

COVID Talking Points for Supervisors -- Do's and Dont's

Subject	What a Supervisor SHOULD NOT say or ask	What a Supervisor CAN say and ask
Personal Health and Illness	<p>"You look sick - You need to go home." "Do you have COVID-19?"</p> <p>"If you have COVID symptoms, you have to go home."</p> <p>"Testing and self reporting are over now."</p>	<p>"You look like you are sweating/coughing/[name the observed action]. Are you feeling well enough to continue to work?"</p> <p>"Public health guidance encourages vaccinated individuals who show COVID symptoms to stay home and isolate for 5 days. If you think this applies to you, please follow the guidance. If you feel able to work, and can work remotely, you can do that. If you are unable to work remotely but feel able to work, or are feeling poorly and are unable to work, visit the UHR COVID Leave website to learn more about COVID Paid Administrative Leave." Note: Many people suffer from seasonal allergies or experience traditional illnesses. Public health guidance does not require COVID-19 <i>vaccinated</i> individuals to quarantine unless they are showing symptoms.</p> <p>"Weekly COVID-19 testing is no longer required for many of the previously identified groups, but it remains an available option to the campus community." "It is necessary to self-report a positive COVID test if you want to utilize COVID paid Administrative Leave."</p>
Physical Distancing	<p>"You can cancel the meeting because no one wants to meet in person."</p>	<p>"You can offer to schedule a teleconference or a video conference meeting in place of a face-to-face meeting."</p>

	<p>"Since there are no more physical distancing rules, everyone should be fine meeting in the room we always met in before/ going to eat together like we did before."</p> <p>"Since there are no more physical distancing rules, I am expecting everyone on the team to participate in our team lunch outings like we did before."</p>	<p>"While there are currently no physical distancing requirements, are you comfortable meeting in this smaller space, or should we find a larger room to spread out more?"</p> <p>We want to resume/continue engaging in activities that build and connect our team. Are you comfortable attending a team lunch off-site together or could we order in and eat together in a larger space where we can spread out more?"</p>
Personal Protective Equipment (PPE)	<p>"You don't need to wear a face covering.mask in here."</p> <p>"Why aren't you wearing a mask?"</p>	<p>"While face coverings are not required in this area, you are encouraged to wear one if you prefer."</p> <p>"This is an area in which face coverings are still required under NC State safety guidelines. If you do not have a face covering, you can obtain one [specify location] and return to this space. If you have an OIED approved exemption from wearing a face covering in this area, please provide a copy of that approval for my records."</p>
Work Schedules	<p>"Just because you had to work remotely during the pandemic, doesn't mean you can do it forever!"</p> <p>"You can't continue to work remotely. We need you to come back onsite to get the job done."</p>	<p>"As we have returned to full operations, we have considered the available options and are not able to approve your remote work request at this time." OR "As we have returned to full operations, we have limited the number of remote days for employees to ensure a balance of business continuity on- and off-site."</p> <p>"Your role serves a critical function to the university and is needed onsite at this time. We have utilized as much flexibility as possible to address your concerns and specific situation, but at this time we are requesting you to return to work onsite."</p>

"The pandemic is over and you need to resume your regular schedule."

"While there continue to be lingering affects of the pandemic on schools, busing, and/or caregiver responsibilities, we want to provide our employees flexibility to meet their personal needs and we must ensure that our business needs are successfully met."

OR

"I understand that you have safety concerns, but we need you to adhere to the work schedule that has been established. The university has carefully considered the health and safety of the campus community, has confirmed strong vaccination rates onsite, and has implemented guidelines that allow for individuals to exercise personal choice in wearing face coverings."