



Office of State Human Resources

ROY COOPER  
Governor

BARBARA GIBSON  
Director, State Human Resources

**NUMBER:**

**SUBJECT: COVID-19 Worksite Safety**

**Effective Date: October 5, 2020**

**Revision Date: N/A**

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**RELATED LEGISLATION:**

The purpose of this program is to establish general guidelines for AGENCY programs for COVID-19 safety pertaining to non-mandatory state employees reporting to work at non-healthcare and non-corrections/custody worksites during the State's three phase reopening plan and thereafter to reduce the risk of COVID-19 exposure to state employees, visitors, contractors, vendors, and volunteers entering State owned and leased property.

## **I. Program Statement**

Per the OSHA general duty clause, it is the responsibility of employers to protect employees from anticipated worksite hazards. This program establishes minimum standards for COVID-19 safety within AGENCY based upon OSHA rules, regulations, and guidance and Centers for Disease Control and Prevention (CDC) Guidance, Executive Orders, DHHS Guidance, and other regulatory measures to protect health and safety of all persons present at worksites, advise employees of social distancing expectations and other safety measures, and monitor conditions and immediately take steps to limit and mitigate safety risks. Changing circumstances may require agencies to be flexible and alter their original plans to ensure public health and safety. Individual worksites within AGENCY may adopt additional or enhanced requirements. **PROGRAM SUBJECT TO CHANGE BASED UPON REVISED GUIDANCE FROM GOVERNMENT ENTITIES.**

## **II. Definitions**

**AGENCY:** State department, division, subdivision, commission, board, or institution

**COVID-19 Coordinator:** Member(s) of agency human resources staff fully aware of COVID-19 return-to worksite plans, processes, procedures, and communications.

**Social Distancing:** Actions taken to reduce the opportunities for close contact between people, less than six feet in order to limit the spread of a communicable disease.

**Teleworking:** The practice of working from home or alternative worksites making use of the internet, email, telephone, computer, and/or other electronic means.

### **III. Roles and Responsibilities**

#### **Agency Head/Designee**

Establish processes and procedures necessary to support COVID-19 safety measures enumerated in this program.

Maintain flexibility to alter established processes and procedures to ensure public health and safety, which includes having a contingency plan if return to teleworking is deemed necessary.

#### **COVID-19 Coordinator**

Maintain full awareness of COVID-19 return-to-worksites plans, processes, procedures, and communications.

Serve as point of contact for all employees with questions or concerns throughout the entire worksite reopening process. May delegate questions/concerns to appropriate staff members for proper and timely handling but should ensure a response is always provided to each question.

See Attachment 3, Agency Worksite COVID-19 Coordinator checklist.

#### **Human Resources Department**

Establish and maintain process to handle employee COVID-19 related requests for accommodations including recordkeeping of requests received and response to all requests.

Respond to employees/supervisors' concerns regarding any COVID-19 related safety matter that may range from physical environment to how to address an employee's failure to follow COVID-19 safety guidelines i.e. refusal to wear face covering, maintain six feet distance, etc.

Administer process for response to **COVID-19 positive employee** at worksite including removing employee from worksite, appropriate worksite notification, cleaning protocols, reporting to state/local public health, and establishing return date.

Administer process for response to **COVID-19 symptomatic employee** at worksite including removing employee from worksite, cleaning protocols, reporting to state/local public health, and establishing return date.

#### **Safety Director or Designated Worksite Safety Coordinator**

Perform worksite health and safety risk assessments per guidelines of this Program.

Support implementation of COVID-19 safety measures as directed by management.

Provide consultation and assistance to employees and management to address COVID-19 related safety concerns.

See Attachment 2, OSHA State Agency COVID-19 Return To Worksites Physical Facility Safety Checklist.

#### **Middle Managers/Supervisors**

Respond to employee COVID-19 safety concerns to extent possible.

Direct employees to Human Resources staff for requests for accommodation related to COVID-19 safety measures.

Ensure employees returning to worksite receive AGENCY provided face coverings and other COVID-19 personal safety items, safety information, COVID-19 Coordinator contact information, and NC EAP contact information.

Ensure employees, contractors/vendors, and any other persons present at individual worksites are trained regarding social distancing and face covering use requirements. If made aware of an individual's nonadherence, provide additional clarification regarding process.

