

# UNR

## **Nevada United: Roadmap to Recovery**

### **Plan for Recovery in fall, 2020**

#### **University of Nevada, Reno**

#### **July 13, 2020**

During Governor Sisolak's "Nevada United: Roadmap to Recovery" Phases 0 and 1, in response to the COVID-19 pandemic, the University of Nevada, Reno continued to fulfill its missions, though in alternative fashions, mostly remote from campus. Instruction was converted to remote methods beginning on March 23, 2020 immediately following spring break. Academic and social student support continued using remote methods. Essential research continued and competitive proposals were submitted at the same pace as in previous years. Business and administrative functions continued to operate using remote methods of communication and transactions. Communication between university administration and faculty, student and classified staff leadership was more frequent to assure communication and operational effectiveness. Two university-wide town hall events were produced, the second drawing more than 1,000 participants. Students showed appreciation for the rapid shift to remote instruction, but believe in-person instruction is more effective for learning; students are anxious to return to campus, but remote instructional methods remained in place through the first summer session which ended July 10, 2020.

During Governor Sisolak's Phase 2 recovery (beginning May 29, 2020 and lasting through at least July 31, 2020), State of Nevada offices, including those of the Nevada System of Higher Education, were allowed to reopen on a limited basis. The University gradually re-opened operations and brought some employees back to campus, with primary concerns for the health and safety of students, employees and the public. The Joe Crowley Student Union, E. L. Weigand Fitness Center, and some food services were opened on a limited basis.

During the latter part of summer (July 1-August 15, 2020), more employees will return to regular duties on campus and methods to protect individuals with pre-existing sensitive conditions or those living with others with pre-existing conditions are in force. Some offices will resume nearly full, campus-based operations while others, limited by office configurations preventing appropriate social distancing, will return to campus at about the 50% staffing level with the remainder assigned work remotely.

During the fall, 2020 most administrative offices and student service functions are planned to be in full operation depending on the social distancing requirements directed by Governor Sisolak. During the fall, from August 15 through December, several universal policies and guidelines will apply across all operations at the university; these policies are very similar to those applied during late summer (July 1-August 15, 2020):

1. All employees must complete COVID-19 training delivered through Web-Campus before returning to work; specialized COVID-19 trainings are required for supervisors and return to research; students will be required to complete a student-focused COVID-19 training; these trainings emphasize the importance of personal hygiene to prevent virus spread, and the requirements of facial coverings, social distancing and surface disinfecting;

2. All employees must complete the Standardized Employee Screening Questionnaire and submit it to their supervisor upon returning to work:  
[https://www.diversifynevada.com/wp-content/uploads/2020/05/coronavirus\\_employeequestionnaire\\_final.pdf](https://www.diversifynevada.com/wp-content/uploads/2020/05/coronavirus_employeequestionnaire_final.pdf)  
The signed screening questionnaire certifies that the employee will complete a daily health self-check and not return to work if showing symptoms of illness.
3. The University Corona Virus Issues Management Team (IMT) will review and set policies and procedures for the University in concert with Governor Sisolak's and Chancellor Reilly's directives. A contact number for this team is (775)784-4805.
4. Cooperation and flexibility are necessary among the entire university community during the transition back to in-person instruction;
5. Facial coverings are required for all employees, students, vendors and visitors in all indoor and outdoor university public spaces, including classrooms, except by employees alone in a private office. Other exceptions to the facial covering policy are limited to those for whom facial coverings are not advisable by a healthcare professional, and consistent with documented industry best practices, or not permitted by federal or state laws/regulations. A student may seek an accommodation under the ADA through the Disability Resource Center (DRC); an employee may seek an accommodation under the ADA through the Equal Opportunity/Title IX Office. The university will post signs at campus entrances and locations throughout the university notifying everyone of this requirement. There is no exception for removing a facial covering during the speaking portion of an in-person lecture. Professors should utilize microphones, if necessary, to help with their voice and students should utilize transcription services, if necessary, to assist if they have difficulty hearing. Facial covering requirements will be stated on all course syllabi.
6. Pursuant to existing gubernatorial Phase 2 Recovery directives, classrooms and instructional and event areas shall be limited to the lesser of 50% capacity by fire code or 50 people, with 6 feet of social distancing. Social distancing regulations may be adjusted by the Governor's directives.
7. Hand sanitizers and area disinfecting materials are available in all central office locations, classrooms and public facilities and all units have disinfecting protocols depending on the intensity of use and public traffic in an area;
8. Communal refrigerators, coffee makers, microwaves, dishes, etc. may be used where local supervisors can monitor social distancing and disinfecting protocols;
9. Anyone showing signs of illness may not come to university facilities;
10. A University employee who believes they are unable to work on campus may request approval of a proposed alternative work arrangement or leave for one of the reasons set forth in the Families First Coronavirus Response Act (FFCRA) by first discussing the situation with their supervisor and then submitting the leave request form to Human Resources. Upon receipt of the request, Human Resources shall request the required medical or other documentation, if any, as noted below for each of the six listed reasons. Upon receipt of the required medical or other documentation, Human Resources shall evaluate the request and may contact the employee and the supervisor in doing so. Human Resources shall then issue its decision regarding the request, which shall be emailed to both the employee and the supervisor.

As implemented by NSHE, under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to an eligible need for

leave. The Department of Human Resources is now accepting requests for alternative work arrangements and/or leave for employees that meet one of the following criteria:

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by a health care provider to self-quarantine related to COVID-19 (a health care provider has advised the employee to stay home or otherwise quarantine as the provider believes the employee may have COVID-19 or is particularly vulnerable to COVID-19);
3. The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. The employee is caring for an individual who:
  - a. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or
  - b. has been advised by a health care provider to self-quarantine related to COVID-19 (a health care provider has advised the individual to stay home or otherwise quarantine as the provider believes the individual may have COVID-19 or is particularly vulnerable to COVID-19);
5. The employee is caring for their child(ren) whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons; and/or
6. The employee is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

An employee who does not fall within any of the six (6) reasons may request a reasonable accommodation under the ADA or may request leave under the FMLA through the University's established processes.

11. Supervisors must maintain a log of all individuals in the work area daily to support contact tracing;
12. No more than two people can ride in a vehicle during work time;
13. Interviews for employment must be conducted electronically;
14. Most University buildings are open during business hours when employees are present;
15. Instruction during fall term will use a mixture of in-person, hybrid, HyFlex and/or mixed modality delivery methods depending on the size of the class, configuration of the classroom, and best practices in pedagogy;
16. Building air quality enhancements, guided by The American Society of Heating, Ventilation, Refrigeration, and Air Conditioning Engineers (ASHRAE) and the Center for Disease Control (CDC), will include increased outside air circulation, improved air filters to screen out smaller particles, and operate HVAC systems 24/7 to maximize the effects of ventilation and air treatment/quality;
17. Plexiglas barriers are placed in areas of significant human interaction;
18. Pedestrian traffic guides/stripping will be placed to control social distancing in constrained passageways, especially between the Pennington Student Achievement Center and the Joe Crowley Student Union, with one-way pedestrian traffic between Journalism and Raggio Education buildings;
19. Domestic and international travel will follow CDC and State Department guidelines;

20. An individual with a positive COVID-19 test is required to report this event on the COVID-19 confirmed case form <https://www.unr.edu/covid-cases-reporting>. An automatic response will include confirmation the form was received, and the initial actions that should be followed for the health of the individual and the community. The forms are transmitted to the Student Health Center, Provost's Office, Police Services, Human Resources, and Marketing and Communication. Confidentiality will be maintained.
- a. The Student Health Center will advise the individual on proper care and communicate with the Washoe County Health Department (WCHD) to initiate contact tracing, if appropriate, and risk assessment. The Washoe County Health District has the primary responsibility for contact tracing in our community. The Student Health Center will work closely with the WCHD to provide information about any positive tests that are reported on campus. The contact tracers at the Washoe County Health District will be responsible for contacting the positive case and getting detailed information about additional contacts as well as providing guidance about quarantine and isolation.
  - b. The Provost's Office, in consultation with the Student Health Center will assist with adjustments to classes.
  - c. Human Resources will assist with accommodations for faculty/staff affected by the positive case.
  - d. Police Services will be responsible for Clery Act reporting.
  - e. Marketing and Communications will post confirmed cases on an on-line COVID Cases website for public information (no individual names will be identified).
- Decision points for communicating COVID positive cases to faculty, staff and students will be done on a case-by-case basis in consultation between WCHD and the Student Health Center.

### **Instruction Plan for Recovery, Fall, 2020**

Given the uncertainty of the pace of COVID-19 recovery, it is clear that the University must approach the fall, 2020 semester prepared to respond to a range of scenarios. Each of these scenarios will be guided by the social-distancing and safety guidelines established by the State of Nevada and NSHE with significant input from medical, health, and safety professionals. The University of Nevada, Reno currently is preparing for both Phase 2 and Phase 3 Recovery conditions, including robust use of safety measures such as facial coverings and regular disinfecting of public and personal spaces. Phase 3 Recovery anticipates lessened social distancing.

While preparing for fall, 2020, the University recognizes the need also to be prepared to implement Phase 1 Recovery restrictions, applied during the second half of the spring semester and first half of the summer term. Phase 1 policies could be invoked again if there is another significant outbreak of the virus. Should this occur, the University would return to delivery of all instruction and work from remote locations. While completely remote instruction is not desirable, University faculty will be much better prepared to provide quality education should this become necessary. Faculty now have much better familiarity with Zoom technology and the

pedagogy that works best with this technology. Additionally, the University is providing a variety of training opportunities for faculty during the summer, including a series of one-week classes that are being provided by Teaching & Learning Technology (TLT); approximately 300 faculty are enrolled.

As noted in the plan for the second half of the summer session, the University is now transitioning to Governor Sisolak's Phase 2 of recovery, which requires facial coverings and other safety precautions, including gatherings of no more than 50 people and a minimum of six-foot distancing. After careful review of classroom geometry, classrooms with moveable desks provide the optimal flexibility, but even they can only accommodate 33% or less of classroom capacity while providing six-foot distancing. Classrooms with fixed seating allow for only 11-13% of total capacity. Faced with this reality, if Phase 2 restrictions persist, all fall classes with enrollments of 35 or more students would be offered in a purely remote mode to provide the spacing needed for in-person classes. Even with this reduction, the in-person classes with enrollments of 34 or less would be delivered in mixed modality (hybrid or HyFlex), in which no more than half of the students participate in class on any given day, while the other half participates remotely. This would mean that approximately 1,100 lecture classes would be delivered purely remotely, while approximately 3,000 classes could be taught on campus in mixed modality. Colleges and departments in consultation with instructors can recommend courses above 34 students to be delivered in a mixed modality mode if they ensure that they do not exceed 13-33% capacity of a given room (students can maintain distancing) at any given time or if courses are able to be rescheduled to rooms with larger capacities. An example of this might be a course that would offer discussion or workshopping sessions for smaller groups of students occasionally with the rest of content/lecture through online formats. Courses developed in mixed modality mode can more easily transition to fully online (if the Governor mandates a return to Phase 1 Recovery policies) or adapted for more in-person if we are able to reach Phase 3 Recovery policies.

Laboratory and studio classes would need to be significantly restructured. Plans are being made to offer introductory science laboratories in an online format if necessary. Advanced laboratory and studio classes generally are not well suited for online delivery and it is likely that these classes would not be offered under Phase 2 distancing requirements. Plans for the Phase 2 contingency are being designed, but it clearly would be a challenge to implement.

However, Nevada may be in Phase 3 of recovery before the beginning of the fall semester. While the State of Nevada has not released guidelines for Phase 3, the White House/CDC guidelines for Phase 3 suggest that spatial distancing would be relaxed and there would be no restrictions on the size of gatherings. Responsible distancing and safety measures will be required. Final planning for Phase 3 cannot be completed until specific guidelines are posted, but it is reasonable to anticipate that many more students could be in classrooms. Classes with enrollments of more than 200 will be taught completely remotely. Classes with enrollments of 200 or less will be taught in a "HyFlex" or alternate mode of instruction that will limit the number of students to no more than 50% of classroom capacity. As a general rule, students would occupy every other seat. If the course is taught as HyFlex, half of the students would attend lecture and half would participate via Zoom on any given day alternating attendance every other lecture or every other week. If the course is in a different modality, such as hybrid, the faculty member is encouraged to keep students in the same groups when they attend for in-person instruction, such as establishing Group A or Group B to alternate attendance.

While a standard HyFlex approach will be provided for faculty to employ for either Recovery Phase 2 or Phase 3, faculty will modify teaching techniques and class structure that is best suited for them and their students while prioritizing meaningful in-person instruction as the Phase allows. Faculty have a variety of pedagogical approaches depending on personal teaching style and characteristics of different disciplines. Some classes will work best with HyFlex (synchronous in-person and virtual student participation), and the University has equipped rooms for this delivery that can also be used to accommodate students that need to participate fully remotely. Other courses might work best to have small groups of students meet in person for discussions and presentations or employ “flipped” class instruction with other course materials delivered online. Attention will be given to address the needs of students with disabilities. Some classes with small enrollments (e.g., 10 or less), such as graduate seminars and some studio classes, may be offered entirely in-person if the faculty member can provide assurance that appropriate social distancing and safety measures can be observed.

The implementation of instructional modality will be accomplished through collaboration with cognizant deans, directors, and department chairs. Following the broad guidelines described above, deans, directors, and department chairs will consult with faculty to determine how best to implement discipline-specific best practices in pedagogy. The expectation is that a majority of classes will have an in-person instructional component while also being available to students who wish to continue their studies remotely.

Both online and HyFlex delivery present challenges for examinations and assessment. Best practices in both of these modes require an approach to examinations and assessment that is different from traditional face-to-face classes. Resources will be provided to faculty to assist with modes of assessment that are appropriate and effective. Proctorio will be available for faculty who wish to make use of this Artificial Intelligence technology for proctoring exams. The computer testing center also is being expanded to allow faculty to administer tests in a secure environment, which allows more time for instruction as it frees up lecture time that would otherwise be used for exams.

Laboratory classes would be taught as normal. Theatre, dance, and art classes will be taught in modified ways that are being determined by a committee within the College of Liberal Arts. Final plans await specific guidelines from the Governor and NSHE.

In addition to social distancing, all students and faculty will be required to wear a facial covering while in class. Individuals with medical reasons not to wear facial coverings will be offered alternatives. Faculty and students will be provided with material to clean the lectern and their personal seats at the beginning of each lecture. Faculty will be required to complete the one-hour COVID training before coming to campus. Students also will be provided training on COVID best practices. NSHE legal counsel has confirmed that institutions have the authority to require students to wear facial coverings.

Policies supporting the requirement to wear facial coverings and observe social distancing will be introduced into the University Administrative Manual and the Provost Office Course Syllabus Policy (statements indicating the requirements). Education will include multiple campaigns targeted at students and faculty. One example is ASUN, Student Leaders, and University Medical Staff are launching a wellness campaign (including video and written messaging, social media, flyers, etc.) that is linked to student care packages that include a mask, a tool to avoid touching buttons/open doors, water bottle, and personal cutlery (the campaign includes a sustainability component). ASUN and Student Leaders are important peer groups for emphasizing the importance of these policies to students. Video training modules are being

developed on the proper use of facial coverings, social distancing, and other health and safety tips. Videos and live webinars will be targeted towards faculty, staff and students. Training for faculty will include effective strategies for encouraging compliance and responding to forgetfulness and/or willful non-compliance of facial covering and/or social distancing in the classroom, including training in de-escalation techniques.

Faculty will be encouraged to explicitly reinforce classroom safety policies at the beginning of the semester, and throughout the semester as needed. They will be encouraged to make use of educational training videos on the first day of class to reinforce the medical/health importance of wearing facial coverings and practicing social distancing.

Students who cannot or will not wear a facial covering or social distance will not be allowed to attend class. They will be informed that they may consult with their academic advisor to explore the possibility of taking the class online. This option assumes that the student, in refusing to wear a face mask or social distance, has not violated the Student Code of Conduct or behaved in such way that they are being recommended for administrative withdrawal from the class (e.g., threatened physical or verbal abuse), and that the class has an online option. Not all classes or combination of classes may support this learning mode (e.g. upper division physical science labs).

