

# **UNC Eshelman School of Pharmacy Return Plan for Fall 2020**

August 11, 2020  
Version 3

## Contents

School Priorities.....	3
Principles of Operation.....	3
Dean’s Priorities for Operational Return.....	3
UNC Eshelman School of Pharmacy: COVID 19 Operational Return Framework .....	3
General Operations Enterprise.....	4
Enterprise General Operations Subcommittee.....	4
Return to the Workplace .....	4
Health and Safety Guidance .....	5
Health and Safety Compliance and Enforcement .....	6
Mental Health and Well-Being .....	7
Guidance for Specific Workplace Scenarios .....	8
Enter/Exit, Wayfinding, and Capacity Control.....	9
Education Enterprise .....	10
Education Enterprise Subcommittee.....	10
Scheduling and Operations of Classes.....	10
Scheduling and Operations of Experiential Education .....	11
Co-Curricular Activities.....	11
Admissions (PharmD and PhD).....	12
Global activities .....	13
Research Enterprise.....	14
Research Enterprise Subcommittee .....	14
Laboratory and Human Subjects Research Guidelines.....	14
Appendix 1: Resources and Reference.....	15
Appendix 2: Unit/Offices Return to Campus Plans.....	16
a. OFFICE OF THE DEAN .....	16
b. EDUCATIONAL TECHNOLOGY .....	18
c. HUMAN RESOURCES.....	21
d. INFORMATION TECHNOLOGY.....	23
e. MEDIA .....	25
f. OFFICE OF ADVANCEMENT .....	27
g. DIVISION OF PHARMACOTHERAPY AND EXPERIMENTAL THERAPEUTICS .....	29

## School Priorities

### Principles of Operation

The UNC Eshelman School of Pharmacy will follow the principles outlined in the Roadmap on the Carolina Together Website (<https://carolinatogether.unc.edu/>). Additional guidance and material are available on the School's [Return to Campus](#) and [ESOP Student COVID-19 Resources](#) site.

Our first priority is the health and safety of our faculty, staff, and students.

Our strategies and interventions to return to campus safely will be based on evidence and science. Our operational principles currently center around 4 community standards that we are asking everyone in our buildings to abide by:

1. Screening for symptoms daily prior to coming on campus
2. Wearing a UNC-provided surgical or cloth mask only in all buildings at all times
3. Distancing from others by at least 6 feet
4. Increasing hygiene activities (e.g., frequent hand sanitizing/washing, frequent disinfecting of classrooms, bathrooms, and other spaces)

We are focused on providing the highest quality education to our learners in a flexible way.

We are dedicated to communication and transparency.

This plan is a living document and will be modified and updated as the University's Roadmap is modified and updated.

### Dean's Priorities for Operational Return

The priorities for the UNC Eshelman School of Pharmacy are to safely return faculty, staff, and students to campus buildings to provide a robust on-site education and research experience for our PharmD, MS, and PhD programs, and to support our research enterprise.

### UNC Eshelman School of Pharmacy: COVID 19 Operational Return Framework

**Operational Return Committee** – On June 10, our School leadership shifted focus from pandemic crisis management to operational return. This committee consists of 12 members, with representation from faculty leadership, operational staff, and PharmD and PhD students. The Operational Return Committee is comprised of 3 subcommittees focusing on general operations, education, research, and health and well-being. Given the operational focus of returning to campus, the committee is managed by the ESoP COO and CFO, Scott Savage.

The charge to the Operational Return Committee: On behalf of the Dean, manage all operational return issues with the specific deliverables of (a) developing and delivering a plan to the Provost and (b) implementing the plan for July/August 2020 return to campus, with subsequent adjustments into the Fall 2020 academic year.

## General Operations Enterprise

### **Enterprise General Operations Subcommittee**

This subcommittee is charged with discussing and implementing operational return practices for a successful student, faculty, and staff return in Fall 2020. The team is taking the guidance developed by the University on returning to campus, and determining the measures that will work best for our School (e.g., health and safety guidance, workplace signage/wayfinding/capacity, human resource support) as students, faculty, and staff return to campus. The recommendations and updates from this subcommittee are discussed with the School's Operational Return Committee for inclusion in this Fall reopening plan. Team Members: *Chris Allen, Deryck Dunn, Dave Maldonado, Jason Martin, Corey Parker (UNC Housekeeping), Stan Parker, Wayne Pittman, Herb Richmond (UNC Housekeeping), Matt Rivenbark, Greene Shepherd, Randy Stutts, Jason Whitley. Reports to Scott Savage.*

### **Return to the Workplace**

The Eshelman School of Pharmacy will follow the University's guidelines for the safety and well-being of our campus community that are outlined in the [Carolina Together – The Roadmap for Fall 2020 website](#). The School has aligned and agrees with the University's [guiding principles](#). During this time, we will adopt the same [community standards](#) and behaviors that will help promote a healthy campus. The School has taken a conservative approach towards mask safety. To ensure the safety of our employees and students, only a [University-provided](#) surgical or cloth mask can be worn in the School of Pharmacy buildings.

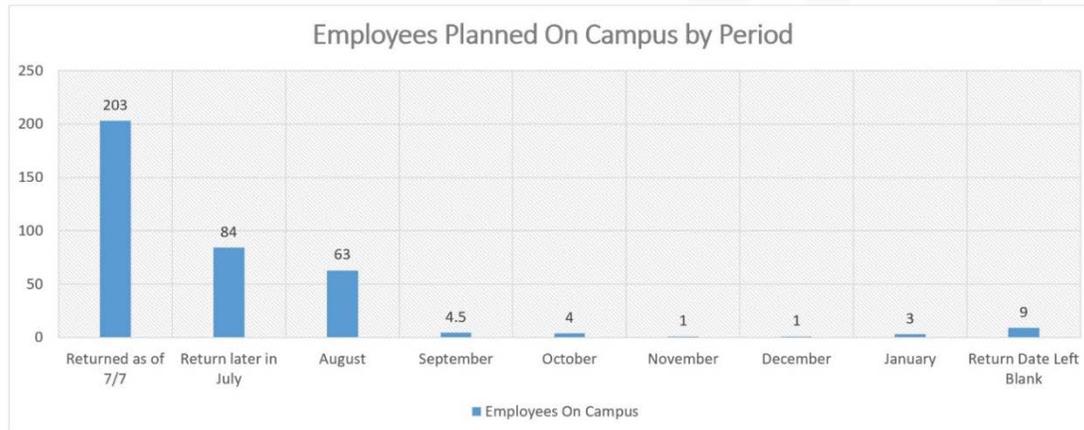
All faculty, staff, and students are expected to honor and self-govern compliance with our standards and principles. As we plan for our phased reentry to normal campus operations, we request and expect that we will operate out of compassion, understanding, and concern for each other. We will work to balance individual needs for flexible work arrangements with the broader needs of the UNC Eshelman School of Pharmacy and the overall University mission.

As faculty and staff transition to working on campus, the University will provide legally required accommodations through the [Equal Opportunity and Compliance \(EOC\)](#) process. Flexibility requests for other circumstances will be handled by the supervisor or chair in consultation with the School's leadership. Our Human Resources team is partnering with the Academic Personnel Office, Office of Human Resources, and EOC to manage this process.

In early July, we completed an HR Return to Campus roster. Based on the feedback from all our staff and faculty, below is a snapshot of our personnel's return strategy:

# Return to Campus by Month

Of the 387 employees returning to campus, 52% already indicated they returned by July 7<sup>th</sup> and 90% will have returned by the end of August.



