



Nebraska Unions COVID-19 Staff and Department Response Manual



NEBRASKA UNIONS

Updated - January 2021

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Introduction

COVID-19 has completely changed the world around us and how the Nebraska Unions can provide physical and virtual opportunities to build community on campus has been greatly impacted. Guidance for safely operating the Nebraska Unions is provided by a number of local, university, state and national sources:

- The Centers for Disease Control and Prevention (CDC) has provided guidance for [reopening public spaces](#) as well as guidance on [safely operating institutions of higher education](#).
- The [Department of Health and Human Services](#) is in the process of monitoring COVID-19 for the state of Nebraska and provides guidance on testing with local and federal partners, and providing guidance and resources to prevent, detect and respond to the occurrence of COVID-19 cases in Nebraska.
- The University of Nebraska and Nebraska Medicine have developed a [Higher Education COVID-19 Pandemic Recovery Guide](#) to aid the University of Nebraska-Lincoln and the Nebraska Unions COVID-19 recovery management strategies.
- The [Lincoln Lancaster County Health Department](#) (LLCHD) is providing local guidance on COVID-19 from a county and city of Lincoln perspective.
- University of Nebraska-Lincoln Student Affairs has developed a [Workplace Guidance](#) document with the aim of providing guidance for Student Affairs staff members.

Active planning and preparation utilizing these resources have led to the development of the operational plans and processes with two overarching goals: (1) providing a safe environment for Nebraska Unions staff, departments, vendors, and users of the Nebraska Unions by minimizing risks associated with COVID-19 and (2) carefully adhering and following CDC, state, and local policies, guidelines, and principles.

In order for these priorities to be successful all individuals associated with the Nebraska Unions must work together, maintain an open dialogue, and be flexible. Additionally, this document is intended to be fluid and will require adjustments and changes to policies/procedures, likely with limited notice, as the response to COVID-19 continues to evolve.

General Operating Policies and Procedures

Spring 2021 COVID Testing and Safer Community

Beginning in January 2021, the University of Nebraska-Lincoln will be requiring university community members (students, faculty, and staff) who are on campus to participate in a [mandatory saliva-based COVID-19 testing program](#). This mandatory testing is intended to create the safest possible environment for in-person classes and activities. Program participants in Nebraska Unions or attending campus events will be required to verify campus access via the Safer Community App ([Apple](#) or [Android](#)) or the [Safer Community UNL webpage](#) upon request. Individuals not participating in the required campus testing program (non-UNL members) will not be required to verify campus access.

Safer Community Verification in Student Affairs Facilities

University community members (students, faculty, and staff) are required to participate in the [mandatory saliva-based COVID-19 testing program](#) during the spring 2021 semester. Individuals attending events in the Nebraska Unions will be required to show "Access Granted" status upon entering events. Additionally, individuals may be asked to show "Access



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Granted” while in Nebraska Unions facilities. If a UNL Community member does not have “Access Granted” when requested, the follow procedures will be followed.

1. Ask if the individual if they have forgotten to complete their required testing.
 - If the individual has forgotten, encourage them to use the Safer Community App to schedule a test.
 - If the individual says they have completed it, refer them to:
 - o Safer Community app support documentation, which is updated frequently. The documentation contains information and workarounds for known bugs and problems. You can view the Safer Community app support documentation online.
 - o For additional assistance with the Safer Community app, please contact the Information Technology Services Help Desk by email (support@nebraska.edu) or by phone (402-472-3970).
2. If the individual says they have not tested and they don’t intend to comply,
 - Gently remind the individual that their non-compliance is a violation of the university requirements.
 - o For a student, not complying with the required testing is a violation of the Student Code of Conduct and can be reported to the Office of Conduct & Community Standards.
 - o For a staff member, a report can be made to Human Resources.
 - o For a faculty member, a report can be made to Academic Affairs.
 - Remind them that they will not be able to access services or buildings until they have completed this requirement.
 - Let them know they are welcome back when they have the “Access Granted” card in the Safer Community App.
3. If the individual fails to comply or leave the building/space/environment immediately and becomes angry, follow these de-escalation tips:
 - Maintain a safe distance (6 feet physical distance)
 - Use active listening that allows the individual to express their feelings.
 - Acknowledge that you understand the point of view then restate the policy and explain it is for the health and safety of the university community.
 - Agree that it is a fluid situation but that at this time this is the university’s policy. Remind them this is temporary – they will not need to do this for the rest of their lives.
 - Use a tone that communicates understanding; lower your voice and stay calm.

If the situation escalates and the individual’s behavior becomes a verbal or physical threat or the individual becomes combative, contact University Police. It is important to communicate to the individual that you are calling UPD because their behavior has become threatening to you and those around them.

Physical Distancing Measures

6-Foot Physical Distancing Guidelines - The Nebraska Unions will closely adhere to [CDC](#) and [Nebraska Department of Health and Human Services](#) guidelines and recommendations regarding physical distancing – minimum of 6 feet between individuals whenever possible. All university activities, wherever they are performed (classrooms, labs, research facilities, extension offices, etc.), are expected to maintain physical distancing requirements of 6 feet between participants unless an exemption has been approved in advance. Physical distancing must be practiced even when facial coverings are also being used.

Service Area Plexiglass - Plexiglass barriers will be used at all point of sale locations, reception desks, and high traffic areas where social distancing is difficult.



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Common Area Furniture - Common seating areas (lounges and food courts) will be modified to meet or exceed current directed public health measures. Furniture should not be moved. When feasible, all common area furniture that has fabric and surfaces that are not conducive to frequent disinfecting will be removed and stored.

