

To: All-Agency HR Directors <All_Agency_HR_Directors@nc.gov>

Cc: OSHR Leadership Team <OSHR_Leadershipteam@nc.gov>, "Bower, Ryan" <ryan.bower@nc.gov>

Subject: [External] Safety guidance for state employees

Dear Colleagues,

I am writing today to thank you for your hard work and exceptional dedication across state government. This is a challenging time for all of us, but we each play an important role in providing necessary resources to the people of North Carolina when they need them the most.

North Carolina has been consistently reporting an increase in COVID-19 positive cases and other concerning indicators. These recent concerns serve as a reminder that we all have an individual responsibility to protect those around us and reduce the spread of this virus. Consistent with the

Department of Health and Human Services recommendation to wear a face covering whenever you are in public: **All state employees who are able to do so are expected to wear cloth face coverings at all times while inside your agency worksites, unless you are alone in your office or personal space.**

State agencies are working to procure cloth and disposable face masks to distribute to employees. In the interim, employees are asked to use the face coverings they use on a daily basis when in public. Please follow the CDC guidance on appropriate cloth face coverings: <https://files.nc.gov/covid/documents/about/managing-overall-health/FAQs-Cloth-Face-Coverings.pdf>.

In addition to wearing a cloth face covering, science and data show that waiting six feet apart and washing your hands frequently are the most effective steps to protect those around us by controlling viral spread. We encourage all state employees to follow the Three Ws whenever you leave home. For information and resources, visit [NC.gov/COVID19](https://www.nc.gov/COVID19) or [NCDHHS.gov/COVID19](https://www.ncdhhs.gov/COVID19).

While we continue to encourage telework to the greatest extent possible, we recognize that many state employees must report onsite in order to perform their jobs. The Office of State Human Resources is working with all agencies and universities to support Safe Return to Worksites and resources are available on our website, [OSHR.nc.gov/safe-return](https://www.oshr.nc.gov/safe-return). Please review [COVID-19 Worksite Safety Information for Employees](#), which outlines expectations for wearing cloth face coverings, practicing social distancing and other key topics, and the



related [Safe Return to Worksites FAQs](#). We will continue to update this information to help keep employees informed.

If you have questions about how Safe Return to Worksites affects your situation, please contact your Agency Human Resources Office.

Sincerely,
Barbara Gibson
Director, Office of State Human Resources