## Health and Safety Guidance

1. [SYMPTOM MONITORING](#) will align with University guidance. All students, faculty, and staff should check symptoms before attending on-campus activities and throughout the day using the COVID-19 screening checklist. Anyone who is experiencing any symptom(s) indicated on the screening checklist must not come to campus. Instead, such persons should contact the University Employee Occupational Health Clinic or Campus Health (students) and act on their instructions.

If you get sick with confirmed or suspected COVID-19 or if someone reports confirmed or suspected COVID-19, please follow the University’s protocols found here on our school website under the [“If You Get Sick”](#) tab or on the [University’s website](#).

2. [FACE MASKS OR FACIAL COVERINGS](#) must be University-provided and be worn by students, faculty, staff, and visitors from the time they enter the building to the time they leave the building and common indoor spaces such as classrooms, bathrooms, and hallways. In dining areas, masks must be worn except when eating or drinking. In addition, masks must be worn in outdoor settings where physical distancing of at least 6 feet is not possible. For reasons mentioned previously, only a [University-provided](#) surgical or cloth mask can be worn in the School of Pharmacy buildings.

Although there is no University requirement for eye protection or face shields, the School of Pharmacy will provide them to faculty, staff, and students if requested. If they are needed, they can be requested from their supervisor or OCSA for acquisition. The School’s designated Community Protective Equipment (CPE) contact is Matt Rivenbark, and he can support other needs as well. [Video guidance](#) is available for reference. Additional details and updates will be provided on our website.

3. [HANDWASHING](#) throughout the day is critical. We are asking everyone in our buildings to wash their hands often with soap and water for at least 20 seconds. This is especially important after being in public spaces, after touching commonly used surfaces or after blowing a nose, coughing, sneezing, or touching the face.

If soap and water are not readily available, hand sanitizer will be provided that contains 60% to 90% alcohol. Hand sanitizer dispensers will be installed throughout the buildings, restrooms, and common areas. Additional details and updates will be provided on our website.

4. [PHYSICAL DISTANCING](#) requirements are anchored with the most recent research and data (see references section). The UNC Eshelman School of Pharmacy has aligned with the University and recommends social distancing 6 feet apart. There will be a 6 feet minimum distance between the instructor and the first row of students and in-between students in every classroom. Additional details and updates will be provided on our website.

## Health and Safety Compliance and Enforcement

**Know the Standards:** Each one of us – students, faculty, and staff – must follow the Community Standards to contribute to a safe and healthy environment for us to teach, work, learn and live. We will expect everyone to know and follow our W’s – wear a mask, wait six feet apart, and wash your hands often – every day.

**Hold Each Other Accountable:** The School is working on creating a streamlined mechanism for reporting non-compliance with community standards. Currently, if a member of our community notices a failure to comply with our community standards, they should:

- (1) Politely ask the person to comply.
- (2) If the person refuses to comply,
  - a. If a student in a classroom is non-compliant with University community standards for COVID-19, the following process should be followed:
    - i. Politely ask the student to comply with the community standard (mask, social distancing) or leave the classroom.
    - ii. If the student refuses to comply, call the Eshelman Care Team line at 919-813-0481.
    - iii. OCSA staff member on call will respond in person and ask the student to leave the classroom. The OCSA staff member will remind the student that refusal to leave may result in their de-enrollment from the course or a referral to the Scholastic Achievement and Progressions Committee.
  - b. For students inside the building, notify OCSA by utilizing the [ECT online referral form](#) who will take appropriate action.
  - c. For employees and graduate students in non-classroom settings, report the violation to your supervisor and/or anonymously through the Carolina Ethics Line at 866-294-8688. Managers will respond to any complaints as a violation of University policy and work with HR to take appropriate action.

For students, compliance with this guideline is a condition of continued in-person enrollment. Failure to comply with this policy may result in administrative action, including, but not limited to, restriction of access to, or use of, University facilities, dis-enrollment from one or more in-person courses, transition to remote-only instruction and/or other interventions necessary to effect compliance and protect the well-being of the campus community. In the case of willful failure to comply with the provisions of this policy and/or repeated violations, the University may pursue additional disciplinary actions in accordance with relevant University policies.

For UNC employees, compliance with this guideline is a condition of your employment. Failure to comply with this policy may result in disciplinary action.

### **Mental Health and Well-Being**

Anxiety, depression, fear, and other emotions are perfectly normal responses to the uncertainty we are facing with the COVID-19 outbreak. Students, faculty, and staff are urged to practice self-care and use the support of available resources. Additionally, our Well-Being and Resilience team and our Human Resources team will assist in navigating these options.

1. [Campus Health](#) appointments can be made by phone 919-966-2281, or a request for an appointment can be made on the Healthy Heels Portal. All should call 919-966-2281 prior to coming to Campus Health. Campus health is currently providing clinically appropriate telemedicine support, and are assisting remotely for issues such as a cough, sore throat, fever, runny nose, ear pain, pink eye, skin concerns, mental health needs, nutrition, gynecology issues, contraception, and prescription refills. Campus health will maintain staffing to offer a limited number of in-person appointments for acute illness. Student ID and an insurance card is needed at the time of service.
2. [The Eshelman Care Team](#) provides coordinated assistance and support to students through a centralized structure and method for outreach, referrals, and case management. The Eshelman Care Team referral can be used personally or for a classmate. Students can call 919-813-0481.
3. [Counseling and psychological services \(CAPS\)](#) is a 24/7 service addressing the mental health needs of students. Students can visit Campus Health after calling (919-966-3658) and scheduling an appointment.
4. Other resources:
  - a. Crisis Text Line: Text HOME to 741741 to connect with a Crisis Counselor
  - b. Suicide Hotline: 1-800-273-8255
  - c. [Employee Assistance Program \(EAP\)](#): Includes a limited number of face-to-face visits with a local counselor at no cost. Access via phone, 877-314-5841, or online at [guidanceresources.com](http://guidanceresources.com). Click on register and enter the Organization Web ID: TARHEELS

## Guidance for Specific Workplace Scenarios

1. Travel for both personal and University-affiliated needs is supported by current state epidemiology data and state guidelines. Further guidance and updates on travel are on our [Return to Campus website](#), under Operations and the Travel drop-down box.
2. [Parking and Transportation](#) continue to evolve on a routine basis. All University parking assignments have been made. Masks should be worn before entering the bus, and travelers should avoid touching services. Upon disembarking, it is recommended to wash hands or use alcohol-based hand sanitizers as soon as possible and before removing the mask. Additional details and updates will be provided on our website.
3. [ROOM RESERVATIONS](#). In order to meet the needs of the curriculum and keep rooms to a single audience each day, the UNC Eshelman School of Pharmacy will not be opening room reservations to the faculty and staff of the School or external users for Fall Semester 2020.

For those working on-site, meetings will be from video conference rooms or individual offices. While on-site, communication with colleagues and supervisors is encouraged by email, instant message, telephone, or other available technology rather than face-to-face. A range of collaboration tools (e.g., Zoom, Microsoft Teams) are also available. Room accommodation requests can be sent to Jason Martin at [jasonmartin@unc.edu](mailto:jasonmartin@unc.edu) and will be evaluated on a case by case basis.

Students may reserve the spaces in the evenings. These spaces must be vacated before evening cleaning occurs (approximately 10 pm). Students can find specific guidelines for after-hours use of rooms on the [ESOP Student COVID-19 Resources Site](#).

4. Using restrooms: Maximum occupancy of restrooms will be based on the number of sinks to ensure appropriate physical distancing. Hands must be washed thoroughly before leaving the restroom to reduce the potential transmission of the virus. The use of masks or face coverings is required in restrooms occupied by more than one person.
5. Using elevators: Use of elevators should be limited to avoid close proximity with others in a confined space. For all elevators, a maximum occupancy of 1 will be observed.
6. Meals: Before and after eating, hands should be washed thoroughly to reduce potential transmission.