Traffic Flow Monitoring - Social distancing controls (floor stickers, stanchions, etc.) will be at all Nebraska Unions vendor locations to manage line queuing and traffic flow. Traffic flow measures (one-way traffic) will be created, denoted by floor tape and appropriate signage to help control high traffic areas and maintain social distancing as required.

Nebraska Unions Departments and Offices - In Nebraska Unions department and office areas, all workstations will maintain a minimum distance of 6 feet. When not possible, Plexiglas or other barriers in workspaces will be installed to create a physical divide between individuals. If more than one person is in any room, facial coverings should always be worn by all staff members. Facial coverings are not required if you are working alone in a confined office space, but partitioned work areas are considered open environments.

Elevator Usage – Individuals in Nebraska Unions facilities are encouraged to avoid elevators and use the stairs whenever possible because stairs are open areas. Individuals using the elevator, should wear facial coverings and avoid touching the elevator buttons with exposed hand/fingers, if possible. Individuals should wash your hands or use alcohol-based hand sanitizers upon departing the elevator or using railings in stairwells.

Facial Coverings

The [CDC recommends](#) wearing cloth facial coverings in public settings where other social physical distancing measures are difficult to maintain, as cloth facial coverings may slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. An overarching principle to which the University of Nebraska–Lincoln ascribes is that Every Person and Every Interaction Matters. The Nebraska Unions will closely follow the [UNL Policy on Face Coverings](#) and the [Lincoln Lancaster County Directive Health Measure](#) requiring all individuals over the age of five years old to wear a face covering and encouraging the use of face covering for ages 2-4 years. Additional information on facial coverings on the UNL facial covering policy, including exceptions, what constitutes a face covering, requesting alternatives, and other information can be found [here](#).

Facial Covering Compliance

If someone enters Student Affairs auxiliary spaces (the Nebraska Unions, the dining centers, a residence hall, Campus Recreation, etc.) without wearing a face covering or takes off the face covering once in the space, staff should take the following steps:

1. Inform the person of the face covering requirement of all individuals while on campus and ask them to please wear the face covering.
2. If the individual if they have forgotten or needs a face covering.
 - If the individual has a face covering and forgot to put the facial covering on, give the individual an opportunity to put it on and thank them for being a great community member!
 - If the individual doesn't have a mask, either provide them a disposable mask or direct them to the Bookstore where they can purchase one.



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3. If the individual says they don't have a mask and they don't intend to wear one, remind them that it's university policy, review the requirements and explain the reason for the policy: healthy and safety of our community is our number one priority. Ask the individual to comply and offer them a disposable mask.
4. If the individual does not want to comply, kindly ask the individual to leave the space/building/environment immediately.
 - Gently remind the individual that their non-compliance is a violation of the university requirements.
 - o For a student, not wearing a facial covering is a violation of the Student Code of Conduct and can be reported to the Office of Conduct & Community Standards.
 - o For a staff member, a report can be made to Human Resources.
 - o For a faculty member, a report can be made to Academic Affairs.
 - Let them know they are welcome back when they are prepared to follow University policy.
5. If the individual fails to comply or leave the building/space/environment immediately and becomes angry, follow these de-escalation tips:
 - Maintain a safe distance (6 feet physical distance)
 - Use active listening that allows individual to express their feelings.
 - Acknowledge that you understand the point of view then restate the policy and explain it's for the health and safety of the university community.
 - Agree that it's a fluid situation but that at this time this is the university's policy. Remind them this is temporary – they will not need to do this for the rest of their lives.
 - Clarify that the benefit of wearing facial coverings in public isn't to protect *them* from getting sick. It's to protect others from exposure if they are sick or an asymptomatic carrier. Suggest that instead of seeing it as an infringement on their freedom, consider it the simplest, easiest act of kindness that they can do every day for others.
 - Use a tone that communicates understanding; lower your voice and stay calm.
6. If the situation escalates and the individual's behavior becomes a verbal or physical threat or the individual becomes combative, contact University Police. It is important to communicate to the individual that you are calling UPD because their behavior has become threatening to you and those around them.

Food Service

The Nebraska Unions will follow the latest [DHHS Directed Health Measures](#) and guidance from the Lincoln Lancaster County Health Department as it applies to restaurants and dining seating.

- In-person dining will be available, but tables and chairs in spaces intended for dining will be rearranged to limit the number of people seated at any one table to a maximum of 8 individuals and to create 6 feet of physical distancing between tables.
- Queuing lines will be created with 6 foot physical distancing spacing.

Hours of Operation

Due to staffing restrictions, directed public health measures, or other causes hours of operation may need to be adjusted. The Nebraska Unions will attempt to provide a minimum of two weeks' notice if reduction of hours is necessary.



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Student Organization Offices & Storage Locations

The Nebraska Unions will follow the allocated space recommendation from Union Board and work to transition spaces at the beginning of the academic year. Groups with changing allocated space from the 2019-2020 academic year must have their spaces empty and moved out by 5 pm on Friday, September 4. Groups moving into new spaces will be able to move in beginning at noon on Monday, September 21.

Groups with office space must follow additional safety precautions designated by the Nebraska Unions. The users must adhere to the following safety standards:

- One person may be in the office without a facial covering.
- When two or more people are in the office at time, all individuals must wear a facial covering at all times and maintain 6 feet of distance from others.
- Each office will have a maximum occupancy posted. Groups must adhere to maximum occupancies and not have more individuals that permitted in the office space at any given time.
- Users must use a disinfectant to wipe down surfaces in the office when finished with each use. - It is recommended that groups with offices use their space primarily for storage during the fall semester.

