Nebraska Unions

COVID-19 Staff and Department
Response Manual

Updated—August 11, 2020
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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.
- The University of Nebraska-Lincoln Forward to Fall Guiding Framework provides a guiding document for UNL’s COVID-19 response.
- 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

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.
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. This facial covering policy has been established because we respect and care for ourselves and every person that we encounter on campus.

Facial Covering Requirements and Safety Steps for Use

In accordance with CDC guidelines and UNL policy, 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, with the following exceptions:

- When eating; however, social distancing practices must be observed
- When alone in a room
- When alone in a motor vehicle
- When an alternative is necessary as indicated by a medical professional during patient care
- When in one’s assigned apartment or residence hall room
- When the task requires the use of a NIOSH-approved respirator
- When pertaining to children under the age of 2 years

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. This policy shall remain in effect until further guidance is provide from the Office of the Chancellor.
What Constitutes a Facial Covering?

There are no universal design standards for facial coverings. However, the covering must extend from the bridge of the nose to below the chin.
- Reusable cloth facial coverings are acceptable, as are disposable paper masks.
- Upon request and approval* a face shield is an acceptable alternative.
- Regardless of the type used, a facial covering should not be designed with an exhalation valve.

*Individuals whose unique and individual circumstances require an alternative face covering, as indicated by a medical professional during patient care, may request one. To request an alternative, students should contact the Office of Services for Students with Disabilities. Faculty and staff should contact Faculty/Staff Disability Services.

Wearing and Caring for One’s Facial Covering

Each individual is responsible to care for their own facial covering. Disposable facial coverings are to be discarded as ordinary refuse after a single day’s use. Reusable cloth facial coverings should be washed regularly. Reusable facial shields should be cleaned thoroughly with soap and hot water after each day’s use. Facial coverings that are visibly soiled or in poor condition should not be used. Instruction for properly caring for and donning (putting on) and doffing (taking off) a facial covering is provided at the Environmental Health & Safety website.

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.
   o 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!
   o 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.
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.
   o Gently remind the individual that their non-compliance is a violation of the university requirements.
     ▪ 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.
     ▪ For a staff member, a report can be made to Human Resources.
     ▪ For a faculty member, a report can be made to Academic Affairs.
   o 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:
   o Maintain a safe distance (6 feet physical distance)
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- 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.

Counteracting Existing Marginalization

In implementing this policy, we must ensure protocols to optimize safety and provide a sense of wellbeing for all members of our community. We recognize that a policy to wear facial coverings may exacerbate implicit biases and existing racial stereotypes. Thus, we will provide training and professional development for members of campus units regarding facial coverings in order to prevent racial profiling and targeting.

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.

Additional protocols listed in the sections below will be incorporated into the plan for food service and dining spaces within the Nebraska Unions facilities.

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 are necessary.

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.

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.

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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.

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 (door knobs/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, door knobs & 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.

**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 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 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 indoor environments, and outdoors when physical distancing is not possible.
• 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.

In addition to the above guidelines for all events, events of more than 50 attendees (students, faculty, staff, visitors/guests) organized, hosted or sponsored by the University must have their respective Vice Chancellor’s Office approval and have filed an Event Risk Assessment with the Vice Chancellor for Business and Finance prior to the date of the event.

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 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.

The point of contact for the event must be on site for the event’s duration to ensure that it is in compliance with all directed health measures. These guidelines may change as Covid-19 conditions evolve and in keeping with corresponding federal, state, and local measures. Any university event can be cancelled without notice at any time, even if previously approved, at the university’s discretion in the interest of health and safety.

**University Approval Process and Event Risk Assessment**

Event organizers must submit an Event Approval Request Form to their respective Vice Chancellor’s office no later than 14 days prior to the event for events with expected attendance of 50 individuals or more. The online form (see example) will require:

1. A completed Risk Assessment - available online.
2. Chair/head/director/dean approval prior to routing to the respective Vice Chancellor’s office

Alcohol Services Permit Applications will not be processed until an event has been approved.