If a student refuses to wear a facial covering or otherwise comply with safety guidelines and also refuses to leave, a faculty member can ask Police Services to remove the noncompliant student from the classroom. They also have the option of canceling class with the understanding that any student who doesn't comply with safety guidelines in future classes will not be allowed to attend and may be administratively removed from the class.

A process has been established that will allow faculty who would otherwise be teaching in-person classes to request permission to teach their classes strictly on line. Reasons for such an accommodation could include, for example, underlying health conditions, an at-risk family member in the home, or the need to care for children who can't attend school or day care. Requests will be reviewed by Human Resources with a goal of having teaching modalities determined by August 1.

Administrative functions in colleges, schools, and departments will transition to full, on-campus operations. Each office will follow university guidelines that have been posted. The details of transitioning personnel back to campus will be determined by each college, school, and administrative program, and each unit has submitted a return-to-work plan to the Provost's office; these plans comprise the remainder of this report.

## **Provost's Office Plan for Recovery in Fall, 2020**

### **Mathewson-IGT Knowledge Center (MIKC)**

- Floors 1-5 are open with physical distancing reminders in place.
- Services and assistance continue via chat, email, phone, Zoom and some in-person.
- Group study rooms, conference and meeting rooms are available with group size limitations.
- Public computer keyboards/mice wiped down 2 times per day.
- 80% of faculty/staff back to campus part- or full time

### **De La Mare Science and Engineering Library**

- Building open. All floors available for use with physical distancing reminders in place.
- Public computers available; keyboards/mice wiped down 2 times per day.
- Group study rooms available with limitations; kitchen area closed to public.
- Circulation/Reserves and Ansari Map Library – open
- Makerspace – open but restricted access

### **Office of Information Technology (OIT)**

OIT will continue to offer some remote work to employees in fall where necessary. All recommended COVID-19 protocols will be followed.

#### *User Services*

The OIT Support Center is available by phone and online 24 hours a day, 7 days a week. Beginning July 13<sup>th</sup>, Support Center staff will be available in OIT offices on the 2<sup>nd</sup> floor of MIKC Monday-Friday 8am-5pm on a staggered basis. The front counter Computing Help Desk will not be staffed. Two self-help kiosks will be available at the Computing Help Desk on the 2<sup>nd</sup> floor of MIKC with cleaning wipes. Users can search the Knowledge Base, chat live with a technician, or submit a ticket. For urgent needs, walk-up users can chat a request for in-person assistance and someone from an office will come out to help. By appointment, face-to-face support will use PPE and follow social distancing protocols when remote support is not successful. There will also be contactless drop-off/pick-up service available by appointment at the Computing Help Desk if needed based on ticketing requests.

The Endpoint Services repair shop in EJCH will remain closed to walk-ins, but remote and field tech support will be available Monday-Friday, 8am-5pm with staffing in the shop Monday-Thursday due to social distancing protocols. Services on Friday will be performed on campus on an as needed basis. By appointment, face-to-face support will use PPE and follow social distancing protocols when remote support is not successful.

Beginning August 10<sup>th</sup>, the front counter Computing Help Desk on the second floor of the MIKC will be open Monday-Friday, 8am-5pm with one technician using proper social distancing and PPE. All User Services support will be open Monday-Friday 8am-5pm with social distancing and PPE utilized.

#### *VP/CIO Office*

The Vice Provost for Information Technology/Chief Information Officer is in the office Monday-Friday, 8am to 5pm. Most of the rest of the CIO Office staff will return in fall with some on a rotational basis if required by social distancing rules.

#### *All Other OIT Departments*

All other OIT offices will have staff in office on a part-time, rotational basis as needed to keep OIT services and support running smoothly. Social distancing and proper PPE will be utilized, following COVID-19 protocols and recommendations. This will continue until the social distancing regulations for Phase 3 are released.

### **Child and Family Research Center (CFRC)**

The Child & Family Research Center reopened on June 8 in the Sarah Fleischmann Building and William Raggio building. Early Head Start sites off campus also opened that week. Regular program hours from 7:30 a.m. to 5:30 p.m. will be maintained. All employees completed the required online training modules before returning to their assigned sites. All CFRC staff will also adhere to the University Policies and Procedures for On-Campus Work for All Employees which are in effect at the time. Operating procedures will be guided by recommendations from the CDC and Nevada State Child Care Licensing. Required changes to procedures will be posted at each site and supervisors will train staff on new policies and enforce compliance. Supervisors also will be responsible for maintaining required logs for attendance and health assessments of children and staff.

Parents and visitors will not be allowed to enter the building unless there is an emergency. Parent drop off and pick up of children will take place outside the entrance. Staff will take children's temperatures, sign them in and take them to their assigned classroom. Groups of children will remain in their rooms and will not be grouped with other classrooms inside or on the playground.

All staff are aware of the social distancing requirements and will attempt to maintain these. This may not always be possible when providing care and education for young children. Increased cleaning and sanitizing schedules will be maintained in all classroom spaces.

This new way of working in an early childhood environment may be stressful for all. Every attempt will be taken to encourage dialogue and conversation using electronic means including regularly scheduled Zoom meetings for staff, parents, and any combination of those groups. CARES Act funding was secured to increase collaboration with Northern Nevada Child & Adolescent Services over the next year. This partnership will be utilized to provide mental health supports to staff members, parents, and children using a trauma informed approach.

The CFRC will use the "value for continuous quality improvement" to keep learning and refine processes.

### **The Graduate School**

- All staff and anyone coming to the front counter or into the office must wear facial covering.
- Front desk Plexiglas barriers and queuing decals are in place.
- Front desk re-opens with normal business hours.
- Approximately 75% of staff return to work in person while some still telework.
- Limited in-person meetings with primary meetings taking place via video.
- Staff showing any symptoms of illness remain home.
- Strict cleaning protocols for personal workspace in place.
- Hand sanitizer available to all staff and those in line for front desk assistance.
- Usage of refrigerator, microwave, or food storage area re-opens guided by policy.

### **Pennington Student Achievement Center (PSAC)**

- Regular Fall semester operating hours

- Signage communicating personal responsibility for sanitation
- Masks required when entering building
- Socially distanced computer access throughout building
  - Students encouraged to wipe down computer stations for their safety before use
- PSAC 316 will be available on request
- Collaboration rooms to be determined by Phase of Recovery
- Meditation & Reflection Room open on an appointment basis
- Faculty and staff return to normal staffing
  - More expanded in person operations
- Socially distanced common areas available
- Campus dining available

### **Lilley Art Museum**

Staff will be working full-time on campus. Operation will follow guidelines from the University of Nevada, Reno, in alignment with the State of Nevada and CDC.

- Supervisors are required to complete the online Supervisor's Training for COVID-19. This training will provide staff members with information on COVID-19, how to prevent it from spreading, and resources available for NSHE employees and their families.
- Staff will use a sign in/out sheets when entering and leaving the prep room and the museum galleries.
- Facial coverings are required for all employees, in all areas except when an employee is alone in a private office space.
- Workstations will be equipped with PPE materials such as face masks, hand sanitizer, wipes, sanitizer, safety glass and gloves.
- The Lilley will be placing educational posters on doors in order to educate the public about signs and symptoms of COVID-19 and how to prevent it from spreading. These posters will also be available on our website for the public to access prior their visit.
- Other signage will be displayed at entrances and other areas throughout the museum to remind people of social distancing and face coverings. The Lilley staff may ask any visitor(s) not abiding by these policies to exit the museum.
- As The Lilley is free of charge and our gallery attendants are not required to interact with visitors in close proximity, no Plexiglas barrier will be installed in the museum.
- Guests are required to wear masks throughout their visit. Disposable masks will be available for visitors.
- The Lilley will place two sanitation stations within the museum, one in the temporary exhibition gallery (bottom floor) and one in the permanent collection gallery (top floor). These stations will be free standing and hands-free.
- If a sick guest is identified, the gallery attendant will alert the exhibition coordinator and director, guests will be asked to leave the museum.
- The Lilley will continue to provide virtual programming for audiences. Below are a few preliminary possible initiatives:
  - Interview Sessions: these will be comprised of interviews with artists and local art community members.

- Poems Sessions: These will feature members of the University Community such as faculty members and students.
- Children activities: these will be activities available for parents and children in our social media channels.
- School tours will not be offered during fall, 2020.

## **UNR Med**

UNR Med will follow all NSHE and UNR guidelines for large group didactic teaching. With a class size of 70 medical students for most classes, there will be requests made to safely adapt any restrictions to the size of large-group gatherings to accommodate the entire class of first-year or second-year students for in-person core didactic teaching. Lecture room capacity will allow for an appropriate student density in lectures.

This will not be needed for Physician Assistant Studies students that number 24/class. All didactic teaching for clinical clerkships and electives in the third and fourth years involves groups of 20 or less.

Clinical teaching will follow all appropriate masking and hygiene rules as implemented in a wide range of UNR Med and private physician offices, as well as compliance with policies of all hospital partners. Students generally will be placed in lower-risk clinical settings to avoid distracting front-line health care workers in high-risk care such as the intensive care unit, but in all cases students will follow PPE requirements of their host hospitals or offices.

The special areas or facilities for which special processes are being developed for in-person use are as follows:

- Small Group Rooms for interview skill teaching and problem-based small group discussions
- Multidisciplinary Lab (MDL)
- Anatomy Lab
- Simulation areas
  - Classrooms (PHS 220-222)
  - SP control room
  - SP rooms
  - Hi-fidelity sim suites
- Student Outreach Clinic
- Advanced Cardiac Life Support and related training

These are all considered quasi-clinical teaching experiences that will follow the PPE and safety regulations in place for clinical settings. There may be small modifications to further enhance safety, such as skipping the head and neck exam in physical examination teaching for pre-clinical students.

## **Extended Studies (EXS)**

Extended Studies oversees a variety of courses and programs in multiple locations. The following standard safety protocols are in place at each EXS location:

*Safety Protocols:*

- Remote working accommodations for individuals who self-identify as vulnerable. Staff and students wear facial coverings in campus buildings and outside areas (except in private office /door closed).
- Classrooms have been reconfigured to address social distancing guidelines.
- Face-to-face meetings with faculty, administrators and colleagues are discouraged, and phone, Zoom or Teams meetings will continue to be used whenever possible as an alternative.
- Students/faculty will be responsible for wiping desk/chair upon leaving the classroom.
- Safe social distancing practiced at all times.
- Kitchen space is closed and locked (unless needed for hand washing station).
- Front desk Plexiglas barriers and queuing decals in place.
- Continue to disinfect and clean their individual workspace and common areas.
- Contracted janitorial services provides thorough cleaning twice per day.

*Supervisor Protocols:*

- COVID-19 Supervisor Training completed before RTW.
- Contact Tracing Log maintained on a daily basis.
- Required staff COVID-19 training; staff completed.
- Ensure staff complete daily health self-assessment.
- Ensure staff are aware of and follow safety protocols for on-campus work.

**Redfield Campus**

**18600 Wedge Parkway, Bldg. A**

Since July 1, Redfield staff returned to work in staggered shifts consisting of two groups. Each group will include members of the leadership team. Only one group will be allowed on campus, on an alternating basis. Staff will continue to check-in with their supervisor on a daily basis.

- The building hours will be from 8:00 am until 5:00 pm Monday through Friday.
- On-site staffing levels will be determined based on service delivery needs, with no more than 50% of the staff being on site at a time.
- There will be alternating work schedules for full-time staff.
- There will be no gatherings of more people than recommended by state and/or federal guidelines.

*Lounge/open Areas:*

- Lobby arranged to encourage social distancing (no more than 10 people in lobby).
- The student lounge will be limited to less than 50% of capacity to ensure social distancing.
- Room 225 has been opened for a hand washing station (4 sinks).
- All food will be grab and go or pre-packaged.

**Northern Nevada International Center (NNIC)**

**855 West Seventh Street, Reno**

NNIC does not expect to implement significant changes from summer to fall. All employees who are able to work remotely will continue to do so. Here is a specific plan for NNIC's three programs:

- The exchanges team will continue to work remotely during the fall.
- The refugee resettlement team will work in a combination of remote and in-person work. For days/times resettlement team members must be in the office, they will wear face masks, and sign in and out and complete daily health assessments.
- The language bank manager will continue to work remotely during the fall.

The NNIC office will not receive members of the public during the fall. Common areas are avoided, and the limited staff working in the office will continue to practice social distancing. Staff members disinfect all areas both at arrival and prior to departure.

### **Nevada Humanities**

**1670 North Virginia Street #200, Reno**

**1017 S. First Street, Unit 190, Las Vegas**

Nevada Humanities staff will comply with UNR's guidelines in effect at any time, including social distancing, wearing protective equipment, and engaging in cleaning protocols. When it is safe to do so, Nevada Humanities staff intend to begin a phased return to the Reno and Las Vegas offices utilizing staggered schedules and considering individual staff needs and health concerns. The Nevada Humanities offices will not yet be open to the public and all meetings will be conducted remotely. Staff will continue to refrain from work-related travel. Nevada Humanities is 100% grant funded and required to work at full capacity by their primary sponsor, the National Endowment for the Humanities.

### **Osher Lifelong Learning Institute (OLLI)**

**604 W Moana Ln #120, Reno**

The Osher Lifelong Learning Institute (OLLI) at the University of Nevada, Reno will remain closed to members for indoor classes throughout fall, 2020. Some outdoor activities will resume with the following guidelines:

- No organized carpooling
- Virtual sign in
- Each individual will carry a mask, gloves and basic first aid kit
- Hikers, walkers and kayakers to maintain 6 feet of physical distancing
- Cyclist to maintain a distance of 10 feet
- Limited group sizes

OLLI employees will be assigned a flex schedule of in person and remote work in order to limit the risk of exposure. Employees will complete the reentry to campus certification form and the COVID-19 training. Employees will be expected to practice safety protocols as outlined by the University. The OLLI Executive Director will maintain a log of when employees are in the office. A Plexiglas barrier has been installed in the building lobby, but OLLI's office suite will remained closed and locked to the general public. A request for initial supplies for PPE has been submitted to the University purchasing office. Office disinfecting procedures during this phase will be as follows:

- Disinfecting wipes will be available for employees to wipe down door handles to the OLLI suite and their individual offices when entering and leaving for the day.
- Individuals will be encouraged to wipe down the exterior restroom door handle before they enter and the interior door handle when they leave.

- Individuals will be encouraged to use disinfectant wipes to wipe down the restroom stall handles when they enter and leave.
- Employees will be required to wash hands immediately after dealing with any mail or packages and will discard the outer packaging as soon as possible.
- Individuals will be encouraged to wipe down tables and chairs in the kitchen with disinfecting wipes before eating and alcohol wipes will be available for wiping down silverware or plastic ware.

### **Fleischmann Planetarium**

#### **UNR Campus**

Planetarium staff will return to work on July 1 with a staggered schedule. The Planetarium will remain closed through the summer and re-open in fall. Plexiglas barriers will be installed at the front desk and social distancing guidelines will be posted for visitor.

### **University of Nevada Cooperative Extension**

Extension offices will resume the normal level of staffing if social-distancing requirements permit. Offices and properties will be open to the public. The State 4-H Camp facility will open on a limited basis to 4-H and public groups. Common areas of Extension offices and facilities will be open with hygiene protocols enforced. Employees will clean shared equipment or supplies before and after use.

There will be no restrictions on Extension activities; however, the number of participants attending indoor activities may not exceed 50% capacity for the meeting space. Overnight 4-H camps may be allowed on a limited basis with an approved communicable disease plan. All offsite Extension activities will follow the policy of the community partner; however, University employees and volunteers must follow the University, Extension, and 4-H Youth Development Guidelines at all times. Only boxed or pre-packaged/individual meals may be served at Extension activities.

If county or city guidelines are stricter the Extension Director will consult with them on the re-opening guidelines.

## **Medical Policies and Procedures Plan for Recovery in Fall, 2020**

### **Student Health Center**

#### **Patient Protocol:**

- Patients are advised to call for an appointment before coming to the Student Health Center.
- To maintain social distancing and promote the safety of our patients and staff, visits occur by scheduled appointment only. No walk in visits will be seen.
- Patients will be required to wear a face mask or face covering to their appointment. If they do not have a face covering, one will be provided for them.

