FEELING SICK?
STOP!

STAY HOME WHEN YOU ARE SICK.
If you feel unwell or have any of the following symptoms, please do not come to campus. Contact your health care provider and let your supervisor know.

DO NOT ENTER IF YOU HAVE

FEVER
COUGH
SHORTNESS OF BREATH
UNCSA TOGETHER
PROTECT OUR COMMUNITY

A HANDBOOK FOR FACULTY AND STAFF
TO PROTECT OUR COMMUNITY

UNCSA is preparing to resume on-campus operations for the fall 2020 semester with the health and wellness of our community as the top priority. Our planning has been informed by guidance from local, state and federal public health authorities, as well as applicable orders and regulations from the governor and relevant federal agencies, such as the Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA), and the U.S. Equal Employment Opportunity Commission (EEOC).

We will follow the COVID-19 monitoring, containment and response protocols established and updated by the Centers for Disease Control and Prevention (CDC) for colleges and universities. These protocols can be found at cdc.gov.

Given the evolving nature of both our understanding of COVID-19 and the recommended guidance from public health and other governmental bodies, please understand that our guidance will be updated periodically to respond to continuing developments. Updates will be communicated by email or through our website, uncsa.edu/plan.

For assistance with any mental or emotional health issues, please remember that the UNCSA Employee Assistance Program (EAP) is available to all employees. The EAP is an employer-sponsored benefit program that offers support and resources to address personal or work-related challenges and concerns. Best of all, it is free for you and members of your household and is entirely confidential. Learn more about the EAP and how to contact them at uncsa.edu/hr.

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HEALTH & WELLNESS ON CAMPUS

UNCSA followed CDC and UNC System guidance and partnered with the county health department and local medical organizations to develop health and safety protocols for the upcoming academic year. UNCSA also consulted with a licensed infectious disease prevention specialist to analyze the unique aspects of the training and work performed on our campus and to implement initiatives that will prioritize health and safety. Health and safety modifications to specific classes and training can be found on the conservatory and academic pages on uncsa.edu/plan.

POSITIVE CASE PROTOCOL

If UNCSA has a confirmed positive case, a campuswide notification will be sent, and contact tracing will be conducted. In Forsyth County, contact tracing will be led by the county health department with assistance from UNCSA. Forsyth County has hired and trained additional contact tracers to respond to the pandemic. UNCSA continues to be in direct contact with Forsyth County health officials and will work with them closely to implement contact tracing on campus, if necessary.

Students who test positive will be immediately isolated. Students who have come in close contact with someone who has tested positive, as determined by county health officials, will be quarantined on campus for 10 days. Single rooms in residential facilities have been reserved for quarantine or isolation. Parents are permitted to take their COVID-positive student home. Arts and academic departments will work with students on their absence due to illness.

EMPLOYEE WELLNESS

Managing COVID-19 and adapting to significant changes in the work environment can be a stressful experience for everyone and may evoke emotions that are unfamiliar or difficult to work through. Each employee will handle the transition back to the worksite differently. UNCSA is committed to supporting your overall health and well-being.

ENVIRONMENTAL SAFETY

The UNCSA Environmental Health and Safety Department will implement new CDC- and EPA-recommended cleaning protocols for all areas of campus. The custodial staff has been trained in COVID-specific cleaning protocols as established by the CDC and EPA.

• New daily cleaning methods such as electrostatic foggers and sprayers will be added to the morning cleaning rounds.
• Additional custodial staff are being added to increase the number of shifts.
• Wipes and hand sanitizer will be available to students, faculty and staff across campus.
• UNCSA Facilities Management Division is taking additional actions to improve air filtering and fresh air changes in buildings throughout campus.
COMMUNITY HEALTH STANDARDS

Everyone at UNCSA must commit to the actions and precautions we can take as individuals to protect our campus community. It will require all of us together to keep our community healthy. We expect all faculty and staff to show care for their colleagues by adhering to the following guidelines.

HAND HYGIENE AND REGULAR SANITATION
We expect everyone to wash hands frequently throughout each day (at least 20 seconds with soap and water) and to use hand sanitizer that contains at least 60% alcohol. UNCSA will be creating more opportunities for hand hygiene on campus.

You will be responsible for wiping down high-touch surfaces before and after use. (e.g., copiers, printers, computers, phones, A/V and other electrical equipment, coffee makers, microwaves, desks and tables, light switches, doorknobs, etc.). Wipes and hand sanitizer will be available across campus.

