after supervisors have submitted documentation outlining their unit's plan for physical distancing, cleaning and sanitation and other safety measures.

*Please note: Faculty engaged in research will submit their own plan for their research space.*

## Supervisor Requirements

More information on required plan components and supervisor requirements can be found at [emergency.uncc.edu/coronavirus](https://emergency.uncc.edu/coronavirus).

*Please note: If your plan to bring employees back to campus has already been completed and approved, you do not need to submit additional plans for the same area. Just ensure you continue to incorporate any additional guidance issued by the University as we move toward the return to fall classes.*



# Health and Safety

Everyone in Niner Nation must do their part to protect not only their health but the health of others. Working together is the only way we can successfully combat the spread of COVID-19.

Keeping physical distance from others, covering your nose and mouth, frequent hand washing and other hygiene measures are the most effective ways to keep yourself and others safe since COVID-19 is an airborne disease that most often spreads from person to person through speaking, coughing or sneezing.

## Methods for Limiting Virus Transmission in the Workplace

Supervisors and employees should consider implementing the following measures to help limit the spread of the novel coronavirus:

- Allow employees to alternate between working at home and working in the office so that everyone is not in the office at the same time.
- Consider creating A and B teams so that the entire workforce is not in the office on the same days. If someone on one team becomes sick, the other team is protected.
- Stagger arrival/departure and break times to avoid crowding in hallways, elevators, stairwells and other common spaces.
- Encourage employees who clock in via Kronos to do so via computer instead of clock stations. Supervisors can also use Kronos to clock employees in and out.

## Stay Home if You are Sick

If you are sick, you must not come to work. Commit to protecting your health and the health of others by staying home. There are many leave options available to support employees who are ill. More information is available at [emergency.uncc.edu/coronavirus/staff](https://emergency.uncc.edu/coronavirus/staff).

- Contact your healthcare provider if you believe you are ill.
- If you test positive or are evaluated by a healthcare provider for COVID-19, please complete the reporting form ([bit.ly/2ZoUhu3](https://bit.ly/2ZoUhu3)).
- Report any exposure to COVID-19-positive individuals, respiratory symptoms, sore throat, dry cough or other symptoms of COVID-19 to your supervisor and complete the reporting form ([bit.ly/2ZoUhu3](https://bit.ly/2ZoUhu3)). Representatives from Emergency Management, the Student Health Center, and/or Human Resources will follow up with you as necessary.
- More information on the COVID-19 reporting process is available online ([bit.ly/3d24RuJ](https://bit.ly/3d24RuJ)).



## PLEASE REMEMBER:

Research has shown that individuals can be infected with the virus, not have any symptoms and still be able to spread the infection to others. This is why it is important to follow health and safety measures even if you don't feel sick or those around you don't appear sick.

## KNOW THE SYMPTOMS OF COVID-19

- Cough
- Difficulty in breathing or shortness of breath
- Fever
- Chills
- Muscle pain
- Loss of sense of smell or taste (if new)
- Sore or painful throat
- Headache
- Diarrhea and other gastrointestinal issues



## Physical Distancing

Employees on campus are expected to maintain at least six feet of physical distance from other individuals whenever possible.

- Classroom furniture will be rearranged to ensure physical distancing and course delivery may be hybrid or online. Instructors should familiarize themselves with expectations (<https://provost.uncc.edu/fall-2020-reopening>).
- In-person meetings are discouraged. If a meeting must be in-person, it should not exceed 10 people and those people must remain six feet apart. If this is not possible, the meeting should be held via WebEx, Zoom or Google Meet.
- Furniture in offices and common spaces may be rearranged or marked “out of use” to ensure six feet of distance between individuals. Moving of furniture should be done in accordance with health and safety practices.
- Common spaces where physical distancing cannot be maintained should be closed.
- External doors on all buildings will remain on swipe access only until further notice to reduce foot traffic in common spaces.
- Ground decals (Ex: Stand Here) to support physical distancing in service areas or other large spaces are available to supervisors by completing the supply request form ([go.uncc.edu/supplies](http://go.uncc.edu/supplies)).
- Where possible, there will be doors designated for entry and exit.

