

APRIL 2020

LABOR N.C.

For all NCDOL Employees

FROM THE COMMISSIONER

We are all concerned and anxious about the public health crisis the coronavirus pandemic has brought to our world and now our state. We have been forced to cancel or postpone annual conferences and meetings while we all strive to keep our distance from others and prevent the spread of the virus.

As we navigate this crisis, we will continue to follow the guidance provided by the N.C. Department of Health and Human Services and the Centers for Disease Control. All North Carolina government websites, including ours, have been updated with a link to the latest information about COVID-19 from DHHS. The page includes links to the CDC and other reliable resources along with contact information for county health departments.

In addition, ETTA has created an **A-Z topic page on our website about COVID-19** that might interest you too. The information includes a hazard overview, solutions, regulations and more.

The recent shelter-in-place orders announced in such counties as Mecklenburg, Orange and Wake, as written, did not apply to state government and until Friday, March 27, when the governor issued Executive Order No. 121, we were continuing business as usual. The governor's orders, which took effect Monday, March 30, was specific to state government employees and made changes to how we will operate moving forward.

By now your supervisor has likely explained your work status under the executive order, and Renathe Cotten, our Human Resources director, will continue to provide guidance to each employee during this time. Should you have additional questions or concerns as we navigate this period, do not hesitate contact Renathe who is available to assist you and provide guidance concerning any HR matters.

Another valuable resource that is available to all state employees is the N.C. Employee Assistance Program. This free program provides important resources for you or a dependent family member who may be overwhelmed by the COVID-19 situation. The program provides free webinars that can help you or a loved one through this public health crisis. See Page 4.

These are uncertain times, but I am confident that this dark cloud will pass, and we will all get back to our normal routines. Until then, each of us needs to do our part to practice safe personal interaction as recommended by the recognized health care professionals.

Cherie

EMPLOYEE NEWS

- Congratulations to Mike Saye, OSH West, for passing the Associate Safety Professional certification exam.
- Congratulations to Cory Dunphy, ETTA, for receiving the the Certified Safety Professional certification.
- Congratulations to Julie Martin, ETTA, for the completion of the Public Sector MESH certification.
- Our condolences to Kevin Beauregard whose mother, Mary Lorraine Beauregard, passed away on March 1.
[Link to obituary.](#)

NEW HIRES

- LaTara Barrow, OSH West, administrative associate, Winston-Salem
- Dennis Brown, Elevator and Amusement Device, inspector, Raleigh
- Madelyn Edwards, OSH East, OSH health compliance officer trainee, Raleigh
- Clarence Joye, OSH West, OSH safety compliance officer, Charlotte
- Christine Pirotin, OSH West, OSH safety compliance officer, Charlotte
- Denise Ball, Financial Services, A/P accounting manager, Raleigh
- Benjamin Teal, OSH West, OSH health compliance officer, Charlotte

PROMOTIONS

- Lori Burns, Wage and Hour, supervisor, Charlotte
- Andrew Ellis, Information Technology, business and technology applications analyst, Raleigh

SEPARATIONS

- Yvonne Hamilton-Thomas, OSH West, administrative specialist, Charlotte
- Darline Johnson, Human Resources, administrative associate, Raleigh
- Daniel Ruschak, Wage and Hour, investigator, Charlotte
- Gregory Westmorland, OSH East, OSHA safety officer, Raleigh

April Birthdays!

2 Marcia Page
3 Andrew Gunto
4 Jeffrey Mitchell
6 Bart Evans
9 Katharine Braak
9 Blair Byrd
9 Sam Kirkman

9 Mark Rasdall
10 Robert Olman
17 Rob Jacobson
19 Crystal Williams
20 Matthew Gruber
20 Erin Smith
20 Wesley Tart

23 Dean Johnson
26 LaTara Barrow
26 Jerrick Valerio
27 Chuck Murdock
28 Leaton Jones
29 Merville Forrester
29 Crystal Stallings
29 Jill Warren

INSIDE NC LABOR



Be sure to check out NCDOL's *Inside NC Labor*, a podcast designed to inform and educate North Carolina citizens on the role that the Department of Labor plays in state government.