If dining on campus, a mask must be worn until eating and then replaced afterward. Eating locations on campus will meet requirements for physical distancing between each customer, including lines and seating arrangements. Staff is encouraged to take food back to their office area or eat outside.

If eating in a person's work environment (e.g., office, break room, etc.), physical distancing must be maintained. The School will remove and arrange seats when possible to support

distancing and not allowing people to sit directly across from each other. After using common areas, all surfaces must be wiped.

### **Enter/Exit, Wayfinding, and Capacity Control**

Entry to the buildings will be regulated and monitored by University schedule and security. The [UNC One Card](#) can be used to gain access to buildings that are locked. Holding or propping open interior or exterior doors is not allowed. Individuals can request building access through their unit admin.

In conjunction with the University Planning and Design team, capacity and wayfinding recommendations were designed to support current physical distancing requirements. All building occupants are expected to adhere to signage on traffic flow through building entrances, exits, elevator usage, and common use areas. If there are situations where occupants cannot comply with the traffic flow, physical distancing must be maintained.

All exterior building doors will be marked as to whether they are entry or egress points, and all classrooms and conference rooms will be marked with maximum capacity to inform faculty, staff, and students of appropriate use.

## Education Enterprise

### Education Enterprise Subcommittee

This subcommittee is charged with discussing and implementing strategies for successful student return in Fall 2020. The team is taking the guidance developed by the University on returning to the learning environment, and determining measures that work best for our School (e.g., numbers of students in classrooms and labs, how to implement a flexible teaching model, types of courses that can be offered in person) for return to campus. The recommendations and updates from this subcommittee are to be discussed with the School's Operational Return Committee for inclusion in the School's Fall reopening plan. Team Members: *Amanda Corbett (Co-Chair), Jason Martin (Co-Chair), Mike Jarstfer, Melissa Jones, Rachel Parry (PhD student), Chris Phippen, Libby Powell (PharmD student), Chris Parish (PharmD student), Greene Shepherd, Colleen Wernoski, Will Taylor. Reports to Wendy Cox.*

The Education Enterprise Subcommittee's curriculum proposal for Fall 2020 is located on the School's Return to Campus website: [ESoP Fall Curriculum Proposal](#)

### Scheduling and Operations of Classes

- **Symptoms Screening:** Students are expected to follow the guidelines outlined in the Symptom Monitoring section above and are expected to monitor their symptoms and attest to daily symptom checks using the [COVID-19 screening checklist](#). They are expected to minimize the baseline risk of infection by adhering to the UNC Community Standards. All students are expected to complete COVID Preparedness Training that includes mask guidelines and donning and doffing PPE.
- **General Principles:**
  - The fall schedule was designed so each cohort of students will have a presence on campus at least weekly.
  - Remote access is available for all courses, except for those in which online learning is not feasible for the learning objectives (i.e., laboratory-based courses). Students who are not comfortable coming to campus may connect to courses remotely.
  - Capacity has been reduced for all classrooms to adhere to physical distancing guidelines (6 feet with mask).
  - Student cohorts will be in the same classroom all day when in the School buildings to prevent travel risks/exposure between classes.
- **Large Classes:** Due to physical distancing requirements, when a full cohort of students (~150 students) is on campus for class, the cohort will be divided between our two large classrooms in order to maintain the physical distancing guidelines.
- **Small Classes/Working Groups:** Some courses with lower enrollments will be taught remotely due to reduced room availability. Other courses may meet on campus, adhering to physical distancing requirements.
- **Laboratory:** Laboratory research and required coursework will continue for graduate students and professional students, adhering to physical distancing guidelines and reduced capacities, as required. If students are unable to come to campus for laboratory courses, the School will work with each student individually to identify a plan for completion of the course.

## Scheduling and Operations of Experiential Education

The Office of Experiential Programs developed an operational approach to Experiential Education during COVID-19 in April 2020 for each matriculated class in the program. The operational plan was developed for the entire experiential year (May 2020 – April 2021). The School has continued to align its approaches with all health professional schools on campus when returning learners to the clinical environment. We also connect monthly with all clinical sites scheduled to oversee our learners. This operational plan for each matriculated class includes the following:

- **Class of 2021:** Students commenced clinical experiences in May 2020. Prior to starting these clinical experiences, The School worked with University Legal to develop a waiver that all students signed to continue these experiences during the summer term. The School has been successful in progressing these students during the summer term (May-July 2020) and has followed all COVID-19 requirements of our clinical practice sites. For Fall 2020 and Spring 2021, we plan to continue our approach used for the summer term and have disseminated the University approved student attestations for returning to the clinical environment.
- **Class of 2022:** The School has demonstrated that all students in the Class of 2022 met the required experiential hours as mandated by the Accreditation Council for Pharmacy Education (ACPE) despite experiences in the Spring 2020 term being terminated early. The Office of Experiential Programs has sought approval from the Curriculum and Assessment Committee and plans to petition the Provost to waive the additional credit hours canceled this spring. Students returned to clinical experiences in August 2020. We are currently requesting that students complete University-approved attestations for returning to the clinical environment. Should a second phase of COVID-19 impact student placement this Fall, the School is prepared to prioritize those students who have not yet completed the minimum 75 hours in community or health system practice settings required by ACPE.
- **Class of 2023:** The School canceled experiences in the Summer term (May-August) in order to prioritize the Class of 2021 as we prepared for limited or no health system availability for the duration of the summer. The School is confident that students can meet the experiential hours as mandated by ACPE despite the cancellation of these experiences. The Office of Experiential Programs has sought approval from the Curriculum and Assessment Committee and plans to petition the Provost to waive the additional credit hours canceled this summer. The School plans to utilize the two subsequent clinical experiences outlined in the curriculum to meet the community and health system practice requirements outlined by ACPE. Should a second phase impact student placement in Spring 2021, the School is prepared to prioritize completion of a minimum of 75 hours in community or health system required by ACPE. We will use the Fall of 2021 to meet the remaining ACPE requirements for this cohort of students.

## Co-Curricular Activities

The Office of Curricular and Student Affairs has assembled a COVID-19 Co-Curricular Working Group comprised of students, faculty, and staff. The working group identified the need to sustain a vibrant,

engaging, and value-added co-curriculum in light of new UNC Community Standards related to COVID-19. As such, the working group has been meeting to develop a plan in targeted areas of interest and has created a project manager to re-position both student organization activities and the co-curriculum in general for our fall return to campus. Of particular interest are student organizations and co-curricular activities that have a heavy emphasis on community and/or clinic engagement with the public/patients.

The working group is focusing on a variety of areas. First, a co-curricular guidance document is being developed for student organization activities that require physical engagement in the community and/or clinic space. The guidance document will include expectations around maintaining UNC Community Standards in these spaces, details for reporting exposure, processes for attaining/distributing PPE for student organization activities, COVID-related training expectations, quarantining expectations, and best practicing for encouraging PPE for the public/patients in spaces not within UNC's purview. Second, a co-curricular attestation statement was developed and distributed to all students. The attestation sets expectations related to symptom monitoring, proper PPE protocols, exposure reporting, and training. Students were required to upload the attestation as an assignment in Sakai if they physically planned to attend class or engage in the co-curriculum. Third, a guidance resource for student organizations hosting in-person meetings on campus [was developed](#). This includes an overview of community standards, room capacity, types of meetings appropriate for in-person, and a listing of other areas on campus for in-person meetings. Fourth, a guidance document has been developed to share best practices for digitizing student organization activities that are appropriate for the digital environment. The focus of this document is developing strategies to make full use of technology to keep participants interested, engaged, and collaborative. Finally, a comprehensive plan around student organization recruitment activities for the Fall was developed for student leaders. The plan includes guidance for adjusted recruitment timelines, in-person recruitment events, virtual recruitment events, and other in-person activities.