## Transportation

- Seating will be limited on Niner Transit vehicles to reduce capacity and drivers will not allow additional standing riders on buses. Face coverings must be worn when on Niner Transit.
- Riders in Paratransit will be required to wear a mask, as will drivers, unless extenuating medical circumstances prevent them from doing so.
- All employees using the CATS light rail or bus service to access campus are expected to adhere to the safety practices set forth by CATS. For more information, visit [charlottenc.gov/cats](http://charlottenc.gov/cats).
- Employees should follow the guidance of their units on the occupancy of University-owned vehicles and service carts.
- Employees should exercise their best judgment when deciding to ride with other employees in personal vehicles.



# Health and Safety

## Face Coverings

Everyone is expected to wear a cloth face covering that covers their nose and mouth whenever they are indoors (even if not within six feet of another person) unless they are alone in a personal space. Management may grant exceptions for medical conditions or specific job duty or task that does not accommodate the wearing of a cloth face covering. All employees should provide their own cloth or disposable face covering. Visit the CDC website ([bit.ly/2TrDOS1](https://www.cdc.gov/covid19/2020/08/2020-08-11-cdc-recommends-face-coverings)) for guidance on making and cleaning face coverings. Supervisors may indicate their desire to order masks for their area by completing the supply request form ([go.uncc.edu/supplies](https://go.uncc.edu/supplies)).

*Please note: In August, before the start of the fall semester, the University will provide kits to all faculty, staff and students that contain face coverings and hand sanitizer, among other items.*

## Classrooms and Labs

Students will be expected to wear face coverings in all classrooms or labs and in other instances even when physical distancing is possible unless the faculty member explicitly grants permission to a student to remove their face covering (such as while asking a question or participating in class discussion). Faculty will also be expected to wear face coverings. Under the Code of Student Responsibility (<https://legal.uncc.edu/policies/up-406>), students are expected to comply with the direction of faculty members in the classroom. This document will be updated as Academic Affairs continues to work with faculty leadership on additional classroom guidelines for the fall semester.

## Handwashing

- During the work day, you are expected to regularly wash your hands for at least 20 seconds with soap and water.
- This includes the beginning and end of your time on campus, before all meals, after using the restroom and after sneezing or coughing.
- Hand sanitizer can replace soap and water if necessary. The University will provide hand sanitizer to departments and offices and will have hand sanitizing stations in place throughout campus.
- Housekeeping staff check and replenish soap dispensers, paper towels and hand sanitizing stations at least once a day and more frequently in public areas with high traffic.

## Coughing and sneezing

- Practice good hygiene by covering your mouth and nose with your sleeve or a tissue when coughing or sneezing and avoid touching your face with your hands, particularly your mouth, nose and eyes.
- Immediately discard any tissue used to cover a cough or sneeze and wash or sanitize your hands afterwards.



## OUR HEALTH DEPENDS ON EACH OTHER

A face covering isn't necessarily to protect you from contracting COVID-19. It is to keep you from accidentally or unknowingly spreading the virus to your friends, colleagues and students.

In turn, your protection from contracting COVID-19 is dependent on the face coverings of others.

We are all in this together.



## Cleaning and Disinfecting

### What the University is Cleaning

Facilities Management and other environmental service partners (HRL, for example) will be responsible for cleaning and sanitizing bathrooms, large meeting facilities, classrooms and other general use spaces.

Dining Services will increase the frequency of its sanitization procedures. Staff will provide continuous cleaning and sanitization of tables, chairs and other high-touch surfaces and back of house; drink stations and restrooms will be cleaned every 30 minutes. Additionally, each dining facility will be disinfected nightly once they have closed for the evening.

### Departmental and Unit Cleaning

Departments and units will be responsible for wiping down high-touch surfaces in their areas such as office doors, break room counters, individual desks, copying machines and other general-use office equipment. The University will also clean these areas but cannot do so between each use. However, employees are not expected to do any cleaning beyond spraying and wiping down surfaces. Departments can request needed cleaning supplies by completing the supply request form ([go.uncc.edu/supplies](http://go.uncc.edu/supplies)).

### Employee Cleaning

- The University will provide necessary cleaning supplies to employees.
- You should clean your personal work station each day, ideally before and after completing each work shift.
- If you use a work vehicle, you should also clean high-touch surfaces (like the steering wheel, controls, knobs, etc.) between each use if it is a shared vehicle.
- You should avoid using another person's equipment or belongings, including phones, computer equipment, desks, cubicles, offices or other tools and equipment whenever possible. If there is an unavoidable situation where work equipment has to be shared, act cautiously and sanitize equipment between uses.
- More information on recommended cleaning standards is available on the CDC website ([bit.ly/3d2HYaM](http://bit.ly/3d2HYaM)).