Episode 33 (top) features Wanda Lagoe, ETTA, as she covers the OSH events we will be promoting in 2020.

Episode 34 features the Communications Division and OSH Director Kevin Beauregard discussing COVID-19 and available resources pertaining to the novel coronavirus pandemic in the format of a public service announcement.

Inside NC Labor is now available on YouTube, Spotify, Apple Podcasts, Anchor and Google Podcasts.



"Struck-by and caught-in-between are huge ... we're focusing in on that."
-Wanda Lagoe, ETTA



Coping with COVID-19

By Terri R. Harris, Human Resources

This is certainly a unique and stressful time for our employees who are trying to adapt to the coronavirus outbreak and finding ways to stay safe and healthy while trying to keep up on their job responsibilities. Working remotely may have seemed like a great idea initially, but shifting to a new home office may bring challenges that you may not have considered. Your new work space is probably multi-functional by now, consisting of a home office (or two), home school, home daycare, home cafeteria, and a home.

There are also challenges for our employees who continue to go into work and are not working remotely. Normal office activity and resources may decrease, which may translate into feelings of isolation, low morale and reduced productivity.

In either case, stay in communication with the members of your work team, develop new ways to stay organized and motivated, use devices to have face-to-face interactions, and stay healthy and safe.

Our employee assistance provider, McLaughlin Young Group, has many resources, articles, and counselors available to keep your spirits up and staying productive during the outbreak. Please see those resources on the next page. Take care and stay well.

Keep Calm and Carry On

Maintaining Your Composure Amidst the Pandemic Panic

WEBINAR

- Strategies to tackle feelings of anxiety and stress
- Practical techniques for working from home
- Ways to address signs of panic in the workplace
- When to reach out for further help and support

Available starting March 21

www.mygroup.com > My Portal Login > Work-Life >

Username: nclabor

Password: guest

Toll-free: 888-298-3907



a service of the N.C. Employee Assistance Program



What's New @ Your Library

Online Resources

- **Grease Trap Hazards.** OSHA Hazard Bulletin.
- **National Grain Safety Week.** (April 13–20).
- **National Work Zone Awareness Week 2020.** (April 20–24).
- **Safety+Health.** Official Magazine of NSC Congress and Expo. (March 2020 issue.)
- **UUA 10 Myths Digging Flyer.** Association of Equipment Manufacturers flyer.

New Periodical Issues

- *Bulletin* (Winter 2020). National Board of Boiler and Pressure Vessel Inspectors, 2020.
- *Safety+Health* (March 2020). National Safety Council, 2020. *Donated by Wanda Lagoe, ETTA.*

New Books/Consensus Standards

- *CSHO Code Finder: OSHA 1910 Subpart S-1926 Subpart K to the NEC and NFPA 70E* (TK152 .C75 2018). John “Grizzly” Grzywacz Inc., 2020.
- *Información Sobre Seguridad: Temas Industriales Generales.* NCDOL-OSH/ETTA, 2020.
- *Prevention of Fire and Dust Explosions from the Manufacturing, Processing, and Handling of Combustible Particulate Solids* (NFPA 654-2020). NFPA, 2019.
- *Risk Pack Standards* (ANSI/ASSP Z690.1-3 and TR-31004-2014). ASSP, 2011-2014.

