

# DEPARTMENTAL PLAN FOR EMPLOYEES RETURNING ON-SITE

North Carolina A&T is committed to providing a safe and healthy workplace for all members of our community. This information provides guidance for planning the safe return of employees to workspaces on campus after teleworking, quarantine, illness or special leave, due to the novel coronavirus, COVID-19.

## Manage Specific Work Environment

- Identify remote work vs. essential functions on-site
- Employees with high risk and/or the risk of immediate family members:  
[https://ncat.az1.qualtrics.com/jfe/form/SV\\_86vwwS7zL84xKUB](https://ncat.az1.qualtrics.com/jfe/form/SV_86vwwS7zL84xKUB)
- Manage workspace with social distancing
- Contact employees three to four weeks before they return to work

## Adjust Work Schedules

- Flexible work schedules
- Divide/Split employee's work schedule: One week on-site/one week off-site
- Stagger/Alternate work shifts or start times
- Limit the number of institutional visitors
- Teleworking
- Reassign duties of employees performing the same or similar tasks (on-site and remote)

## Manage through Change

- Communicate, show compassion and be flexible
- Employee Assistance Program (EAP): [www.guidanceresources.com](http://www.guidanceresources.com) or 1-800-697-0353
- N.C. A&T Counseling Center: 336-334-7727
- HR email for employees: [PRTW@ncat.edu](mailto:PRTW@ncat.edu)

## Receive Mandatory Training before Returning to Work On-site

- Guidelines for Returning to the Workplace:  
[https://www.ncat.edu/coronavirus/returntowork\\_guidelines\\_final.pdf](https://www.ncat.edu/coronavirus/returntowork_guidelines_final.pdf)
- Environmental Health and Safety (EH&S) Safety Training
- Masks/Face Coverings
- Social Distancing

## Daily Self-Monitoring:

- Before leaving home for work, all employees must check for symptoms using the Self-Monitoring Questionnaire



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**High-risk person** is currently defined by **CDC guidance**. While this guidance may evolve as the COVID-19 event progresses, persons at high risk for severe illness from COVID-19 at this time include the following:

- People 65 years and older.
- People who live in a nursing home or long-term care facility.
- People of all ages with underlying medical conditions, particularly if not well controlled, including the following:
  - People with chronic lung disease or moderate to severe asthma.
  - People who have serious heart conditions.
  - People who are immunocompromised.
  - People with severe obesity (body mass index [BMI] of 40 or higher).
- People with diabetes.
- People with chronic kidney disease undergoing dialysis.
- People with liver disease.

## **Reminders:**

- 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**
- Phase employees on-site only if there is a business need. Do not return large groups of employees together during one phase.