The safety measures are in place until further notice. The Nebraska Unions will provide guidance should any policies change. Groups failing to follow these, and previously established facilities usage guidelines, may forfeit their assigned space for the remainder of the 2020-2021 academic year.

Building Maintenance Request System

Building maintenance requests should be made using the online facility service request form located on the Nebraska Unions website: <https://unions.unl.edu/maintenance-requests>. This includes requests for COVID-19 related accommodations.

Facility Operational Plans

Engineering Facility Controls

HVAC controls in all buildings will be set to balance occupant comfort and adequate introduction of fresh air in accordance with ASHRAE standards. Based on these standards, consistent standards have been developed for all Student Affairs Auxiliary Facilities, including Nebraska Unions facilities. Area managers will evaluate systems individually, implementing as many of the standards as possible within specific building controls. Auxiliary maintenance areas will continue with regular air handling maintenance (e.g., cleaning, inspection, filter changes, etc.).

Hygiene Prevention Strategies

Hand Sanitizer – Nebraska Unions facilities will provide hand sanitizer upon entry, in high traffic areas of all buildings, and in university department offices.

Hygiene Promotional Signage - Increase signage and availability of handwashing facilities and hand hygiene products in Nebraska Unions facilities. Signage will be posted at entrances of facilities indicating pathways, positions for standing, waiting, etc., where applicable.



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Facilities Risk Minimization Strategies

The following strategies will be enacted until further notice to address potential risks from COVID-19:

- Nebraska Unions will ensure handwashing facilities are fully stocked and operational.
- At touchless handwashing stations, bottled hand soap pumps will be provided in addition to automatic soap dispensers.
- In restroom facilities, automatic hand dryers will be turned off, additional paper towel dispensers will be available, and stalls/fixtures may be temporarily taken offline to allow for physical distancing requirements.
- High-touch items that can be removed (common pens, magazines in lounges/lobbies, business cards, etc.) will be eliminated from all Nebraska Unions facilities.
- Frequently touched items in Nebraska Unions facilities (doors, cabinets, etc.) will be evaluated and when feasible no/reduced touch options such as door removal, card access, foot-operated door pulls, etc. will be implemented.

Custodial and Sanitation

Nebraska Unions Operations Staff Procedures – Nebraska Unions operations staff will adhere to the following processes and procedures:

- All staff will receive training on proper hand washing techniques, respiratory etiquette (cough and sneeze protection), refraining from touching their face, social distancing practices, how to properly don and doff and care for facial coverings, and instruction not to report to work if they are ill or advised to self-quarantine or self-isolate.
- Upon entry to a Nebraska Unions location in need of service, staff must wash their hands or use hand sanitizer if hand washing facilities are not available. Staff will also wash hands immediately prior to leaving the service location (or use hand sanitizer if hand washing facilities are not available). Staff will also remind room occupants of social distancing etiquette and ask that they remain a minimum of 6 feet away while service is being conducted.
- To the extent possible, service calls will be scheduled when occupancy is low or non-existent.
- Staff will use a disinfectant to wipe down surfaces that they encountered if they are common-touch for the normal occupants of the space after completing service and before exiting the area. Staff will be instructed to avoid touching any surface unless necessary to conduct their work.
- Staff will use a disinfectant to wipe down any common use tools before making them available for others to use.
- Staff will wash their hands immediately after removing their facial covering.
- Staff will maintain 6 feet of distance from others while conducting work, unless otherwise authorized by their supervisor. When the work requires two or more individuals and 6 feet of distance cannot be maintained between workers, a work plan must be developed and approved by their supervisor. The work plan shall implement feasible risk reduction strategies, examples of which may include utilizing mechanical assistance, avoiding body placement that results in direct face-to-face configuration, planning the work in a manner that minimizes the amount of time that two or more workers are separated by less than 6 feet of distances, utilizing temporary barriers between workers, etc.



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General Cleaning and Disinfecting – Cleaning and disinfecting frequency will be increased in accordance with [CDC guidelines](#). Nebraska Unions staff will closely monitor and strive to disinfect the following areas as frequently as possible during building operating hours:

- Public space high touch point surfaces (doorknobs/handles/crash bars, hand rails, elevator buttons, touch screen kiosks, hand sanitizer stations)
- Restroom high touch point surfaces (faucet & hand dryer knobs/handles/buttons, stool & urinal flush handles/buttons, stall locking mechanisms, doorknobs & handles, paper towel dispensers).
- Public space/Lounge furniture (tables, chairs, stools, benches)

Department Cleaning and Disinfecting – General Areas – Departments within the Nebraska Unions will be provided with UNL produced hand sanitizer and spray bottle disinfectant. Departments will be encouraged to disinfect the general areas in their offices as needed throughout the day. Requests for re-fills of hand sanitizer and/or disinfectant, please submit a [Facility Service Request](#).

Department Cleaning and Disinfecting – Offices - To limit contact in individual office spaces, the Nebraska Unions office cleaning will be limited to an as requested basis. The following will apply:

- Individual office cleanings can be requested through the Nebraska Union Facility Service Request system. Staff are encouraged to disinfect their personal office spaces on a regular basis with the resources provided.
- Trash and recycling that need to be emptied can be placed outside of the staff members office door for removal.

