### BEFORE RETURNING TO WORK:

#### REVIEW AVAILABLE GUIDANCE AND TRAINING

- Review [https://hub.ncat.edu/administration/human-resources/return/index.php](https://hub.ncat.edu/administration/human-resources/return/index.php) and communicate that information and relevant HR policies to your employees.

- Complete required COVID-19 EH&S training for employees prior to returning on-site.

- Review the [https://www.ncat.edu/coronavirus/returntowork_guidelines_final.pdf](https://www.ncat.edu/coronavirus/returntowork_guidelines_final.pdf) this document provides guidance for managing North Carolina A&T’s expectations for the safe return of faculty and staff to workspaces and common areas on campus after teleworking, quarantine, illness or special leave, due to the novel coronavirus, COVID-19.


#### SELF - MONITORING

- Talk with your employees about their comfort with returning to work and the importance of self-monitoring.

- Self-screening is required daily before coming to work. Instruct employees to use the Return to Work Self-Assessment form.

- If you answer “yes” to any of the questions, please review the Protocol for Daily Self-Monitoring Questionnaire.

- Remind employees that if they have any COVID-19 symptoms or have been exposed to COVID-19, they are required to notify the NCAT Health Department and their Health Provider.

#### FACE COVERINGS / PERSONAL HYGIENE

- Face coverings/masks are required while working on-site and is available if needed.

- Face coverings are not required in your personal office if working alone and the door is ajar. Face coverings are not required if you are working outside and social distancing.

- Personal hygiene such as frequent and thorough handwashing is encouraged. Determine the closest location to wash hands. *Hand sanitizer may be used if handwashing access is not available.*

- Encourage and understand NCAT Know Your WS guidance:
  1. Wear a cloth face covering.
  2. Wait 6 feet apart. Avoid close contact.
  3. Wash your hands or use hand sanitizer.

#### HELPFUL LINKS

- Employees with High Risk and/or the Risk of Immediate Family Members
  - [https://ncat.az1.qualtrics.com/jfe/form/SV_86vvwS7zL84xKUB](https://ncat.az1.qualtrics.com/jfe/form/SV_86vvwS7zL84xKUB)

- EAP – [www.guidanceresources.com](http://www.guidanceresources.com) or 1(800)697-0353

- NCAT Counseling Center – (336)334-7727

- HR Email for employees – [PRTW@ncat.edu](mailto:PRTW@ncat.edu)

- COVID 19 Employee Relations concerns should be directed to HR/no discipline or corrective actions should be taken without discussing with HR. Contact Linda Mangum at [lmangum@ncat.edu](mailto:lmangum@ncat.edu).

- Confidential health information should not be addressed or discussed with supervisors or departmental personnel. [hr.benefits@ncat.edu](mailto:hr.benefits@ncat.edu) or 336-334-7682.
### WHILE AT WORK:

**SOCIAL DISTANCING WORKPLACE REQUIREMENTS**

- ☐ Maintain social distancing in the workplace, particularly in common areas, breakrooms, shared workrooms, doorways, hallways, stairs, elevators, and restrooms.
- ☐ Identify high-touch areas and shared equipment and post requirements on the use of disinfecting wipes and/or sprays.
- ☐ Discourage employees from using others’ phones, desks, offices, or other work tools and equipment.
- ☐ Encourage virtual meetings and limit face-to-face meetings. When meeting face-to-face, encourage social distancing.
- ☐ **Workstations and Desks:** Clean and disinfect individual equipment frequently. At a minimum, this should be done at the start of each workday.
- ☐ **Common Areas:** Use the common area closest to your workstation. Maintain a safe distance, at least six feet away from other individuals.
- ☐ **Elevators:** Avoid riding elevators with others to the extent practicable. Use the stairs whenever possible, especially when descending.
- ☐ **Breakrooms/Kitchens:** No communal food items are allowed, including as part of office events (i.e. birthday/retirement/special occasion).
  - Follow the instructions for disinfecting wipes and cleaning supplies in areas with shared refrigerators, microwaves, coffee machines, etc.
  - Use disinfecting wipes in vending machine areas with instructions to wipe touchpads and change slots after use.
- ☐ **Shared Equipment:** Use shared equipment closest to workstation and follow the signage for disinfecting.
  - Limit the sharing of office supplies; employees should have their own designated pens and pencils.
  - Opening or expanding operations incrementally will allow employers to test and adjust plans and procedures.

### REMOTE WORK

- ☐ Solicit feedback and evaluate what worked and what did not work during recent closures and periods of teleworking.
- ☐ If appropriate, continue telework for certain positions and evaluate whether teleworking is temporary including alternating or staggered teleworking.
- ☐ Employees may request to continue teleworking temporarily.

### COMMUNICATIONS, TRAINING AND MONITORING

- ☐ Ensure employees have completed required training.
- ☐ Communicate the return to work plan for your department/workgroup to all employees and ensure they understand their expected return-to-work date.
- ☐ Communicate to all employees equally about the support available if someone wishes to voluntarily disclose their high-risk status. Employees should not disclose if they are in a high-risk category based on a pre-existing medical disability.
- ☐ Conduct regular check-ins with employees to discuss challenges, concerns, or questions. Offer support during this transition.