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Protecting the Nest:

Guidelines for Returning to
North Carolina Central University

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Overview

North Carolina Central University (NCCU) has designed a COVID-19 Plan for Returning to Campus to ensure that NCCU continues to be a safe and healthy place to learn, live, work and visit. NCCU's plans are guided by recommendations from the [Centers for Disease Control and Prevention \(CDC\)](#) and the [North Carolina Division of Public Health](#) and are consistent with local orders and ordinances of the [City of Durham](#) and [Durham County Department of Public Health](#), the [University of North Carolina System \(UNC\)](#), as well as the State of North Carolina.

It is important to remember that COVID-19 represents a novel and challenging experience. NCCU policies and procedures will continue to evolve as new information becomes available. Specific planning elements and policies are available by request.



Returning to the Campus

Proposed Timeline: Phased Return to Campus

Changes in phases will be determined by guidance and data from the Centers for Disease Control and from state, local the UNC System and university leadership. North Carolina Governor Roy Cooper's Executive Order 141, issued May 20, lifts the Stay-at-Home order and allows for the reopening of additional establishments.

Executive Order 141 Lifts the Stay at Home Order and moves the state to a Safer at Home recommendation.

- › *Continue to promote telework and limit non-essential travel whenever possible.*
- › *Promote social distancing by having fewer people come to the office, requiring six feet of distance between desks, and scheduling workers in staggered shifts.*
- › *Limit face-to-face meetings to no more than 10 workers at once.*
- › *Promote enhanced hygiene, including frequent hand-washing and use of hand sanitizer.*
- › **Provide cloth face coverings to workers with information on proper use, removal, and washing.**
- › *Make additional accommodations for workers at high risk of developing severe illness from COVID-19. For example, high-risk workers should not work in public-facing positions but via teleworking where possible.*
- › *Encourage sick workers to stay home and provide support to do so with a sick-leave policy.*
- › *Follow CDC guidance regarding any worker diagnosed with COVID-19.*
- › *Educate workers about COVID-19 prevention strategies through various methods, including videos, webinars or FAQs displays.*
- › *Promote information on helplines to assist workers, such as 211 and the Hope4NC Helpline.*

The governor's order spells out the following recommendations for **Phase 2**:

1. *Continued teleworking for all employees, except in cases where mission-critical functions must be performed at the worksite.*
2. *Managers working with all employees, not just high-risk employees, on requests for workplace accommodations due to coronavirus concerns.*
3. *Allowing returning workers to stagger their work schedules, including workdays, start times, etc., and ensure that social distancing measures are in place.*

At least four-to-six weeks after Phase 2 begins, the governor will issue an order for transitioning to Phase 3. The governor's **Phase 3** order will spell out exact recommendations, but they will likely include loosening of stay-at-home restrictions for vulnerable populations, as well as continued social distancing measures. Restrictions also may be loosened in common areas and break rooms.



Health and Safety Guidance

Health Monitoring

All faculty and staff are encouraged to monitor their body temperature and review the CDC’s recommended screening questions each day prior to joining others on campus.

THE SYMPTOMS LISTED BELOW INDICATE YOU MAY HAVE COVID-19 AND SHOULD STAY HOME.

- › Fever (100.4° F or more, orally)
- › Chills
- › Headache
- › Shortness of breath
- › Repeated shaking with chills
- › Sore throat
- › Cough
- › Muscle pain
- › Sudden loss of taste or smell

Under Durham City and County Stay-at-Home Orders, all faculty/staff should take their temperature and complete an online screening questionnaire provided by their supervisor daily before arriving at work. Employees who do not have access to the online survey must make alternate arrangements with their supervisor.

Contact Tracing

More information is available in North Carolina Central University’s Pandemic and Communicable Disease Plan.