- In order to limit contact with Student Health Center computers/keypads, patients will be asked to complete and submit forms (health history, immunizations, consents, etc.) in the patient portal prior to arrival at the clinic. Upon arrival, using our EHR, patients will be able to check in for their visit using their cell phone.
- Appointments are available in person as well as by telemedicine (Zoom/telephone).
- Triage protocols have been updated to include telehealth options.
- Every effort will be made to continue to meet students' physical and mental health care needs.
- Screening forms have been updated to include fever, cough, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell. These symptoms will be modified as needed, according to CDC guidelines.
- Patients complete a COVID-19 assessment screening form and have a temperature check before entering the clinic.
- Protocols have been developed to manage patients with acute respiratory symptoms. These include masking the patient, quickly rooming the patient, limiting and tracking the number of staff who enter the exam room, limiting the movement of the patient throughout the SHC, and cleaning of spaces where the patient was present.
- The use of nebulizers and peak flow measurements will be avoided as much as possible as they can generate additional aerosols.
- The transfer of ill patients requiring a higher level of care will be coordinated with REMSA and local hospitals.
- Key Student Health Center messages and updates will be coordinated with Marketing and Communications, using a variety of platforms including websites, social media, and signage.
- Questions have been added to patient satisfaction surveys to obtain feedback about telemedicine and/or phone visits.

#### **Student Health Center Facility Considerations:**

- Waiting rooms areas have been separated for ill and well patient visits.
- Waiting room and other clinic areas have been reconfigured to promote physical distancing.
- Signage has been implemented throughout the SHC communicating physical distancing protocols.
- Alcohol-based (at least 60%) hand sanitizer, face masks, tissues, and appropriate disposal cans are available throughout the clinic.
- All magazines and brochures have been removed from the waiting room.
- Glass windows are in place to separate reception staff from the waiting room area. Plexiglas shields have been installed for face to face contact areas.
- Appropriate cleaning and disinfecting of the clinic by facilities using CDC approved products occurs twice a day.

### **Student Health Center Faculty/Staff Considerations:**

- Ensure adequate PPE is available and that all staff are trained in its use.
- All SHC employees are required to wear masks throughout the day.
- All SHC employees were tested for COVID-19 before returning to work.
- Employees will be screened daily with temperature and symptom checks.
- Any employee who develops symptoms of COVID-19 or who has been in close contact with someone with COVID-19 will be tested. (Close contact is defined as a household member, an intimate partner, an individual providing care in a household, or an individual who has had close contact of less than 6 feet and for more than 15 minutes with a COVID-19 positive case.)
- Updates will continue to be provided for staff about COVID-19 symptoms, transmission, relevant protocols, and updated CDC guidance.
- Work assignments for staff who are members of a vulnerable group will be evaluated.
- SHC employees who were wearing a face mask and other appropriate PPE and have had close contact with someone diagnosed with COVID-19 can continue to work as long as they continue to wear a face mask and self-monitor for symptoms for 14 days.
- SHC employees with suspected or confirmed COVID-19 will follow CDC guidelines:  
**Symptomatic Employees:** Self-quarantine until at least 3 days have passed without fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**, at least 10 days have passed since symptoms first appeared.  
**Asymptomatic Employees with laboratory-confirmed COVID-19:**  
Exclude from work until 10 days have passed since the date of their positive COVID-19 test.

### **Testing/Contact Tracing:**

- The Washoe County Health District has the primary responsibility for contact tracing in our community. The Student Health Center will work closely with the WCHD to provide information about any positive tests that are reported on campus. The contact tracers at the Washoe County Health District will be responsible for contacting the positive case and getting detailed information about additional contacts as well as providing guidance about quarantine and isolation. Decisions about further notifications about classroom, laboratory, or building closures on campus will be made in conjunction with and advice from the WCHD.

### **The Student Health Center will:**

- Assist in providing access to viral testing for students with symptoms and those who have been a close contact of a positive COVID-19 case.
- Work closely with WCHD to report and provide information about positive COVID-19 tests that have occurred on campus.
- Assist with management of students with COVID-19 symptoms or diagnosis, and ongoing monitoring while isolated.
- Work with Counseling Services to support psychological well-being.

## **Research and Innovation Operations Plan for Recovery in Fall, 2020**

The Research Operations Plan for fall, 2020 provides information to support planning for the full resumption of all research activities. As we move through Recovery Phase 2 to Phase 3, the overarching goal is to ensure the health and safety of faculty, staff and students.

**Beginning July 1, 2020 – Faculty researchers were permitted to continue their research activities and laboratory operations as defined in A, B and C below with the approval of your Chair and Dean and the completion of required training.** Activities that fall under category D may resume with the approval of faculty member's Chair and Dean.

- A. Essential: Animal labs, protection of cell lines, fly lines, germ lines, and growth chambers, and access to vital computers and documents.
- B. Critical: COVID-19 related rapid-response research activities, e.g., COVID-19 testing, 3D printing of ventilator components, and PPE making and -Omics Core Labs.
- C. Time-sensitive:
  - Data collection or experiments close to completion in which a pause would lead to catastrophic loss of research results,
  - The work of early career stage researchers, graduate students and postdoctoral researchers, particularly individuals close to completing their degrees/terms of appointment,
  - Field research, with priority for seasonal data collection,
  - College/School and Department Core Facilities that cannot be operated remotely.
- D. All other types of on-site research, face-to-face human participant research, scholarly, and creative activities (with an explicit plan for activities in each disciplinary area).

In all cases, **the completion of online COVID-19 trainings will be required of all working in research settings and laboratories prior to returning to work or continuing work.** Two trainings, General COVID-19 Training for University Personnel and COVID-19 Training for Research Laboratories and Creative Activities, have been available through Web Campus. In addition, the Supervisor's Training for COVID-19, also available through Web Campus, shall be completed by all supervisors.

**All research personnel will be required to wear facial coverings, maintain social distancing of six feet or a distance stipulated by Governor Sisolak in Phase 3, regularly wash hands and disinfect all high-touch surfaces.**

For further background, please see our [Principles and Framework Guiding a Phased Approach to Restarting Research and Creative Activities](#). The following additional resources have been developed to further support this transition and will be provided to you through the online training:

- Lab Restart Checklist
- Reentry to Campus Certification Form (COVID)
- Lab entrance signage and sign-in sheet

## **Research & Innovation Division**

In fall, 2020, Research and Innovation (R&I) employees will be returning to campus. However, if an employee requests to continue working from home, they will have to fall into one of the six categories that the [Families First Coronavirus Response Act: Employee Paid Leave Rights](#) (FFRCA) provides. Employees' requests will be directly submitted to HR. If HR determines that the employee can work from home, then we should work with the employee to enable the remote operation.

## **Qualifying Reasons for Leave**

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work **(or unable to telework)** due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

It is understood that the Department of Labor (DoL) only covers 80 hours, but Governor Sisolak extended this leave until 12/30/2020. Another difference between what DoL has stated, and what the State of Nevada will be implementing – employees will be able to use Paid Administrative Leave and not use their annual and/or sick time.

All personnel returning to on-campus operations should have completed the following trainings: General COVID-19 Training for University Personnel, and

1. COVID-19 Training for Research Laboratories and Creative Activities for personnel, as applicable
2. Supervisor Training, as applicable.

In addition, all personnel have to complete Reentry to Campus Certification Form (COVID)

For the foreseeable future, all personnel will be required to:

1. Wear facial coverings, unless advised not to do so by a healthcare professional.
2. Maintain a social distance of six feet or a distance stipulated by Governor Sisolak.
3. Regularly wash hands, and
4. Disinfect all high-touch surfaces
5. Maintain social distancing in rest-rooms
6. Not use the breakroom except for washing hands, and that too if there is no one else in the breakroom
7. Ride the elevator alone

8. When driving, limit the number of people to a maximum of two per vehicle

The above requirements may change based upon Governor Sisolak's subsequent directives.

R&I is providing each of its employees with the washable three-ply cotton mask with a filter pocket. R&I has in stock an ample supply of surface disinfecting solution, hand sanitizer and disposable facemasks for employees if they were to forget to bring theirs on some days.

If an employee in an office were to report, exhibit and develop symptoms, then, we will take immediate action and modify the operational plan.

### **Sponsored Projects**

This phase is meant to safely increase occupancy while still adhering to distancing and sanitation protocols, while continuing to transition back to normal in-office business operations. We will take immediate action and modify the plan if an individual in the department develops symptoms.

1. As the State continues to open additional businesses and a downward trajectory of new cases has been established, the University will continue alternating both groups of staff in the office, so that a social distance of six feet or a distance stipulated by Governor Sisolak is maintained. If the Governor's director requires an occupancy of 50% for the fire code capacity, then adjacent cubicles will be kept vacant when possible. If any individual in the department develops symptoms, we will require a self-quarantine for the two-week incubation period for themselves, and anyone else who was in the office with them.
2. Staff will continue to check-in with their supervisor on a daily basis, complete the Reentry to Campus Certification Form (COVID), and notify their supervisor immediately if they or someone in their household has been exposed, or develops symptoms.
3. Access to common areas such as the breakroom and conference rooms should still be limited during this phase, and we will ensure staff are still disinfecting their workspaces and wearing facial coverings.
4. For those staff with qualifying FFCRA Qualifying Reasons for continuing to work remotely, supervisors will work with HR to get their telecommuting agreements approved. Otherwise, staff will return to working in the office.
5. A daily log of all employees and visitors in both Sponsored Projects offices will be maintained, and use of Teams/Zoom in lieu of in-person meetings will be continued.

### **Environmental Health & Safety**

Environmental Health & Safety (EH&S) proposes a phased-in approach to returning to working on campus, consistent with the Nevada United Roadmap to Recovery, and NSHE's plan for re-opening.

Three major considerations prior to implementing the strategy:

1. Vulnerable employees who qualify for one of the six conditions under the FFCRA can submit required paperwork to Human Resources for approval to continue to work from home. EH&S anticipates only 5-6 staff members that will be requesting approval.

2. Since most EH&S personnel have their own offices, most people will be able to return to campus.
3. Student workers can come back to work if they do not have underlying health conditions and there is room for social distancing in the student workroom.

In fall, 2020, this phase is meant to continue occupancy and distancing protocols, while continuing to transition back to normal in-office business operations. We will take immediate action and modify the plan if an individual in the department develops symptoms.

1. All EH&S employees have completed the General COVID-19 training and the Research & Lab COVID-19 training. All supervisors have completed the COVID-19 Supervisors training.
2. Staff members will ensure daily disinfection of personal workspaces. Access to common areas (break room, conference rooms) will be limited to ensure proper social distancing. Common use refrigerators, microwave ovens, and similar devices will not be used.
3. Face-to-face meetings with faculty, administrators and colleagues on campus will be discouraged. Telephone, Zoom or Teams meetings will continue to be offered as an alternative. All staff meetings will continue via Zoom unless the President has allowed groupings of over 50.
4. All staff will check-in with their immediate supervisor daily, particularly if they are exhibiting any symptoms, whether they are in the office or working remotely.
5. All staff will be required to wear face masks, or cloth facial coverings except when alone in a private office.
6. We will ensure that staff are not occupying adjacent cubicles unless social distancing of 6 feet can be maintained. Staff continue to disinfect and clean their individual workspace and common areas.

### **Animal Resources**

In fall, 2020, there will be a return to normal business operations department-wide. No remote working and no administrative leave days will be implemented for staff scheduling, except in the case of FFCRA qualifying reasons. Significant increases in faculty research activity is anticipated by this time. With the current plan for resumption of in-person classes at UNR for the Fall 2020 semester, further increases in the on-campus presence of faculty, staff, and students within all of the OAR animal facilities is anticipated. Many aspects of COVID-19 control and prevention will continue in fall, 2020, pending further guidance from the CDC, the Nevada Governor's Office, the NSHE Chancellor, the UNR President, the VPRI, and the Washoe County Health Department.

### **Research Integrity**

In fall, 2020, this office will return to normal business operations department-wide. Employees will work in the office on campus, maintaining 6 feet social distancing. We will continue to clean and disinfect personal workspaces and common areas. Face-to-face meetings with faculty, administrators and colleagues on campus will be discouraged. Telephone, Zoom or Teams meetings will continue to be offered as an alternative. In-person meetings with faculty and administrative staff may be scheduled if necessary with conduct of all social distancing

guidelines. We will continue to monitor staff for symptoms, and continue to require any staff with cold or flu-like symptoms to stay home. Access to common areas such as the breakroom and conference rooms will still be limited during this phase.

If the employee requests to continue working from home, they will have to fall into 1 of the 6 categories that the Families First Coronavirus Response Act: Employee Paid Leave Rights (FFRCA) provides. Employees' requests will be directly submitted to HR. If HR determines that the employee can work from home, then the Director will work with the employee to enable remote operation.

### **Enterprise and Innovation (E&I)**

Overall, each unit within Enterprise & Innovation will comply with all applicable UNR policies and directives relative to COVID-19. Employees will be required to return to their campus work stations unless they have received authorization under FFCRA for alternate arrangements. Face masks will be utilized when outside private offices. Disinfecting will follow university instructions with more disinfecting performed as needed in certain circumstances to be noted below.

#### **E&I Main Office: Ross Hall 105-106**

1. Workspaces have been rearranged, such that everyone has a closeable door except for the receptionist station. That station will be equipped with a Plexiglas shield.
2. Meetings will be held virtually or through teleconferences.
3. There will be no need to stagger work schedules. Social distancing can be achieved with all four staff in the office.

#### **InNEVation Center and NCAR**

1. Meeting room and shared office space capacities will be increased in accordance with UNR fall, 2020 rules.
2. Meetings will be conducted virtually or through teleconferences.
3. Where conference rooms are utilized, appropriate limits on occupants will be observed and surfaces will be disinfected following each use.
4. Use of shared coffee machines and microwaves will be introduced. Sanitizer will be provided to disinfect buttons and touch points after each use. Use of coffee pots, refrigerators, and shared dishes shall be prohibited.
5. Contact tracing requirements: key cards at every location, visitor check-in/out with contact information.

Patrons and employees shall not enter the building if ill.

#### **NVIE**

1. NVIE team members will be allowed in-person visits at client locations as long as allowed by client. NVIE team members shall wear a minimum of a facemask + any additional PPE required by the manufacturer.
2. Appropriate social distancing will be observed.

3. If team members come into contact with clients with COVID-19 issues, they may be quarantined for 14 days from other client or office work until it is determined safe to return.
4. To the extent possible, meetings will be conducted virtually or through teleconferences.
5. Break rooms and kitchen areas will be utilized in accordance with UNR rules.

## **Student Services Division Plan for Recovery in Fall 2020**

The Division will maximize opportunities provided by the reopening phase we find ourselves in on August 15, 2020. The following plan assumes we are at full on-campus operations. Health & safety will remain a top priority while providing students with a greater on-campus experience than spring and summer of 2020.

- Staffing will be at 100% with exceptions made for vulnerable populations and others with special circumstances as approved by the University.
- Offices will be open their usual fall business hours. Remote services will be provided to those whose health and safety would be at risk otherwise.
- Offices will maintain the ability to go back to offering services remotely in the event of another closure.
- Staff, students and other members of the public must continue to wear face coverings and engage in social distancing. Regular work-space hygiene throughout the day will continue.
- More in-person meetings will occur between staff and students and between staff as long as masks, social distancing and other safety precautions are taken. Meetings may move out of smaller offices into larger conference rooms.
- More public services will occur such as DRC testing monitoring, IM sports and Nevada Bound. Health and safety precautions will be taken.
- Offices will open front counters with Plexiglas's still in place to serve students. Virtual front counters will remain available for vulnerable populations.

### **Enrollment Services**

#### **Admissions and Records -**

##### **Personnel:**

- Staff will be back in the office with exceptions made for vulnerable risk populations and other special circumstances as approved by the University.
- Staggered start and stop times will limit the number of people in parking garage/hallway when needed
- Large in-person meetings will be limited at first with primary meetings taking place via video Zoom or TEAMS
- Staff showing symptoms of illness should remain home
- Staff physical attendance in office tracked daily
- All employees and student employees to complete required CV19 training.
- On-site staff to complete health assessment course before being work.