University Vehicle Usage

To the extent possible, use of vehicles should be limited to one occupant. After use, internal surfaces shall be wiped with disinfectant before making them available for others to use. Surfaces to be wiped include the steering wheel, controls, armrests, door handles, etc. Staff that have a need to have more than one occupant in a vehicle must obtain approval from their supervisor and observe the following precautions:

- Wearing of facial covering.
- If weather permits, opening windows.
- Limit the time of shared occupancy in the vehicle to 15 minutes or less, unless otherwise authorized by your supervisor.

Husker Bowling Center Operations

In addition to general Nebraska Unions COVID risk minimization strategies, additional safeguards have been put in place to limit potential exposure with the Husker Bowling Center operation during open bowling at the Nebraska East Union. Additional, open bowling center precautions:

- Group size will be limited to no more than 6 people per lane.
- During open bowling, every other lane will be left empty to allow groups to spread out and separate from other groups.



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- Balls and shoes provided by the Husker Bowling Center Staff will not be self-served and must be requested at the service desk.
- Individuals are prohibited from sharing balls.
- Individuals must be seated unless actively bowling.
- Facial coverings are required unless actively eating.
- Hand sanitizer and disinfected will be provided at each lane. Individuals are encouraged to use these items on their hands and high touch surfaces.

Event Policies and Procedures

Event policies within the COVID-19 pandemic have changed frequently and will likely continue to change. When possible, meetings should continue to be held using remote platforms such as Zoom, WebEx or another video conferencing tool.

When in person meetings and events are required, the Nebraska Unions will closely follow guidance from the [Lincoln Lancaster County Health Department](#), [DHHS](#), [University of Nebraska-Lincoln Event guidelines](#), [Student Affairs In-Person Event Guidelines](#), and the associate directed public health measures. Event planners should note that these policies and procedures may change and effect event planning, perhaps with limited notice. This may include changes to capacities, room setups, and building hours. The Nebraska Unions Reservations team will contact event planners as soon as possible to help make the necessary changes. It is the intent of the Nebraska Unions to work closely with all event planners for successful events within the required guidelines.

University of Nebraska-Lincoln Event Guidelines

The following [University of Nebraska campus-wide guidelines](#) for organizing, sponsoring and hosting university events, effective August 1, 2020 (revised October 26, 2020) until further notice, are designed to help ensure the health and safety of the UNL community. These guidelines reinforce key elements of the university's Forward to Fall framework:

- Maintain 6 feet of physical distance between individuals.
- Wear facial coverings in indoors and outdoors events.
- De-densify the gathering of individuals through limitations of in-person group sizes and venue capacities.
- Utilize remote engagement whenever possible to reduce large gatherings, limit the traffic of visitors to and from campus and common spaces, and allow attendees with potential health risks to participate virtually.

Event Approval Request – Events over 50 Attendees

In accordance with campus wide event guidance, any event with more than 50 people attending requires approval of the Vice Chancellor for Student Affairs. All events will be reviewed using current Directed Health Measures. If Directed Health Measures change after approval, the event will need to adhere to the Direct Health Measures in place on the date of the event. To request approval for your event, complete the [Event Approval Request Form](#) ([see example](#)) to submit for review by the Office of the Vice Chancellor of Student Affairs. All events must be approved 7 days prior to the start of the event. Event organizers should plan 7-10 days for the review process to be completed.

This approval process is inclusive of any and all events hosted by university academic, research, and administrative units as well as student association and organization activities not already governed or managed by formal instructional space guidelines for COVID-19. Example of events include, but are not limited to symposia, seminars, lectures, campus



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visits/tours, camps, performances, entertainment, social programming, large meetings, etc.* If an organizer is hosting multiple events that are similar in scope (e.g. movies shown at the Ross Theatre), filing one risk assessment to cover all similar events is sufficient.

University of Nebraska Student Affairs In-Person Event Guidance

In addition to published campus guidance, all Student Affairs facilities (Nebraska Unions, Campus Recreation facilities, and Housing facilities) and affiliated organizations (Departments, Facilities, Student Organizations including all Recognized Student Organizations, Fraternity and Sorority Organizations, and Sport Clubs) should meet or exceed the following guidance and use of resources as outlined in the [Student Affairs In-Person Events Guidance](#):

Staff/Advisor Presence – All events are required to have an event point of contact. This person must be a UNL Staff member or the sponsoring organization’s advisor. The event point of contact is required to be present for the duration of the event(s) and is responsible for ensuring compliance with all Directed Health Measures and venue guidelines.

Attendance and Card Swipe Readers - All events will track attendance at the event. Departments should use Husker Scan wherever possible or a comparable no-touch option (eRezLife). If departments don’t have a no-touch option, contact [Student Involvement](#) to discuss if using NvolveU is an option. When scanning IDs, participants should scan their own NUIDs. Event personnel will not handle NUIDs.

University attendees (students, faculty & staff) will be required to show the “Access Granted” Status Card from the Safer Community app – either on the attendee’s smart phone or printed copy from the event date – to enter an event. Individuals with “Building Access Denied” will be denied entry to events.

Non-University attendees not part of the University’s testing system will need to complete the [University of Nebraska-Medical Center 1-Check COVID](#) and show they have received a result of “Low” to enter an event. Individuals with any result other than “Low” will be denied entry to events.

Events that are Open to the Public and Guests - Events that are open to the public and/or are inviting guests to campus are strongly discouraged.

Events with Youth/Minors in Attendance - Events that will have youth/minors in attendance are strongly discouraged. More information and guidelines about events involvement members can be found on the [UNL University Police website](#).