Alert next level manager on duty when nonadherent persons refuse to comply with social distancing and face covering use requirements after providing verbal and/or written notice thereof.

## **Employees**

Comply with directives of this Program.

Complete required training related to COVID-19 safety.

Contact supervisor, COVID-19 Coordinator, or Human Resources staff regarding COVID-19 safety concerns as appropriate.

Direct requests for accommodations to Human Resources staff.

## **IV. Implementation**

Unless otherwise specified, the guidance included herein is applicable to all three stages of the State's currently anticipated reopening process and may be further defined and revised upon issuance of updated federal and state government law and guidance.

### **1. Face Covering Use Requirements**

#### **SUBJECT TO CHANGE BASED ON STATE LAW OR EXECUTIVE ORDER CURRENTLY IN EFFECT**

On-site and public-facing state government employees in Cabinet agencies **are required** to wear face coverings that cover the nose and mouth when they are, or may be, within six (6) feet of another person.

Face coverings should be worn at state worksites inside or outside, at all times in places such as, but not limited to, shared work-spaces, shared work vehicles, elevators, reception areas, meetings of two or more people, hallways, breakrooms, etc.) unless the employee can maintain six (6) feet of physical distancing.

All non-Cabinet agencies are strongly encouraged to adopt similar policies that require face coverings.

Employees unable to wear a face covering due to a medical or behavioral condition should seek an accommodation by contacting their agency human resources office and completing the accommodation request process.

Agencies will provide cloth or disposable face coverings to employees and disposable face coverings for visitors.

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

## **2. Social Distancing**

Avoid close contact with other persons at the worksite by remaining six feet apart at all times.

Alter the physical workspace of the worksite to the greatest extent allowed by job duties, physical layout, and available resources to ensure employees are at least six feet apart and whenever possible, do not sit directly facing each other.

Allow flexible work schedules resulting in fewer employees at the worksite at one time, i.e. working alternate days, or only half days, i.e. morning or afternoon, etc.

Stagger work schedules with employees who sit near each other, alternating days they report to work.

Reduce face-to-face exposure by using conference calls and video conferencing for communication within the worksite and elsewhere.

Repurpose conference rooms, breakrooms, and other common areas to provide additional workstations to ensure proper social distancing is maintained.

Post signs with conference/meeting/training room space occupancy limits based on social distancing guidelines.

Minimize movement within the worksite to the greatest extent allowed by job duties.

- Instruct individuals to only use common areas closest to their workstation. Individuals should wait to use common areas until they can maintain a safe distance, at least six feet away, from other individuals. Common areas include restrooms, elevators, stairwells, break rooms, designated smoking areas, and similar spaces.
- Encourage individuals to avoid riding elevators with others to the greatest extent practicable. When multiple individuals are on an elevator, they should separate as much as possible.
- Instruct individuals to use shared equipment closest to their workstation or specifically assigned. Shared equipment includes scanners, printers, staplers, and other similar items.
- If multiple individuals regularly circulate throughout a worksite to perform the same duty, divide job duties to separate parts of the building. Example: If two individuals regularly collect mail throughout a worksite, only one individual should retrieve mail from a specific work area.

Travel between **AGENCY** worksites should be eliminated to the greatest extent allowed by job duties.

Limit business travel.

Cancel attendance at pre-arranged conferences per CDC recommendations or state, local, or **AGENCY** requirements. Individuals should check with their supervisor regarding the window of time that is appropriate.

Individuals should only travel to offsite meetings or alternate worksites if authorized by their supervisor.

**AGENCY** sponsored in-person workshops, trainings, or events should be modified to a virtual format or cancelled. If on-site training is considered mandatory for continuation of a required certification/license and meets state, local, or agency requirements, agency trainings should only be held for small groups where social distancing can be practiced.

### **3. Teleworking**

Employees should continue teleworking whenever possible based on agency need.

High-risk Individuals are defined as:

- Individuals over the age of 65.
- Individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, serious heart conditions, chronic kidney disease and undergoing dialysis, liver disease and those whose immune system is compromised by chemotherapy for cancer and other conditions.

When duties allow, employees at high risk of severe illness from COVID-19 should be allowed to telework during Phases 1-3 of the reopening process where possible.