### **Admissions (PharmD and PhD)**

Due to COVID-19, our ability to travel, interact with prospective students in-person, and host and attend traditional recruitment and admissions events both on- and off-campus is limited. As a result, we are focusing our efforts on digital recruitment and enrollment strategies for the Fall, with the hope we will be able to resume semi-normal operations in the spring. Our admissions processes will remain the same except for our interview days, which will be conducted virtually through the spring semester. The School will make every effort to simulate an on-campus interview day virtually via Zoom and will engage the entire School community to do so.

This past spring, we had the opportunity to conduct several PharmD interviews virtually. While we were able to successfully execute those interviews, we are looking forward to having more and better planning and training for virtual interviewing this cycle. Our candidates will have opportunities to tour the School virtually, connect with current students, and hear from staff and faculty at the School regarding all the School has to offer. If COVID-19 subsides, the School is planning to host visitation days in the spring of 2021 to accommodate an on-campus experience.

## **Global activities**

The Global Pharmacy Scholars (GPS) program is offered to PY4 students for international APPE rotations. Ten different partners and locations are offered to our students. These experiences are overseen by the Office of Global Engagement. Since March 2020 and through December 2020, these GPS rotations have been placed on hold. All students were relocated back to the US in March, and alternative domestic learning experiences have been provided for students through the end of the calendar year. The changes to the rotation schedules are completed in cooperation with the Office of Experiential Education, and communication to the preceptors occurs through their channels.

The Office of Global Engagement has decided to follow the guidance of the Study Abroad Office on when to resume these global learning experiences. Tentative back-up plans have been identified for those students who have international learning experiences scheduled from January-April 2021, and these changes will be made and communicated to the students at least 2 months in advance of departure. We will also be scheduling rotations for May 2021 to April 2022 in October, but we recognize that these students will not be traveling until the University and our international partners recommend it.

We have developed a new initiative to create global experiences locally in North Carolina. This new “global to local” experience has been framed out and will be implemented in the spring of 2021.

## Research Enterprise

### Research Enterprise Subcommittee

This subcommittee is charged with managing issues related to the research enterprise during the COVID-19 pandemic, including the temporary suspension of research activities, laboratory ramp-down, conduct of critical research activities, and resumption of research activities based on our laboratory reopening plans. Strategies for the successful continuation of research at full capacity in Fall 2020 is currently under consideration. The team is taking the guidance developed by the University into consideration and determines what measures will work best for our School (e.g., physical spaces, numbers of research personnel in labs, including students, types of laboratory and clinical research). The recommendations and updates from this subcommittee are discussed with the School's Operational Return Committee for inclusion in the School's Fall reopening plan. Team Members: *Kristy Ainslie, Stephen Frye, Craig Lee, Megan Roberts, and Arlo Brown. Reports to Kim Brouwer.*

**The Research Enterprise Subcommittee's guidelines for Fall 2020 are located on the School's Return to Campus website: [ESoP Guidelines for Operating a Safe Laboratory Environment](#) and [ESoP Guidelines for Human Subject Research](#)**

### Laboratory and Human Subjects Research Guidelines

Following the guidance provided by the Office of the Vice-Chancellor for Research, the Associate Dean for Research worked with faculty committees and the Associate Dean for Strategic Risk Management to develop guidelines for operating a safe laboratory environment. Separate guidelines were also developed for conducting safe human subjects research. As many of our research environments involve School of Medicine collaborators and shared facilities managed by the School of Medicine, the UNC Eshelman School of Pharmacy utilized the School of Medicine's implementation guidelines in an effort to harmonize "research return" across campus. However, minor adjustments were made to reflect changes in locations or specific research that fell outside of the School of Medicine's guidelines.

Each Principal Investigator (PI) has developed and updates, as needed, a "Return to Research Plan" that provides information on how their research team complies with University policies and School implementation guidelines. Plans are submitted to their Division Chairs for review, with final approval by the Associate Dean for Research. Each plan includes procedures for monitoring health and reporting onset of symptoms, wearing appropriate personal protective equipment including University-approved face masks, a description of how currently recommended 6-foot physical distancing will be maintained in the research environment (e.g., implementation of scheduled shifts, workspace arrangements), and details regarding adherence to specified sanitation and hygiene practices.

Each PI conducting human subjects research that cannot be conducted virtually is required to prepare a plan for their research personnel and workspace, and submit that for review and approval using the same process as described above. Elements of the plan include documentation of approval provided by either the School of Medicine or School of Pharmacy Clinical Research Review Committee, depending on the School affiliation of the PI/co-PI and the location of the human subjects research activities.

## Appendix 1: Resources and Reference

### Resources

- Carolina Together Website - <https://carolinatogether.unc.edu/>
- ESOP Return to Campus Website - <https://faopharmacy.unc.edu/return-to-campus/>
- CDC Guidelines for Colleges, Universities and Higher Learning - <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>
- The Science and Practice of Infection Prevention during the COVID-19 Pandemic with Dr. Sickbert-Bennett - <https://www.med.unc.edu/intranet/covid-19/the-science-and-practice-of-infection-prevention-during-the-covid-19-pandemic-with-dr-sickbert-bennett/>

### References for the Importance of Masks:

- Leung, NHL, Chu, DKW, Shiu, EYC, *et al.* Respiratory virus shedding in exhaled breath and efficacy of face masks. *Nat Med* **26**, 676–680 (2020). <https://doi.org/10.1038/s41591-020-0843-2>
- Wong SCY, Kwong RT, Wu TC, *et al.* Risk of nosocomial transmission of coronavirus disease 2019: an experience in a general ward setting in Hong Kong. *J Hosp Infect.* 2020;105(2):119-127. doi:10.1016/j.jhin.2020.03.036
- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>
- Radonovich LJ, Simberkoff MS, Bessesen MT, *et al.* N95 Respirators vs Medical Masks for Preventing Influenza Among Health Care Personnel: A Randomized Clinical Trial. *JAMA.* 2019;322(9):824–833. doi:10.1001/jama.2019.11645
- Offeddu V, Yung CF, Low MSF, Tam CC. Effectiveness of Masks and Respirators Against Respiratory Infections in Healthcare Workers: A Systematic Review and Meta-Analysis. *Clin Infect Dis.* 2017;65(11):1934-1942. doi:10.1093/cid/cix681
- Verma S, Dhanak M, Frankenfield J. Visualizing the effectiveness of face masks in obstructing respiratory jets. *Phys Fluids* (1994). 2020;32(6):061708. doi:10.1063/5.0016018
- Fischer EP, Fischer MC, Grass D, Henrion I, Warren WS, Westman E. Low-cost measurement of facemask efficacy for filtering expelled droplets during speech. *Science Advances.* 2020 Aug 7:eabd3083.

### References for the Importance of Physical Distancing:

- Chu DK, Akl EA, Duda S, Solo K, Yaacoub S, Schünemann HJ, El-harakeh A, Bognanni A, Lotfi T, Loeb M, Hajizadeh A. Physical distancing, face masks, and eye protection to prevent person-to-person transmission of SARS-CoV-2 and COVID-19: a systematic review and meta-analysis. *The Lancet.* 2020 Jun 1.
- Li W, Zhang B, Lu J, *et al.* The characteristics of household transmission of COVID-19 [published online ahead of print, 2020 Apr 17]. *Clin Infect Dis.* 2020; ciaa450. doi:10.1093/cid/ciaa450
- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
- <https://www.aappublications.org/news/2020/06/26/schoolreopening062620>

### References for Testing

- <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/ihe-testing.html>

## Appendix 2: Unit/Offices Return to Campus Plans

### **a. OFFICE OF THE DEAN**

#### **In-Office Procedures and Practices**

The office began on-campus operations on July 6, 2020.