- On-site staff to carry out personal workspace cleaning protocols, twice daily cleaning of all areas that are touched.
- Staff prepared to move portions or all functions completely to work remotely.

#### Health & Safety:

- Physical barriers of Plexiglas barriers/shatterproof glass at front counter
- Hand sanitizer available to those in line and at front counter (if able to procure)
- Social distancing signage including floor markings for line wait spots to stay 6ft apart in line, utilize physical barriers where available.
- Break room open on limited basis with staff more than 6 ft. apart. All staff using breakroom responsible for cleaning before and after use.
- No refrigerator/small appliance access or breakroom water cooler access.
- Masks are required and to be worn at all times (unless in private office alone with door closed)
- Masks available for those needing service without one
- Daily log of staff and visitors at the office

#### Services:

- In-person services will be provided at the counter and will be supplemented by online services.
- Signage will inform students how to electronically submit documents. Paper documents will be accepted through physical mail and the front counter to be sorted and scanned by designated staff only with proper safety procedures.
- Services available to move completely virtual if needed.

#### **Disability Resource Center –**

Adherence will be deferred by the guidelines from the Governor and the CDC.

#### Personnel:

- Remote working accommodations for individuals who self-identify as vulnerable and/or have received University approval.
- 100% of remaining staff will be on site. Staff check temperature prior to coming to campus. Do not report to work if feeling ill.

#### Health & Safety:

- Supervisors maintain a log of people in work area.
- Logs kept of any visitors coming into the office.
- On-site staff develop social distancing.
- No travel authorized.
- On-site staff to carry out personal workspace cleaning protocols, twice daily of all areas that are touched.
- Hand sanitizer made available.

- Masks are required and to be worn at all times (unless in private office alone with door closed).

Services:

- Students will be seen with scheduled appointments and when social distancing is not possible in offices, the DRC conference room will be used. Remote meetings will be used for vulnerable populations.
- Intakes will be done through Zoom to assess health and safety considerations before moving to in-person service.
- Test proctoring will continue to occur as feasible.
- Front counter to be open. There will be a virtual front desk option for vulnerable populations.
- Computer lab will be open with 6 feet social distancing.

**First-Generation Student Center –**

Personnel:

- All staff will be working on site with safety precautions in place. Those approved through the University process will work remotely.

Health and Safety:

- Health checks completed by staff before coming to work; staff showing symptoms of illness should remain home
- No travel authorized
- Social distancing signage including floor markings for line wait spots to stay 6ft apart in line by physical barriers
- Signage and web information indicating how to submit documents in-person and electronically.
  - Paper documents kept to a minimum and accepted through physical mail to be sorted and scanned by designated staff only with proper procedures.
- On site staff to carry out personal workspace cleaning protocols
- Breakroom available for handwashing only
- Facemasks are required and to be worn (unless in private office alone with door closed)
- Masks available for those needing service without one
- Hand sanitizer available to those in line and at front counter
- Staff attendance tracked daily
- All student employees to complete required CV19 training.
- Daily log of staff and visitors at the office

Services:

- In person meetings will be held with proper distancing and face masks. Meetings with any approved remote staff will take place via Zoom, Teams, phone. Meetings with vulnerable student populations will occur remotely.
- Front counter open.

- Virtual front desk will also remain in operation.

### **Office of International Students –**

#### Personnel:

- All staff will be working on site with safety precautions in place. Those approved through the University process will work remotely.

#### Health and Safety:

- Health checks completed by staff before coming to work; staff showing symptoms of illness should remain home
- No travel authorized
- Social distancing signage including floor markings for line wait spots to stay 6ft apart in line by physical barriers
- Signage and web information indicating how to submit documents in-person and electronically.
  - Paper documents kept to a minimum and accepted through physical mail to be sorted and scanned by designated staff only with proper procedures.
- On-site staff to carry out personal workspace cleaning protocols
- Breakroom available for handwashing only
- Facemasks are required to be worn (unless in private office alone with door closed)
- Masks available for those needing service without one
- Hand sanitizer available to those in line and at front counter
- Staff attendance tracked daily
- All student employees to complete required CV19 training.
- Daily log of staff and visitors at the office

#### Services:

- In-person meetings will have proper social distancing and face masks. Meetings with vulnerable populations will take place via Zoom, Teams, phone.
- Front counter open.
- Virtual front desk will remain in operation.

### **Office for Prospective Students –**

#### Personnel:

- Fully staffed on campus
- Accommodations for staff approved by the University to continue remote work.
- Face masks are required.

Health and Safety:

- Lobbies and offices configured to abide by safety protocols
- Continued enhanced cleaning and sanitizing
- Tour guides required to wear masks

Services:

- With permission and as available, recruitment staff will attend in-person college fairs/high school visits
- If in-person visits are not available, recruitment staff will work with schools/fair coordinators for virtual options
- Attend additional virtual college fairs in areas we typically could not attend previously due to staff scheduling/location
- In-person Nevada Bounds, Fall Previews and other campus events will follow established safety protocols
- Office functions fully open with safety protocols in place
- Offer Student Ambassador led daily on-campus tours w/continued social distancing measures, if applicable (larger group sizes, if permitted)
- Offer one weekly virtual campus tour in fall
- Encourage virtual staff appointments
- In-person visits will take place outside as much as possible, with staff wearing masks and social distancing (in office meetings will occur if safe to do so)
- Continue with phone call, text and email campaigns

**Student Financial Aid –**

Personnel:

- 100% of staff on site except those receiving University approval to work remotely.
- In-person staff meetings will occur with safety precautions in place.
- Staff may not come to work if sick
- Daily tracking of staff location/work status is required (in office/working from home/sick or annual leave)
- Virtual staff meetings will also continue
- Breakroom and kitchens will be open for use
- Face masks are required

Health and Safety:

- Strict cleaning protocols for personal workspace in place (Staff to carry out)  
Hand sanitizer available to those in line and at front counter
- All staff and anyone coming to the front counter or into the office must wear a mask
- Staff are encouraged to wash hands hourly and to use hand sanitizer in between as needed
- Enhanced cleaning will occur at regular intervals throughout the day
- Staff should avoid touching surfaces and sanitize areas before and after touching

- Clorox wipes will be available throughout the office, near commonly touched items, including handles, office equipment, etc.

Services:

- Front counter re-opens to normal business hours, document submission electronic and in-person
- Remote availability of front counter staff will also be offered
- In-person and virtual meetings will be offered to the public using all safety protocols.

**Veteran Services –**

Personnel:

Staff Director and Coordinator. Intake Coordinator and LOA 18/ week (Opposite days)

Student Staff - 4 staff, each working 25/ week on VA Contract. Two students in Fitzgerald Student Services office and two in Veterans and Military Alliance Center

Health and Safety:

Staff Protocols

- Staff are required wear a mask while on shift.
- Staff are requested to wash hands frequently and after wiping down all surfaces
- Staff should use an antibacterial wipe or other covering when touching communal surfaces to decrease the possibility of transmission
- Staff are required to complete the Returning to Campus COVID-19 training before returning to first shift on campus.
- Staff to wipe down communal areas hourly.
- Staff returning, must follow additional Admissions and Records protocols

*VMC Physical Space – reopens July 13, 2020*

- VMC opens with limited capacity, per the University and Governor guidelines. The total number of individuals includes staff.
- Students log-in verbally, staff to keep visitor log
- Furniture re-arranged for 6 feet of social distancing
- Students required to wear masks
- Students asked to wipe down desks and chairs upon leaving VMC
- Kitchen - fridge closed. Microwave and coffee open.
- Move to paper goods, no china and dishwashing available
- White Board markers removed from communal space. Must check out and wipe down before returning.

Services:

- VMC for study and social purposes, 8:00 – 5:00 M-F
- Xbox remains closed
- TV ok, but controlled by staff at front desk
- ODS and WPV can use space for meetings, limited to 10 students. Must have prior approval. Face coverings and social distancing required.
- VITAL Social Worker welcome to return, based on her comfort level
- Working with facilities / scheduling on Summer Bash August 8, 2020, welcoming back to school festival. Administrative details booked, waiting on Governor Regulations on social distancing guidelines before moving forward.

### **Welcome Center -**

#### Personnel:

- Fully staffed
- Accommodations for special circumstances
- Face masks are required

#### Health and Safety:

- Lobbies and offices configured to abide by safety protocols
- Continued enhanced cleaning and sanitizing
- Breakroom (refrigerators, microwaves, water coolers, etc.) open (if allowed)
- Tour guides required to wear masks

#### Services:

- With permission and as available, recruitment staff will attend in-person college fairs/high school visits
- If in-person visits are not available, recruitment staff will work with schools/fair coordinators for virtual options
- Attend additional virtual college fairs in areas we typically could not attend previously due to staff scheduling/location
- In-person Nevada Bounds, Fall Previews and other campus events will follow established safety protocols
- Office functions fully open with safety protocols in place
- Offer Student Ambassador led daily on-campus tours w/continued social distancing measures, if applicable (larger group sizes, if permitted)
- Offer one weekly virtual campus tour in fall
- In-person visits will take place outside as much as possible, with staff and visitors wearing masks and social distancing. In office meetings with face masks will occur when distancing can be maintained
- Continue with phone call, text and email campaigns

## **Student Life Services**

### **E. L. Wiegand Fitness Center -**

#### Personnel:

- On-site staffing levels will return to normal levels.
- PPE will still continue to be provided to all staff. Masks will be required.
- Staff meetings may resume in face to face format.
- Staff who are sick will be either expected to stay home or leave work immediately if symptoms develop while at work.

#### Health & Safety:

- Will continue to provide increased supply of disinfection supplies (disinfecting spray and wipes) to users.
- Full building will be fogged daily at closing.
- Continue increased equipment disinfection by staff.
- Mat surfaces will be disinfected several times a day.
- Disinfection of group fitness equipment will occur after each class, rooms will be fogged daily, and back to back classes may not be scheduled.
- Additional hand sanitization stations will continue to be provided.
- Floor will be cleaned and disinfected daily.
- All visitors must wear a face covering and engage in social distancing until further notice by health and safety experts.

#### Services:

- Facility users will enter and exit through turnstiles.
- Front desk operations will return to full service
- Facility Adjustments:
  - Access control may be used to limit number of people in the building to prescribed number if required.
  - Barriers will remain at front desks.
  - All spaces will resume normal use levels unless otherwise directed.
- Group Fitness Classes will be limited to a maximum of 25 people.
  - Equipment will be disinfected after each class.
  - Classes may not run back to back.
  - Rooms fogged each day.
- If protocols at this stage allow, all IM Sports will resume normal schedule.
- If protocols at this stage allow, Lombardi Pool will resume normal operations.

### **Residence Life, Housing and Food Service -**

#### Personnel:

- All staff will have returned to campus and be working in-person. Staff will sign-in when visiting different building office locations for meetings.
- Masks will be required. (No mask needed if in office with door closed or at work station).
- Planning for fall training will incorporate dividing staff to keep under 50 staff in a room, honoring physical distancing expectations.
- Staff meetings will be in person if physical distancing can be sustained.
- Department will continue to provide PPE (masks, gloves, hand sanitizer, wipes).
- Department will continue partnership with EH&S to provide monthly training for personal/other health, use of PPE, etc.
- Dining staff are required to take their temperature prior to clocking in for work.

#### Health & Safety:

- All residence halls open and occupied with residents.
- All front desks (all residence halls and main office) will have the following in place:
  - Free-standing hand sanitizer station at entrance way;
  - Transparent barrier installed at the desk;
  - Hand sanitizer (containers for front desks and inserts for stations);
  - Gloves and masks available for staff;
  - Visual signs/queues on ground to indicate physical distancing for individuals in line;
  - Sign-in process for all staff/guests to track who is in space.
- Cleaning and disinfecting will continue in all spaces.
- Increased cleaning and disinfecting supplies will be in place at all residence hall desks with training information on how to use these supplies.
- Will have one or two residents per room:
  - No more than two students sharing a bedroom;
  - If two people in a room, will recommend sleeping head to toe, maximizing distances between residents' heads;
  - All triple and quad rooms will be 'converted' to doubles, at double rate.
- Have a designated 'sick room' per floor (or two):
  - For students who appear sick until they can be tested for COVID;
  - This will allow them to be removed from their roommates but still in the community.
- Designate a 'quarantine wing' in Sierra Hall (each room with in-room bathroom):
  - For students who are diagnosed with COVID (or other highly communicable condition as determined by Student Health Center) and are unable to leave campus.
- Common spaces furniture will be removed strategically to maximize social distancing (including community bathrooms, computer labs, laundry room, lobbies, lounges, etc.)
- Sick Student Protocol is operationalized for residents and student staff. Will implement (in coordination with Chartwells) the student staff position that is trained to deliver/retrieve food for when someone is sick and self-isolating/quarantined.

- Updated license agreement and community standards will have been signed by all residents. Pending direction from the Governor, it is likely that guests external to the building may not be allowed for the first several weeks/few months.

Services:

- Move-in will consist of check-in times to maximize social distancing. No carts, hand trucks or volunteers will be available.
- Programming will be both virtual and in-person with marketing that clearly describes expectations for wearing masks and practicing physical/social distancing.
- Dining
  - Venues and hours
    - All dining venues will be open (Panera and Sushi Burrito to open after classes start) and will resume standard fall semester hours.
  - Venue staff will continue to be provided increased PPE.
  - Staffing/expectations for cleaning and disinfecting will remain heightened.
  - Areas will be designated as to where/when students can eat to maximize social distancing.
  - Increased signage with expectations for standing in line while waiting for food (adhere to wearing masks and social/physical distancing).
  - Delivery option for students (going to residence hall front desk) will be launched.
  - Enhanced marketing will be done to indicate the reduction in locations that accept cash.
  - Card readers will be installed at all locations for contactless purchasing.
  - The Boost Mobile App will be available to pre-order food.

**Joe Crowley Student Union -**

Personnel:

- Full-time staff will follow regular work schedules. Any employee reporting they are vulnerable to COVID-19 must make application through the University process to secure approval for remote work.
- PPE will continue to be provided to all staff based upon requirements of the Governor and University guidelines.
- Staff meetings will be held in-person in rooms where social distancing can occur. When space is not available, meetings will occur through Zoom, Teams, and phone.
- JCSU staff must wear face coverings at all times unless working alone in an enclosed office

Health & Safety:

- The JCSU will have all five entry doors open. There will be signage for visitors to maintain appropriate social distancing and requiring a face covering.
- Hand sanitizer will be available at each entrance.

- Custodial staff will be cleaning areas based on the established departmental protocols for both public spaces and event spaces.
- All JCSU Administration offices and work areas will be wiped down with germicidal wipes and/or bleach solutions daily.
- JCSU visitors must wear facial coverings.

Services:

- Beginning with Fall Semester, building hours will return to normal operating hours.
- There will be no gatherings of more people than recommended by state and/or federal guidelines. JCSU will have signage throughout the building.
- Event space reservations and diagrams will be approved and created based upon social distancing and gathering capacity requirements of the Governor and University guidelines.
- The JCSU will continue to accept lost and found. Staff will continue the sanitizing protocols that have been set for lost and found.

Facility:

- Hand sanitizer will be available at each entrance.
- Barriers will be in place at information center and reception in administrative office.
- Signage will be placed strategically throughout the facility encouraging individuals to social distance and wearing facial coverings.
- The JCSU will continue signage to inform people that they should not enter the building if they are sick.
- Common area spaces will be arranged for the current social distancing if required by the Governor and University guidelines.
- The elevator use will be limited by current social distancing requirements. There will be relevant signage inside and outside of the elevator. The floor inside the elevator will be marked.
- Depending on restrictions, the drinking fountains may be out of service (turned off by facilities or blocked with barrier tape).

Retail:

- All Retail tenants re-opening will follow the CDC and Governor's current guidelines.
- The food court will be available for seating with social distancing in place.
- The Boost ordering system will be implemented at all restaurants in the food court and third floor. This will enable students, faculty and staff to order their meal in advance before entering the building. This will reduce lines.

**ASUN/Center for Student Engagement**

Personnel:

- Full time staff and student employees will be back in office.

