



Academic Affairs &lt;academicaffairs@uncc.edu&gt;

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## Preparing for Return to Campus

1 message

**Academic Affairs** <academicaffairs@uncc.edu>

Thu, May 14, 2020 at 9:05 AM

To: deanscouncil-group@uncc.edu, SeniorStaff-Group &lt;seniorstaff-group@uncc.edu&gt;

Cc: deanscouncilassistants-group@uncc.edu, seniorstaffassistants-group@uncc.edu



## OFFICE OF ACADEMIC AFFAIRS

As indicated in the Human Resources memo on May 7, it is important that units begin to plan for the [phased reopening of campus operations](#). While we are currently in Phase 1 of the Governor's reopen plan, all Academic Affairs departments and units are asked to prepare for the future phases of reopening in the following ways:

**Determine your unit's plan for reopening** including but not limited to the following:

- Establish social distancing protocols in offices to maintain 6 feet of separation between individuals in all settings
- Reduce seating in common areas
- Create a phased return plan for employees including rotating work schedules or staggering arrangements to reduce the number of employees present at one time
- Outline accommodations for vulnerable populations and/or employees who wish to continue to work remotely
- Describe employee training for social distancing protocols
- Establish health and safety protocols to augment those provided by Building and Environmental Services including additional sanitizing of high-contact surfaces where appropriate (copy machines, lab equipment, door handles, etc.)
- Limit face-to-face meetings and gatherings to less than 10 people

You may wish to reference the American College Health Association's [guidelines for reopening campuses](#) as you think through an appropriate plan for your unit. You may use either the [Academic Affairs template](#) or the [Emergency Management template](#) to outline your plan for initial approval.

**Determine your unit's plan as it relates specifically to research** (if applicable); plans need to be submitted for each research area by the employee/faculty member responsible for oversight. Please reference the [Research Restart and Restoration Task Force](#) report and processes.

**Submit any requests** for sneeze guards, signage, or other items required to equip your unit using the [Emergency Management Social Distancing Supplies Request form](#). The institution will aggregate all the campus needs to make these initial purchases in bulk. Departments will be responsible for procuring and restocking disinfectant wipes and sprays and other daily sanitation items for office or lab use.

**Submit your unit's plan for reopening** to [academicaffairs@uncc.edu](mailto:academicaffairs@uncc.edu), please note plans within academic spaces should also be approved by the department chair and dean prior to submission to Academic Affairs. Upon divisional approval from Academic Affairs, you will then be asked to submit the approved plan to [Emergency Management](#) for institutional approval. No employee may return to work without manager permission, and no department or area may allow employees to return without completing, and receiving approval of, a plan that outlines social distancing and safety measures.

Additional details on campus reopening plans can be found on the [Emergency Management Website](#) including an evolving set of [FAQs](#).