#### **Before Returning to Office**

Before returning to the office, the following things should occur:

- Review the guidelines in the School's Return Plan for Fall 2020 and the UNC Roadmap
- All students, faculty, and staff should check symptoms before entering the Business Office at The Europa Center using the COVID-19 screening checklist.

#### **Returning to the Office**

##### **Logistics:**

- The Dean's office will follow the guidelines provided in the School's Return Plan for Fall 2020 and then UNC Roadmap.
- The office will be open from 8a – 5p, Monday-Friday.
- Personal Protective Equipment:
  - o Surgical masks will be available in the front lobby and must be worn when in common spaces.
  - o A large hand sanitizer bottle will be provided for each office.
  - o Disinfectant wipes will be available in the workroom (rm. 100S)
  - o The School/University will provide masks, hand sanitizer, and disinfectant wipes.
  - o Contact Allie if additional supplies are required or need to be restocked.
- Common areas:
  - o Guests will be asked to stand 3 ft away from the reception desk.
  - o Occupancies (maintain 6ft physical distancing):
    - Dean's Office Front Lobby: 3
    - Workroom: 2
    - Dean's Office Back Lobby: 2
  - o Cleaning Schedule: The following surfaces will be wiped down 3 times a day (8am, noon, 4:30pm):
    - Workroom: countertop, xerox machine buttons, refrigerator, microwave, Keurig, cabinet handles.
    - Front lobby: counters and chairs.
    - UNC housekeeping will be cleaning doorknobs to the office entrances/exits and hallway facing doors throughout the day.
    - Trash cans in offices will be emptied weekly. If you prefer your trash to be emptied daily or do not want housekeeping entering your office, please place your trash can in the hallway at EOB.
  - o Wayfinding: Traffic in both directions is allowable, but please be considerate and allow 6ft distance between persons.

- Each employee designated for on-site work will have space with a door or plexiglass protection for their individual use.
  - Door signs will be provided to help indicate if you are in the office and are available.
- Calendaring Recommendations:
  - Provide Allie/Sara outlook permission to view when you're busy.
  - If working remotely, mark calendars in the Fall to indicate days/times you are "working elsewhere".
- Staff should limit face-to-face meetings, and in-office communication should be by phone, email, or other electronic means.
- Any service workers entering the office will be required to wear a mask and sanitize hands before entering the office.
- No personal guests or children will be allowed in the office.

### **Meetings:**

- Meetings should continue to be held via Zoom or another virtual platform.
- The conference room cannot be reserved for meetings. Accommodations requests should be sent to Jason Martin at [jasonmartin@unc.edu](mailto:jasonmartin@unc.edu) and will be evaluated on a case by case basis.
- Meetings appropriate for an in-person visit:
  - Forms need to be completed, and a digital version is not available.
  - Training with a hands-on component.
  - An individual cannot participate virtually and contain meeting confidentiality (e.g., office is in open space).
- If meeting in-person, wear masks, and practice physical distancing.
- Allie will call the individual's office when a guest has arrived.

### **Workroom Coffee, Refrigerator, and Microwave**

- Only two people may be in the workroom at a time.
- Face masks and physical distancing are required.
- Everyone must wipe down common surfaces after use (counter, fridge, microwave, cabinet, Keurig).
- Keurig and Coffee/Tea – To reduce touchpoints, Allie/Sara will do the following using proper PPE and cleaning practices.
  - Provide a biweekly supply bag that will provide you with a stock of coffee, tea, creamer, sugar, soda, etc.
  - Refill the Keurig water from new water jugs purchased from the store. Please notify them when the water is low.
- Plate and/or utensils can be provided with a request to Allie. Please try to bring your own from home.
- To reduce touchpoints, the hot water urn and toaster will not be available for the foreseeable future.

## **b. EDUCATIONAL TECHNOLOGY**

### **Purpose**

The purpose of this document is to clearly define the expectations for returning to on campus work beginning on July 13, 2020.

### **Plan**

By utilizing physical distancing, split schedules and assigning half of the department to be on campus while having the other half provide remote support working from home, we will facilitate a safe environment with a minimum amount of social interaction while still providing on-site support. On-site workers will be required to wear masks while in shared public spaces. Remote workers and those not on primary shift assignment will be on the EdTech Zoom Support meeting and be expected to respond to FreshDesk tickets and assist on-site team with connections. EdTech Support Zoom will be connected to both Control Room codecs to facilitate communications between all staff members and ensure rapid response to requests for support.

### **Asheville**

The Asheville campus has two staff members that work alternating schedules. The morning Primary assignment will run from 7:30 am to 12:30 pm and then will have a single hand off for the afternoon shift, which will staff the Control Room from 12:30 until 5:30 pm.

- **James Joyce** will work in the AVL Control Room from 7:30 am until 12:30 pm, have lunch from 12:30-1:30 pm and then work from his office or from home from 1:30-4:30 pm.
- **Ben Halligan** will work from his office or from home from 8:30-11:30 am, have lunch from 11:30 am until 12:30 pm and then work in the AVL Control Room from 12:30-5:30 pm.

Preapproval is required to work from home.

When Ben Halligan goes on Paternity Leave and FMLA James Joyce will work 7:30 to 11:30 am, take a one-hour lunch and then work from 12:30-5:30 pm.

### **Chapel Hill**

Chapel Hill will operate with two staff members on-site per week and two working from home. This will alternate on a weekly basis. There will be no cross staffing between the two teams to minimize the chance of all department members becoming infected. The morning Primary assignment will run from 7:30 am to 12:30 pm and then will have a single hand off for the afternoon shift, which will then staff it from 12:30 until 5:30 pm.

#### **Chapel Hill Onsite Team A**

- **Chris Phippen** will work in the Chapel Hill Control Room from 7:30-12:30, have lunch from 12:30-1:30 pm and then work from his office from 1:30-4:30 pm.
- **Jeremy Smith** will work from his office from 9:00-11:30 am, have lunch from 11:30 am until 12:30 pm and then work in the Chapel Hill Control Room from 12:30-6:00 pm.

#### **Chapel Hill Onsite Team B**

- **Hector Montes** will work in the Chapel Hill Control Room from 7:30-12:30, have lunch from 12:30-1:30 pm and then work from his office from 1:30-4:30 pm.
- **Steve Kiesa** will work from his office from 8:00-11:30 am, have lunch from 11:30 am until 12:30 pm and then work in the Chapel Hill Control Room from 12:30-5:00 pm. If classes run late on certain days then Steve may need to adjust his schedule and stay until they conclude, which should be no later than 5:30 pm.

### **Work On-site Expectations**

Masks are required the entire time from the point of entry into the building. The only exception is when you are in your own office with the door closed. At all other times masks will be worn. Cloth masks of your own making are permitted. If you do not have a mask, the School will provide masks. Please note, masks with a valve on them are not permitted.

While on-site as much as possible staff members will minimize physical contact with others and stay in their office with the door closed. Communications with on-site staff members should occur via phone, email, Teams or Zoom. If on-site staff have a meeting, these should be conducted remotely via Zoom or Teams to minimize exposure and contamination risks.

### **On-site Primary Shift Assignment Expectations**

While on Primary shift staff members will be responsible for making sure connections are made on their campus. They alongside any Work Study Students will be responsible for handling all on-site support requests in person. To minimize exposure both Control Rooms will have their doors shut and no walk-in support requests will be taken. A sign will be placed explaining how to contact us via the EdTech Support Zoom meeting or the Control Room phone numbers (signage will be added to classrooms as well explaining this). If the Primary staff member must leave the Control Room, there will be no backfilling of the Control Room. Staff members are not expected to leave the Control Room unless they are providing on-site support or need to leave for a personal break. If the Primary has multiple simultaneous connections that require on-site support for their campus, they can enlist the assistance of the On-site secondary if they are available.

