



University of North Carolina
Communicable Disease Mandatory Employees

UNC General Administration Mandatory Employees

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What is a “mandatory” employee?

A Communicable Disease Mandatory Employee is an employee who performs a function that is essential to the continuation of core University and General Administration operations during a public health emergency when UNC General Administration has closed or has suspended other activities.



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How was I selected?

You are a member of the staff whose duties:

- Include the maintenance or operation of General Administration and/or University systems or networks (i.e. Information Resources and Technology);
- Are essential to allow the ongoing operation of essential programs, including continuity in, or maintenance of, property, systems, services, or programs (i.e. Finance, Academic Affairs, Research, Human Resources); or
- Are essential for managing emergency response (i.e. Safety, Legal, Communications, Chief of Staff, etc.).



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What is expected of me?

When UNC General Administration has closed to usual activity due to a public health or communicable disease concern, you may be asked to:

- Work from home if possible, using network systems and programs for access, and regular emails and calls to remain in touch with your supervisor, customers and co-workers.
- Work in the office to access programs you usually use, to coordinate with other staff, and to ensure continuity in the critical functions of UNC General Administration.



What is my risk?

Until the specific communicable disease that is causing the closure of UNC General Administration is identified, there is no way to know what specific risks any of us would be facing.

In regards to pandemic influenza, you can assume that you are at no greater risk in the office than in any other environment. In fact, you may be at less risk because your face-to-face interactions with others will be limited.

However, if you are a person who is immunocompromised, has a chronic health condition, is pregnant, lives with a six-month old or younger child, or has another significant reason that you believe would make you unable to serve as a mandatory employee, please contact your supervisor and Human Resources immediately.



How can I reduce the spread of the flu?

The U.S. Centers for Disease Control and Prevention recommends that you avoid close contact with persons who are sick. During a General Administration closure due to influenza, you will be asked to remain at least six feet away from any other staff members. This may require that you alter your work space, work a staggered schedule, or work from home.

- Wash your hands frequently. Common hand-sanitizers (of at least 60% alcohol) are useful as well. Avoid touching your eyes, nose or mouth. Germs are often spread when a person touches something that is contaminated then touches his or her own eyes, nose or mouth.
- Practice good health habits. Get plenty of rest, be physically active, manage your stress, drink plenty of fluids and eat nutritious foods.
- Read the U.S. Department of Health and Human Services (DHHS) guide [“10 Ways You Can Stay Healthy At Work.”](#)



How can I prepare?

- Ensure you have appropriate IT access for your laptop or home computer in case you need to work from home.
- Maintain a list of key phone numbers, such as for your supervisor and co-workers.
- Arrange to have emergency child-care available should the schools in your area close.
- Prepare your home and family. See the DHHS pandemic flu [checklist](#).



How can I learn more?

- Read the CDC's "2009 H1N1 Flu (Swine Flu) and You."
- Visit the DHHS flu website at www.pandemicflu.gov.
- Read the "UNC General Administration A(H1N1) 2009 Pandemic and Communicable Disease Plan," which has already been provided to you.



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I still have questions. Who should I talk to?

Contact Mary Parrish in the office of Associate Vice President Brent Herron by emailing meparrish@northcarolina.edu.

She will answer your questions or direct you to the appropriate resources for your needs.