- Staff and students will meet in person when spacing allows and will use zoom for meetings when safe spacing is not feasible.
- Opportunities for in-person meetings will be implemented.
- Staff and students will practice the 6 feet Social Distancing while at work.
- Staff and students will stay inside their offices as much as they can.
- Staff and students who are sick will be either expected to stay home or leave work immediately if symptoms develop while at work.

#### Health & Safety:

- The front desk student will log any staff or visitors in the “daily sign-in excel sheet” to verify who is in the office each day. We will maintain this list for contact tracing purposes.
- PPE will continue to be provided to all staff. Masks will be worn at all times (unless in private office alone).
- Staff will clean work space and door handles twice daily (once at the beginning of the day and once at the end) utilizing provided cleaning materials.
- Barriers will stay at front desks, central station and campus escort desk for safety.
- Prox key access to entrances will be turned on for students who work in space, but will continue having only one main entry point where anyone in the space will have their name and contact information logged.
- If staff members use the copy machine, they will wipe it down before and after use with the supplies by the machine.
- Each office space will have hand sanitizer. Each staff member will refill their bottle when it is running low.
- Shared office refrigerators, microwaves, and coffee machines will be open for some use if allowed by the University. Pack Provisions sink may be used by one person in the space at the time. All food/drinks need to stay in office spaces.
- Each full-time staff member’s office will have a UV light which will only be used once a week on Saturdays by student staff trained in its operation.
- The Conference room will be opened for use with regular cleaning from the front desk staff.
- Shared keyboards will have plastic coverings. Cleaning materials will be placed near each shared computer in order for students to clean the keyboard and mice before and after each use.
- Front Desk student will clean high touch surface areas including doorknobs, common area, chairs and tables. For summer it will be 3 times a day, at opening 8am, mid-day, 12pm and closing, 5pm. For semester hours the space will be cleaned 4 times a day, at opening 8am, 12pm, 4pm, and 8pm Monday-Thursday, 3 times on Friday at all those times excluding 8pm, and twice on Saturdays at 10am and 2pm.
- Front Desk will check in which each office daily during one of their assigned cleaning times to determine the need for refills of cleaning supplies. If refills are needed, one desk employee will facilitate the refill with the Joe’s cleaning stock and follow up with the Coordinator if more supplies are needed in stock.
- We will work with the Joe to get the couches and chairs cleaned once a month.

## Services:

- ASUN officers, senators and committee chairs will be allowed into the physical space but will need to adhere to health and safety protocols.
- The Brushfire staff/student workshops will continue over Zoom unless fewer than 50 students are participating and will practice social distancing. This is due to their space constraints.
- Campus Escort will operate with one driver per van with the following protocols likely in place:
  - Plastic barriers installed that decrease access between the driver and passenger.
  - One passenger per vehicle.
  - Dispatcher physically present in CSE to manage requests.
  - Vehicles wiped down after each ride/passenger.
  - Increasing of professional detailing and cleaning to once per month to keep vehicles extra clean.
  - Students who work in campus escort will become COVID-19 officers to help CSE check on events and make sure students are following campus guidelines for events.
- Central Station student employees will be allowed into the physical space and the station will begin to accept deposits at window again. Staff will continue to wear gloves and potentially face coverings for any physical transactions.
- The Club commission and clubs will be allowed to meet in person but must continue to follow health and safety guidelines.
- Clubs & Orgs meetings will gradually start to take place in-person.
  - Clubs may still be asked to teleconference into funding meetings depending on the expected size of attendees or, if space is available, they will be asked to wait in a separate waiting room.
  - Virtual events will be required for indoor events larger than 100 people and/or if the space reserved will not allow all participants to remain 6ft apart at all times.
  - Clubs will be allowed to hold indoor in-person events (under 100 people) or outdoor events so long as the venues are willing to confirm space reservations and strict social distancing measures are followed:
    - Enough space for all participants to remain 6 or more feet apart.
    - Attendees and event organizers all wear masks.
    - Hand sanitizer and masks are made available throughout the event – these will be provided as resources for all clubs.
    - Layout plan which includes path for ingress and egress is submitted to SEAB.
    - Sanitizing plan (prior, during, after event) is submitted to SEAB and followed.
    - No homemade/student-cooked food items allowed (may look into exceptions for food based clubs and clubs that have religious restrictions).
    - Any requirements made by the venues are followed (e.g. temperatures taken, etc.).
- Club Sports policies will coordinate with Wiegand, Athletics protocols, and League or Association policies.

- Inkblot student employees will be allowed into their physical space and weekly in person meetings will resume, but will be offered over Zoom for those with existing health conditions. Printed materials will be able to be requested by clients.
- Insight will resume magazine printing and the spring 2020 magazine (already printed) will be distributed on campus.
- Pack Provisions will continue ordering food from the Food Bank and continue the pickup option with online request form. Will begin a delivery option working with Campus Escort. Pickup and delivery service days will alternate with one another. Volunteers will be allowed back into the space daily to help pack bags and pack campus escort vans.
- Programming will continue to offer all traditional events, including Welcome Week events, in modified socially distanced ways or a fully virtual alternative where social distancing cannot be achieved. Programming is also committed to creating new and inclusive programming that can be carried out in socially distanced fashion and virtual events. Ensure online activities will continue for distance learners.
- Sagebrush students will be allowed into physical space. However the Editor has decided to not to go back to printing the physical paper.
- Wolf Pack Radio DJs will be allowed to enter the space to record shows, but only one will be allowed in the studio at a time. If more than one DJ want to be in the recording space, they need to seek written approval from professional staff. DJs will be given single use mic covers to use and the dispose when recording.
- President's Conference Room will be open for reservations of groups of less than 15 with cleaning after each use.

### **The Center Every Student. Every Story -**

#### **Personnel:**

- All the Center staff will be working from their respective offices in the fall semester, working in isolation from their workstations.
- Video conferencing is the secondary method of conducting meetings and enacted if the projected number of attendees is greater than ten people.
- In-person meetings for groups smaller than ten must be held in rooms large enough to use social distancing.
- All Center office spaces will be open for general operations.
- Additional PPE will be provided to all staff:
  - Masks to be worn at all times (unless in the private office alone)
  - Team members may also choose to offer their masks if they prefer.
- In-person meetings can be conducted in the staff offices were more than six feet of space between attendees.

#### **Health & Safety:**

- Individuals are encouraged to wipe down every door handle before opening a door.
- Hand sanitizing stations will be set-up in the Center southern entrance and the entrance to the Center niche.

- We will provide disinfection supplies (disinfecting spray and wipes) to students that use the Center.
- We will offer disinfection supplies (disinfecting spray and wipes) to students that attend Center events.
- Only two individuals (student, staff, faculty, or community members) will be permitted in the Center kitchen at a time.
- Disposable plates and utensils will be used for personal and events produced by the Center.
- All individuals will wipe down tables and chairs before eating in the Center's common areas before and after their meals.
- All Individuals will clean all chairs and tables before and after they sit in the Center and will allow to air dry.
- Every workstation and Center common ares will be cleaned three times daily.

Services:

- In some cases, events and programs will be conducted virtually if the projected attendance is larger than the number determined by Governor Sisolak's protocol.
- Center programs will use larger gathering spaces to ensure we can use social distancing protocol.
- Check-in at Center events and programs will use a hands-free scan of students and staff Wolf cards.
- All the Center's paperwork that requires signatures will move to DocuSign format.
- The Center offices are open for students, staff, and faculty using social distancing.
- The north door will be used as an entry, and the southern door will be used as an exit in Joe Crowley Student Union Suite 311.
- Only three additional individuals can occupy the Center Niche other than the staff using their offices for a total of 6 individuals.
- Hand sanitizing the stations will be located near the north-facing entrance and south facing exit in the Center's main suite.
- A hand sanitizing station will be placed near the Center Niche entrance.
- Social distancing will be used with personal interactions with students, colleagues, and community members.
- Staff can also use the Centers common areas or open areas outside of the Center to conduct meetings.
- Larger venues will be used to ensure that social distancing protocols can be implemented.
- All events will have three plans for execution, in-person, virtual, and hybrid of in-person and virtual.
- The number of attendees at events and programs will be limited to Governor Sisolak's protocol.
- Only fifteen students will be permitted to be in the Center common space in Joe Crowley Student Suite 311. This rule may be otherwise determined by the protocols set forth by Governor Sisolak.

## **Counseling Services -**

### **Personnel:**

- Licensed staff and trainees will be on site. Because of space needs for practicum students (see below), staff will continue to provide counseling services (teletherapy) from home some of the time.
- Front desk operations will be fully functional and, to allow for social distancing, one person will be at the front desk at a time
- After August 1st, when practicum students start/return to work, the number of trainees in grad room will be limited in capacity to allow for social distancing. Graduate students will utilize empty offices.
- Staff member(s) check temperature prior to coming to work. Staff should not *report to work when feeling ill, particularly if symptoms include cough (excluding chronic cough due to known medical condition), shortness of breath or difficulty breathing, or at least two of the following symptoms: fever of 100.4 or greater, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell. In terms of returning to work after exhibiting symptoms, staff will be directed to follow guidelines articulated in UNR Covid-19 trainings.*
- As per UNR Covid-19 supervisor training, if employees are exhibiting symptoms of illness upon arrival at work or during work time, they will be immediately sent home and/or recommended to seek medical attention.

### **Health and Safety:**

- Following UNR's guidance, supervisor will maintain a log of people in work area.
- Chairs in the waiting room will be spaced out or marked as "blocked" in order to preserve social distancing.
- Masks will be worn at all times by staff and students/visitors, unless employee is in private office alone with door closed. Masks will be provided to staff or staff may provide their own face coverings. CS will enforce the use of masks by everyone entering its facilities, except under rare circumstances where the use of masks is not advised. CS will have back-up disposable masks for students/visitors who present without a mask.
- On site staff will exercise social distancing and maintain at least 6 feet of distance.
- No mingling in kitchen or group room area. No more than 1 person at a time in the kitchen hallway. Disinfecting protocols followed before and after utilizing appliances.
- All staff meetings, supervision, and trainings will continue to only occur through Zoom or Teams, unless social distancing can be maintained.
- Hand sanitizer and disinfecting products will be made available.
- Completion of paperwork prior to counseling sessions by students will continue to be conducted online or through smart phones (using QR code).
- During in-person ADHD/Learning Disability assessments, components that can be done remotely (e.g., interview, some self-report questionnaires) will continue to be done remotely; social distancing and disinfecting practices will be strictly adhered to during in-person assessments.

- On site staff will carry out personal workspace cleaning protocols, twice a day, of all high touch point areas. Front desk and waiting room area will be wiped down twice daily at least as well.

#### Services:

- In offices not allowing for 6 feet of distancing another private space will be found or the clinical service will be delivered remotely via HIPPA-complaint Zoom. This is the practice being followed by most counseling centers nationwide, including UNLV.
- In-person services will also be available in reduced capacity in terms of: a) psychological assessments (e.g., ADHD, Learning Disabilities), and b) crises or initial consultations where remote services are not possible. All in-person services will be conducted in the group room, to allow for 6 feet of distancing, with both the counselor and the student wearing masks, and between 8am and 5pm, Mondays through Fridays (remote services will continue to be available 5pm-8pm M-Th).
- Counselors will also have the prerogative to schedule in-person sessions with students if that is deemed necessary and if it's strongly desired by student..
- As advised by ACHA (See Appendix A), drop-in brief anonymous virtual consultations, *Let's Talk*, will be provided via a readily available virtual Zoom Room.
- Urgent Care consultations will be available on a daily basis for students to consult with a therapist. Students will be advised to call ahead to arrange for a tele-mental health consultation. If a student is in crisis and needs to physically meet with a therapist, we will still advise the individual to call ahead to allow for support staff and clinician to prepare for arrival. Front desk operations will be fully functional.
- In-person appointments will be staggered to avoid crowding in waiting room. In-person appointments will be scheduled to preserve social distancing.

#### **DOS/NSI/FSL/OSC/Persistence Research - Clark Administration Building, Lake Level -**

##### Personnel:

- All departments will open Monday through Friday 8a to 5p.
- Meetings will be held by appointment from 9a to 4p to allow for cleaning of work stations and common areas.
- Staff will have scheduled times to meet with students/guests in closed door spaces that allow for social distancing.
- Zoom and other video conferencing will remain for conducting meetings for staff with medical restrictions and meetings when social distancing is not possible in the department.
- Staff will wear masks in common areas and practice social distancing with other people on the floor.

##### Health & Safety:

- Hand sanitizing stations will be set up in office areas.
- Office equipment will be sanitized immediately following use by the person who used it (e.g. printer/copier, fax).

- Any visitors to the offices will be required to wear a facial covering.
- Good hygiene practices will continue to be utilized and practiced (i.e. hands should be washed or sanitized often, sneezes in the bend of the arm, other recommendations from campus health professionals and the CDC).
- All offices and work areas will be wiped down with germicidal wipes and/or bleach solutions at least twice a day. (Before you leave at night and mid-day before you eat lunch at your desk).
- Printer/Copier area are only open to one person at a time and that person will wipe down everything they touch immediately after use.

#### Services:

- Access will be through one outside door.
- Space Adjustments:
  - Conference table area is closed to groups; one person at a time may use the table and that person will need to wipe down everything they touch immediately after use.
  - The Lake Level kitchen will remain closed.
  - Signs will be maintained at stair entrance and elevator alerting the rest of the building faculty that the kitchen is closed.
  - Common areas are open, but limited to use by not more than two people as long as social distancing can be maintained.
  -

#### **Career Studio – PSAC, Room 208 -**

#### Personnel:

- All departments will open Monday through Friday 8a to 5p.
- Meetings will be held by appointment from 9a to 4p to allow for cleaning of work stations and common areas.
- Staff will meet with students/guests in open floor or conference room spaces that allow for social distancing.
- Zoom and other video conferencing will remain for conducting meetings for staff with medical restrictions and meetings when social distancing is not possible in the department.
- Staff will wear masks and practice social distancing with other people on the floor.

#### Health & Safety:

- Hand sanitizing stations will be set up in office areas. (Currently on order for PSAC)
- Office equipment will be sanitized immediately following use by the person who used it (e.g. printer/copier, fax).
- Any visitors to the offices will be required to wear a facial covering.
- Good hygiene practices will continue to be utilized and practiced (i.e. hands should be washed or sanitized often, sneezes in the bend of the arm, other recommendations from campus health professionals and the CDC).

- All offices and work areas will be wiped down with germicidal wipes and/or bleach solutions at least twice a day. (Before you leave at night and mid-day before you eat lunch at your desk).
- Printer/Copier area are only open to one person at a time and that person will wipe down everything they touch immediately after use.
- Facilities will coordinate with the staff about how to and where to install plastic barriers around computers to ensure social distancing per CDC guidelines.

Services:

- Access will be through one outside door due to lower staffing levels
- Career Studio will accept walk-ins and by appointment meetings. Virtual appointments will still be available.
- Meditation Room use should be covered by the PSAC reopening plan.
- Space Adjustments:
  - Conference table area is closed to groups; 1-2 people at a time may use the table and that person will need to wipe down everything they touch immediately after use.

## **Administration and Finance Plan for Recovery in Fall, 2020**

VPAF Office Guidelines:

- All staff outside of private offices and anyone coming to the front counter or into the general office must wear facial covering. Scheduled visits are encouraged.
- Front desk Plexiglas barriers and queuing decals in place; queuing software will be used in high traffic areas (Cashiers, Wolfcard).
- Front desks remain open with normal business hours, however in person visits/drop-ins and other interactions will be minimized as possible.
- Approximately 75% of staff return to work in person on a rotating schedule while some still telework.
- Limited in-person meetings with primary meetings taking place via video or phone.
- Staff showing any symptoms of illness remain home, notify their supervisor, and follow the University and department sick leave policies or the guidelines in the Families First Coronavirus Response Act, accordingly.
- Strict cleaning protocols for personal workspace in place.
- Hand sanitizer available to all staff and those in line for front desk assistance.
- Usage of refrigerator, microwave, or food storage area re-opens but no gatherings.

**Other non-office-based functions:**

**Parking Enforcement:** Parking enforcement will continue in Phase 3. Enforcement staff typically work independently and will utilize face coverings during any interactions with the public.