### **4. Personal Responsibility**

#### **Practice the Three Ws**

- Wear a cloth face covering.
- Avoid close contact with other persons and maintain six feet social distance at all times.
- Wash your hands or use hand sanitizer (with at least 60 percent alcohol). *Hand sanitizer can be used in addition to hand washing but is not a substitute for proper handwashing*

Stay at home and inform supervisor if symptomatic:

- a. Fever as determined by a measured temperature of 100.4°F or greater
- b. Chills
- c. Cough
- d. Shortness of breath or difficulty breathing
- e. Fatigue
- f. Muscle or body aches
- g. Headache
- h. New loss of taste or smell
- i. Sore throat
- j. Congestion or runny nose

- k. Nausea or vomiting
- l. Diarrhea

Do not engage in physical greetings, i.e. handshakes or hugs.

Do not touch eyes, nose, and mouth with unwashed hands.

Cover coughs and sneezes in your sleeve or with a tissue.

Use tissues once and then discard.

Use only knuckle or elbow to touch light switches, elevator buttons, and similar buttons.

Use a buffer to open doors, especially bathroom doors, such as a paper towel or tissue.

Clean and disinfect frequently touched surfaces at least daily and more often during times of increased density, and shared objects between use. Use an EPA-approved disinfectant for SARS-CoV-2 (the virus that causes COVID-19) for the appropriate contact time.

Use disinfecting wipes, sprays, recommended cleaners, etc. for cleaning office areas, high touch surfaces, and shared equipment in the workplace.

## **5. Handling of COVID-19 Positive/Symptomatic Employees**

Maintain a process to immediately isolate at the worksite, and arrange for safe transport home or to a healthcare facility, an employee who learns they have tested positive for COVID-19 or appears to have or states they are experiencing any of the following COVID-19 symptoms:

- a. Fever as determined by a measured temperature of 100.4°F or greater
- b. Chills
- c. Cough
- d. Shortness of breath or difficulty breathing
- e. Fatigue
- f. Muscle or body aches
- g. Headache
- h. New loss of taste or smell
- i. Sore throat
- j. Congestion or runny nose
- k. Nausea or vomiting
- l. Diarrhea

Notify local health officials immediately of a possible COVID-19 case any time a state employee or temporary employee appears symptomatic and is required to leave their worksite. State-owned facilities in Wake County should call the Wake County Epidemiology Task Force, 919-856-7032. State agencies located in other counties should contact local departments, contact information available at <https://www.ncdhhs.gov/divisions/public-health/county-health-departments>. Callers should explain that they are calling per OSHR guidance to contact their local health department as an employee appears symptomatic and has been required to leave the agency worksite.

Utilize NC DHHS Symptom Screening Checklist for Non-Healthcare Employees to determine when COVID-19 positive or symptomatic employees should return to worksite. Visit

<https://covid19.ncdhhs.gov/guidance#phase-1-easing-of-restrictions> to download most recently updated version.

Provide the employee with NC DHHS COVID-19: What to Do If You Feel Sick information. Visit <https://files.nc.gov/covid/documents/What-To-Do-If-You-Feel-Sick.pdf> to download most recently updated version.

## **6. Handling of Employees in Close Contact with COVID-19 Positive Persons or Placed Under Quarantine by Health Care Provider or public health department**

The local public health department in the positive employee's county of residence will handle contact tracing.

Agencies should send out a general email notification to employees emphasizing the need to continue COVID-19 prevention measures. Attachment 1 is a sample email that may be adapted for worksite use.

Utilize NC DHHS Symptom Screening Checklist for Non-Healthcare Employees to determine when an employee should return to worksite. Go to <https://covid19.ncdhhs.gov/guidance#phase-1-easing-of-restrictions> to download most recently updated version.

## **7. Worksite Cleaning Practices**

Increase routine disinfecting on an on-going basis throughout the day using an EPA approved chemical effective against SARS-CoV-2, <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19> or disinfectant wipes. Provide training and information to employees on the safe and proper use of chemical disinfectants and sanitizers and keep the Safety Data Sheets (SDS) sheets on file in the workspace reference.

After a person who is suspected or has a confirmed case of COVID-19 has been in the building, close off the affected worksite areas used by the employee. Agencies do not necessarily need to close operations if they can close off affected areas.

Call housekeeping or vendor to request cleaning/disinfection services for work areas used by symptomatic/positive employee.

Employees should not participate in cleaning of affected areas as this process follows specific and rigorous protocols.

