



## COVID-19 Precautions & Safety Procedures

UNC Executive Development and The Rizzo Conference Center have incorporated additional safety measures outlined by the Center for Disease Control (CDC) to keep you, your accommodations, common areas, and the classrooms safe.

**The following precautions and procedures will be implemented by The Rizzo Conference Center:**

- Event spaces will be cleaned and sanitized during pre-event setup and nightly refreshes.
- Supply tables will be stocked with tissues, hand sanitizer, disinfectant wipes, masks, and gloves.
- Seating in meeting rooms will remain at regular capacity unless otherwise requested.
- All Break Station surfaces outside the meeting rooms will be cleaned and sanitized frequently.
- All buffet items will be self-service.

**All participants, staff, and faculty are to follow the guidelines below:**

- Based on University and local safety measures, participants are required to wear a face covering while in the classrooms and other indoor public places.
- Faculty will not be required to wear face coverings when teaching provided they have been vaccinated and are able to maintain a minimum spacing of 10 feet from participants.
- Disposable face coverings will be available as needed.
- Anyone who displays symptoms consistent with COVID-19 should not attend the program (screening checklist below).
- Wash your hands frequently or use hand sanitizer.
- Cover your nose and mouth when sneezing or coughing.
- Avoid touching your face.

**COVID-19 Screening Checklist:**

- Do you have **new muscle aches** not related to another medical condition or another specific activity (e.g. due to physical exercise)?
- Do you feel like you may have a **temperature of greater than 100.0°F**?
- Do you have **sore throat, runny nose and/or congestion** not related to another medical condition (e.g. allergies)?
- Do you have a **new or worsening cough** that is not related to another medical condition?
- Do you have **shortness of breath** that is not attributable to another medical condition?

- Do you have **recent (<5 days) loss of smell and taste?**
- Do you have new onset of **vomiting or diarrhea** not related to another medical condition?
- Have you had **recent close contact with someone who has tested positive for COVID-19?**

*If you answered yes to any of the questions, do not attend the program, work, or any other activities, and contact your medical provider and your UNC Program Manager and supervisor.*

**If a participant has a fever or COVID-19 symptoms (unconfirmed COVID-19) and they are on-site at Rizzo:**

All participants will be asked to complete the above self-screening prior to the session each morning. If a participant develops a fever or symptoms of COVID-19, the following process will begin:

- Participant will be asked to quarantine in their hotel room (meals will be delivered to their door with no staff interaction).
- Program Manager will help coordinate a visit to a local urgent care center and physician will send for a COVID-19 test as needed.
- While awaiting test results, Executive Development staff will work with program participants, staff, and faculty to ensure no individuals had close contact with the potentially infected individual. A close contact includes those within 6 feet of an infected person for more than 15 minutes when any person is not wearing a face covering. Close contacts of infected individuals will be asked to quarantine.

**If a participant has a confirmed case of COVID-19:**

- Executive Development staff will work with program participants, staff, and faculty to ensure no individuals had close contact with the infected individual. A close contact includes those within 6 feet of an infected person for more than 15 minutes when any person is not wearing a face covering. Close contacts of infected individuals will be asked to quarantine for 14 days after your last contact with a person who has COVID-19 and consider being tested for COVID-19.
- For any confirmed COVID-19 cases, the Rizzo Conference Center will need to shut down the affected classroom space for 24 hours to deep clean the space in accordance with CDC guidelines. Executive Development will work with the client to create a new program plan. This will not affect accommodations.
- Participant with COVID-19 will be asked to isolate in their hotel room (meals will be delivered to their door with no staff interaction) and follow any other prescribed medical advice.
- Contact tracing will be employed by Executive Development for any positive cases of COVID-19 in conjunction with the Durham/Orange County Health Department.
- Executive Development in partnership with healthcare providers will check in with the isolated participant to ensure their wellbeing and assist as needed.