

Follow the Three Ws – Wear, Wait, Wash

To proactively minimize the risk of COVID-19 exposure and spread, employees are encouraged to follow the Three Ws: wear a cloth facing covering, wait six feet apart from others, and wash your hands often or use hand sanitizer.



WEAR CLOTH FACE COVERINGS

Employees may be required to wear their own or worksite provided cloth face coverings that cover the nose and mouth while at worksites when:

- Traveling to/from vehicle and worksite where social distancing of six feet or greater cannot be maintained.
- In common areas (hallway, restroom, breakroom/kitchen, snack bar, vending machine, mail room, lobby, elevator, location of shared equipment, etc.).
- In an office, meeting/conference room, etc. where two or more persons are gathered, and six feet or greater distance cannot be maintained.

Employees may opt to use items such as gloves or eye protection, in addition to a cloth face covering while at their worksite so long as:

- Items do not interfere with completion of work duties; and
- Any designs, graphics, or logos present a professional image acceptable to the general public.

Employees **are not** expected to wear cloth face coverings when six feet or greater distance can be maintained, such as in their individual workspace.

Visitors may also be required to wear their own or worksite provided disposable face covering while at a State worksite.

Employees should communicate questions and concerns regarding other employee's use of cloth face coverings to Agency Human Resources staff.

COVID-19 NEWLY IMPLEMENTED SAFETY MEASURES

For your safety, a variety of new measures have been put in place that are designed to ensure social distancing, personal hygiene and stepped-up facility cleaning processes that take into consideration various worksite conditions, including:

- Employees and visitors may be required to wear face coverings when six feet social distancing cannot be maintained.

- Restrictions on number of visitors, or visits by appointment only.
- Barriers in public-facing areas to separate employees and visitors.
- Increased access to hand sanitizer, disinfectant spray or wipes, or other cleaning products.
- Posting of informational signs to explain importance of COVID-19 safety practices.
- Directional signs on floors to define traffic flow and maintain six feet spacing.
- Limits on number of people in confined spaces, such as elevators, lobbies or meeting rooms.
- Temporarily closed or limited access spaces, such as kitchens, breakrooms, meeting rooms or fitness rooms.
- Other measures appropriate to specific locations.

Dependent on the physical layout of your worksite, your individual workspace may be in a different location or altered to reduce the risk of spread of COVID-19.

In-person meetings of fewer than 10 people may be conducted when at least six feet distance can be maintained between participants. Employees and visitors attending in-person meetings may be required to wear a cloth face covering that covers the nose and mouth when at least six feet distance cannot be maintained between participants. Visitors will be provided a disposable face covering if they are not wearing one already.

Any nonessential visitors, volunteers, and activities involving external groups or organizations may be restricted or limited.

KEEP IT CLEAN

Consistent with CDC and DHHS guidelines, janitorial staff at all state-owned facilities have been instructed to use CDC-approved products to clean and disinfect worksites, with stepped-up emphasis on common areas and high-touch surfaces. Increased sanitation also will occur in restrooms. Agencies in leased spaces have been advised to work with property managers.

Employees will have access to worksite-provided disinfecting wipes at entry and high-traffic locations to:

- Wipe down surfaces and shared items after each use, such as a printer, fax machine, copier, scanner, vending machines, etc.
- Regularly clean your workspace, with emphasis on areas like door handles, phones, keyboard, mouse, desk, chairs, and office supplies.

WHAT HAPPENS IF AN EMPLOYEE DISPLAYS SYMPTOMS OR TESTS POSITIVE FOR COVID-19?

For the safety of everyone at a worksite, as well as their families and the greater community, an employee who is displaying COVID-19 symptoms or tests positive will be sent home with CDC guidance regarding self-isolation, directions to seek guidance from their medical provider, and instructions on when to return to work.

State agencies will have a plan to isolate at the worksite any employee(s) who experiences symptoms or illness or receives notice of positive testing while awaiting safe transport to their home or a healthcare facility.

A specific disinfection protocol will be taken by agencies if a person who has tested positive for COVID-19 has recently been at a worksite.

NC EMPLOYEE ASSISTANCE PROGRAM (NC EAP)

NC EAP is a state-sponsored benefit program that offers support and resources to address personal or work-related challenges and concerns. Best of all, it's free for you and members of your household and completely confidential. For state agency employees, McLaughlin Young provides this program. Simply call 888-298-3907 to access NC EAP. An employee assistance professional will assess the situation prior to scheduling an appointment to ensure you are receiving the most appropriate care.

Note: Judicial Branch employees use Deer Oaks and UNC System employees use ComPsych.