For questions: State-owned facilities in Wake County should call the Wake County Epidemiology Task Force, 919-856-7032. State agencies located in other counties should contact local departments, contact information available at <https://www.ncdhhs.gov/divisions/public-health/county-health-departments>. Callers should explain that they are calling per OSHR guidance to contact their local health department so that the agency can confirm that they are taking appropriate control measures, sanitation, etc. as recommended by the health department.

Employees should be timely notified when the cleaning process has been completed to provide reassurance that their worksite is safe.

## **8. Training**

Provide COVID-19 education, prevention strategies, videos, webinars, social media postings, worksite posters, and FAQ's to educate employees, contractors, and other worksite visitors regarding COVID-19 safety and public health measures implemented by AGENCY.

## **9. Signage**

Provide notice via email, agency intranet, public website, worksite posters, and other communications methods to all employees, contractors, and other worksite visitors that regularly work at an **AGENCY** worksite or are entering its premises of COVID-19 safety related behavioral expectations included in this Program.

Ensure posting of COVID-19 public health and personal hygiene signage throughout worksite, including The Three Ws (Wear, Wait, Wash), face covering requirements, personal responsibility, cleaning protocols, social distancing, etc.

## **10. Common Areas**

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

Instruct employees to use common areas closest to their workstations and maintain a distance of at least six feet from other people.

Instruct employees to follow any posted occupancy limit signage.

Install physical barriers at reception areas/customer service counters to ensure social distancing.

Disable/decommission/remove registration kiosks/touchscreens or devise a way to cover.

Use disposable, one-time sticker security tags for visitors instead of recycled clips or lanyards.

Rearrange reception furniture, to ensure six feet social distancing when possible.

Remove brochures, reading materials, etc. from reception/waiting areas.

Avoid riding elevators with other persons to the greatest extent practicable. No more than three persons should ride together on an elevator with standard size cars. Post signage with passenger limits in areas for everyone to see.

When multiple people are on an elevator, separate as much as possible, wear a face covering, and observe floor markers denoting where to stand.

Utilize floor markers denoting where to stand to decrease density where lines may form (entry doors, elevators, food areas, break rooms, waiting queues, etc.). Use only decals approved by DOA Facility Services or property management to avoid damage to floors.

Encourage employees to use stairs whenever possible, especially when descending.

Reduce number of worksite entrances used while maintaining code compliance to direct occupants to use monitored routes to enter and exit the building.

Post clear signage with directional and social distancing instructions in hallways and other areas where customers may stand, or lines may form.

Ensure food stored in shared refrigerators is clearly labeled and in sealed containers. No shared food items such as condiments should be stored.

Ban communal food items for sharing including office events, i.e. birthday/retirement/special occasions.

Carefully clean/disinfect shared refrigerators, microwaves, coffee machines including handles and all surfaces.

Employees will practice social distancing while using shared equipment.

Use shared equipment closest to workstation or as specifically assigned and clean and disinfect frequently with EPA approved disinfectant for SARS-CoV-2.

Carefully disinfect frequently touched surfaces including shared office equipment or office supply areas including cabinets, doors, handles, etc.

Create procedure for handling of business deliveries from other state agencies, vendors, delivery services, etc. (FedEx, UPS, US Postal Service)

Create procedural changes needed to ensure strict compliance to sanitation protocols and social distancing in lactation rooms.

Disable/decommission room reservation panels outside meeting rooms.

Remove whiteboard pens and erasers and encourage individuals to bring and manage their own.

Provide disposable disinfectant wipes, hand sanitizer, and tissues in common areas, especially near shared touchpoints throughout the worksite.

## **11. Employee Health Assessments (OPTIONAL-will vary by agency)**

Participate in daily self-check for COVID-19 symptoms or other health assessments as described in Attachment 4 (if any).

## **12. Physical Alterations to Worksites**

After performing a health and safety risk assessment and **BEFORE** making any physical facility changes or enhancements to promote COVID-19 safety, i.e. installation of physical barriers, space reconfiguration, etc., State agencies should:

1. For State owned worksites: consult with State Construction Office or other appropriate building maintenance designee.

2. For leased worksites: consult with the State Property Office, Leasing and Space Planning, and the property management company.

Each agency is responsible for ensuring adherence to applicable building and safety codes with regards to all proposed physical worksite alterations.