Events with Shared Objects - Events with any shared equipment are discourage for fall 2020. If events to have shared objects, the following guidance and restrictions must be followed:

- Events with shared fabric items are prohibited
- Events such as board or video game activities may be held if there is no physical exchange of controllers, game pieces, cards, dice, or other objects
- Shared objects must be disinfected between users
- Hand sanitizer or hand washing stations should be readily available

Handouts and Giveaways - Handouts and giveaways at events and promotional tables are discouraged. If handouts or giveaways are provided, the following guidance and restrictions must be followed:



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- Every item handed out or given away must be disinfected
- Any individual handling handouts or giveaways should wear gloves and facial coverings
- Individual attendees should pick up items directly from the table

Inflatables and Carnival Rides- Inflatables and carnivals rides are prohibited.

Dances - Due to physical distancing requirements and room capacities, all indoor social dances are suspended.

Events with a Passive Audience - A passive audience is defined as an audience that does not participate in the performance; the audience are simply spectators. Participants in a passive audience may answer questions but small group activities are considered an active audience. Events with a passive audience must adhere to all event specific guidance. Additionally, these protocols apply to in-person performance-based activities:

- Face coverings are always required by attendees, performer(s), and accompanists when indoors.
- Seating must be physically distanced.
- If the event is not seated, adequate physical distancing (6') for attendees is required.

Events with an Active Audience - An active audience is defined as an audience with members participating by singing, dancing, moving, collaborating in small groups (under 8 people as defined by the [Directed Health Measure in Lincoln and Lancaster County](#)). Participants in an active audience will likely be contributing to the larger performance or activity. At this time, whenever possible, these events should be hosted virtually. When performance based activities are hosted virtually, the performers still need to follow university guidelines including physical distancing, facial coverings, and time length considerations.

When hosting in person, stricter physical distancing must be followed.

- Indoors:
 - o Must maintain 10' distancing with facial covering required.
 - o Events should not exceed 50 minutes in length followed by 50 minutes of "down-time." 50 minutes provides enough time for adequate air exchange. Additional downtime may be required by the facility for cleaning efforts.
- Outdoors:
 - o Must maintain 10' distancing with facial coverings required

Performance Based Activities - A performance based activity is defined as an activity with performances that involve active performances such as singing, dancing, or playing instruments with the mouth. An event should be considered both for the performance as well as the activity of the audience.

When hosting in person, stricter physical distancing for the performers must be followed.

- Indoors:
 - o Performers must maintain 10' distancing with facial covering required.
 - o Events should not exceed 50 minutes in length followed by 50 minutes of "down-time." 50 minutes provides enough time for adequate air exchange. Additional downtime may be required by the facility for cleaning efforts.



- Outdoors:
 - o Must maintain 10' distancing with facial coverings required

Performance Based Activities – Rehearsals - Dance practices, singing rehearsals, or rehearsals for performance-based activities should follow:

- Dancers/Participants observe 10' physical distancing
- All participants must wear a facial covering.

Events Involving Food – Banquets, philanthropy events, and other luncheon/dinner type are strongly discouraged for spring 2021. Self-served buffets are prohibited. If an event involving food is necessary, in order to minimize risks associated with COVID-19, events having food must follow the [University Wide Food Policy](#).

Nebraska Unions Specific Event Modifications and Processes

Below are the current modifications to [Nebraska Unions event policies](#). Groups failing to follow the current Nebraska Unions meeting and event policy and procedures will be subject to a minimum \$100 fine and/or cancellation of all future reservations for the academic year. The Nebraska Unions appreciates all event customers partnering with our department to carefully follow these required policies and we look forward to hosting your events.

Modifications of Event Capacities- Nebraska Unions events spaces will be modified to meet or exceed the [Lincoln Lancaster County Health Department](#) and [DHHS](#) directed public health measures. The following event capacity modifications will have been applied to Nebraska Unions spaces.

- Gatherings/events will be limited to 25% of rated occupancy
- Groups within gatherings/events shall be no larger than 8 individuals
- Six feet separation between groups

Capacities for all event spaces in the Nebraska Unions can be found in Appendix of this document.

Cleaning and Disinfecting Between Events - The Nebraska Unions Operations will be cleaning and disinfecting all event space and equipment between meeting/events. They will need a minimum of 30 minutes to complete this process in accordance with University Facilities and public health practices. Any straightening up and resetting of the space will extend the time needed between meetings/events. Due to this strict timeline, we will ask groups to leave promptly at their given ending time and to not arrive more than five minutes before their given start time.

Event Set-up and Moving of Event Equipment - The Nebraska Unions meeting/event space capacities and setups will be limited to a small number of event configurations. All seating will maintain a 6 foot distance from each other, and attendees are expected to maintain this physical distance of 6 feet at all times. Unless otherwise specified, the meeting/event spaces will be either setup in a theater, classroom, or U-Shape conference setup with a maximum head table for three. The setups will consist of one six-foot table with one chair each (including head tables). This will allow the Nebraska Unions to accommodate as many groups as possible while providing adequate time for our staff to clean and disinfect the spaces between each event. We will not be using cocktail tables during this time. Maximum capacities found in the Appendix do not include tables for food or additional equipment/furniture. Capacities will be adjusted according to any of these additions.



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All equipment will be setup by Nebraska Unions Operations staff, including any necessary microphones. For safety reasons, microphones will be placed on stands with the understanding attendees will approach the microphones instead of passing the microphones from person to person. Individual lapel microphones are available for use and will be cleaned and disinfected between each use.

Web cameras for Zoom or other similar format will be available in all meeting/event rooms. The angle of the camera will vary depending on the room.