**Parking Services Office:** Two front counter office staff will work daily – one from 8:00 AM to 12:30 PM and one from 12:30 PM to 5:00 PM. An additional three people will rotate hours daily

so there are always two people, including a supervisory level person, in the office at any given time. They will wear face coverings and practice social distancing.

**Parking Services Maintenance:** Two employees will work full time striping and maintaining parking lots while there are a reduced number of vehicles on campus. They will utilize face coverings and maintain social distancing.

**Parking Services Events and Shuttles:** Employees will continue to work from home. No regularly scheduled shuttle operations are planned during the summer, but when they resume with the fall semester it will be done with a reduced vehicle capacity to allow for social distancing as well as frequent cleanings through the day.

**Northern Command Public Safety Functions:** Police Services will continue to bring back administrative support staff in Phase 3. Desks in common areas have been measured and comply with social distancing directives. Face coverings will be utilized while in common areas of the office. Employees that need to continue remote operations due to health or household family member concerns will be accommodated. Northern Command lobbies will open, but still restrict public access into the departments. All services involving contact with the public or entry into the police station will be reviewed individually by a supervisor. Members of the public who do enter the police stations beyond the lobbies will be required to wear face coverings. Northern Command Patrol operations will continue as normal and officers will wear face coverings when interacting with the public. Police Services has established a decontamination station in the parking garage motor pool and has protocols in place for an unexpected officer exposure.

**Wolf Card:** Accepting photos online so that cards can be made in advance. We are using queuing software for appointment times to come in. We will find a location during the busy time in the JCSU so students and staff will be appropriately distanced. Window shields have now been installed and queuing decals in place.

**Cashiers:** Continue working with Admissions and Records on a virtual front desk where we can meet students over Zoom. We will also use queuing software that will put students in a virtual line so that they do not come to the cashier window until they receive a text that they are next. We will assign a staff member to the lobby of Student Services to direct students to the software and to the correct office when they come in. Window shields have now been installed and queuing decals in place.

**Mail Services/receiving:** Will be masked when in open areas. Deliveries will be made both in person pick-up or delivered to an on-campus location if an occupied location is identified. Window shields have now been installed and queuing decals in place.

**Grounds:** The entire Grounds Department, 14 employees, will continue to report to campus on a rotating basis to maintain social distancing.

**Custodial:** State custodians will report to campus in two shifts with no more than 25 employees per shift and will work full-time to both clean all buildings and disinfect touch points

daily. Olympus, a custodial contractor, will also have their staff of approximately 55 employees working at night to both clean and disinfect touch points daily.

**Trades (Facilities and Real Estate staff):** We anticipate perhaps 50% to 75% of our trades staff will be on campus at a time to repair critical deferred maintenance that is required in order to safely return to normal operations in August. Each work order will be addressed individually and evaluated against OSHA guidelines for specific mitigation measures.

**Construction/Project Management:** Staff will continue to work from home or private offices, however, a limited number will report project sites “as needed” to resolve issues with contractors and to perform needed administrative duties. Employees will wear face coverings in common areas and when interacting with others; social distancing will be maintained.

## **Marketing and Communications Plan for Recovery in Fall, 2020**

**Alternating Weeks:** If and when there is a requirement to have all employees back on campus as part the fall, 2020 plan, the Office of Marketing and Communications will use “alternating weeks” in the office” to maintain a 50% capacity that ensures proper social distancing. For the start of the Fall semester, Marketing and Communications will then plan to ALL be back on campus in the office, pending any set back or changes.

**Leadership:** If only a department leader is required to be on campus, each of the five marketing and communications directors will take one day each to work on campus. All other employees will continue working remotely.

**Employees:** If and when department employees are asked to return on campus, Marcom teams will work on alternating weeks to maintain social distancing guidelines and minimize the number of people in office at 50% capacity. The following on campus schedule will be used – Group A and Group B and we will alternate weeks between groups (see accompanying schematic). Student intern schedules will be staggered to accommodate their class schedule and social distancing.

- *Group A: Communications and Web Teams*
- *Group B: Digital and Creative Teams*

**Marketing and Communications Specialists:** There are four marketing and communications specialists from other departments that reside in the Marcom office. These specialists should coordinate with their respective deans to determine if they will continue to work remotely or in-office. If they plan to return to the Marcom office, they will be assigned alternating days along with Marcom staff to adhere to proper social distancing and should abide by all other guidelines outlined for the Marcom office.

- *Group A: Allie Crichton and Jennifer Shelton*

- Group B: Alex Vanderhoff and Curtis Vickers

**On campus work authorization:** During the Phase 3 remote work plan, any employee that wishes to return to work on campus may request written authorization via email from their direct supervisor. All authorizations must be approved by Kerri Garcia-Hendricks, Executive Director of Marketing and Communications.

**Social distancing:** For any employee working on campus, social distancing of at least six feet is required at all times, unless a task requires workers to be in closer proximity for the duration of the task. Shared spaces such as the conference rooms should not be used during Phase 3.

**Meetings:** Although gatherings of up to 10 people may be allowed if social distancing is maintained and face coverings must be worn, all departmental meetings will continue to be virtual on Zoom or Teams regardless if the employee is on or off campus., No in-person meetings will be held at the Office of Marketing and Communications. If an in-person meeting with another department is required, the employee must obtain an on campus work authorization and the meeting must not include more than 10 people.

Argenta Hall insurance agents that had previously been using the Marcom conference room to meet should find an alternate meeting place outside of the Marcom office. The Executive Director of Marketing and Communications will communicate the conference room closure to HR so that an alternate meeting space can be assigned.

**Building access:** The marketing and communications offices on the third floor of the Continuing Education building will remain locked during Phase 3. Marcom will coordinate with the Scheduling Office and Institutional Analysis on its Phase 3 plan and security of the building since the third floor of CEB is shared with these offices. Any Marcom employee working on campus or accessing the building is responsible to lock the doors behind them after entering and exiting the building.

**Break rooms:** Due to the small size of the break room, it shall remain closed during Phase 3.

**Elevator use:** Employees should practice social distancing in elevators. No more than two people should be in the elevator at any given time. Face coverings must be worn.

**Shared Equipment:** Employees should limit the use of shared equipment such as the printers, copier, and fax machine to essential uses only and disinfect the machines before and after use in adherence with recommended cleaning protocols.

**Cleaning Protocols:** Any employee working on campus must adhere to CDC Guidelines for [cleaning and disinfecting](#) workspaces, [daily habits](#) to prevent the spread of COVID-19, and [handwashing best practices](#).

## **Faculty Senate Office Plan for Recovery in Fall, 2020**

The Faculty Senate office will continue to serve the academic and administrative faculty with a gradual return from remote operations in fall, 2020 as dictated by direction from the Governors' office, NSHE, and our own policies and procedures.

### *Personnel:*

- The two members of the office staff will continue working remotely
- Meetings will all continue to be held via Zoom

The Faculty Senate office staff will continue to work remotely through Phase II and into Phase III. There is little to no foot traffic in the senate office and work is being completed timely and communication between employees has not been disrupted. Employees will continue to come to campus, as needed, to complete work, check mail, make copies, etc. As we move into the fall term an increased presence in the senate office may be necessary and will be evaluated.

### *Health and Safety:*

- All members of the office staff have completed the CV19 training and are expected to perform a health self-assessment prior to coming to campus.
- Face covers will be worn whenever in the office (unless in a private office with the door closed).
- Strict cleaning protocols for personal workspace and shared equipment (copiers, etc).

### *Services and workflow:*

- All weekly office and Executive Board meetings will continue to be held via Zoom.
- Committee meetings will continue to be held via Zoom.
- Answering emails, phones (office phones forwarded to cell phones), and working with the transition between the old and the new executive board and senate chair is all being done remotely.
- Office staff will perform essential functions on campus, as needed and will follow all policies and procedures when doing so.

## **The Office of General Counsel Plan for Recovery in Fall, 2020**

All employees will have completed the online General COVID-19 Training for University Employees. If the training is updated, all employees will re-take the training.

All employees will be provided the updated University Policies and Procedures developed to govern work on campus.

Employees who feel sick will not report to work, but will inform the General Counsel (the Supervisor).

All employees will perform a daily health assessment in line with the health assessment form, but no documentation will be required to be provided to the supervisor or otherwise maintained. If the employee's response to any of the questions is, "Yes," the employee will either not report to work or will leave work immediately. In either instance, the employee will inform the Supervisor.

Any employee who feels unwell during the day shall report it to the Supervisor and shall leave work. If the Supervisor is not available, the employee will leave work and inform the Supervisor via email of their need to leave.

### **Arriving At Work/Leaving Work**

Through September, employees will use the fire escape entrance to Clark and the second floor except in the case of inclement weather, if they are carrying heavy items, or if they need to use the elevator.

If employees are leaving the building at the end of their work day after a meeting in another part of the building, they may use any other exit.

### **While At Work**

Employees will follow the University Policies and Procedures.

Employees will wear face coverings at all times unless they are alone in their work spaces.

Employees will maintain social distance of 6 feet within the suite, even when they are wearing face coverings.

Employees will wash hands thoroughly after returning from meetings or activities outside the suite and often throughout the day.

Meetings of two people, wearing face coverings, may occur in an office only if social distance of 6 feet is maintained.

Attorney staff meetings will occur through telephone, Teams or Zoom; Phillips Conference Room may be used as stated below.\*

All staff meetings will occur through telephone, Teams or Zoom, or Phillips Conference Room may be used as stated below.\*

Meetings with individuals from other offices should occur through telephone, Teams or Zoom. If all attendees wear face coverings and maintain social distance of 6 feet, meetings of up to five people may occur outside the suite.

If Phillips Conference Room is available, meetings of more than two people may occur there if social distancing is maintained and face coverings are worn. The attendees must wipe down the table and the chairs used for the meeting before and after the meeting. \*

The conference room may be used for meetings of no more than two people and only if they maintain social distance of 6 feet. They must wear face coverings during the meeting. The attendees must wipe down the table and the chairs used for the meeting before and after the meeting.

Door knobs will be wiped down at the beginning and middle of the work day. The copy machine will be wiped down at the beginning and middle of the work day. The door handles for the supply cabinet will also be wiped down according to this schedule.

Employees will wipe down their work space, including phones and computers, at the beginning and middle of the work day.

If an employee has a personal refrigerator in their work space, they may use it. The small office refrigerator in the copy room will not be used by any employee.

Employees will not share pens, staplers, scissors, or other work tools. The distribution of documents from one person to another is discouraged.

### **Work Schedules**

Attorneys will work in the office daily unless they have notified the Supervisor of a need to work remotely for the day. The legal secretaries' regular work space requires them to work almost back to back. Through July, one legal secretary will work in the office Monday, Tuesday, and Wednesday and the other legal secretary will work in the office Thursday and Friday. The secretaries will flip the schedule every week such that the legal secretary who works three days in the office the first week will work two days in the office the second week. The legal secretaries will work remotely when they are not scheduled to work in the office. This schedule will be re-evaluated at the end of July.

### **Log of Employees and Visitors**

The Supervisor, or her designee, will maintain a daily log of employees present at work and of visitors who enter the Office of General Counsel suite.

## **Development and Alumni Relations Plan for Recovery in Fall, 2020**

The plan for fall, 2020 will follow a monthly calendar, with some staff only working onsite, and the majority working on a rotating basis. Approximately 50% of the staff will have returned in July and the balance will return in August. Of those staff, most are in smaller areas with cubicles, so they will be on a rotating basis, working onsite and then offsite, to lower the number of individuals in an area at any one particular time. When on this rotation, all desktop computers will be back onsite and laptops will be utilized at home.

Concerning fall 2020, our plan will remain the same; the majority of supervisors will be onsite and the majority of the staff will work rotationally onsite and offsite. This decision is based on the assumption that no vaccine will yet be available and that requirements for social distancing and the wearing of facial coverings is mandatory. Other factors that may change the plan are:

- Washoe County School District (WCSD) does not return to a normal schedule and either has all half days, all online, or some other combination of delivery. In this case, we will most likely have more people, including supervisors, moving to all offsite due to childcare issues.
- A second wave of COVID-19 happens. In this case, we will most likely move the majority of the staff back to remote work only with very few individuals onsite.

Under the following assumptions, we would move towards having more people return to work with less rotation arrangements during Fall 2020:

- WCSD returns to a normal schedule so there are less childcare issues.
- A second wave of COVID-19 does not happen.
- Requirements for social distancing and wearing facial coverings are lifted.

Again, DAR will remain flexible during this process and strive to balance the needs of the University with the health, family-needs and safety of our staff all while successfully completing our mission.

## **Nevada Athletics Plan for Recovery in Fall, 2020**

Nevada Athletics continues to work on its plans to safely return our student-athletes, coaches and staff to campus in summer and fall. This plan has been developed in alignment with University guidance as well as NCAA, the Mountain West Conference, local, state and federal communications and plans, and will continue to be nimble but measured and rely on sound medical advice.

### **Student-Athletes**

Nevada Athletics started a phased-in return of student-athletes starting in June and early July. Sports will be prioritized based NCAA-allowed voluntary activities (approved for football, men's basketball, women's basketball starting June 1) followed by fall sports (cross country, soccer, volleyball) based on their fall camp start date and any future NCAA decision allowing voluntary activities in those sports. Other sports will return at the start of the fall semester as in years past.

### **Tentative Sport Return Schedule**

<b>Sport</b>	<b>Quarantine</b>	<b>Physicals</b>	<b>Practice Start Date</b>
Football	July 6-12 (may be sooner)	July 13-17	July 18
Men's Basketball	July 13-19 (may be sooner)	July 20-24	July 25
Women's Basketball	July 13-19 (may be sooner)	July 20-24	July 25

Soccer	TBD	TBD	TBD
Volleyball	TBD	TBD	TBD
Cross Country	TBD	TBD	TBD
All Other Sports	August 17-23	August 24-28	TBD

This is a tentative schedule and is dependent on access to COVID-19 testing, personal protective equipment and cleaning supplies as well as the advice of our sports medicine staff and University, local, state and federal guidance. With the NCAA's decision to allow voluntary activities starting on June 1, Nevada Athletics started bringing small groups of football, men's and women's basketball student-athletes back to campus in June.

In order to return to campus, all student-athletes are required to complete the following steps prior to participating in any athletic activities:

- 7-10 day quarantine prior to returning to campus
- COVID-19 questionnaire
- COVID-19 lab test
- Pre-participation exam, including physical and orthopedic exams, concussion baseline screening, sickle cell blood test
- Completion of all forms through JumpForward
- Compliance meeting (via Zoom)

Physicals are scheduled by appointment only and performed with proper social distancing. All student-athletes and staff must wear facial coverings and other personal protective equipment at all times. Each provider will be able to perform 4 exams per hour, and it is expected the process will take at least a week for each team. If a student-athlete chooses to leave the Reno area after their initial quarantine, they will be required to quarantine again for a minimum of 7-10 days and be cleared by the team physician before they are allowed to resume activities.

Once all of those steps are completed, student-athletes will be allowed to return to activities in accordance with the phases described in the NCAA Core Principles of Resocialization of Collegiate Sport (<https://www.ncaa.org/sport-science-institute/core-principles-resocialization-collegiate-sport>).

**Summer, 2020** – Student-athletes will be allowed to participate in voluntary activities in small groups with strength & conditioning staff for a minimum of two weeks. All activities must comply with NCAA rules related to voluntary activities and are by appointment only (no walk-ins or unscheduled activities). Groups include 10 student-athletes or less unless with proper social distancing can be implemented. Teams are allowed to use the Lombardi weight room as its size and rack placement allow for social distancing, while some of the racks in the Primm Strength Center are blocked off to allow for social distancing. Staff work in staggered shifts to minimize contact while still providing a safe environment for student-athletes.

Student-athletes are expected to arrive for practice and weight sessions fully dressed as locker rooms and other common areas are closed during this time period with the exception of restroom use. Hand sanitizing stations and cleaning wipes are available in facilities, and student-athletes and staff are expected to use them to help maintain those spaces. Student-athletes are also expected to wear their facial coverings at all times except when they are actively working out.

Strength & conditioning staff and sports medicine staff are provided PPE and wear facial coverings at all times. The equipment staff work to clean all equipment but do not provide laundry services. Any nutrition items provided are pre-packaged grab and go items or to-go meals.

