



July 9, 2020

MEMORANDUM

TO: All University-Contracted Designer and Construction Personnel

SUBJECT: UNC-Chapel Hill COVID-19 Guidelines for on-site workers

Along with national, state and local government officials, the University of North Carolina at Chapel Hill continues to take steps to reduce the spread of COVID-19. This includes the issuance and updating of health and safety guidelines. The University requires that your firm and all of its staff and contracted workers use best practices as recommended by the CDC and as adopted by the construction industry, to limit the spread of COVID-19 on Carolina's campus.

Please review the following expanded guidelines, and – to the extent you have not already done so – immediately incorporate them into your work procedures.

1. **Temperature Checks:** Before reporting to work, all individuals should take their temperature and assess any potential symptoms, which now include a broader range of symptoms, including fever, cough, shortness-of-breath, runny nose/sinus congestion, sore throat, muscle aches and headaches. Employees who have a temperature at or above 100.4° must stay home. Temperature readings of all workers must be taken using touchless thermometers before workers enter the job site. Trade contractors will be responsible for performing temperature checks of their employees when they report to work and should provide documentation of the results to the contractor daily.
2. **Hand Sanitizer Stations:** Make sure that stations are provided around the project site and stocked with hand sanitizer with at least 60% to 90% alcohol. Employees should wash or sanitize their hands after any of the following activities: using the restroom, touching the face, sneezing or blowing the nose, eating or drinking, going to or returning from breaks, and before and after each shift.
3. **Face Masks:** Provide masks and gloves where appropriate to minimize contact between workers. Both North Carolina and UNC-Chapel Hill require face masks be worn when physical distancing (6 feet or less) cannot be accomplished. All individuals will wear a mask or cloth face covering when in a University building.
4. **Physical Distancing:** Practice physical distancing (a minimum of 6 feet is required) and avoid gathering in large groups at job sites to the maximum extent possible, including taking breaks outside and apart from one another.
5. **Deliveries:** Review site procedures for taking deliveries and limit the places where deliveries are allowed on site, disinfect packages upon arrival and minimize contact with delivery people.

6. **Sanitation:** Frequently clean and disinfect common meeting areas and high-touch surfaces in high-traffic areas, including but not limited to portable toilets, conference rooms and lunch/cafeteria areas.
7. **Site Meetings:** Use call-in or videoconference meetings instead of face-to-face meetings to the maximum extent possible.
8. **Project Work Area:** Restrict workers to the project work area only, and do not allow them to enter other University buildings.

We also require notification within 24 hours of any on-site employee who tests positive for COVID-19.

We appreciate your cooperation. Protecting health and human safety is paramount. If you are unable to incorporate these COVID-19 guidelines into your work procedures on University projects, you must suspend your construction operations.