Promotional Tabling - Tabling inside and outside the Nebraska Unions will be limited, and specific locations will be assigned to each group. Promotional tables with social distancing measures will be set-up by Nebraska Unions staff members and may not be moved. Tabling locations will be provided to each group 2 business days prior to the reservation date. Only 1 member of the sponsoring group will be allowed at a table at any given time and physical distance and facial coverings will be required.

Check-in Tables - To reduce congestion in hallways and between events, in most instances check-in tables will be required to be in event spaces. Outside event space check-in tables may be permitted on a case by case basis. The Nebraska Unions reservations staff will work with event planners on strategies to check-in participants within event spaces.

Outdoor Events - Events and activities are encouraged to be scheduled outside. Events and activities occurring outside the Nebraska Unions and other University Green Spaces will require physical distancing and facial coverings. Each event will be reviewed on an event by event basis.

Catering and Event Food Service - Meeting and events wishing to have food or beverages at meetings within the Nebraska Unions will need to follow the [University Wide Food Policy](#) and [Nebraska Unions Catering and Food Policies](#) with the following additions to help minimize the risks associated with COVID-19.

- Food and beverages must be served in “single serve” containers or individually wrapped. This includes but is not limited to food such as meat and cheese trays, veggie trays, bags or bowls of chips with dips, cookies, cupcakes, and beverages in multi-serve containers. Individual bottles or cans will be required for beverages. Coffee or hot tea would need to be served in individual cups with lids which were prepared by an approved food vendor.
- All utensils need to be single wrapped, one-time use.
- Buffets will not be allowed unless special arrangements to have catering staff serve the food have been made with one of the University’s contracted caterers.
- Served meals from an approved caterer will be allowed as long as plating and serving procedures are in place.
- Bake sales which include homemade food will not be allowed. Recognized Student Organizations (RSO) wanting to have a bake sale will need to purchase commercially produced baked goods or work with an approved University food vendor to provide baked goods. All baked goods will need to be individually pre-packaged via commercial methods or by the approved food vendor. Individuals from the RSO will not be allowed to prepare and package the food/beverages themselves.
- Grill Outs will not be allowed unless the food is prepared and served by approved food vendors.

Premier Catering is the exclusive caterer for the Nebraska Unions. All groups, including Recognized Student Organizations, will be expected to use Premier Catering unless they have 30 participants or less. They will be



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expected to follow the Nebraska Unions 30 participants or less policy in combination with the current University Wide Food Policy with COVID-19 additions.

Event Entrance/Exit - When possible, an entrance and exit will be clearly marked for the meeting/event space. Doors are to remain open before and after the event. Individuals arriving early/late where the doors are not open are encouraged to use hand sanitizer that will be available in all meeting rooms.

Early Openings and Late Closures - Due to cleaning and sanitizing schedules early openings and late closures for events will be considered on a case by case basis. Groups are encouraged to host events during open building hours. Groups that may be approved to have events outside of standard hours will be required to pay early open/late closure fees per the standard [Nebraska Unions event fee schedule](#).

Staff Health and Safety Requirements

Health and Safety Requirements – Coming to Work/Campus

The following processes and procedures have been put in place to minimize the risk for all staff and members of the Nebraska Unions community.

Staff Testing Requirements

The University will provide mandatory saliva-based diagnostic testing to protect our campus community in the spring. Unlike the nasal test used in the fall, saliva samples will be self-collected non-invasively at multiple locations across our campus. Following the [recommendation of the Lincoln Lancaster County Health Department](#), testing will be mandatory for our community starting in Spring 2021. All students, faculty and staff can request an exemption for one or more of the following reasons:

- Provide documentation of a positive COVID-19 test in the prior 90 days, and you have completed your 10 days of isolation.
- Provide documentation of a health-care provider’s note that substantiates a medical reason for an exemption request.
- Provide documentation that participation in the testing program entails an especially burdensome hardship. Exemptions for this case will be rare. Those wishing to seek an exemption can request one through a portal available on the [COVID-19 website](#).

In addition to the mandatory saliva-based testing, faculty and staff will have symptomatic and on-demand testing available for anyone showing symptoms of COVID-19, who have been identified as a close contact of someone with COVID-19 or who feel the need to be tested prior to their next scheduled saliva test. In the spring, anyone who experiences symptoms, even if you recently had a negative saliva test, should seek [on-campus testing](#).

Additional information, including answers to frequently asked questions, can be found on the [COVID-19 website](#).

Daily Screening Requirements

In addition to the required testing, staff must agree that they will not come to work if:

- Staff are displaying any symptoms of COVID-19, and



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- A Staff member has been identified as a close contact* by the Lincoln-Lancaster County Health Department for an individual has tested positive for COVID-19.

Symptoms include:

<p>One of the following:</p> <ul style="list-style-type: none"> - Fever over 100.4 F <ul style="list-style-type: none"> o Fever reducers will not be given to children within 24 hours on any day of attendance, regardless of reason for fever reducer. - Onset of shortness of breath or difficulty breathing - New onset of a dry cough - New onset of loss of taste or smell 	<p>And/or Two or more of the following prolonged for >24 hours and unexplained:</p> <ul style="list-style-type: none"> - Chills lasting longer than two hours - Congestion and/or runny nose - Nausea, vomiting, or diarrhea - Sore throat - Headache - Muscle pain
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All Student Affairs staff are required to complete the [University of Nebraska-Medical Center 1-Check COVID](#) process daily prior to coming to work. The 1-Check COVID app can be downloaded from most mobile app providers. Upon completing the 1-Check COVID process, only staff members that receive a ‘Low’ evaluation may report to work. Staff members that receive anything other than ‘Low’ should contact their supervisor and follow the steps below.