Personal Health and Safety Practices

Social Distancing

Keeping physical space between individuals – commonly referred to as distancing – is recommended as one of the best tools for avoiding contracting COVID-19 and helping to slow the spread of the virus. Health researchers have found that the virus can be spread by infected individuals before they display symptoms, and even people who never display symptoms may still spread the virus to others. Distancing during this pandemic is important for everyone, but it is especially important for anyone at higher risk of getting gravely ill.

Did you know that the average wingspan of an adult bald eagle averages 6 feet? That just happens to be the distance that NCCU Eagles are being asked to maintain during this time.

Protect the nest by always leaving room for your wingspan – at least six feet, or two arms’ lengths – between yourself and others on campus, and avoid flocking together in groups of 10 or more.



Personal Protective Equipment

Risk assessment data shows that personal protective equipment (PPE) is warranted only for those who have an elevated risk for exposure to COVID-19. On the NCCU campus, these groups include employees in Student Health and Housekeeping, among others. These groups will develop specific PPE requirements for their areas.

Eye protection using goggles or face shields is not required as part of general activity on

campus. Good hand hygiene and efforts to avoid face touching are considered generally sufficient for the general population in non-healthcare settings, according to the CDC. Neither are gloves considered necessary for general use, and they are not a substitute for good hand hygiene. Washing hands often is considered the best practice for common everyday tasks.

Face Coverings or Masks

The CDC recommends wearing face coverings in public settings where distancing measures are difficult to maintain.

Source: CDC (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>)

The University of North Carolina System is requiring all individuals to wear face masks or other face coverings while on campus. The Centers for Disease Control and Protection and public health officials have noted that face coverings help slow the spread of COVID-19.

Both the NC State Office of Human Resources and UNC System Leadership have issued statements requiring the use of face masks. The following is the new requirement and guidance from the UNC System: All individuals shall be required to wear face coverings in classrooms, lecture halls, and any other instructional areas and campus locations as may be designated by the universities consistent with this health and safety standard and any requirements instituted by state authorities.

The Chancellor has been given the authority to relax the mandatory face-covering requirement, if determined to be necessary. Decisions about individual face covering issues at NCCU will be made in conjunction with human resources and health and safety experts to ensure compliance with federal, state and local authority. Personnel who are unable to wear a face covering for health reasons should contact Mr. Cloyd Brown in the Office of Human Resources (cbrow273@nccu.edu) to discuss reasonable accommodations.

Guidelines for using a face covering

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| <ul style="list-style-type: none"> › <i>Wash hands or use hand sanitizer before handling the face covering.</i> | <ul style="list-style-type: none"> › <i>Avoid touching the front of the face covering.</i> |
| <ul style="list-style-type: none"> › <i>Ensure that the face covering fits snugly.</i> | <ul style="list-style-type: none"> › <i>Do not touch your eyes, nose or mouth when removing the face covering or a disposable mask.</i> |
| <ul style="list-style-type: none"> › <i>If equipped with a nose wire, ensure that the wire is molded snugly around the nose.</i> | <ul style="list-style-type: none"> › <i>Wash your hands immediately after removing and storing or disposing of the face covering.</i> |
| <ul style="list-style-type: none"> › <i>Tie straps behind the head and neck, or loop them around the ears.</i> | |

To properly maintain face coverings, store them in a paper bag when not in use. Launder cloth face coverings on a regular basis and dispose of paper masks at the end of each day. Replace face coverings that become soiled or damaged.



High Traffic Areas and Forming of Lines

High-traffic areas represent a unique challenge to physical distancing and disinfection. The following measures are being adopted to facilitate health and safety in areas where students, faculty and staff gather or work.

