

**MEMORANDUM**

TO: Deans, Directors and Department Heads

FROM: Warwick A. Arden, Executive Vice Chancellor and Provost   
Charles A. Maimone, Vice Chancellor, Finance and Administration   
Mladen A. Vouk, Vice Chancellor, Research and Innovation 

SUBJECT: COVID-19 Related Workplace Safety Expectations and Approvals

DATE: May 27, 2020

We all have an important role to play in implementing, following and modeling safe workplace practices. As part of NC State's community expectations throughout COVID-19-related operations, all employees are expected to practice established coronavirus related health and safety procedures and protocols at work as outlined in NC State's [Return to Work](#) guide and embedded links.

Safety measures - such as face coverings, physical distancing of at least six feet, and hand sanitation - are expected when employees are on campus. In certain areas and circumstances, more specific requirements may be approved. For example, areas where employees are required to wear an appropriate face covering include: food handling, preparation and catering services; maintenance and cleaning of public spaces; clinical settings or medical assistance personnel; laboratories or research-related facilities; and select Extension related activities.

**Any requests for personal protective equipment (PPE) or other safety requirements that go beyond the expected protocols outlined in the [Return to Work](#) guide and associated websites must be submitted for review and approval by completing the [PPE and Safety Requirements Special Circumstances Request Form](#).** Emergency Management and Mission Continuity, the Office of Research and Innovation, University Human Resources and/or other appropriate offices will provide consultation to help determine appropriate workplace safety standards, expectations and requirements. Outside of this process, units may not require PPE use or other safety standards that are more stringent than the stated university-wide safety procedures and protocols.

As scientific knowledge regarding the COVID-19 pandemic evolves, and government and public health officials issue new guidance, NC State will update its health and safety procedures and protocols as appropriate. Our top priority in all decisions remains the health, safety and well-being of our community.

Thank you, as NC State leaders, for adhering to and practicing the university's workplace safety expectations, and for doing your part to Protect our Pack.

cc: W. Randolph Woodson, Chancellor  
Sheri Schwab, Vice Provost, Institutional Equity and Diversity  
Marie Y. Williams, Associate Vice Chancellor, Human Resources