**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.

*Event Risk Assessment* - University entities hosting events are strongly encouraged to utilize the Risk Assessment Guide to assess and develop their event plans. This process is required of all events with estimated attendance of over 50 people as part of the University Event Approval Process.
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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.

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 for the fall 2020 semester.

Events with Youth/Minors in Attendance - Events that will have youth/minors in attendance are strongly discouraged for the fall 2020 semester. 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:
- 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 at all events for fall 2020.

Dances - Due to physical distancing requirements and room capacities, all indoor social dances are suspended for fall 2020.

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.
- A time length consideration based on the event and location (for air exchange)

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 DHM in LLC). 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:**
  - Performers must maintain 10’ distancing with facial covering required.
  - 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 down-time may be required by the facility for cleaning efforts.

- **Outdoors:**
  - Must maintain 10’ distancing with facial coverings optional

*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:**
  - Performers must maintain 10’ distancing with facial covering required.
  - 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 down-time may be required by the facility for cleaning efforts.

- **Outdoors:**
  - Must maintain 10’ distancing with facial coverings optional

*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.**
- **The total number of people in rehearsal, including instructor and accompanist, cannot exceed 12**
- **If outdoors, dancers observe 10’ physical distancing with facial coverings optional**

**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 50% 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.

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 a 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 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. 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 to 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, 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 approve 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 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 encourage 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.

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 must agree that they will not come to work at Nebraska Unions facilities if:

1. Staff are displaying any symptoms of COVID-19,
2. Anyone in the staff member’s immediate family/household is displaying symptoms, or
3. Staff member or anyone in the staff’s immediate family/household has had known exposure to COVID-19 within the last 14 days.

**Daily Screening Requirements**

People with COVID-19 have a wide range of symptoms. Symptoms may appear 2-14 days after exposure to the virus. Symptoms as defined by the CDC include:
- Fever (over 100.4 degrees) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea, vomiting or diarrhea

All Student Affairs staff are required to complete the [University of Nebraska-Medical Center 1-Check COVID](https://www.unmc.edu/1check/index.html) 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.
- Have I 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 that either do not receive a ‘Low’ evaluation from the 1-Check COVID or answer ‘yes’ to the daily screening questions above are instructed to not report to work and must follow the following steps:
- Notify your supervisor.
- Wear a facial covering to avoid possible virus transmission to others.
- Staff who are exhibiting symptoms of COVID-19 but do not have a lab confirmation should:
  - Contact their primary doctor or University Health/CHI/Bryan/Nebraska Medicine call lines for further screenings, including assessing your individual risk and for further care instructions. The doctor will help the staff member determine if they need to:
    - Be seen at a clinic
    - Receive a COVID-19 test
    - Go to the emergency room
    - Or self-care at home
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It is the policy of the University of Nebraska-Lincoln not to discriminate based upon age, race, ethnicity, color, national origin, gender, sex, pregnancy, disability, sexual orientation, genetic information, veteran's status, marital status, religion or political affiliation.

- Self-isolate until you are cleared to return to work. The amount of time spent in isolation will depend on the length of illness, presence of symptoms and medical provider’s guidance. The individual must remain in isolation until medically cleared.

Staff members that become ill while at work with COVID-19 related symptoms as defined above are required to follow the following steps:
- Notify your supervisor immediately.
- Go home.
- Wear a cloth facial covering to avoid possible virus transmission to others.
- Staff who are exhibiting symptoms of COVID-19 but do not have a lab confirmation should:
  o Contact their primary doctor or University Health/CHI/Bryan/Nebraska Medicine call lines for further screenings, including assessing your individual risk and for further care instructions. The doctor will help the staff member determine if they need to:
    ▪ Be seen at a clinic
    ▪ Receive a COVID-19 test
    ▪ Go to the emergency room
    ▪ Or self-care at home
- Self-isolate until you are cleared to return to work. The amount of time spent in isolation will depend on the length of illness, presence of symptoms and medical provider’s guidance. The individual must remain in isolation until medically cleared.

Staff with a clinical confirmed case of COVID-19 must follow the CDC recommendations for discontinuing isolation prior to returning to work. Staff will either need to return after successfully completing the requirements of either the symptom-based or test-based strategy below.