- › *Visual cues, such as floor decals and signs, will be placed to indicate directional movement and properly spaced distancing.*
- › *Furniture and equipment will be arranged to encourage physical distancing.*
- › *When feasible, stairwells will be designated exclusively for up or down traffic.*
- › *Temperature checks may be required to enter certain spaces, at the administration's discretion.*
- › *Signs spelling out distancing requirements, personal protective equipment required and other measures will be posted at building entrances.*
- › *Extra housekeeping attention will be directed to high-traffic areas based on use patterns within the space.*
- › *Surface disinfectant will be dispersed throughout campus to allow faculty, staff and others to disinfect items in common-use areas.*
- › *Elevators will be limited to a maximum of two passengers, with riders urged to use face coverings and apply hand sanitizer prior to entering the elevator, and to avoid touching surfaces, including buttons, with bare hands.*
- › *Drinking fountains will be disabled, except for those designed for bottles only.*

Handwashing

Guidelines for hand washing call for at least 20 seconds of scrubbing with soap and water. Wash hands often, especially while in public or after coughing, sneezing, or touching your face, including putting on and taking off face coverings.

A hand sanitizer that contains at least 60% alcohol is recommended in the absence of soap and water. Apply the sanitizer to all surfaces of your hands and rub them together until they feel dry. Hand-sanitizer will be made available at building entrances, elevators, classrooms and high-traffic areas.

Cleaning / Disinfection

Housekeeping teams will be assigned to clean academic, office and common residential spaces based on CDC guidelines for disinfection.

Commonly-used items are to be wiped down with disinfectant by employees before and after use, especially those involving high-touch surfaces, such as copiers, printers, computers, A/V and other electrical equipment, desks, tables, light switches and door knobs.

Residential students will be provided with disinfectant products for use in rooms and in-suite restrooms.





Mental Health and Emotional Well-Being

Student Counseling Services:

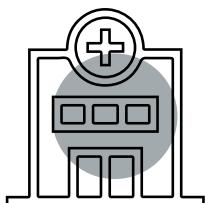
The Counseling Center is available virtually. To make a counseling appointment, please call 919-530-7646. Existing clients may email your counselor or call 919-530-7646 to schedule a telehealth appointment. For immediate assistance, call University Police at 919-530-6106 at any time.

Employee Assistance Program:

The Employee Assistance Program is designed to provide short-term counseling services for employees and their dependents. Resources are available for issues, such as marital conflict, relationship and family problems; stress, anxiety and depression; grief and loss; job pressures; and substance abuse.

LINKS TO SPECIFIC SERVICES ARE BELOW:

- › [UNC System Online EAP Coronavirus Resources](#)
- › [COVID-19 CompPsych Information](#)
- › [CompPsych Guidance Resources Program](#)
- › [CompPsych NCCU Letter and HIPPA Privacy Notice](#)



Student Health Center

A medical health survey will be administered to all enrolled students prior to arrival on campus to identify those with underlying medical conditions who may be vulnerable based on the [CDC guidelines for identifying people at higher risk for severe illness](#).

Prior to the beginning of the semester, an electronic medical history report must be completed by all students. Students with certain underlying conditions will be referred to Student Health for review and recommendations.

The Student Health Center will continue to provide regular services, with certain modifications, including:

- › *Initial nurse triage via phone for students seeking medical care*
- › *Prescreening via 919-530-6317 for COVID-19 symptoms*
- › *Telehealth visits for evaluation of acute respiratory illnesses*
- › *Contactless check-in*
- › *Separate clinic for Wellness, Women's Health and Immunization Program*

Student Screening

Testing of students for COVID-19 is being contracted to a trusted outside vendor, with test results forwarded to NCCU Student Health medical providers for follow-up medical care and contact tracing.

The Student Health Center will collaborate with health care partners, including Dr. Harry Stafford, physician for the NCCU Department of Athletics, the Durham County Department of Public Health and the Duke Health and UNC Health organizations.

The Student Health Center will develop a supplemental campaign for flu vaccination for students on campus.

Quarantine Accommodations

The Martha Street Apartments on campus provide 28 private rooms and bathrooms, which are being reserved for recommended isolation and quarantine restrictions for infected or potentially infected students who live on campus.

Non-residential students are asked to quarantine in their own homes, while students living on campus will be encouraged to return to their permanent homes, if possible.