DAILY SCREENING REQUIREMENT
All faculty, staff and students will be required to perform a daily COVID-19 screening self-assessment.

The daily screening will assess:
• Presence of COVID-19 related symptoms not related to another medical condition:
  – Fever of 100 or higher
  – Cough or sore throat
  – New or increased shortness of breath
  – Fatigue
  – Headache
  – Congestion or runny nose
  – Decreased sense of smell or taste
  – Muscle aches
  – GI symptoms
• Diagnosis of COVID-19 or close contact with someone who has been diagnosed with COVID-19.

SOCIAL DISTANCING
We expect everyone to follow institutional guidelines on social distancing at all times unless otherwise officially warranted by your job; then, extra protective precautions will need to be taken. These guidelines include:
• Following posted maximum space capacity signs where applicable.
• Staying at least 6 feet from other people at all times.
• Not planning large in-person gatherings.
• Staying out of crowded places and avoiding mass gatherings.

MASK REQUIREMENT
Everyone on campus is required to wear a mask or face covering at all times with a limited number of exceptions (see additional face-covering guidance on page 5). If wearing a mask impedes your job, then extra protective precautions will need to be taken. UNCSA will provide masks to everyone on campus. You are also permitted to supply your own masks or face coverings, as long as they comply with the UNCSA standards on page 5.

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FACE-COVERING GUIDANCE

Everyone on campus is required to wear a mask or face covering at all times with a limited number of exceptions.

Face coverings or masks should cover your nose and mouth and be secured to the head. They should have two or more layers and be tight-fitting.

- A face covering must be worn at all times indoors and outdoors on campus with the following exceptions:
  - When you are alone in your office.
  - Temporarily, when eating and drinking.
  - When you are alone in your vehicle.
  - When you are outside with no person within 6 feet, although you must carry your face covering in case others enter the space.

- Cloth face coverings with one-way valves are prohibited for use on campus.
- Bandanas and scarfs are not considered acceptable face coverings.
- Continued or repeated refusal to wear a face covering from any faculty, staff or student will not be tolerated and will result in disciplinary action.
- Remember to wash your hands before putting on and taking off your mask or face coverings. Only handle your mask by the ear loops. Take care not to touch the front of your mask or face covering.
- Store cloth masks or face coverings in a paper bag in-between use throughout the day and launder daily.
- Face shields must be combined with masks.

GUIDANCE FOR SPECIFIC WORKPLACE SCENARIOS

PUBLIC TRANSPORTATION

If you must take public transportation, wear a mask before boarding and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol-based hand sanitizers as soon as possible and before removing your mask.

SOCIAL DISTANCING IN THE OFFICE

Faculty and staff should follow any institutional measures to physically separate and increase the distance between individuals, which may include:
- Visual cues, such as floor decals, tape, or signs that indicate where individuals should stand while waiting in line.
- One-way directional signage for large open workspaces with multiple through-ways to increase distance between individuals moving through the space.
- Designated stairways for up or down traffic if building space allows.
- No more than one person should be in the same room or office unless the occupants can maintain the required six feet of distancing.

RESTROOMS

The capacity of restrooms will be limited to ensure at least 6 feet of distance between individuals, and it is required that you wear a mask. Wash your hands thoroughly to reduce the potential transmission of the virus. Do not use sinks or toilets adjacent to another already in use.

MEASURES

Before and after eating, you should wash your hands thoroughly to reduce the virus' potential transmission. If dining at work, you should wear your mask or face covering until you are ready to eat and then replace it afterward. Staff are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation. If you are eating in your workplace environment (break room, office, etc.), maintain 6 feet of distance between you and others. Individuals should not sit facing one another. Only remove your mask or face covering to eat; then put it back on. Wipe all surfaces in common areas (tables, refrigerator handles, coffee machines, microwaves, etc.) before and after using them.

ENTRANCES AND EXITS

Entry to buildings will be regulated and monitored to the extent practicable. At controlled access buildings that require One Card access for entry, you should not hold or prop open exterior doors for any other person. Some buildings may be subject to more rigorous access control during COVID-19.

You should report to and depart from work through the designated building access and at the appointed time. This will limit the number of people entering and exiting buildings at any one time.

Building occupants are expected to follow signage designed to help manage traffic flow through building entrances, exits, elevators and similar common-use areas.

Violation of these guidelines may result in the immediate revocation of building access privileges and potential disciplinary or other corrective action.