### **13. Procurement of COVID-19 Safety Items**

Coordinate with DOA State Purchase and Contract (or other centralized purchasing entity) whenever possible to purchase cloth face coverings, disposable face coverings, hand sanitizer, sanitizing wipes, disinfectant spray, and other necessary COVID-19 safety items for employee use at worksite.

### **14. HVAC Considerations**

Communicate with DOA Facilities Maintenance, agency management, or building management for leased spaces regarding proper operation of building heating, ventilation, and air conditioning (HVAC) systems that have been shut down or on setback, review new construction start-up guidance provided in ASHRAE Standard 180-2018, Standard Practice for the Inspection and Maintenance of Commercial Building HVAC Systems. All adjustments and changes to building HVAC systems must be done by qualified facilities maintenance staff, contractors or property manager.

- Take steps to improve ventilation in the building:
  - Increase percentage of outdoor air (e.g., using economizer modes of HVAC operations) potentially as high as 100% (first verify compatibility with HVAC system capabilities for both temperature and humidity control as well as compatibility with outdoor/indoor air quality considerations).
  - Increase total airflow supply to occupied spaces, if possible.
  - Disable demand-control ventilation (DCV) controls that reduce air supply based on temperature or occupancy.
  - Improve central air filtration:
    - Increase air filtration icon to as high as possible (MERV 13 or 14) without significantly diminishing design airflow.
    - Inspect filter housing and racks to ensure appropriate filter fit and check for ways to minimize filter bypass
  - Consider running the building ventilation system even during unoccupied times to maximize dilution ventilation.
  - Have staff work in areas served by “clean” ventilation zones that do not include higher-risk areas such as visitor reception or exercise facilities (if open).
- Consider using portable high-efficiency particulate air (HEPA) fan/filtration systems to help enhance air cleaning (especially in higher risk areas).
- Ensure exhaust fans in restroom facilities are functional and operating at full capacity when the building is occupied.
- Consider using ultraviolet germicidal irradiation (UVGI) as a supplement to help inactivate the virus.

## **15. Water System Considerations**

Communicate with DOA Facilities Maintenance, agency management, or building management for leased spaces regarding potential water stagnation issues due to prolonged facility shut down and take appropriate remedial actions such as system flushing before employees return.

## **16. Multiple State Agency Occupants in Shared Facility**

Agency human resources staff, safety professionals, and chief deputies in various agencies with shared worksites should compare and discuss in detail their individual Safe Return To Worksites plans and adopt a mutually agreed upon plan that addresses the following for that worksite:

1. Process for agencies to notify each other when a COVID-19 positive employee is identified; and
2. Process for agencies to coordinate needed actions pertaining to affected areas including necessary cleaning protocols, the need for evacuation, notification to employees in all affected agencies, and when it will be safe to reoccupy the facility.

If the facility is leased, agency staff should contact their respective Human Resources Directors regarding points of contact with building owners/management to ensure that CDC/DHHS/EPA cleaning protocols are followed.

## Attachment 1: GENERAL EMAIL NOTIFICATION OF COVID-19 POSITIVE EMPLOYEE

Memorandum

TO:

FROM:

RE: Notification of COVID-19 positive test at AGENCY/LOCATION

DATE:

On DATE, AGENCY was notified that an employee has tested positive for COVID-19. The employee is based at FACILITY/LOCATION and was last in the building on DATE.

We understand that you may have questions and want to reassure you that we are committed to supporting our COVID-19 positive colleague and providing all employees timely information and resources. The health and safety of our workforce is our top priority and we are already taking steps to ensure:

