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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.
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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 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

Testing and Building Access

The university’s required testing program ended on April 30 and the TestNebraska site on campus closed on May 7th. Free saliva-based testing remains available on campus for faculty, staff, and students as needed. Testing appointments should be made through the Safer Community App or online COVID-19 testing portal. The University Health Center will continue to offer nasal swab-based testing (by appointment for those with symptoms) through the summer.

On May 10, building access reverted to a pre-pandemic stance. Wellness attendants will no longer be stationed at building entrances and students, faculty and staff will not need to use the Safer Community app to gain access. At this time, university leaders have not decided the status of testing or building access for the fall semester. Details for the fall semester will be announced at a later date.

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. 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.

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.

Elevator Usage – Per CDC Guidance, individuals in Nebraska Unions facilities are encouraged to avoid elevators and use the stairs whenever possible because stairs are open areas.

Facial Coverings

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.

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.

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.

Student Organization Offices & Storage Locations

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.

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 through August 1, 2021.
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](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.

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.
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- Staff will maintain 6 feet of distance from others while conducting work. When the work requires two or more individuals and 6 feet of distance cannot be maintained between workers, risk mitigation strategies such as 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. should be considered and used.

*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.

**Travel and University Vehicle Usage**

The Nebraska Unions will adhere to [university policies regarding travel and vehicle usage](#).

**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.
- 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. 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 affect 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 May 11, 2021) until further notice, are designed to help ensure the health and safety of the UNL community. The goal is to help ensure health and safety of the UNL community and visitors. These guidelines reinforce key elements of the university’s risk mitigation efforts:

- Wear facial coverings at all events – both indoors and outdoors.
- De-densify the gathering of individuals through limitations of in-person group sizes and venue capacities.

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 (updated May 11, 2021):

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.

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 Involving Food – Food and beverage is only allowed while seated. Face coverings can only be removed during moments of active eating and drinking while seated. Face coverings must be worn when not seated. Table seating is limited to 6 attendees per table. Events having food must follow the University Wide Food Policy.

Nebraska Unions Specific Event Modifications and Processes

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

Event Set-up and Moving of Event Equipment - All equipment will be setup by Nebraska Unions Operations staff, including any necessary microphones. 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.

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 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 are not permitted.
- 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.

**Staff Health and Safety Requirements**

**Health and Safety Requirements – Coming to Work/Campus**

All individuals working within the Nebraska Unions are asked to adhere to Workplace Guidance provided by the University and Student Affairs.

**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
- 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.

Screening, tracing, and communication resources have been created for instructors, employees and supervisors. The documents include guidance for COVID-19 screening, conversations regarding the pandemic and answers to questions supervisors might be asked.

**Leave Types**

The University of Nebraska is offering all employees access to extended emergency paid administrative leave for issues related to COVID-19 through June 30, 2021.

University of Nebraska policy offers up to 160 hours of administrative paid leave in the event of self-quarantine, quarantine or care of an immediate family member, childcare resulting from school closures, or related scenarios. 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. Use of this leave has been extended and may be used by June 30, 2021. Learn more on the University of Nebraska system website.

**Staff Alternative Work Arrangements**

Decisions around remote work, how and when it is authorized, and how it is measured will continue to follow central-level guidance.

**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](https://www.cdc.gov/coronavirus/2019-ncov/index.html).
- **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](https://www.cdc.gov/coronavirus/2019-ncov/index.html) 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></th>
<th>Theater</th>
<th>Classroom</th>
<th>U-Shape Conference</th>
<th>Banquet</th>
<th>Conference Table</th>
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Modified Event Capacity – Nebraska East Union

<table>
<thead>
<tr>
<th></th>
<th>Theater</th>
<th>Classroom</th>
<th>U-Shape Conference</th>
<th>Banquet</th>
<th>Conference Table</th>
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Modified Event Capacity – Jackie Gaughan Multicultural Center

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<tr>
<th></th>
<th>Theater</th>
<th>Classroom</th>
<th>U-Shape Conference</th>
<th>Banquet</th>
<th>Conference Table</th>
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Modified Event Capacity – Willa Cather Dining Center

<table>
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<tr>
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