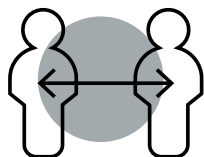
Additional isolation and quarantine requirements for residential students are detailed in the NCCU Pandemic and Communicable Disease Emergency Response Plan, with details that include:

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| <hr/> <ul style="list-style-type: none"> › <i>Students exhibiting signs and symptoms of COVID-19 are to be immediately isolated and allowed to return to campus housing only when they have tested negative for the virus or meet other CDC criteria.</i> <hr/> <ul style="list-style-type: none"> › <i>Students identified as being in close contact with a known or suspected COVID-19 positive person are subject to quarantine for 14 days or until their contact has had contact a negative COVID-19 test.</i> <hr/> <ul style="list-style-type: none"> › <i>Residence hall rooms are to be stocked with thermometers, sanitizing wipes, tissues, soap, hand sanitizer and toiletries.</i> <hr/> <ul style="list-style-type: none"> › <i>Students will have responsibility for basic housekeeping duties while in quarantine or isolation, with trash pickup only provided by housekeeping.</i> <hr/> | <hr/> <ul style="list-style-type: none"> › <i>Housekeeping will contract with an outside vendor to disinfect the rooms.</i> <hr/> <ul style="list-style-type: none"> › <i>Students in isolation or quarantine will have meals delivered on a set schedule from Dining Services.</i> <hr/> <ul style="list-style-type: none"> › <i>Rooms occupied by isolated or quarantined students will be labeled as "Authorized Personnel Only." The reason for restricted access will not be stated due to concerns over stigma and FERPA/ HIPAA violations. A small number of people will be aware of the rooms designated as quarantine/isolation on a need-to-know basis.</i> <hr/> <ul style="list-style-type: none"> › <i>Students in quarantine or isolation will receive daily telephone checks from Student Health and Residence Life representatives.</i> <hr/> |
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Residence Halls

Guidance from the CDC Guidance Document for Shared or Congregate Housing will be followed, as outlined below:

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| › Residents should practice distancing and wear face coverings in shared spaces, including lobby, elevators, computer labs, hallways and restrooms. | › Staff entry into private rooms will be limited to situations in which provisions are in place to protect both staff and students. |
| › No visitors will be allowed within the residence halls unless authorized for specific activities, such as help with move-in. Residential students are only permitted entrance to their own residence hall. | › Hand sanitizer will be provided at all entrances and outside elevators. |
| | › Personal hand sanitizer is provided to all students. |
| | › Surface disinfectant is to be placed in all common areas and shared bathrooms. |



Guidance for On-Campus Interaction

Mass Transportation

Riders of the Eagle Shuttle and other public transportation options should wear a mask upon entering, avoid touching surfaces and practice sufficient distancing. Eagle Shuttle vehicles will be equipped with hand-sanitizer dispensers for riders enter the bus. Hand washing or sanitizing is also recommended for riders after disembarking.

Meetings

Where feasible, meetings should be held using the extensive range of online collaboration tools, such as WebEx, Microsoft Teams, Zoom and Jabber.

The size of all in-person meetings or gatherings should be limited based on the current restrictions of local, state and federal mandates to fewer than 10 persons. General guidelines include:

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| 1. In Phases 2 and 3, meetings or events exceeding attendance limits or when social distancing requirements cannot be maintained should be canceled. | 3. Hand-sanitizer stations should be available at all entrances. |
| 2. Attendees at in-person meetings should wear a face covering over the nose and mouth in cases where at least 6 feet distancing cannot be maintained. | 4. Participants should be encouraged to wear a mask or face covering |
| | 5. High-use rooms will be cleaned and disinfected daily, with signs indicating that disinfection has occurred to be left in the space after it has been cleaned. |

Working in the Office

Office environments on campus will be rearranged with increased space between desks and six-foot or higher partitions between cubicles. Conference rooms, breakrooms and other common areas also will be rearranged accordingly.