- **CLOSE CONTACTS ARE NOTIFIED:** To ensure rapid notification of exposure, any employee(s) identified as a close contact of the infected employee (defined as any employee within 6 feet of an infected person for at least 15 minutes starting two days before illness onset) will be notified by public health authorities. Close contacts are required to self-quarantine for 14 days from their last potential exposure and will not be at the worksite.
- **SELF-QUARANTINE IS SUPPORTED:** State and local county health departments will ensure that any of your co-workers who are required to self-quarantine will receive the medical and social support they need to have a safe environment with access to appropriate resources.
- **WORKSPACES ARE SANITIZED:** Workspaces utilized by the positive employee will be thoroughly cleaned in accordance with CDC Guidance. If you are asked to temporarily vacate your usual workspace, please limit items you take with you as the virus can remain active on surfaces for an extended period.
- **PRIVACY IS PROTECTED:** While medical privacy laws impose strict confidentiality requirements regarding the specific identity of the positive employee, all employees will be given the information they need to protect themselves. If you suspect that you have [COVID-19 symptoms](#), please contact NAME in Human Resources.
- **INFECTION CONTROLS ARE MAINTAINED:** All employees must be vigilant about hygiene, including: not coming to work if you are sick, covering your cough or sneeze (with a sleeve or a tissue), regularly using hand sanitizer, wearing a face covering that covers the nose and mouth, and maintaining social distance of at least six feet from other people.
- **YOU RECEIVE ACCESS TO EAP:** Any employees needing assistance with anxiety or other emotional concerns are encouraged to contact the [N.C. Employee Assistance Program \(EAP\)](#) at 888-298-3907 or 704-717-5295 to speak with an experienced, licensed counselor. This service is free to you and members of your household and completely confidential.
- **YOU KNOW WHERE TO FIND COVID-19 RESOURCES:** Employees are encouraged to get additional COVID-19 information and resources from the N.C. Department of Health and Human Services website at [www.ncdhhs.gov/coronavirus](http://www.ncdhhs.gov/coronavirus)

On behalf of AGENCY, thank you for your patience and understanding as we work through these processes. Our agency is committed to ensuring a safe workplace, offering support and resources to our employees, and providing timely and accurate information about COVID-19. If

you have any questions related to this notification or other COVID-19 concerns, please do not hesitate to contact NAME in Human Resources.

During this unprecedented public health emergency, we value and thank you for your continued commitment to serve the people of North Carolina.



## Attachment 2: OSHR State Agency COVID-19 Return To Worksites Physical Facility Safety Checklist

### References

DHHS: <https://covid19.ncdhhs.gov/>

CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

OSHA: <https://www.osha.gov/SLTC/covid-19/>

### General

- Train employees regarding COVID-19 health and safety measures.
- Review facility housekeeping practices. Use a checklist or audit system to track when and how cleaning is conducted.
- Coordinate with facility services or on-site property manager to install plexiglass and/or other barriers to provide protection for employees that interact with the public or where necessary to maintain six feet social distancing. All physical space alterations or additions must comply with building, fire code, and ADA regulations.
- Discourage employees from using co-worker's phones, desk, offices, or other work tools and equipment.
- Provide hand sanitizer (with at least 60 percent alcohol) stations in all common areas.
- Prohibit communal meals or sharing of food amongst persons at worksites.

### Building Access

- Limit building access to fewest possible points of entry. Consult with building and fire code officials before implementing any measures that may impede building egress.
- If possible, position security/reception staff at all building entry point(s) with clearly defined instructions regarding enforcement of COVID-19 safety rules and procedures.
- Implement social distancing protocols at security/reception areas including floor markings, signage, and plexiglass or other protective barriers.
- Create visitor areas at security/reception areas with separate paths for "in" and "out."
- Rearrange security/reception area furniture to accommodate six feet of social distancing.
- Require employees to provide security/reception staff with advance notice of visitors, create visitor management registration system with minimal contact, use disposable

name badges, and require employees to meet and escort visitors upon arrival at worksite.

- For multi-tenant buildings, develop protocols for deliveries in cooperation with Building Coordinators to accommodate security preferences.
- Encourage employees receiving deliveries to retrieve them from security/reception area.

### **Signage**

- Display signage throughout facilities including building entrances and exits, security/reception areas, common areas, etc. outlining COVID-19 safety policies, procedures, and public health guidance including use of face coverings, social distancing, handwashing, etc.

### **Contractors/Vendors**

- Review contractors/vendors health and safety plans for compliance with the following requirements:
  - Restricts staff from visiting facility who are COVID-19 positive or exhibiting COVID-19 symptoms.
  - Utilize check-in and check-out procedures at security/reception areas when entering/exiting facility.
  - Use face coverings while at facility in accordance with same guidelines utilized by employees.
  - Limit facility access only to necessary workspace(s) within facility.
  - Utilize additional personal protective measures as may be specified by the facility.
- Amend building rules and regulations for construction contractors to incorporate specific COVID-19 requirements, including health questionnaires and employee self-check assessments.

### **Visitors**

- Provide disposable face coverings for agency visitors who do not bring their own for use at facilities.