Members of staff at both campuses and remote workers should be prepared to make or support connections on all campuses in case staffing issues or excessive connections necessitate remote support from other staff members. This includes primary staff on both campuses to the other campus.

### **Cleaning Procedures for Primary Support Transition**

When the 12:30 pm shift changes happen in the TechCore/Control Room, the Primary Technician will wipe down all surfaces with a Clorox wipe. This will include the control desk, phone, AMX touch panel, computer keyboards, and mics. Once they have finished, they will communicate that they are leaving the Control Room and once they have left the afternoon person will come in and take over. The afternoon primary will wipe down with Clorox wipes before they leave to ensure the space is clean for the morning primary. While housekeeping will be coming through in the evening, we will not leave this up to them to clean.

### **On-site Secondary Shift Assignment Expectations**

While on campus, the secondary staff member will be expected to remain in their office whenever possible with the doors closed. They will also be required to stay on the EdTech Support Zoom to maintain contact with the Primary support person and other members of the team so that they can quickly verify your location and communicate with you if assistance is needed. If you need to step away, please let the rest of the Department know via the Personnel Status channel in Teams.

### **Marsico & GMB Support Requests**

Marsico and GMB rooms can be supported by the secondary on-site staff member provided they are not on their assigned lunch shift or that it would not interfere with primary shift assignment changes. These will need to be supported by the secondary. When booking the room, we should attempt to train the staff on utilization of the room during the first event or at another time to minimize the amount of on-site support needed due limited staffing. If the secondary person is not available to assist with this the primary should reach out to Jason Martin if he is on campus.

### **Work from Home Expectations**

While working from home all staff members will be on the EdTech Support Zoom call unless in another meeting. Cameras do not have to be on while working from home except during meetings. Additionally, all remote staff members will be responsible for FreshDesk tickets and will communicate requests that require on-site support to the on-site staff members. On-site Primary staff members may ask remote team members to assist with monitoring connections in large rooms with recorders/codecs and staff working from home will be expected to assist with these connections, especially if the on-site team has to perform on-site checks in smaller classrooms and meeting spaces.

If there are online only classes that run beyond the scheduled times, we may enlist remote staff members to adjust their schedules and provide remote evening support and coverage.

### **Time Frame**

This plan will begin on Monday, July 13, 2020. We will re-evaluate this collaboratively monthly and it will continue to evolve as the semester progresses.

## c. HUMAN RESOURCES

### In-Office Procedures and Practices

The Eshelman School of Pharmacy Department of Human Resources will begin a phased-in approach to return operations at The Europa Center beginning August 3, 2020.

### Before Returning to Office

Prior to returning to The Europa Center, the following actions must take place:

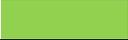
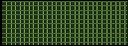
- Review the guidelines in the School's Return Plan for Fall 2020 and the UNC Roadmap
- All students, faculty, and staff should check symptoms before entering the Business Office at The Europa Center using the COVID-19 screening checklist

### Returning to the Office

- The Department of Human Resources will be practicing social and spatial distancing by operating under an alternating schedule at The Europa Center, while others continue to provide support remotely.
- Requirements while working at the Europa Center:
  - Personal Protective Equipment:
    - Masks are required from the point of entry into the building and throughout all shared spaces. The only exception to is when you are in a private office with the door closed. Cloth masks are permitted. The School will provide a mask to those that need one.
  - Spatial Distancing:
    - Staff must minimize physical contact with others as much as possible
    - Communication with on-site staff members should occur via phone, email, Zoom, or other virtual platforms
    - Six (6) feet of spatial distancing is required
    - Only one (1) person should be in the kitchen, supply room, work room, small conference room, and "chill room" at a time
    - The conference rooms should not be used for meetings
  - Cleaning:
    - Hand sanitizer and disinfecting wipes will be provided
    - Individuals are expected to disinfect surfaces and equipment after utilizing shared office spaces, kitchen equipment, conference rooms, or "chill room"
    - Housekeeping will be cleaning offices and emptying trash daily
  - Guests:
    - Personal guests will not be allowed in the office
    - Service workers entering the office will be required to wear a mask and sanitize hands before entering
    - If a meeting must occur in-person, wear masks, and practice spatial distancing
- Requirements while working at the Beard Hall Office
  - Employees utilizing the Beard Hall Office are required to follow the same guidelines as outlined above

- Employees should disinfect all surface areas and equipment after using in the Beard Hall Office
- Travel to the HR Beard Hall office is not expected at this time

**Employee Schedule**

	Monday	Tuesday	Wednesday	Thursday	Friday
 Remote					
 Europa					
 Half-day at Europa					
<b>Mac</b>	Europa	Remote	Europa	Remote	Europa
<b>Neeta</b>	Remote	Half-day at Europa	Remote	Half-day at Europa	Remote
<b>Nicole</b>	Europa	Europa	Remote	Remote	Remote
<b>Angela</b>	Remote	Remote	Remote	Remote	Remote
<b>Alekya</b>	Remote	Remote	Remote	Remote	Remote

## d. INFORMATION TECHNOLOGY

### Overview

ITSOP's customer base includes all *faculty, staff, students*, and users who may interact with those groups while conducting school business. To prepare to support these user communities safely upon their return to campus, ITSOP is revising our support model. The new support model will adhere to the guidance provided by UNC at <https://carolinatogether.unc.edu/> and by the school leadership at <https://faopharmacy.unc.edu/return-to-campus/>. Due to the fluidity of the pandemic, this support model is subject to change without notice; every effort will be made to communicate changes to this support model promptly.

### ITSOP/User Interaction Guidelines

*Until further notice*, ITSOP will adopt a *remote-first support model*. If deemed necessary after the initial remote troubleshooting session, ITSOP technicians may schedule a "walk-in" or in-office deskside support appointment with users. Below are the protocols for each category of support: (ITSOP reserves the right to deny or delay service if these protocols are not followed. We respectfully request that you do not stop technicians in the buildings for consultation.)

- **Remote Support:** Remote support will be the primary support mechanism for the remainder of 2020. The following protocol is the first step for all requests for assistance to ITSOP.
  - Users should email [itsop@unc.edu](mailto:itsop@unc.edu) with the following:
    - Brief description of the problem
    - Contact information, including phone
    - Timeslot Availability (i.e. 2-5pm today, 8-12 tomorrow)
      - \* omission of information will lead to a delay in appointment\*
  - Assigned technicians will schedule a remote appointment with users. If the users' available timeslot is not open, the technician will offer the closest appointment available.
  - If the problem cannot be resolved via remote support, the technician will schedule support in a clean room or an in-office deskside support appointment. Every effort will be made to prioritize the follow- up appointment
- **Scheduled support (Clean rooms):** If deemed necessary, an ITSOP technician will schedule an appointment for support in a designated "clean room" – these rooms will only be open for appointments scheduled by an ITSOP technician.
  - Beard Hall 203B for Faculty, Staff, and Students
  - Marsico Hall 4217

The following technician/user protocol should be followed for all appointments in a "clean room "

- Approximately five minutes before the scheduled appointment an ITSOP technician will wipe down the desk and chairs in the clean room with a disinfectant wipe
- Before the user arrives, the technician will use hand sanitizer and put on a mask and gloves.
- Users will arrive at the appointed time wearing a mask and gloves if gloves are not available users with use hand sanitizer upon arrival.

