



## MEMORANDUM

**To:** North Carolina A&T Employees

**From:** Erickia Elbert, Interim Vice Chancellor for Human Resources

**Date:** June 17, 2020

**Re:** Returning to the Workplace

This memo is intended to provide an update on return to on-site work plans for North Carolina A&T, as well as information on the steps we are taking to protect your health and safety upon this return.

A small group of senior leadership team members and other designated staff will return to the office beginning Monday, June 22 – Friday, July 10. This is intended primarily to assess and prepare the workplace for future phases of a return to on-site work and to ensure appropriate safety measures are fully in place.

Additional employees will return in phases in the weeks and months ahead. The pace of this return will be determined by progress on the governor's re-opening plans for the state, as well as guidance from the North Carolina Office of State Human Resources and Department of Health and Human Services (NCDHHS).

Here are details on how this will work for you and other faculty and staff members of N. C. A&T:

- Each employee will be given a specific return-to-work date by their manager. There will also be a process in place to request flexibility and/or accommodation for alternative work arrangements for employees who are at high risk or have other concerns regarding a return to on-site work.
- In some instances, options may include continued telework or other alternative work arrangements as determined to be feasible on a case-by-case basis. Human Resources will provide additional information on these processes in the days ahead.
- Unless you are specifically directed to do so by your manager, please do not return to campus. We understand that some may be anxious to return to the workplace, but individuals may not make return to on-site work decisions on their own without specific authorization.

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- Prior to any return to on-site work, all employees will be required to take a brief virtual training module on staying healthy and safe in the workplace. Employees returning to work between June 22 and July 10 are required to attend the mandatory training on one of the following dates.
  - **Thursday, June 18, 10:30 a.m. – 11:30 a.m. or 2 p.m. to 3 p.m.**
  - **Friday, June 19, 10:30 a.m. – 11:30 a.m. or 2 p.m. to 3 p.m.**
  - [Staying Healthy and Safe In The Workplace Virtual Training](#)
    - **Password: 803517**

*After this week and prior to July 10, the training will be available for all employees each **Tuesday** and **Thursday** at the same times listed above.*

- Each employee working on site will also be required to complete a simple self-health assessment **every day** prior to coming to campus. The [Self-Monitoring Assessment](#) is intended to assist you with confirming that you do not have symptoms, based on guidance from NCDHHS.
- While performing a daily self-assessment is required, you are not required to submit specific medical information to HR as part of this process. However, if you display symptoms or have had suspected exposure to COVID-19, you will be required to contact the N.C. A&T Student Health Center for further instruction before any attempt to report to work.

Every N.C. A&T employee must read and sign they have read and understand the return-to-work guidelines at “[COVID 19: Guidelines for Returning to the Workplace](#)” document before your return to on-site work. After reading this document, click the link below to complete your [Return to Work Guidelines Acknowledgement](#).

If you are teleworking and using University IT equipment, you will need to bring all equipment back upon your return to campus. If you believe you will need IT assistance with reconnecting equipment upon your return, please contact [Client Technology Services](#).

We understand that some employees may have questions or concerns with regard to a return to on-site work. Please begin by speaking with your manager directly. You may also email Human Resources at [PRTW@ncat.edu](mailto:PRTW@ncat.edu) for assistance.

We appreciate your understanding as we work through this process together as a team.