### **Workspace Configuration**

- Perform a detailed review and modify workspace layouts including workstations, furniture, etc. to improve social distancing between persons, i.e. six feet between persons to the extent possible given physical workspace limitations. All physical space alterations or additions must comply with building, fire code, and ADA regulations.
- Remove bulk snacks and supply individually wrapped snacks (if applicable).
- Use disinfectant to wipe down all surfaces and equipment (ex. mouse, keyboard, phone, door handles, tables, chair arm handles, etc. Provide training and information to employees on the safe and proper use of chemical disinfectants and sanitizers and keep the Safety Data Sheets (SDS) sheets on file in the workspace reference.

## Conference Rooms

- Regulate conference room use with clear signage including maximum occupancy per six feet per person social distancing guidelines.
- Schedule meetings in conference rooms at least 30 minutes apart throughout the day.
- Clean and disinfect high touch surfaces with an [EPA approved chemical](#) effective against SARS-CoV-2 in between meetings throughout the day. Allow appropriate contact time for disinfectant.
- Limit in-person meetings to 10 or less persons.

## Common Areas

- Disinfect all surfaces and commonly touched equipment at least daily at a minimum. in common areas such as security/reception area, restrooms, elevators, hallways, kitchen/breakroom, shared equipment areas, water/beverage fountains, etc.
- Regulate use of common areas with clear signage including maximum occupancy and social distancing measures.
- Provide EPA approved chemical effective against with an [EPA approved chemical](#) effective against SARS-CoV-2, or disinfectant wipes to utilize before/after using common spaces and high contact surfaces. Provide training and information to employees on the safe and proper use of chemical disinfectants and sanitizers and keep the Safety Data Sheets (SDS) sheets on file in the workspace reference.
- Remove food or drink in common areas that is not in individual containers or individually wrapped.
- Post signage in vending machine areas encouraging employees to bring a disinfectant wipe to use when operating vending machine and to wipe down after each use.
- Provide hand sanitizer for agency employees.

## Cafeterias

- Limit maximum occupancy based on current State regulations.
- Stagger breakfast/lunch/dinner schedules to accommodate occupancy limits.
- When maximum occupancy limits cannot be maintained, implement take-out/pick-up only options.
- Implement physical distancing in seating areas:
  - Space out any waiting queues using floor decals spaced six feet apart.
  - Remove tables, or
  - Only allow seating at every other table.

- Limit number of persons who may sit together at individual tables.
  - Expand dining area to include more space.
- Install social distancing seating signage in outdoor seating areas.
  - Consider adding pre-ordering of food items and touchless payment options via internet.
  - Remove self-serve food items, communal serving stations, and hot or cold food bars with open food items.
  - Replace communal condiments with single serving, individually wrapped items.
  - If flatware and dishes cannot be kept covered, use disposable dinnerware, drinkware, eating utensils.
  - At minimum, implement recommended disinfection and sanitization measures in kitchen and dining areas on a daily basis.
  - Disinfect coffee pot handles, refrigerator handles, and ice machine handles at least three times per day.
  - Clean exterior surface of dishwashers at beginning and end of each shift.
  - All non-disposable flatware and food preparation and service utensils should be cleaned in the dishwasher to ensure thorough cleaning and disinfection.
  - Flatware should be stored in a way so that adjacent utensils are not easily touched when a worker is retrieving a piece.
  - Ice machines that require a handheld scoop should not be used, as it is difficult to control potential contamination in this case.
  - Require food serving staff to use gloves and ensure gloves are changed as needed.
  - Require face coverings for staff – type depends on local requirements and availability.
  - Provide hand sanitizer.

### **Restrooms**

- Keep restrooms clean and properly disinfected.
- Place trash can by entrance if door cannot be opened without touching the handle.
- For single restrooms, provide signage and materials (paper towels and trash cans) for individuals to use without touching the handles, and consider providing a key so disinfection measures can be better controlled.
- Place signs indicating that toilet lids (if present) should be closed before flushing.
- Install motion detectors for self-flushing of toilets.

- Place signs asking employees to wash hands before and after using the restroom.
- Provide paper towels in restrooms.

### **Elevators**

- Place social distancing signage and floor decals in elevator lobbies and elevators to reinforce social distancing.
- Establish social distancing guidelines for elevator use. If elevator cab is not large enough to accommodate six feet distance between occupants, consider limiting riders to maximum of four persons, one person in each corner.
- Provide signs near elevators explaining any new procedures for queuing and occupancy limitations in elevator cabs.