- The user will give the laptop/device to the technician at the door and wait outside of the door.
- The technician will use disinfectant wipes to wipe down the device.
- Once the technician is ready to troubleshoot the problem, they will invite the user into the room to sit in the designated user area.
- During troubleshooting, if it becomes necessary for the user to touch the laptop/device, the technician will move into a designated technician area first. The user will then interact with the device. The same process (in reverse) should be used when the user is done.
- Once a resolution is reached, the technician will move to the designated technician area and allow the user to take the laptop/device and exit the room.
- After the user has left the room, the technician will wipe down the desk and chairs and dispose of wipes and gloves into the supplied trash can.
- The technician will use hand sanitizer before leaving and locking the room.
- **Deskside Support:** If deemed necessary, an ITSOP technician will schedule an in-office deskside support appointment. The following technician/user protocol should be followed for all in-office deskside support appointments.
  - Upon scheduling an in-office deskside support appointment, the technician will add the protocol and the following statement to the calendar invite:
    - Please be aware that during in-office deskside support visits, ITSOP technicians and users are required to maintain the University's COVID-19 safety practices for social distancing, protective equipment, and cleanliness. If the technician or the users feels that safety practices are not being followed, they may delay or decline deskside support. Please email [davem@email.unc.edu](mailto:davem@email.unc.edu) if you have any questions.
  - Five minutes before the technician arrives, users should remove all clutter away from their computer. If wipes are available, users should wipe down all surfaces that the technician may encounter during the visit, and users should put on gloves or use hand sanitizer.
  - Technicians must bring hand sanitizer, disinfectant wipes, and wear a mask and gloves while traveling to/from and during an in-office visit.
  - Upon arriving at the in-office visit, the technician will inquire if the user has sanitized the equipment to be serviced if not, the technician will sanitize the equipment
  - Once the equipment is sanitized, the technician and user should maintain social distancing until there is a resolution of the problem.
  - The technician should dispose of gloves in an appropriate receptacle and use hand sanitizer upon returning to their workspace.

Please direct any questions to [davem@email.unc.edu](mailto:davem@email.unc.edu)

## e. MEDIA

### **Purpose**

The purpose of this document is to clearly define the expectations for returning to on campus work beginning on July 29, 2020.

### **Assumptions**

Working remotely during quarantine has demonstrated that MEDIA can perform its tasks remotely, apart from audio, photo, lecture, and video capture (see page two). As a safety precaution to team members and to the community at-large, team members are encouraged to work remotely with supervisor approval, and following the remote work guidelines developed by HR, IT, the School, and campus.

We will re-evaluate the schedule below collaboratively monthly and it will continue to evolve as the semester progresses.

### **Remote Work Expectations**

MEDIA will remain fully staffed, working remotely from 9am to 5pm. Team members have varying schedules, listed below.

- **Joel Floyd**, 8am-4pm, will continue remote work through September 30, and be available by email or phone. On return to on-site work, Joel will have the option to work remotely with supervisor approval.
- **Catherine MacAllister**, 8:30am-5pm, will be on-site beginning September 8, with the option to work remotely with supervisor approval. Catherine is on medical leave from August 4-7, and will be working part time from August 10-17. She returns full time on August 17.
- **Kevin Robinson**, 9am-5pm, will be on-site beginning July 29, with the option to work remotely with supervisor approval.
- **Jason Whitley**, 8am-4:30pm, will be rotating between remote and on-site work using a schedule developed with his supervisor. He will remain the primary liaison between the School's Asheville campus and MEDIA.

### **On-site Work Expectations**

While on campus, staff members will be expected to remain in their office whenever possible with the doors closed. The migration to separate offices has minimized risks to team members. The one exception is the shared space between Joel Floyd and Catherine MacAllister. Split schedules for on-site work for Catherine and Joel, and keeping a clean office space, will facilitate a safe environment with a minimum amount of social interaction.

### **Audio, photo, lecture, and video capture**

Kevin Robinson is the primary contact for Audio, photo, lecture, and video capture. Jason Whitley and Joel Floyd are secondary contacts.

- Kevin will be on-site, be it on campus or elsewhere, for photo and video shoots, and lecture and audio capture.

- Kevin will wear a mask and remain 6-feet away from clients who he's assisting.
- Kevin will wipe down all equipment with Clorox wipes before and before returning it to storage.
- Kevin is responsible for maintaining the cleanliness of the A/V equipment and the MEDIA studio, Beard 024.

## **Safety expectations**

### **Masks**

- On-site workers will be required to wear masks while on campus and in shared public spaces.
- The only exception to wearing a mask is when you are in your own office with the door closed.
- If you do not have a mask, the School will provide masks.
- Please note, masks with a valve on them are not permitted.
- Team members will minimize physical contact with others and stay in their office with the door closed.
- Communications, on-site or remote, should occur via phone, email, Teams or Zoom.
- If on-site staff have a meeting, these should be conducted remotely via Zoom or Teams to minimize exposure and contamination risks.

### **Cleaning**

- Team members are responsible for keeping their workspaces clean, wiping down their work surfaces with a Clorox wipe daily.
- Housekeeping will be coming through in the evening to empty trash and wipe door handles.

## f. OFFICE OF ADVANCEMENT

### Before Returning to Office

Before returning to the office following things should occur:

- Office Renovations must be completed (need the timeline for completion)
- UNC Movers will deliver furniture for office.
- Christopher, Terry & Jackie need to pack up old office (may need Heather to order boxes for packing) by June 30, 2020.
- All areas should be sanitized and cleaned per CDC requirements by Environmental Control before we re-enter the office (Heather)
- This return to work plan will be openly communicated to staff in order to facilitate discussion of concerns, flexible work plans needed, etc. (Annie/Jackie)
- Confirm additional daily cleaning and ongoing weekly office sanitizing by Environmental Control (Heather)
- Release the Mail Forwarding at the Post Office (Annie)
- Follow up with building manager to determine what is being done regarding cleaning or additional guidelines (Heather)

**Returning to the Office** (as guidelines change, we will update these guidelines)

### Logistics:

Out of an abundance of caution, we will use a 50% maximum employee density for the office until October 1, 2020 and reassess at that time about increasing. Decisions will be made gradually about increasing this number. There's plenty of information circulating about a resurgence of the virus in the Fall. Below is the recommended plan:

- Staff will be divided into 2 two teams with 3 staff members on a team (Team A and Team B)
- Only 1 team will work in the office at a time
- The A team would work Monday and Wednesday; Team B works on Tuesday and Thursday
- Teams will alternate working on Fridays. Therefore, office is covered M-F to receive mail and packages
- Leave mail for Heather to open until she is in the office.

### Health & Safety:

The main goal is to minimize health risk as we return to work. If anyone is uncomfortable returning to work or needs a different work schedule, they should discuss with Annie.

- **Self-check for symptoms daily.** Before leaving home for work each day, all individuals should [check for COVID-19 symptoms](#). **If you answer yes to any of the questions below, please do not attend work or other campus activities and contact your medical provider.**
- Anyone who is experiencing any symptom(s) indicated on the screening checklist must not come to campus. Instead, individuals with COVID-19 symptoms should contact the UNC Health Respiratory Diagnostic Center or the [University Employee Occupational Health Clinic](#) and act on the instructions received.
- All staff will be required to work in their individual office (preference with the door closed)
- Face masks will be required at all times, except when in your office with the door closed.

- Staff should sanitize their individual space/surfaces/doorknobs/keyboards/phones, etc. upon entering and leaving your office (CDC grade disinfectant and/or wipes will be provided).
- Staff should sanitize hands every time they enter the office and before exiting personal offices (due to use of the keypad and door handle which are considered high-touch points)
- Physical distancing of 6 feet is required while working in the office
- Increased cleaning & disinfection by Environmental Control will occur nightly (need to confirm) and EC will sanitize all surfaces weekly.
- Any service workers entering the office will be required to wear a mask and sanitize hands before entering the office. No guests or children will be allowed in the office.