- Symptom-based strategy – Persons with COVID-19 who were directed to care for themselves at home may discontinue isolation and return to work under the following conditions:
  o At least 3 days (72 hours) have passed since recovery defined as a resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
  o At least 10 days have passed since the symptoms first appeared.
- Test-based strategy – Persons with COVID-19 who were directed to care for themselves at home may discontinue isolation under the following conditions:
  o Resolution of fever without the use of fever-reducing medications and
  o Improvement in respiratory symptoms (e.g., cough, shortness of breath), and
  o Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected more than 24 hours apart (total of two negative specimens).

Student Affairs staff living in a household with a confirmed case of COVID-19 may not return to the work until the CDC conditions to return from COVID-19 isolation are met.

Leave Types

The University of Nebraska is offering all employees access to emergency paid administrative leave for issues related to COVID-19. Announced in a March 26 email from Ted Carter, president of the NU system, quarantined care of an
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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 adhering to UNL initiative to reduce the density of the campus population and help protect staff members identified as a vulnerable population by the CDC.

Campus Density Reduction – In accordance with UNL guidelines of reducing the density of our campus, the Nebraska Unions and departments/vendors within the facilities are encouraged to reduce the number of staff working on campus at any given time. Staff that can work remotely are encouraged to do so. When remote work is not possible, other work arrangements should be considered, such as a flexible work schedule, job sharing and alternative work duties are encourage to decrease the number of individuals on campus and within the Nebraska Unions.

Vulnerable Staff Work Arrangement – Principles and Guidelines – Guided by the principles and guidelines for UNL, the Nebraska Unions will consider alternate work arrangements following approved university processes on a case by case basis. Work schedule design for these individuals will follow the following university guidelines:

- Ensuring Equity and Utilizing Health and Safety Information – UNL seeks to emerge from the COVID-19 pandemic in a strong position to pursue our mission of teaching, research and service and places a high value on all of our employees, who are essential to our mission and integral to our community. Accordingly, policies and practices for remote and flexible work options are designed to protect the health and welfare of all members of our community. To ensure that these guidelines reflect the most current and accurate health and safety information, they are based in part on the guidance from the CDC regarding populations that are at risk if they contract COVID-19.
- Communication and Interconnectedness – Honest communications and respect for others will guide our efforts to maintain the health and well-being of faculty, staff, and student workers. Our culture of “Every Person and Every Interaction Matters” will be supported by regular communication about campus measures related to COVID-19 safety and the implementation of a variety of public health
measures. Such communication and implementation are critical to ensure that staff, faculty, and student workers will feel safe while working on campus.

- Flexibility while Pursuing Mission – UNL should provide units with the flexibility required to support the health and safety needs of their faculty, staff, and student workers while still meeting their educational, research, and service missions. Such flexibility may include a phased or gradual return to campus in which not all populations are expected to return at the same time and/or creative work assignments that enable faculty, staff, and student workers to work remotely in support of the university’s mission.

**Vulnerable Staff Work Arrangement – Eligibility** - Employees eligible to be considered for an alternative work arrangement through Faculty/Staff Disability Services due to COVID-19 include those individuals that meet one or more of the following criteria:

- Individuals over the age of 65
- Individuals who have one or more of the following health conditions that may place them at higher risk for serious illness if they should contract COVID-19:
  - Chronic lung disease or moderate to severe asthma
  - Serious heart conditions
  - Immunocompromised conditions cause by an underlying disease or treatment, such as those arising out of cancer treatments, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, or prolonged use of corticosteroids or other immune weakening medications
  - Severe obesity (defined as having a body mass index (BMI) of 40 or higher)
  - Diabetes
  - Chronic kidney disease requiring dialysis
  - Liver disease
  - Pregnancy
- Individuals who reside with, or are the primary caregiver for, someone with one or more the health conditions specified above