### **Ventilation**

NOTE: All changes or adjustments to HVAC systems must be done by Facility Services, property manager or designated contractor.

- Maximize fresh air ventilation through the automated HVAC system settings.
- Maintain appropriate ASHRAE air exchanges per hour (reference ASHRAE ventilation rate classification table based on occupancy type); more if HVAC system can accommodate.
- Ensure restrooms are under negative pressure (exhaust fans operational).
- Increase air filtration to as high as possible (MERV 13 or 14) without significantly diminishing design airflow.
- Clean and disinfect indoor HVAC intakes on a preventative maintenance schedule.
- Ensure HVAC air handlers are on a preventative maintenance schedule.
- If fans such as pedestal, desk or hard mounted fans are used, minimize air from fans blowing from one person directly to another.
- Ensure temperature and humidity are set in comfortable range. Maintain temperature at 68.5-75°F in the winter, and from 75-80.5°F in the summer if possible. Maintain relative humidity at 40-60% if possible.

### **State Vehicles/Facility Maintenance Equipment/Laboratories**

- Increase cleaning/disinfectant frequency of state vehicles (steering wheel/gear shift, etc.) using an [EPA approved chemical](#) effective against SARS-CoV-2. Provide training and information to employees on the safe and proper use of chemical disinfectants and sanitizers and keep the Safety Data Sheets (SDS) sheets on file in the workspace/reference.

- Disinfect any shared Facility Maintenance tools.
- Laboratories should adopt specialized cleaning protocols to disinfect shared laboratory equipment. **(This does not include the State Laboratory which has its own, DPH approved health and safety protocols.)**
- Use a checklist or audit system to track when and how cleaning is conducted.



**Attachment 3: AGENCY WORKSITE COVID-19 COORDINATOR CHECKLIST**

[www.oshr.nc.gov/safe-return](http://www.oshr.nc.gov/safe-return)

- Know plan (insert link) to ensure ongoing posting of appropriate COVID-19 public health and personal hygiene signage in work area including Know Your Ws (Wear, Wait, Wash), cloth face covering guidelines, cleaning, six feet social distance reminders, etc.
- Know plan (insert link) for considering need and feasibility of worksite alterations related to COVID-19 safety, i.e. physical barrier, plexiglass/space reconfiguration, etc., to accommodate six feet social distancing.
- Know plan (insert link) (if any) for employee self-monitoring/employer health assessment for COVID-19 symptoms including process if employee refuses to participate.
- Know plan (insert link) for distribution of agency provided cloth face coverings and other personal COVID-19 safety items, COVID-19 safety information, human resources contact for COVID-19 questions, and NC EAP contact information.
- Know plan (insert link) for employees to complete required COVID-19 worksite safety training.
- Know plan (insert link) to ensure employees have ongoing access to hand sanitizer (with at least 60 percent alcohol), disinfectant spray or wipes, or other cleaning products for use in high-traffic locations, entry areas, common areas, shared spaces/equipment, etc.
- Know (insert link) human resources staff contact to refer employees to for response to COVID-19 safety concerns including other employee's failure to follow COVID-19 safety guidelines, i.e., refusal to wear cloth face covering, maintain six feet distance, etc.
- Know (insert link) human resources staff contact to refer employees to for response to COVID-19 related requests for ADA or Title VII accommodations, i.e., "high risk," ongoing teleworking, alternate workspace request, etc.
- Know human (insert link) resources staff contact to refer employees to for response to COVID-19 related time and leave questions.
- Know (insert link) human resources staff contact to refer employees to who request to file a COVID-19 related workers' compensation claim.
- Know plan (insert link) for response to COVID-19 positive employee at worksite including removing employee from worksite, cleaning protocols, reporting to state/local public health, and establishing return date.

- Know plan (insert link) for response to COVID-19 symptomatic employee at worksite including removing employee from worksite, cleaning, reporting to state/local public health, and establishing return date.
  
- Know (insert link) agency-wide contingency plan for return to teleworking.

**Attachment 4: AGENCY PROGRAM FOR EMPLOYEE COVID-19 HEALTH ASSESSMENTS  
(TO BE INSERTED BY AGENCY)**