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| 6. <i>Room configurations will be oriented to allow between 3- and 6-feet of space between attendees.</i> | 8. <i>Rooms will not exceed 50% capacity.</i> |
| 7. <i>Disinfectant wipes will be placed in each room.</i> | 9. <i>Attendance and seating arrangements will be recorded to facilitate contact tracing in the event of an exposure.</i> |

Classrooms / Laboratories

NCCU is committed to a balance of online education and in-person classes. Where in-person classes are offered, the following safety measures will be in place:

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| 1. <i>All in-person courses/sections will not exceed 50% of maximum room capacity.</i> | 6. <i>Disinfectant wipes will be available for faculty and students to clean desks, podiums, chairs, and other high touch areas, before and after each use.</i> |
| 2. <i>Hand sanitizer stations should be available at all entrances to the room.</i> | 7. <i>Doors should remain open wherever possible to limit air movement throughout the room from individual entries and exits.</i> |
| 3. <i>All attendees should wear a face covering.</i> | 8. <i>Attendance and seating arrangements are to be recorded to facilitate contact tracing in the event of an exposure.</i> |
| 4. <i>Rooms will be cleaned and disinfected at the end of each day.</i> | |
| 5. <i>Room configurations and/or visual cues will facilitate distancing of between 3 and 6 feet between students.</i> | |

Shared Equipment

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| 1. <i>Students, faculty and staff should use the equipment closest to their workstation or as specifically assigned. Equipment should be decontaminated frequently with an EPA approved disinfectant.</i> |
| 2. <i>Printers, copiers and similar equipment may be moved to separate locations or to a larger room with social distancing space.</i> |
| 3. <i>Reduce the number of shared office supplies.</i> |

Common Areas

Access to and utilization of common areas should follow social distancing and cleaning and hygiene guidelines.

Breakrooms / Kitchens

The presence of communal food to be shared among co-workers is prohibited. Food items brought to work should be kept in sealed containers only. Disinfecting wipes and hand sanitizer should be available for liberal use in areas with shared refrigerators, microwaves, coffee machines, dishes, silverware, food storage containers and other items. Break rooms should be rearranged to allow social distancing based on available square footage.



Human Resources

Workplace Expectations and Guidelines

For your safety and those of your colleagues, all North Carolina Central University employees are expected to fully comply with the COVID-19-related policies and protocols outlined in this document as part of NCCU Operations, Recovery and Continuity Plan Outline.

Staffing Options

Guidelines for High-Risk Employees

Employees who have been instructed to return to work on-site and have concerns about doing so may request a flexible work arrangement. If those concerns are related to an underlying health condition, the employee may be entitled to a reasonable accommodation under the ADA, depending on the employee's particular circumstances. Prior to returning to the workplace, any employee who has questions or concerns should contact their direct supervisor or the appropriate institutional office as specified in the institution's plan.

According to the latest guidance from the Centers for Disease Control and Prevention (CDC), based on early information on COVID-19, those at higher risk of getting very sick from this illness include older adults and people who have serious chronic medical conditions like:

- › *Age, 65 and older;*
- › *HIV;*
- › *Asthma, moderate to severe;*
- › *Chronic lung disease;*
- › *Diabetes;*
- › *Serious heart conditions;*
- › *Chronic kidney disease treated with dialysis;*
- › *Severe obesity; and*
- › *Compromised immune system.*

On-campus/Remote Work Schedules

Based on UNC System recommendations, employees will return to on-site work on a tiered schedule following [North Carolina's three-phased reopening plan](#). This coordinated process balances operational needs against the risk of an employee contracting COVID-19 or exposing others to the illness.

As employees gradually begin to return to the worksite, NCCU may continue to utilize any of the following options to maintain required social distancing measures and reduce population density within buildings and workspaces.

Remote Work: Those who can work remotely to fulfill a portion or all of their work responsibilities may continue to do so to reduce the number of individuals on-site and the potential spread of the COVID-19 virus. These arrangements, which should be approved by the immediate supervisor can be done in on a full or partial day/week schedule as appropriate.