Online COVID-19 Resources

- **2019 Coronavirus.** New NCDOL OSH Safety/Health webpage.
- **COVID-19.** Short videos offered by the CDC.
- **COVID-19 or Other Public Health Emergencies.** USDOL-Wage and Hour Division page.
- **Coronavirus Disease-2019.** New NIOSH webpage.
- **Coronavirus Disease Prevention Tips.** Short video produced by JER HR Group.
- **Employers Will Play an Important Role in Controlling the Spread of COVID-19.** New Washington State Labor & Industries hazard alert.
- **Guidance on Preparing Workplaces for COVID-19.** New OSHA publication.
- **Handling Coronavirus in the Workplace.** JER HR Group webpage.
- **Keeping the Workplaces, Homes, Schools ... Safe.** CDC Document.
- **Prevent Worker Exposure to Coronavirus (COVID-19).** New OSHA Alert.
- **Protecting Yourself Against COVID-19 and Other Contagious Illnesses.** New video available via the Training Network NOW (subsidiary of JER HR Group). NCDOL staff may contact the library at dol.library@labor.nc.gov to request their registration as a Training Network NOW user which will allow access to hundreds of other safety/health and HR related streaming videos. Please keep in mind that there are only about 25 seats currently available.
- **What Government Functions—Other Than Schools—Are Starting to Close?** Article on governing.com.
- **With COVID-19 Gripping the Globe, NFPA Offers Resources ...**



Archiving Records for Commissioner Berry's Term

By Jill Cramer, General Counsel

In cooperation with Department of Natural and Cultural Resources, the State Records Center, also known as State Archives, has established a program for the selection and preservation of agency records considered essential in the operation of government and for the protection of the rights and interests of citizens. In 2017, they created the Functional Schedule for North Carolina State Agencies. **You may find information regarding this schedule online.**

Because Commissioner Berry is not running for re-election, it is important for each bureau and division to properly archive all documents that should be preserved according to the functional schedule. Please carefully review the functional schedule that was previously provided to you by Carla Rose, the chief records officer for NCDOL, as it applies to your division or bureau. We strongly recommend that you begin working on archiving documents in the immediate future as it may be a time-consuming process. Carla will be glad to provide guidance on any interpretation of the functional schedule for specific public records, provide guidance on the appropriate storage of public records, and assist you with questions relating to the transfer of agency records to the State Records Center. She can also assist you with securing authorization from State Archives for destruction of records that may have been temporarily stored at the State Records Center, but which have now met their retention requirements.

Carla has previously coordinated meetings with State Archives for individuals within NCDOL who had specific questions about documents. Please let her know if you are in need of additional assistance, and she will be glad to work with you, and the government records analyst assigned to NCDOL, to coordinate a meeting.



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Inside NC Labor



Follow Us!

TIME FOR SOME SPRING CLEANING...

2020 SILENT AUCTION



Do you have a delicious recipe that everyone loves? Are you crafty? Do you have an item at home that someone else might love? Donate to the Silent Auction!

ITEMS CAN BE SUBMITTED FOR AUCTION ON APRIL 1

Be on the lookout for an email with more details!

Questions? Email Sarah Carr at sarahcarr.barnes@labor.nc.gov

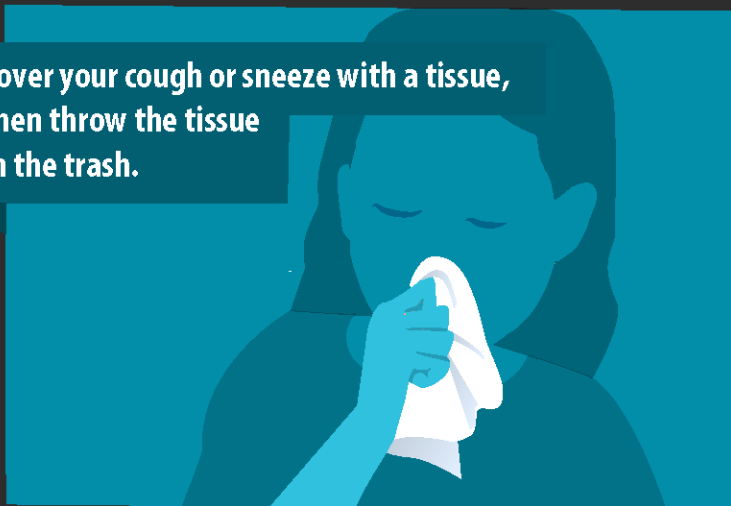
STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.