Staff that are unable to access the mobile 1-Check COVID App are required to ask themselves the following questions each day prior to reporting to work. Staff must answer ‘no’ to all questions to attend work. Staff members who are unable to answer ‘no’ to these questions should contact their supervisor and follow the steps below for staff who are ill.

Questions:

- Do I have (or have had) a fever (temperature of 100.4 degrees or higher) within the last 72 hours?
- Do I have symptoms consistent with COVID-19 (listed above)?
- Have I or anybody in my immediate family/household had known exposure to COVID-19 within the last 14 days?

Requirements of Staff that are Ill

Staff members who either do not receive a ‘Low’ evaluation from the 1-Check COVID or answer ‘yes’ to the daily screening questions above are instructed not to report to work and must follow the following steps. Those who become ill at work with COVID-19-related symptoms as defined above also are required to follow these steps:

- Notify your supervisor.
- If currently at work, go home.
- Wear a facial covering to avoid possible virus transmission to others.
- Contact your primary doctor or the [University Health Center](#) to determine if and when to seek a COVID-19 test, and for additional care instructions. A medical provider can help determine whether symptoms may be due to a cause besides COVID-19. [COVID-19 testing](#) is readily available for UNL faculty, staff and students at no cost at the UNL on-campus COVID-19 test sites. It is recommended, but not required, that you consult a medical provider prior to registering for a test at this site. Testing is also available at the [University Health Center](#); payment may be required at the Health Center and UNL’s health insurance is accepted.



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- [Self-quarantine](#) until you are able to reach a medical provider for further guidance or until you obtain a test and receive the test results.
 - o Self-quarantine should continue before the test, after the test while awaiting results and for as long as recommended by a medical provider after the test result is known. Individuals in self-quarantine should separate themselves from others, including not going to in-person classes, work, or social/religious gatherings.
 - o You should notify those who you live with that you are self-quarantining. You should avoid close contact with others, including those who you live with, until further guidance from a medical provider.
 - o You should notify your supervisor/instructor(s) to make sure they know you will miss any in-person work or school during your self-quarantine and to make any alternative arrangements accordingly.
 - o If you are living in University Housing, you should self-report your quarantine via a web form at go.unl.edu/quarantine so staff are aware and so you will receive quarantine instructions.
 - o If you receive a positive result indicating a laboratory confirmed case of COVID-19, notify the UNL Public Health Advocacy Team at covid19@unl.edu or via text message at 402-266-6865. This is so the public health advocates can help confidentially notify your close contacts in an effort to reduce the spread of COVID-19 in our campus community.

Requirements for Staff Who Have a Confirmed Positive Case of COVID-19

If a faculty, staff member or student on campus has a laboratory-confirmed case of COVID-19/tests positive for COVID-19:

- The individual should follow the advice of the individual's medical provider and the local health department or the Department of Health and Human Services.
- At a minimum, the individual will need to [self-isolate](#) for at least 10 days after symptoms began or after the positive COVID-19 test (if asymptomatic). In order for the isolation to end, all three of the following criteria must be met:
 - o 10 full days have passed since the first symptoms (or from the first day the positive test was administered if you didn't have symptoms);
 - o No fever for at least 24 hours without the use of fever-reducing medications; and
 - o Symptoms of COVID-19 should all be getting better for at least 3 days.
 - o All others who had close contact with the individual must [self-quarantine](#), seek the advice of a medical provider to confirm the need to obtain a COVID-19 test and determine when to test, and self-monitor for symptoms of COVID-19. All staff, students and faculty who test positive for COVID-19 should:
 - Report their test results to the UNL Public Health Advocacy Team at covid19@unl.edu or via text message at 402-266-6865.
 - Contact their supervisor and/or instructors. Learn more about [positive test reporting](#).

Leave Types

Through June 30, 2021, the University of Nebraska is offering all employees access to emergency paid administrative leave for issues related to COVID-19. Quarantined care of an immediate family member, childcare resulting from school closures, or related scenarios qualify. Use of the leave is subject to supervisor approval. In addition, the Families First Coronavirus Response Act (FFCRA) offers university employees the opportunity to apply for an additional 80 hours of paid leave for qualifying reasons. Learn more and get the latest on COVID-19 leave at the University of Nebraska system website.



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University Trainings

UNL Environmental Health and Safety (EH&S) has developed two on-line training modules:

- COVID-19 Awareness – Campus Procedures & Self Care
- COVID-19 Module 2 – University Operations Customer Service Procedures

These training modules will be required for many staff and are strongly encouraged for all staff. Your supervisor will inform you of the training requirements for your individual position.

Staff Alternative Work Arrangements

The Nebraska Unions will on a case by case basis work with staff members on alternative work assignments with the aim of helping protect staff members identified as a vulnerable population by the CDC. For staff requiring and requesting alternative work assignments, center administration will follow the [principles and guidelines for alternative work](#) due to COVID-19 that have been established by UNL Human Resources.

Staff Travel Restrictions and Quarantine

All staff returning home from international travel must self-quarantine and self-monitor for 14 days upon return/arrival. Please visit [DHHS website](#) for additional information.

Incident Response Plans

Responding to Illness and Confirmed Case of COVID-19

Department/Vendor Responsibilities - Departments and vendors that have staff that become ill while at work or staff suspected or confirmed of having COVID-19 must notify the Nebraska Unions Director immediately. Cleaning, disinfecting, and potential closure of spaces will be reviewed and evaluated on a case by case basis based on the guidelines below.