### **Meetings:**

- The conference room should not be used for meetings
- Meetings should continue to be held by ZOOM
- Staff should limit face to face meetings and in-office communication should be by phone, email, or other electronic means
- If meeting in person, wear masks and practice physical distancing
- Travel and donor meetings: to the extent donors and staff are comfortable, staff may travel in-state or meet locally with donors. Meetings should include no more than 4 donors per staff member. Both parties will be required to wear masks and socially distance at least 6 feet apart. Meals should be avoided. Staff will take their own vehicles.

### **Common Areas:**

#### **Kitchen:**

- Only one person may be in the kitchen at a time
- All staff are required to wear face mask while in kitchen
- Staff will wipe down common surfaces after use (counter, fridge/microwave/ cabinet/sink handles)
- Until we reassess, staff will be asked to bring their own beverages from home.
- We will only utilize disposable plates, cups and utensils

#### **Printer/Supply Room:**

- Only one person may use the printer or be in supply room at a time
- All staff are required to wear face mask while in the supply room
- Wipe down surfaces after each use

#### **Restrooms:**

- **Follow up with building manager to determine what is being done regarding cleaning or additional guidelines.**

#### **Travel:**

- According to UNC System Guidelines, no out-of-state University affiliated travel is permitted unless pre-approved
- In-state travel must follow the University's standard travel guidelines
- Anyone traveling for non-business purposes out of NC must self-quarantine for 14 days before returning to the office

## g. DIVISION OF PHARMACOTHERAPY AND EXPERIMENTAL THERAPEUTICS

### In-Office Procedures and Practices

The office will begin on-campus operations on July 29, 2020.

- Some lab staff and faculty may have returned to operations earlier than this date. DPET faculty, staff, fellows, graduate students and affiliates are to follow return to campus agreements with their immediate supervisors/advisors.

### Before Returning to Office

Before returning to the office, the following things should occur:

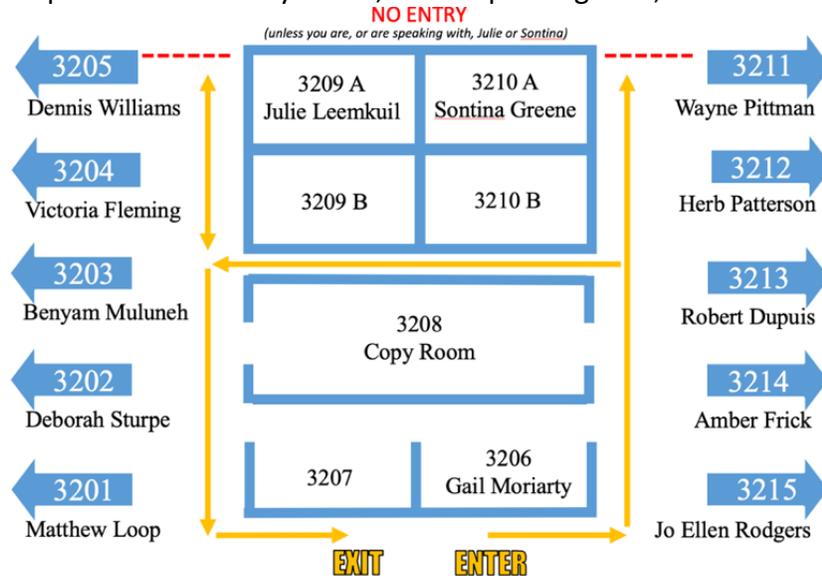
- Review and follow the guidelines in the School's Return Plan for Fall 2020 and UNC Roadmap.
- All students, faculty, and staff should check symptoms before attending on-campus activities and thought out the day using the COVID-19 screening checklist.
- Victoria Fleming has been identified as DPET's Community Protective Equipment (CPE) ambassador **for non-lab CPE needs**. Labs are to continue to submit the request form directly to [esopfinance@unc.edu](mailto:esopfinance@unc.edu).
  - Non-lab CPE orders will be placed every other week for supplies (3-ply face masks, hand sanitizer, Ethanol wipes, multi-fold paper towels). If you see that supplies are running low or you need additional supplies from this list, please submit your requests to Victoria.
  - A large hand sanitizer bottle will be provided for each office for those who will begin working on campus (please email Victoria to request a bottle)
- The School/University will provide masks, hand sanitizer, and disinfectant wipes in personal "Carolina Care Kits," beginning on August 10th through Victoria, DPET's CPE Ambassador.

### Returning to the Office Kerr

#### Hall Office Logistics:

- The office will be open from 8:00 am – 5:00 pm, Monday through Friday.
- Personal Protective Equipment:
  - Surgical masks will be available in the copier room at the center of the DPET suite and must be worn when in common spaces.
  - Disinfectant wipes will be available in the copy room (the container may not be removed)
- Common areas:
  - Occupancies (maintain 6ft physical distancing):
    - DPET office suite Front Entrance area: 2
    - Workroom: 1
    - DPET office suite hallways – maintain 6 ft physical distancing – do not congregate in hallways
    - Individual offices: 1 (unless office is large enough to accommodate physical distancing of 6 ft and face mask use for limited amount of time)
  - Cleaning Schedule:

- The following surfaces will be wiped down 4 times a day (8:00 am, 11:00 am, 1:00 pm and 4:30 pm):
  - Copier room: Countertops, Xerox machine, refrigerator, microwave, cabinet handles
  - Entry way and lobby area: tables and chairs
- Wayfinding:
  - There are directional signs throughout the DPET suite on the floor and walls. All traffic flow is counterclockwise upon entry and access to the two back cubes is prohibited unless you are, or are speaking with, Julie or Sontina.



- Individuals should limit face-to-face meetings, and in-office communication should be by phone, email, Zoom, or other electronic means.
- No personal guests or children will be allowed in the office.

### GMB Logistics:

- Surgical masks will be available on Suzie’s desk and must be worn when in common spaces.
- Paper reams are located in the cabinets outside of GMB 1024.
- If you need office supplies, contact Suzie Roth at [suzieroth@unc.edu](mailto:suzieroth@unc.edu).
- Wayfinding and Cleaning:
  - Please follow GMB signage for exiting and entering the building through appropriate doors.
  - Hallways between labs and offices are two-way traffic areas. Please respect promote social distancing by staying six feet apart.
  - Wipe down common surfaces before use (copier, counter, fridge, microwave, cabinets, and drawers). Sanitizing wipes will be kept in the cupboards outside of the door to the conference room GMB 1024.
  - For in-lab cleaning and wayfinding please refer to lab-specific guidance.

### Kerr Copier Room

- Only one person in the copier room at a time.

- Face masks and physical distancing are required.
- Individuals must wipe down common surfaces before use (copier, counter, fridge, microwave, cabinets, and drawers).
- At this time, **use of the Keurig is temporarily suspended** in consideration for the health and safety of all.
- Individually wrapped plastic utensils are available in the copier room for your convenience.

**Meetings (all locations):**

- Please note that the DPET suite no longer has an internal small conference room.
- Meetings should continue to be held via Zoom or another virtual platform.
- All room accommodations requests should be sent to Jason Martin at [jasonmartin@unc.edu](mailto:jasonmartin@unc.edu) and will be evaluated on a case by case basis.
- If meeting in-person, wear masks, and practice physical distancing.

**Helpful Resources**

- Be sure to read the communications from Dean Kashuba as well as the campus communications/announcements from the Chancellor's Office.

**Most of all, be safe and look out for your division, campus, and community neighbors**