Team and position group meetings are held virtually, and team rooms and conference rooms are closed. No practice activities involving balls will take place unless there is one ball per person with no interaction. Teams conduct walk-throughs or other voluntary practice activities as long as social distancing of at least 6 feet between each person can be achieved, and facilities are scheduled in advance. All practice activities in summer and fall are limited to NCAA-allowed essential personnel only and closed to media and any outside visitors.

Academic services will open in fall, 2020 with some services remaining virtual. More specific information is found in the Academic & Compliance Services Return Plan prepared by Ryan Mitchell.

Team operations will depend on the Recovery Phase announced by Governor Sisolak. If social distancing is relaxed in fall, teams will be allowed to meet in larger groups while gathering with proper social distancing, have the opening of meeting and conference rooms, locker rooms and common areas, have additional nutrition (including shakes), laundry services, unrestricted staffing and the resumption of travel. All allowed activities are in accordance with NCAA rules.

### **Coaches & Staff Members**

Nevada Athletics prioritizes coach and staff return to campus based on student-athlete needs. Coaches and staff who directly impact student-athletes returned in early June provided they had completed the University's online COVID-19 preparedness webinar. This will included coaches, sports medicine staff, strength & conditioning staff and equipment staff. All other staff members continued to work virtually.

Coaches and staff continue to follow all of the Phase 2 Policies and Procedures for On-Campus Work released by the University of Nevada (<https://www.unr.edu/coronavirus/planning-for-return>), including wearing facial coverings at all times (except when alone in a private office).

All meetings continue to be held virtually. If absolutely necessary to meet in person, meeting rooms and conference rooms are scheduled, and meetings include 10 people or less with proper social distancing.

### **Cleaning & Disinfecting**

Hand sanitizing stations are placed at entrances to all Nevada Athletics facilities, reception areas and any high traffic areas that are utilized. Disinfecting wipes are also distributed. A combination of electrostatic sprayers, disinfecting wipes and spray disinfectant that meet CDC/EPA guidelines are used in Nevada Athletics facilities.

It is expected that all student-athletes, coaches and staff practice good hygiene and use the provided hand sanitizing stations and cleaning wipes to help keep facilities clean and safe.

### **Daily Screening & Policies for Student-Athletes & Coaches/Staff**

All student-athletes and coaches/staff are required to complete the COVID-19 screening questionnaire and have their temperature taken daily. Anyone who exhibits a temperature higher than 100.4 or any symptoms is sent home to self-quarantine as detailed in the University's Phase 1 Policies and Procedures for On-Campus Work.

Plans are also being made to use single entrances and exits to athletics facilities to control access. Visitors to Nevada Athletics are by appointment only and are screened using the questionnaire and temperature taking.

### **Game Day**

Nevada Athletics will implement the following safety and security measures to keep all participants and fans safe at our future sporting events:

- Policies are being developed to keep our student-athletes, coaches, officials and staff safe during their pre-game, in-game and post-game activities. Adjustments may also need to be made to the game-day environment, including sideline and band and cheer activities.
- Student-athletes and coaches will also be tested for COVID-19 prior to games.
- Seating capacities will be reduced in all Nevada Athletics venues to comply with social distancing guidelines.
- Social distancing guidelines will be adhered to at ticket windows, entrances to venues, restrooms, all seating areas, concession stands and tailgate areas. Game day staff will be required to wear face coverings.
- Additional staff will be utilized to continually disinfect "high touch" areas, monitor social distancing in seating assignments and queuing lines.

### **Student-Athlete Academic Center—both Academic Services and Compliance staff.**

In early August most Fall sport teams will be back on campus preparing for their season. Most, if not all, of the administrative and coaching staff will be back to campus/office life. Individuals will work with direct supervisors if there is an opportunity to stagger time in the office to minimize the number of people in the buildings at one time.

*Return to campus/office life will be very different than in the past. As of now, restrict in-person meetings of more than two people (zoom meetings will continue even if you are in the office); a*

*face covering/mask will be required unless one is alone in their office; there will be no shared food/drinks (coffee); physical distancing will continue in the office environment.*

### **Personal Protective Equipment**

Ann Larson's staff will provide face masks and cleaning supplies for every person in the department. They are packaging those items now and will leave this in each person's office upon your return.

### **Required Training and Daily Health Assessment**

In preparation for return to campus/office life, EVERY SINGLE PERSON MUST COMPLETE THE FOLLOWING (no exceptions):

- **Mandatory General COVID-19 Training:** This training module is required for every employee on campus. One cannot return to campus/office life until completing this Training. Once the training is completed, the completion record will be uploaded into Workday.

**The COVID-19 training can be found here:** <https://www.unr.edu/hr/alternative-operations>.

**Supervisory Training** – A mandatory supervisory training program will be available soon. Anyone who supervises at least one employee (including student-employees) must complete this training. A campus-wide email will inform when the training is available.

**Daily Health Assessment:** The Daily Health Assessment must be reviewed by each individual every day before coming to campus or immediately upon your arrival. Andrea Pearson will be sending a department-wide email every day to remind everyone to review the assessment. The Health Assessment lists COVID-19 symptoms. If a person has any of the symptoms, they are not to report to work. If a person develops a symptom during the course of the day, they are to leave campus immediately. The Daily Health Assessment is to enhance personal awareness and social responsibility. One does not have to report the self-assessment, but one must think about the symptoms every day and not come to campus if experiencing one of the symptoms.

- **Daily Log of Employees, Student-Athletes and Campus Visitor**  
A daily log of anyone who is on campus, indoor or outdoor must be maintained. The reason for the list is so contact tracing can occur if there is a COVID-19 exposure. This might be a sign-in form or an electronic spreadsheet.

## **Nevada Sports Medicine COVID-19 Re-Opening Protocols**

### **Non-COVID-19 Related Medical Care**

#### **Training Room and Sports Medicine Clinic Access**

Medical care and rehabilitation are essential services. The training room will remain open to appointments only (i.e., no walk-in services). All persons entering the sports medicine/ training room facilities must have the following **prior** to entry:

- face covering
- pre-entry temperature check (<100.4) - provided at point of entry
- Each Athlete must answer in writing the CDC questions regarding covid -19 exposure
  - no COVID-19 symptoms Cough, fever, malaise - provided at point of entry and online
  - no known contact with a COVID-19 positive person - provided at point of entry and online
- application of alcohol based hand sanitizer - provided at point of entry

Athletic training room and sports medicine clinic will:

- Maintain strict social distancing of >6 feet with exception of providers and athletic trainers actively involved in patient care.
- All personal belongings (ie. backpack) are to be kept at their treatment table to eliminate use of public cubbies/storage
- Doors will be propped open to eliminate unnecessary touch points on public surfaces (door handles)
- The door coming from the football building will be the entrance only door and the backdoor will be the exit only door to decrease possible social distancing violations

Health care providers (physicians and athletic trainers) will wear a medical grade ear-loop mask and gloves, whereas patients may wear a fabric face covering.

The Sports Medicine team (Physicians, Fellows and Trainers) will need a supply of medical PPE for athletes that make it into the training room that are displaying Covid - 19 symptoms or for travel with teams if athletes while away begin to display symptoms. Will also need PPE for evaluation of athletes with + Covid signs/symptoms in the Covid tent.

Proper Hygiene in Sports Medicine Facilities is mandatory

Hand hygiene includes one of the following:

- Hand washing warm water with soap for 20 seconds and drying with paper towels.
- Use of alcohol based hand sanitizer (Purell, Clorox, etc)
- Treatment tables are cleaned after each use with a CDC recommended cleaning solution such as Clorox Pro Quaternary All-Purpose or bleach solution.
- Treatment tables are spaced out >6 feet.

- Modality tools are cleaned after each use with a CDC recommended cleaning solution between each use.
- Rehabilitation equipment is cleaned after each use with a CDC recommended cleaning solution between each use.
- Strength and conditioning equipment in the athletic training room is cleaned with a CDC recommended cleaning solution between each athlete.

### **General Recommendations for Team Activities**

At this time, all gatherings are dictated by NCAA, Mountain West, University and state/local policies. All athlete gatherings must comply with these ordinances.

Sports Medicine recommends the following prior to involvement in any team activity:

- Face covering – except for workouts and practice
- Pre-entry temperature check (<100.4)
- Each Athlete must answer in writing and online the CDC questions regarding Covid -19 exposure
  - no COVID-19 symptoms Cough, fever, malaise - provided at point of entry and online
  - no known contact with a COVID-19 positive person - provided at point of entry and online
- Application of alcohol based hand sanitizer - provided at point of entry

Team meeting rooms, locker rooms, weight rooms and athletic facilities must:

- Maintain strict social distancing of >6 feet. This is impossible in a locker room so will close locker rooms until further notice - until distancing guidelines are relaxed.
- Eliminate use of public cubbies/storage for personal belongings such as backpacks
- propping doors to eliminate unnecessary touch points on public surfaces (door handles)
- making an entrance only door and exit only door to decrease possible social distancing violations
- eliminating drinking fountains and utilize personal water bottles for each athlete

### **Testing**

Testing will be an integral part of our Covid-19 surveillance. The Nevada Athletics program will be conducting PCR nasal pharyngeal based testing weekly (member of physician team must be supervising at minimum indirectly). These tests will be conducted by the athletic trainers. Failure to comply with testing will deem a player ineligible to participate in athletics.

Tests will be weekly or prior to travel. For example, if a volleyball team normally tests on Friday but they have an away tournament Thursday through Saturday, the Covid-19 test will be done on Wednesday.

### **In-Processing**

Once athletes are back to campus they will be required to;

1. Quarantine – currently for 14 days but is dependent on Nevada Public recommendations- during this time the Covid -19 screening questionnaire should be answered daily
2. At the end of the first week of quarantine the athlete will be tested – (PCR nasal pharyngeal swab)
3. During the second week of quarantine after the Covid-19 testing has been completed the pre-participation screenings for our athletes will start which includes the physical exam, Neurologic concussion baselines and EKG for each athletes (EKG's for each athlete is a screening currently for viral myocarditis which is seen with some Covid-19 patients- subject to change in next two weeks). Once the two weeks are completed - conditioning may commence leading to participating in voluntary athletically related activities for their sports. Mandatory 7-10 day transition period before all required countable athletically related activities.

### **Positive athletes**

If at any time an athlete tests positive or is deemed at high risk for a current infection that athlete will then undergo the following;

1. The athlete will need to be placed in quarantine (a separate dorm room provided by UNR or if in an apartment roommates may be removed) - quarantine will last for at least 14 days.
2. The athlete will be contacted twice daily by the sports med active infection team to make sure that their condition is not worsening
3. Representatives from athletics will also assure that food and other groceries supplies are available to the quarantined athlete.
4. If the athletes condition worsens a “house call” (virtual or in person) will be conducted by one of the team physicians and a disposition made.
5. If it is deemed that the athlete needs to seek hospital care, an EMS transport will be called if the athlete cannot self-transport. Under no circumstances will the athlete be allowed to be transported by personal or commercial vehicle.

In the setting that one member of the team tests positive for Covid-19, the team physician will remove all close contacts (i.e. roommates, other members of the team and coaching staff) –who will need to be quarantined as well for 14 days. This is part of the contact tracing protocol.

### **For Athletes that are Covid + but Asymptomatic**

Once the athlete has been quarantined for 14 days, that athlete may leave quarantine. However, that athlete cannot return to athletics until they have received an EKG, troponins and have been evaluated and cleared by a physician. Once cleared, the athlete will start a return to exercise/conditioning transition period before return to sport.

### **For Athletes that are Covid + and Mildly Symptomatic Without Fever**

If the athlete was symptomatic (had common cold like symptoms etc.) during their Covid- 19 illness, they will have additional requirements to fulfill before returning. For these athletes, in addition to the quarantine time period mentioned above, they will need to be symptom free for 10 days and have received an EKG, troponins and been evaluated and cleared by a physician. Once cleared, the athlete will start a exercise/conditioning transition period before return to sport.

### **For Athletes that were Moderately Ill and had Fever**

If the athlete was symptomatic (had flu like symptoms etc.) during their Covid- 19 illness, they will have additional requirements to fulfill before returning. For these athletes, in addition to the quarantine time period mentioned above, they will need to be symptom free for 14 days and have received an EKG, troponins and been evaluated and cleared by a physician. Once cleared, the athlete will start an exercise/conditioning transition period before return to sport.

### **For Athletes that were Hospitalized due to Covid -19**

These athletes will be evaluated on a case by case basis – will need a cardiology consult

### **Contacts that were Quarantined but not Covid Positive**

Contacts that are quarantined because of contact/exposure but never turned positive will be quarantined for 14 days and will not leave quarantine except to be re-tested. If they never turn positive, at the end of the 14 days they may begin the exercise/conditioning transition period before return to sport.

UNLV



## **Resumption of Campus Activity**

**Note:**

**These plans are tentative and may be adjusted based on conditions closer to the start of the fall semester.**

Office of the President &  
Office of the Executive Vice President and Provost

Revised July 9, 2020

## Contents

Introduction	4
Approach	4
Institutional Task Force	4
Working Groups	5
Guiding Principles	5
Assumptions	6
Transition	7
COVID-19 Ombudsman	8
Building Safety	8
Enhanced Cleaning Protocols	8
Social Distancing	9
Face Coverings	9
Smoking	10
Training and Informational Resources	10
Campus Signage	10
Health Screening	11
Testing	11
Positive Test Results	12
Unit Plans	13
Employee and Manager Responsibilities	14
Offices and Workstations	14
Workplace Accommodations	14
Common Spaces	15
Student Services	15
Libraries	15
Computer Laboratories	16
Events	17
Volunteerism	17
Student Union and Student Wellness and Recreation Center	18
Residence Halls	18

Instruction	20
Academic Advising	21
Academic Accommodations	22
Campus Health and Mental Health Services	22
Research Activities	23
Intercollegiate Athletics	23
Health Sciences	24
University Travel	24
Steps	25
UNLV Step One (Began June 1, 2020)	25
UNLV Step Two (Expected to begin on or about August 3, 2020)	26
UNLV Step Three (Expected to Begin Late August 2020)	27

## **Introduction**

After the onset of the global COVID-19 pandemic, UNLV joined thousands of higher education institutions around the country in moving its operations online. Although their delivery shifted to alternate modalities, the University's core services in the areas of teaching, research, and community engagement have continued.

With the gradual easing of restrictions across the U.S., including in our own state, UNLV again joins its peers in planning for the transition back to on-site operations. As we explore various options to resume on-campus operations, UNLV's commitment to its mission as a public research university remains fixed. Whatever the location or platform of our work in summer 2020 and beyond, UNLV will continue to provide a high-quality and affordable education to students, carry out impactful research and scholarship, and serve our local and broader communities.

## **Approach**

Our plan to resume on-campus operations is based on a coordinated and multi-faceted approach that seeks to make use of the best information available. The overall planning effort is informed by guidance from the federal and state governments, national and local public health agencies, the Nevada System of Higher Education, and experts at UNLV.

Because conditions are fluid, the plan is designed to be flexible and sensitive to changing contexts. Based on current trends in public health, we have begun the process to resume in-person operations during summer 2020, although an increase in disease transmission within Southern Nevada or on the UNLV campus could require a return to remote activities.

## **Institutional Task Force**

The institutional response to the COVID-19 crisis has been managed by a campus-wide task force known as the Incident Management Team (IMT). Co-Chaired by the Executive Vice President and Provost and the Emergency Management Coordinator, it consists of approximately three dozen representatives from major administrative and academic units across the university. The task force oversaw UNLV's transition to remote operations in March 2020 and continues to manage UNLV's response and recovery as the situation evolves.

Structured IMT discussions on the resumption of campus-based operations began in mid-April. The task force recommended the formation of subcommittees of subject-matter experts to work on specific aspects of recovery planning.