### Gloves or no gloves?

If not used correctly, gloves do not necessarily provide any additional safety to the wearer or prevent the spread of germs. You are not expected to wear gloves at work unless they are a required part of your job duties (ex: food service or cleaning). Any supervisors who require employees to wear gloves are also required to provide proper training on the safe use and removal of the protective equipment.



# We Keep Niner Nation Safe

Keeping Niner Nation safe and healthy is going to take all of us.  
Please do your part to protect yourself, your colleagues and our students.

## Know Your **Ws**



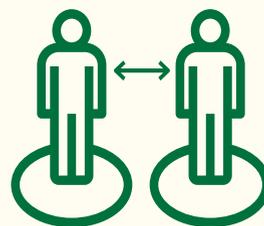
### **WASH**

Your hands for 20 seconds with soap and water.



### **WEAR**

A face covering any time you are around other people.



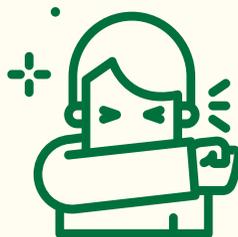
### **WAIT**

Six feet away from other people at all times.



### **WIPE**

Your workstation, equipment and other high-touch surfaces frequently with a sanitizing wipe. Don't forget your cell phone!



### **WATCH**

Your health. Stay home if you are sick. Cover your sneezes and cough with your elbow or a tissue.



### **WAVE**

To greet colleagues and students or consider a pickaxe sign. Avoid handshakes.



# Additional Resources

This continues to be a difficult time for many employees as you navigate changing working arrangements, provide care for your children, at-risk relatives and others who are vulnerable to the virus, and adjust to a world that currently looks very different than it did a few short months ago.

There are resources available to help you manage the many challenges and emotions associated with this pandemic.

## **Employee Assistance Program (EAP)**

As part of the EAP, ComPsych offers confidential counseling, financial resources, legal support, work-life solutions and more guidance for our UNC Charlotte employees. For more information about this program, please visit [hr.uncc.edu/eap](http://hr.uncc.edu/eap).

## **Emergency Loan Fund**

The University offers employees experiencing economic difficulties access to emergency loans up to \$250. More information is available at [hr.uncc.edu/emergencyloan](http://hr.uncc.edu/emergencyloan).

If you are in a position to do so and feel inclined to help, donations to the emergency loan fund can be made via the UNC Charlotte giving website ([bit.ly/3cVIZIX](http://bit.ly/3cVIZIX)).

## **Family First Coronavirus Response Act and Administrative Leave Families First Coronavirus Response Act (FFCRA)**

Enacted to address the impact of COVID-19 in the United States, the act includes two types of leave that apply to the University and provide paid leave benefits to eligible University employees. This regulation is effective until Dec. 31, 2020.

### **Administrative Leave**

Partial paid leave for eligible mandatory and non-mandatory employees is in place for those who qualify. This leave helps those employees unable to work because of circumstances related to COVID-19.

More information on administrative leave and FFCRA is available by visiting [emergency.uncc.edu/coronavirus/staff](http://emergency.uncc.edu/coronavirus/staff).

## **FOR ADDITIONAL INFORMATION**

Centers for Disease Control: [cdc.gov](http://cdc.gov)

Occupational Safety and Health Administration: [osha.gov](http://osha.gov)

American College Health Association: [acha.org](http://acha.org)

Mecklenburg County Health Department: [mecknc.gov/HealthDepartment](http://mecknc.gov/HealthDepartment)

North Carolina Department of Health and Human Services: [ncdhhs.gov](http://ncdhhs.gov)

UNC System: [northcarolina.edu](http://northcarolina.edu)



## **WE WANT TO HEAR FROM YOU**

If you have additional questions about the return to campus, please complete the University's coronavirus inquiry form ([bit.ly/2yoiPZ3](http://bit.ly/2yoiPZ3)). Someone will be in touch with you as soon as possible.

Please continue to monitor your email for additional updates and visit [emergency.uncc.edu/coronavirus](http://emergency.uncc.edu/coronavirus) regularly.



THE NEW  
**NORM**  
YOUR HEALTH. OUR COMMUNITY.

[NINTERNATIONCARES.UNCC.EDU](http://NINTERNATIONCARES.UNCC.EDU)