

**COVID-19 Office Safety Plan**

**Purpose: Summarizes protections for and responsibilities of employees while working on campus. All listed employees will receive a copy of the plan.**

Instructions

* Department chairs, center directors and unit heads should ensure everyone in their organization who is not already covered by a Lab Safety Plan is covered by an Office Safety Plan. This includes faculty, staff and student workers.
* Determine appropriate scope of Office Safety Plan. This defines which people and spaces will be covered in the plan.
	+ Scope is flexible and can cover a whole department, center or unit.
	+ Alternatively, scope can be limited to a functional subgroup within department, center or unit. Examples: research group, finance & administration group.
	+ People and spaces covered by an existing Lab Safety Plan do not need to be included in an Office Safety Plan.
* Process:
	+ Use this template or create your own, so long as all information essential to share with occupants is included. Sections to complete are in **bold.**
		- Page 1: instructions
		- **Page 2: list of occupants and functions covered by the plan**
		- Page 3 (boilerplate): School principles & general procedures
		- **Page 4: list of specific schedules and procedures**
		- Page 5: resources (boilerplate)
	+ Submit for review & approval by department chair, center director or unit head.
	+ Once approved:
		- Share plan with all occupants.
		- Submit a copy to Facilities Manager Brent Wishart for school-level review and tracking (Brent Wishart, Kathy Anderson and Taya Jackson Scott).
* Ongoing updates:
	+ Modify the plan whenever there is new information affecting one or more of the individuals listed in the plan. Examples: new hires; departures; schedule changes; additional employees returning to campus; new information from the CDC or University that requires re-planning.
	+ Update to add new information, re-date, submit for approval and share the new plan with occupants.

**COVID-19 Office Safety Plan**

**[Name of department, CENTER or uniT]**

**[NAME of subgroup covered by plan]**

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| --- | --- |
| **Plan approver:** |  |
| **Plan contact:** |  |
| **Plan date:** |  |

Occupants (add or delete rows as needed):

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| --- | --- | --- | --- | --- |
| **Name** | **Location** | **Office Type:****Shared or Solo** | **On-campus Schedule Type (Daily, Part-Time/Staggered, Remote)** | **Planned Return Date** |
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Functions, services or other spaces covered by Plan (add or delete rows as needed):

Examples:

* Spaces: copier/printer; file/storage; conference rooms; student-designated spaces; visitor waiting areas; breakrooms
* Functions: Service areas such as IT support; AV equipment checkout; mail or package pickup/delivery

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| **Description/Use** | **Location** |
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**This page reflects general principles and procedures that are aligned with campus community standards – DO NOT EDIT. Refer to** [**Carolina Together site**](https://carolinatogether.unc.edu/community-standards-3-2/) **for latest information.**

Principles:

* Health & safety of staff, campus & community members is our top priority.
* Each of us is responsible to do our share promote health & safety for ourselves and for others in the workplace.
* We recognize and strive to meet individual needs for work flexibility in accordance with University policies and procedures, while also ensuring that all functions within the School are operating effectively and efficiently.
* We will follow CDC and University guidance regarding symptom monitoring, physical distancing, handwashing and proper use of PPE to reduce risk of COVID-19 exposure and transmission.
* We will conduct as many interactions as possible (meetings, interactions to provide services, etc.) from remote. When we must interact with others in person, we will do so as quickly and safely as possible.
* We understand and support the need for accurate and up-to-date Office Safety and Lab Safety Plans, in order to provide Schoolwide reporting and to keep everyone as safe as possible.

General Procedures:

* Symptom Monitoring. Employees are required to monitor for [COVID-19 symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) before reporting for work on campus. Anyone experiencing ***any*** of these symptoms must ***not*** come to campus. Staff exhibiting COVID-19 symptoms should contact their health care provider. UNC employees may also contact the University Employee Occupational Health Clinic (919-966-9119). Staff who stay home should notify their supervisor and determine whether they are well enough to work from home or will take a sick day. Supervisors will assist in shifting coverage as needed.
* Masks. Masks are supplied by the university and distributed via Gillings Facilities group. Employees and visitors are required to wear masks at all times except:
	+ When working alone in a solo office;
	+ For short periods when eating and drinking.
* Physical distancing. Employees and visitors are required to observe 6’ physical distancing, especially in classrooms, common spaces and service areas.
* Breaks. Employees will take break time as safely as possible. When possible, we recommend use of outdoor spaces when eating and drinking.
* Cleaning. Cleaning supplies are supplied by the university and distributed by the Gillings Facilities group. Each office occupant is responsible for cleaning their space and any touched surfaces and objects (i.e. doorknobs, switches, handles) before leaving the office for the day. Employees are also required to wipe down surfaces in common spaces such as breakrooms, restrooms, copier/printer areas after use.
* Meetings and other gatherings. These will be conducted from remote when possible, even between individuals who are all on campus. Use of meetings rooms will be minimized and when used, will respect posted room capacities.

Schedules

General:

* All suite and individual office doors will be kept closed.
* All doors should include a sign indicating how to reach occupant(s). Examples: knock, email, text, call, make an appointment.
* Groups may use discretion in determining whether an area should be staffed at all times during regular business hours.
* Staff in open offices within a suite must agree staggered schedules to maximize safety. These can be arranged flexibly. Examples:
	+ Daily arrangements, such as one or two days a week on campus with the rest remote work
	+ Weekly arrangements, such as one week on campus followed by two weeks remote work

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| **Individual or Group Schedule** | **Schedule Details** |
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Additional Procedures

Use this space to describe additional guidelines, procedures or restrictions that will be observed by all employees and visitors. Sample topics may include use of signage; partitions between workstations; restrictions to gathering or seating areas; use of visitor’s logs, communications guidelines; use of appointments for visitors such as students or other employees; procedures for mail or package dropoff/pickup.

INSERT FLOOR PLAN if available (contact Facilities for assistance)

Resources

[CDC guidelines](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)

* [UNC Carolina Together](https://carolinatogether.unc.edu/)
	+ [Community Standards](https://carolinatogether.unc.edu/health-safety-standards/)
	+ [Returning to the workplace](https://carolinatogether.unc.edu/returning-to-the-work/)
	+ [Mask guidelines](https://carolinatogether.unc.edu/university-guidelines/)
* [UNC Gillings Return to Campus Roadmap](https://sph.unc.edu/resource-pages/return-to-campus-roadmap/)
* Student return website
* [EHS mandatory training](https://apps.fo.unc.edu/ehs/training/protecting-the-carolina-community-from-covid-19/)
* General Facilities requests: sph\_facilities@unc.edu
* To request additional PPE or cleaning supplies: Brent Wishart, brent\_wishart@unc.edu or Julie McManus, jnoel@email.unc.edu

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