Cleaning and Disinfecting of Spaces - The Nebraska Unions will follow guidance from UNL Environmental Health and Safety regarding cleaning and disinfecting areas with known or suspected of having been continuously used or occupied by a person infected with COVID-19 for greater than 30 minutes and restrooms used by persons known or suspected of being infected with COVID-19.

Confirmed COVID-19 Case - In the event of a confirmed case of COVID-19 by a member of the Nebraska Unions staff or an individual that has continuously used or occupied spaces in the Nebraska Unions, the following processes will be followed:

- *Notification Process* - The Lincoln Lancaster County Health Department will be contacted immediately.
- *Notification* - Notification and contact tracing will follow the approved UNL Campus COVID-19 Campus Notification process.
- *Clean and Disinfect* - The Nebraska Unions will be cleaned and disinfected following [CDC guidelines](#).
- *Period of Closure and Reopening* - Nebraska Unions facilities or specific areas in the building may be closed for longer periods based on recommendations from the Lancaster County Health Department



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or UNL Environmental Health and Safety. Following cleaning, disinfecting, and potential closures Nebraska Unions facilities will reopen for individuals that are not directly impacted by the confirmed case or were identified as a close contact.

Confirmed COVID-19 Case - Staff Return to the Nebraska Unions - Individuals that have confirmed COVID-19 must follow the [CDC recommendations](#) for discontinuing isolation prior to returning to the Nebraska Unions. Individuals must follow the symptom-based strategy or the test-based strategy prior to returning to work.



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Appendix



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Modified Event Capacity – Nebraska Union

	Theater	Classroom	U-Shape Conference	Conference Table
Platte River	57	38	19	N/A
Platte River South	N/A	N/A	15	N/A
Platte River North	N/A	N/A	8	N/A
Ballroom	111	72	21	N/A
Centennial Room	143	88	25	N/A
Centennial w/Stage	130	N/A	N/A	N/A
Four Winds	N/A	N/A	N/A	3
Seven Generations	N/A	N/A	N/A	3
Regency	56	28	18	N/A
Heritage	33	22	12	N/A
Chimney Rock	28	20	12	N/A
Big Ten Room	N/A	N/A	N/A	5
Auditorium	61	N/A	N/A	N/A



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Modified Event Capacity – Nebraska East Union

	Theater	Classroom	U-Shape Conference	Conference Table
Prairie Suite	24	20	17	N/A
Prairie B-C	16	12	8	N/A
Arbor Suite	27	21	15	N/A
Bluestem Room	N/A	N/A	N/A	4
Legacy A	N/A	N/A	N/A	4
Legacy B	N/A	N/A	N/A	4
Great Plains Room	128	77	25	N/A
Great Plains Room A	40	21	14	N/A
Great Plains Room B	40	21	14	N/A
Great Plains Room C	56	28	14	N/A
Great Plains Room B-C	63	63	20	N/A

Modified Event Capacity – Jackie Gaughan Multicultural Center

	Theater	Classroom	U-Shape Conference	Conference Table
JGMC 202 - Ubuntu	26	19	11	N/A
JGMC 212 - Unity	38	31	15	N/A
JGMC 313	N/A	N/A	N/A	2



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Frequently Asked Questions

Question: Am I required to wear a facial covering?

Answer: All members of the University of Nebraska-Lincoln community including faculty, staff, student, and visitors (including contractors, service providers, and others) are required to wear facial coverings when indoors on the UNL campus. Facial coverings are also required in outdoor settings on the UNL campus if safe social distancing and gathering practices are not possible unless subject to an exception. Exceptions to this policy can be found on the [UNL Facial Covering Policy](#).

Question: Will only members of the UNL Community with a valid N-Card be able to enter Nebraska Unions facilities?

Answer: All Nebraska Unions facilities will be open to the general public. A current direct affiliation with UNL is not required to enter the buildings. Non-UNL Community members entering the Nebraska Unions are required to follow the same guidelines outlined in this document and other guidelines from the UNL.

Question: How many people can be in a department general area at the same time?

Answer: This number will vary depending on the size and scope of the space. A 6-foot distance should be maintained between individuals in a department space at all times. For further guidance, please submit a [Facility Service Request](#) to have your space reviewed by the Nebraska Unions Operations team.

Question: After our office re-opens, I'm sure there is something we will determine that we need that we didn't originally think about. What do we do if it is determined additional resources are needed to create the safest office environment possible?

Answer: If at any point you have determined there is a project or resource that the Nebraska Unions Operations teams can assist you with, please submit a [Facility Service Request](#) and we will be happy to assist you.

Question: What happens if there is a positive case of COVID-19 for a department in the Nebraska Unions?

Answer: In the event of a confirmed case of COVID-19 by a member of the Nebraska Unions staff or an individual that has continuously used or occupied spaces in the Nebraska Unions, the following processes will be followed:

- *Notification Process* – The Lincoln Lancaster County Health Department will be contacted immediately.
- *Notification* - Notification and contact tracing will follow the approved UNL Campus COVID-19 Campus Notification process.
- *Clean and Disinfect* – The Nebraska Unions will be cleaned and disinfected following [CDC guidelines](#).
- *Period of Closure and Reopening* - Nebraska Unions facilities or specific areas in the building may be closed for longer periods based on recommendations from the Lancaster County Health Department or UNL Environmental Health and Safety. Following cleaning, disinfecting, and potential closures Nebraska Unions facilities will reopen for individuals that are not directly impacted by the confirmed case or were identified as a close contact.



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