Alternating Schedules: In order to limit the number of individuals and interactions among those on site, departments should schedule partial staffing on alternating schedules to the extent possible. Such schedules will help enable social distancing, especially in areas with large common workspaces.

Staggered Reporting/Departing:

The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes, where possible, will reduce traffic in common areas and help meet social distancing requirements.

Adverse Weather and Emergency Event Policy

This policy was designed to assure the delivery of critical services during adverse weather or emergency events. For more information, please review the [UNC System Adverse Weather and Emergency Event Policy](#).

Leave policies

University Emergency Leave for COVID-19

The following are special emergency provisions authorized by the interim president of the UNC System in response to the COVID 19 event. These provisions supersede all regular policies and are subject to modification or discontinuation at any time based on COVID 19 developments, the governor's executive orders and the operational needs of the university.

For more information, please review the [UNC System COVID-19 Special Faculty and Staff Work and Leave Provisions](#).

Family Medical Leave Act

The Family and Medical Leave Act of 1993 was passed by Congress to balance the demands of the workplace with the needs of families. For more information, please review the [UNC System Family & Medical Leave \(FMLA\) Policy](#).

Family First Coronavirus Response Act, Emergency Paid Sick Leave

The Families First Coronavirus Response Act includes the time-limited allocation of emergency paid sick leave and expanded family and medical leave coverage for employees who cannot work as a result of the COVID-19 pandemic. [For more information, please review here](#).

Sick Leave

Sick leave is granted to paid employees working half-time or more during the pay period. For more information, please review the [State Human Resources Manual](#).

Vacation Leave

Vacation leave is credited to paid employees working half-time or more in accordance with the provisions outlined below. For more information, please review the State Human Resources Manual.

Compensatory Time

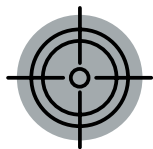
Under the State's overtime compensation policy, certain employees designated as Administrative, Executive or Professional are exempt from overtime pay. To grant these employees compensating time is a decision that must be made by the agency head. Provisions covering compensatory time are outlined [here](#).

Short-Term Disability

The Disability Income Plan of North Carolina provides monthly replacement income to employees as short-term, extended short-term, and long-term disability benefits. This applies to employees become disabled while they are permanent employees under the Teachers' and State Employees' Retirement System or who are participants in the Optional Retirement Program and meet certain eligibility requirements described in the handbook [here](#).

Office of Human Resources COVID-19 FAQ

- [NCCU Information](#)
- [University of North Carolina System Information](#)



Area Specific Information

Practicum / Student Clinics

1. Child Development Laboratory

The NCCU Child Development Laboratory (CDL) plans to reopen on August 24, 2020. Activities of the CDL will follow the COVID-19 related health safety protocols established by NCCU and those established by the CDC and North Carolina Division of Child Development and Early Education.

2. Department of Nursing Clinical Rotations

Nursing clinical rotations will continue as scheduled as long as hospitals give permission for students to participate. Hospitals will screen nursing students at the entrance and provide masks.

3. Law School Clinics

The Law School has eight legal clinics scheduled for the fall semester.[1] Of those clinics, four will be taught primarily online. [2] However, because of the nature of the four remaining clinics, some portion of each clinic must be taught face-to-face. Trial Advocacy, a simulation course that is a pre- or co-requisite for many of the clinics, will also be taught face-to-face.

[1] The Trademark Clinic & Veteran's Law Clinic may be added to the schedule.

[2] F2F meetings may need to be scheduled with clients who do not have access to technology.

4. School of Education Speech, Language and Hearing Clinic

NCCU's Communication Disorders Program will reopen its campus clinic beginning with the Fall 2020 semester, serving clients on a modified basis. The clinic

will resume services employing a hybrid model approach through on-line and face-to-face platforms in accordance to requirements of the program's accrediting bodies, including the Council for Clinical Certification in Audiology and Speech-Language Pathology, The American Speech-Language-Hearing Association and State Board, and are subject to University, UNC System, state and federal regulation.