**Vulnerable Staff Alternative Work Arrangement – Process for Requesting Alternative Work Arrangements**

- Employees who want to be considered through Faculty/Staff Disability Services for an alternative work arrangement due to the COVID-19 pandemic based on any of the criteria set forth in the eligibility section document must submit their request using the Accommodation Planning Request form on the Faculty/Staff Disability Services website. Upon receiving the request, Faculty/Staff Disability Services will interact with the requesting employee and the employee’s supervisors, taking into consideration such factors as the employee’s essential job duties and the operational needs of the unit, to determine what alternative work arrangement, if any, will best accommodate the employee’s situation. Any health or medical information obtained by Faculty/Staff Disability Services as part of this process will be kept confidential to the fullest extent possible and will be disclosed only to the extent permitted under the law and necessary for the facilitation of the interactive process. If Faculty/Staff Disability Services determines that the employee is in need of an alternative work arrangement for one of the reasons set forth in the
elgibility section of this document and further determines that the employee’s position is conducive to an alternative work arrangement, Faculty/Staff Disability Services will prepare a written temporary assistance plan that will detail the specifics of, and the work expectations associated with, the alternative work arrangements for the Fall 2020 semester. If either the employee or the unit disagrees with the plan prepared by Faculty/Staff Disability Services, they may request that Faculty/Staff Disability Services reconsider or modify the plan.

- If the position does not allow for the employee to work from an alternative work site, other work arrangements should be considered, such as a flexible work schedule, job sharing and alternative work duties, and reduced schedules.

- The University reserves the right to modify or cancel any alternative work arrangements at any time based on operational needs, failure of the employee to meet work expectations or responsibilities while on an alternative work arrangement, changes in the health and safety factors associated with the COVID-19 pandemic, budgetary constraints, or other business-related factors. The affected employee shall be given advance, written notice of any such modifications or cancellations.

Alternative Work Schedules – Non-Vulnerable Employees

- Employees who do not fall within any of the criteria specified within the eligibility section, but who nevertheless would like to be considered for an alternative work arrangement for the Fall 2020 academic semester due to the COVID-19 pandemic may submit a request to their supervisor. These may include populations identified by the CDC as people who need extra precautions, including those who are breastfeeding, are experiencing homelessness, are in a racial or ethnic minority group, are in a newly resettled refugee population, or have childcare or senior care obligations that have arisen due to the COVID-19 pandemic. Upon receiving such requests, supervisors are expected to interact with the employee, the unit’s administration and Human Resources to assess whether the employee’s position is conducive to an alternative work arrangement and, if so, what arrangement will best accommodate the employee’s situation. Any alternative work arrangement that is reached must be detailed in the COVID-19 Alternative Work Arrangement Request Form that is reviewed and signed by both the employee and the supervisor and then forwarded to Human Resources. If the employee disagrees with the arrangement being proposed, the employee may request that Human Resources further review the arrangement.

- If the position does not allow for the employee to work from an alternative work site, other work arrangements should be considered, such as a flexible work schedule, job sharing and alternative work duties, and reduced schedules.

- The University reserves the right to modify or cancel any alternative work arrangements at any time based on operational needs, failure of the employee to meet work expectations or responsibilities while on an alternative work arrangement, changes in the health and safety factors associated with the COVID-19 pandemic, budgetary constraints, or other business-related factors. The affected employee shall be given advance, written notice of any such modifications or cancellations.

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 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.
Appendix
Modified Event Capacity – Nebraska Union

<table>
<thead>
<tr>
<th>Room</th>
<th>Theater</th>
<th>Classroom</th>
<th>U-Shape</th>
<th>Conference</th>
<th>Table</th>
</tr>
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<tbody>
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<td>38</td>
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<tr>
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Modified Event Capacity – Nebraska East Union

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<th>Theater</th>
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<th>U-Shape Conference</th>
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<tr>
<td>Prairie Suite</td>
<td>24</td>
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<td>Prairie B-C</td>
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<td>8</td>
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Modified Event Capacity – Jackie Gaughan Multicultural Center

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<tr>
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<th>U-Shape Conference</th>
<th>Conference Table</th>
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<tbody>
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<td>JGMC 202 - Ubuntu</td>
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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.