Department of Athletics

As the Department of Athletics prepares for the transition back to campus, the health and safety of student-athletes, coaches, staff, recruits, donors and fans remains as a top priority. Thus, safety protocols have been developed for returning to campus, as well as detailed guidelines for the start of athletic training and competition.

The protocols and guidelines, which are specific to Athletics, its constituents, facilities and events, will focus on testing/screening, social distancing and sanitizing. They are designed to help prevent the spread of infection, and will be executed, adjusted and strictly enforced in concert with university, local, state, NCAA, MEAC and other national governing body policies and orders.

Division of Research and Sponsored Programs

NCCU's Division of Research and Sponsored Programs plans a phased approach to reopening research labs and facilities, including BBRI, BRITE and the Mary Townes Science Complex. Scheduling of access to research labs and buildings will be staggered to ensure social distancing along with mandatory use of PPE. Scheduling access in shifts may be considered based on the number of researchers per lab and daily demand. The plan will serve as special operating instructions for research buildings and labs, alongside an umbrella NCCU EHS plan.

Division of Student Affairs

For information regarding areas within the Division of Student Affairs, please review here.

NCCU Business and Auxiliary Services

The following procedures will be implemented and followed in an attempt to aid departments within Business and Auxiliary Services (Dining Services, Bookstore, Eagle Card Office, Ticket Office, Eagle Copy and Central Graphics) in executing safe daily operations. These procedures are based on current information that is available from local, state and federal health authorities, and therefore may be revised to comply with applicable laws and recommended best practices, as needed.

All supervisors and employees responsible for familiarizing themselves with the proper use of face covering and be prepared to demonstrate proper usage with your team members.



Overview

All Departments must ensure that they have the following supplies readily available:

1. *Plexi-glass barriers for all areas that will contain customer contact*
2. *Face coverings (2 per team member)*
3. *Hand sanitizer*
4. *Gloves*
5. *Antibacterial wipes and/or spray*
6. *Paper towels*
7. *Kleenex tissues*
8. *NCCU-branded floor graphics, directional indicators and other related signs*
9. *Departmental signs clearly detailing in-office procedures*
10. *Stanchions (if needed, to direct customer lines)*

Daily Operations:

Prior to start of business, supervisors are required to:

2. *Ensure that employees meet general health requirements in regard to body temperature and flu-like symptoms and feel healthy overall.*
3. *Ensure that employees have and wear face coverings as instructed.*
4. *Ensure that employees clean their hands before starting work.*
5. *Ensure that temperature check-points are established, so that anyone entering the Auxiliary Service department may be scanned with a thermal thermometer. Body temperature must not exceed 100.4 as specified by CDC Guidelines.*

Visitors

It is NCCU's policy that all who come to campus, including visitors, contractors and vendors, follow the guidelines established to protect the health and safety of all.

These include:

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- *Protective face coverings*
 - *Practice of additional safety measures, such as hand hygiene, temperature checks.*
 - *Visitors/vendors/contractors with access to building interiors should be escorted at all times to ensure they comply with NCCU safety precautions.*
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Public Entrances and Lobby/ Reception Areas

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- *Protective barriers will be installed at reception areas and customer-service counters.*
 - *Touchless visitor registration systems via personal mobile phone or other options will be used in lieu of a paper process whenever feasible.*
 - *Disposable, one-time-use stickers will replace security tags.*
 - *Magazines and pamphlets will be removed to reduce public touchpoints.*
 - *Processes to be maintained for deliveries to the office and/or individual visitors.*
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Please visit NCCU's Coronavirus Response website at <https://www.nccu.edu/coronavirus> for regular updates and additional resources.





NCCentral
UNIVERSITY

Discover what's Central to you.

nccu.edu/coronavirus