## Working Groups

The following six working groups were established to chart the path for a safe return to on-campus operations:

1. **Command and Control (C&C)** provides high-level oversight for recovery planning. Its purpose is to consider recommendations from the other working groups and make decisions about the reopening of the UNLV campus and eventual transition back to normal operations, recognizing that the aim is not only to fulfill short-term needs but also to advance the university's long-term strategic goals and priorities. The group is co-chaired by the UNLV President and the Executive Vice President and Provost.
2. **Campus and Workplace Safety** establishes guidance for maintaining a safe environment for all members of the university community. The group is charged with implementing appropriate protocols and practices to allow the work of the institution to move forward efficiently and securely.
3. **Health and Wellness** establishes guidance for maintaining the health and wellness of all campus members and visitors by identifying and mitigating public health risks. The group also ensures the availability and continuity of campus health services to members of the university community.
4. **Academic Affairs** supports the university mission through effective policies and procedures for instruction, research, programming, and services that also account for the health and well-being of students, faculty, and staff.
5. **Visitors and Access** establishes protocols and practices designed to preserve the health and safety of visitors to the campus community.
6. **Communications** provides timely and effective communications delivered through a variety of platforms about the university's policies, plans, and procedures. The group develops messaging to inform its audiences of actions they must take related to safety and well-being as well as the institution's priorities and actions. It also shapes messaging that seeks cooperation, builds confidence and trust in its stakeholders, and upholds the reputation of the institution.

## Guiding Principles

### *Promoting the Health, Safety, and Well-Being of Our Community*

The University places the welfare of our community above all other considerations. Our top priority, at all times, is to promote and maintain a safe, healthy, and positive learning and working environment for all of our students, faculty, staff, and visitors. We are closely monitoring public health concerns related

to COVID-19 through trusted authorities. All plans for returning to in-person operations will be informed by the latest data, occur in alignment with public health guidance, and include strong measures to mitigate the risk of COVID-19 disease transmission. In all our decisions, we will be guided by an ethic of care and stay responsive to the needs and concerns of our community.

### ***Providing Quality Academic Experiences for All***

Furthermore, UNLV is committed to providing superior academic experiences for all students, faculty, staff, and other stakeholders. This commitment remains in place regardless of how we are operating. The COVID-19 pandemic significantly altered how we approach the teaching, research, and service activities that constitute the core of our mission. As long as public health conditions require us to operate in a manner that departs from our normal campus operations, we will apply strategy, innovation, and resilience to fulfill our mission and maintain academic quality and equity. The University will leverage lessons learned to enhance its future operations and delivery of services.

## **Assumptions**

Because the outlook for the coming months remains uncertain, the plan for resuming on-campus operations is framed by the following assumptions:

1. UNLV will cooperate with federal, state, system, and local authorities and comply with their directives regarding campus reopening, large gatherings, and in-person activities.
2. The reactivation of campus-based activities will occur incrementally by degrees following the timeline established by Nevada Governor Steve Sisolak and the Nevada System of Higher Education.
3. Some level of social distancing will remain in effect at least during the summer and fall.
4. Campus sanitization procedures, including disinfection of facilities and frequent cleaning of high-contact surfaces, will reduce the probability of disease transmission.
5. Public health protocols involving widespread testing and contact tracing, as well as the isolation of confirmed and suspected cases and quarantine of contacts, will help preserve community health.
6. Every individual has a personal responsibility to protect others in the community by wearing a face covering when in close proximity to others, washing their hands regularly, coughing or sneezing into a tissue or their elbow, staying home when feeling ill, and following other personal hygiene practices.

7. A deliberate, coordinated response at all levels of the organization is imperative for the safe and effective management of an institution as large in size and scope as UNLV.
8. Individual units will be responsible for operationalizing and implementing institutional guidance within their local context.
9. The University will communicate decisions with students, faculty, and staff as expeditiously and transparently as possible.
10. UNLV will demonstrate empathy and exercise flexibility wherever possible to accommodate the needs of students, faculty, and staff.

## **Transition**

Cooperation and flexibility among the campus community is essential during this crisis, as well as the transition back to in-person operations. To protect the health, safety, and well-being of our campus and broader communities, UNLV will carry out a gradual transition back to full on-campus operations. We will employ phase-based tactics that allow us to thoroughly review current circumstances and evaluate outcomes before progressing from one step to the next. We will only progress to the next step in the reopening process when directives from state and local authorities allow us to do so, and when our campus community conditions warrant such a transition.

The University's reopening plan is expected to occur in three distinct steps, with a possible retreat at any time if public health conditions require more remote operations. To avoid confusion with terminology used in the Governor's phased state reopening plan, we have called each of our phases "steps." The plan and its associated steps (including timelines and permitted activities) will be updated regularly as new decisions are made or further details become available.

On May 19, the Office of the President sent a message to the campus community providing initial guidance on the gradual reopening of the UNLV campus, expected to begin in early June pending guidance from Governor Sisolak and NSHE Chancellor Reilly. In her memo, President Meana noted:

The plan to transition staff back to campus will be centrally guided, and locally organized and implemented, as we recognize areas across UNLV may have their own set of unique circumstances. Each department head or supervisor will be required to develop a plan that outlines how they will resume in-person operations and bring staff back to campus in a responsible manner while minimizing risks, and what changes may be needed to maintain social distancing in employee work locations. Further, supervisors will be given the flexibility to adjust work schedules and/or stagger shifts to support social distancing, and remote work remains an option since the transition of staff will occur in stages through the summer.

Part of our plan to prepare for employees returning to campus involves Facilities Management deeply cleaning and sanitizing work areas and public spaces with industrial level products – similar to what hospitals use. We also are purchasing face coverings for employees who may not have their own, and ordering bottles of hand sanitizer and sanitizing wipes for all departments. Additional hand sanitizer dispensers also have been installed throughout campus and more will be added over time.

Every employee (and student) has a personal responsibility to follow recommended public health measures, and Human Resources has developed comprehensive guidelines for all employees and for managers.

### **COVID-19 Ombudsman**

As the outbreak continues to evolve, a COVID-19 Ombudsman has been appointed. The primary functions of this role include coordinating the resumption of in-person operations, addressing issues and concerns that arise, and liaising with the Southern Nevada Health District (SNHD). The ombudsman is a member of the IMT Steering Committee and Command and Control where he keeps leadership updated and provides recommendations to inform decision making processes. Interim Emergency Manager Gregg Maye serves in this capacity. This role is part of UNLV's commitment to help keep our constituents informed and to take precautions in order to minimize the spread of illness. Faculty, students, staff, visitors, and other campus constituents may reach him through contact information that is posted publicly on the coronavirus website.

### **Building Safety**

An important precursor to launching our first step was addressing the safety of buildings that were largely unoccupied since late March. During reduced campus operations, UNLV's Facilities Management staff have entered every academic and administrative building on campus every day to conduct routine cleaning and maintenance using disinfectants effective against the virus that causes COVID-19. They continue operating HVAC mechanical systems and flushing building water systems to prevent the proliferation of bacteria in water in closed systems. Facilities Management have reviewed HVAC mechanical systems in academic and administrative buildings, which are designed and operated in compliance with established OSHA and ASHRAE guidelines, including ventilation, air filters, and plastic (plexiglass) barriers. Staff are implementing CDC recommendations to introduce additional outside air and increase air filtration. High-efficiency air filters are being installed - if not already utilized – and replaced as recommended, and plexiglass barriers are being installed in transactional areas across campus, as referenced throughout this document.

### **Enhanced Cleaning Protocols**

Corresponding with our assumptions regarding the safe resumption of campus-based operations, we have implemented comprehensive building cleaning and disinfection protocols. Staff members from

Custodial Services will focus on sanitizing common areas in buildings and office suites and will clean office suites at least once per day using EPA-approved cleaning supplies to disinfect door handles, reception counters, and work room counters. Restrooms also will be deep cleaned and disinfected by the evening shift.

Business Affairs continues to acquire the appropriate cleaning supplies for distribution to campus. Facilities staff have installed 150 hand sanitizer dispensers in various common locations in academic and administrative buildings, including lobbies and offices that provide walk-in services. Facilities Management has also placed COVID-19 signage in building entrances, restrooms, elevators, and other high-traffic areas.

Centrally funded cleaning kits with disinfectant (either spray or wipes) and large hand sanitizer bottles will be supplied to each work area within buildings. A web portal has been created to support the distribution management of cleaning supplies as campus resumes in-person operations. UNLV employees can order these supplies through the Business Affairs portal, and several orders have already been placed. Supplies are available for curbside pickup or delivery through UNLV Delivery Services.

### **Social Distancing**

As part of the campus reopening plan, we have implemented social distancing protocols that will remain in effect until otherwise notified by the Governor, NSHE Chancellor, or UNLV President. Students, faculty, and staff on campus are expected to maintain a distance of approximately 6 feet (or 2 meters) from others. Individuals are also directed to avoid large gatherings (as defined by state and local health authorities), avoid crowded spaces and queues, reduce the number of people in restrooms and elevators, hold meetings virtually, use appointments to minimize the number of visitors in an office at any given time, and employ a variety of other practices to maintain social distancing.

### **Face Coverings**

Face coverings are mandatory for faculty, students, vendors, and visitors in all indoor and outdoor public spaces on campus and campus buildings. Any individual who needs an exception or requests an accommodation due to health concerns can do so by contacting our campus COVID-19 Ombudsman, Gregg Maye, as communicated on the [coronavirus website](#). We will continue to monitor conditions and follow directives set forth due to the fluidity of the situation. For example, Governor Directive No. 24 includes certain situations where an individual is walking alone or with household members on campus and 6 feet of distances is maintained from others, or when an individual is seated in a designated dining area and eating and 6 feet of distance is maintained from others.

UNLV has mandated the use of face coverings for faculty, staff, students, vendors, and visitors. Those on campus are required to wear face coverings even if they do not have symptoms to help slow the spread of COVID-19. Individuals may have been exposed to and could transmit COVID-19 to others even if they do not feel sick. UNLV will supply two cloth face coverings to all employees. Disposable masks will also be available for visitors who do not have their own. Employees may request face coverings through the Business Affairs web portal and pickup curbside or have them delivered through UNLV Delivery Services.

The cloth face coverings recommended by the CDC are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders.

### **Smoking**

Smoking, vaping, and tobacco use are prohibited as they may increase the potential for spreading COVID-19.

### **Training and Informational Resources**

IMT working groups have collaborated on the development of guides, health and safety training for employees, and informational videos for students to proactively mitigate risk.

UNLV COVID-19 best practices guidance was disseminated to aid campus members as they developed their reopening plans. To continue to promote campus wellness and safety, a campus visitors guide was created and a campus visitors information webpage was launched. These references orient vendors, contractors, and others who come to our campuses to our new norms and expectations due to COVID-19. For departments/individuals who work with visitors, the following language was created for placement above the email signature line to help inform visitors prior to their arrival - *Please Note: All visitors to our campuses must adhere to the UNLV COVID-19 guidelines.*

Before resuming on-site work, faculty, staff, and other employees will be required to complete the training. These trainings will be specific to face coverings, hand washing, and strategies on handling social interactions. Depending on the nature of their position, certain employees may be required to undergo a more extensive training regimen. Training modules will be run through WebCampus, the university's learning management system, which is equipped to deliver accessible training. This system will also allow a record of employee completion to be generated. OIT is developing a process to report status of employee completion to supervisors.

Prior to the start of the summer and fall terms, informational videos and written documentation will also be shared with new and returning students through WebCampus. Training for students will involve face coverings, hand washing, and strategies for handling social interactions during the COVID-19 pandemic, as well as other risk mitigation techniques and the importance of reporting positive cases.

### **Campus Signage**

Throughout campus, prominent signage will be displayed to inform campus about reducing the risk of disease spread, and digital screens will communicate safety information regularly. Signs will be posted at campus entrances and locations throughout campus notifying all faculty and staff, students, vendors, and members of the public that face coverings are mandatory and that social distancing protocols are to be followed. Signage will be provided centrally for all campus locations, including Maryland, Shadow Lane, and Paradise locations.

With expectations for continued safety and well-being protocols, Integrated Graphic Services created and distributed a catalog of products to help with implementing safety measures upon resumption of on-campus operations. These products are available to all campus units through an online order system.

## **Health Screening**

Campus experts have also worked on health screening protocols to help individuals determine whether it is safe for them to travel to campus each day or remain at home to preserve community health. The RebelSAFE smart phone app contains a COVID-19 screening tool which asks the following questions:

1. Do you have a new cough that you cannot attribute to another health condition?
2. Do you have new shortness of breath that you cannot attribute to another health condition?
3. Do you have any two of the following symptoms: fever (100.4 degrees F or higher), chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell?
4. Have you come into close contact (within 6 feet) with someone who has had a laboratory-confirmed COVID-19 diagnosis within the past 14 days?

This assessment tool utilizes guidance from the CDC and other public health agencies. Employees and students will be required to complete the assessment via the RebelSAFE app or through the [CDC Self-Checker](#), linked at [unlv.edu/coronavirus](http://unlv.edu/coronavirus), and take their temperature daily before coming to campus.

## **Testing**

Testing for active COVID-19 is a critical component in helping to prevent the spread of illness. COVID-19 viral testing is readily available through UMC at the Tropicana Parking Garage on the Maryland Campus and through UNLV Medicine at the Shadow Lane Campus. Anyone is able to make an appointment online or by phone for testing. In addition, testing is available at a variety of locations across the valley, allowing individuals to choose a location convenient for them. In addition to the aforementioned facilities, the UNLV Student Health Center and the Faculty and Staff Treatment Center both offer viral testing and prioritize testing for those individuals with symptoms of potential COVID-19 infection including fever, cough, shortness of breath, chills, muscle pain, new loss of taste or smell, vomiting or diarrhea, and/or sore throat.

The CDC does not recommend testing everyone as they return to campus. In accordance with this guidance, we will not be performing widespread testing. In addition, it is not feasible to obtain testing supplies for the entire campus. However, Athletics is engaging in widespread testing and residence hall staff is encouraging residents to get tested. (See sections "Intercollegiate Athletics" and "Residence Halls" for further information.)

## Positive Test Results

The training for all faculty, staff, and students will strongly encourage individuals who test positive for COVID-19 to voluntarily notify the university through the [intake form](#). The University will handle all communication of positive test results as required under the Clery Act and take appropriate actions to prevent the spread of illness as directed by the SNHD.

All campuses at UNLV will work closely with, and follow direction from, local health officials on any COVID-19 positive test result that may impact the campus community, including when contact tracing may be utilized. UNLV has formed a Response Team to aid in this process. When a positive test is reported, this team will provide guidance and direction in order to ensure self-quarantine; that space(s) have been cleaned or recleaned according to health guidelines; that notification has occurred and includes county and campus health officials, UNLV Human Resources, and UNLV General Counsel; and that contact tracing practices are followed. In addition, the COVID-19 Ombudsman and Response Team will address other needs that may arise related to the situation.

Anyone with a positive test result will be advised to self-isolate and avoid coming to campus. According to CDC guidance, before the individual may return to campus, at least 10 days must have passed since symptoms first appeared and at least 3 days (72 hours) since the onset of any fever. (See "Residence Halls" for protocols involving students living on campus.)

In the event that a positive COVID-19 test is reported on campus, particular classrooms, offices, or buildings may be contaminated and will require special cleaning efforts. If the space is able to be taken offline for up to 10 days (such as a private office), signage will be placed on doors and no activity will take place within the space. After this time period, a deep cleaning will take place and the space will be put back online. If the space cannot be taken offline for up to 10 days (such as a classroom or main office) the space will be taken offline until trained and appropriately equipped personnel are able to thoroughly disinfect the space before it will be utilized.

We will follow protocols established by the SNHD once an individual self-identifies as having a confirmed COVID-19 diagnosis. Case investigation and contact tracing are fundamental elements to help prevent further disease transmission, and UNLV's School of Public Health has established a partnership with the SNHD to assist with contract tracing. We will assist health district officials with contact tracing and notification of others who have been in close proximity with the person who tested positive, providing direction and advice (from the SNHC as directed) about self-quarantining and COVID-19 testing. These individuals who have tested positive will also be put into contact with the COVID-19 Ombudsman, Gregg Maye, who will work through processes with the SNHD as well as connect individuals to needed campus support.

Public Affairs contacts Human Resources and General Counsel to determine appropriate legal notification to the campus community, including those required pursuant to the Clery Act. Public Affairs then coordinates with other units as needed.

## Unit Plans

On May 21, 2020, Provost Heavey directed all deans, vice provosts, and vice presidents to use the central guidance developed by the Incident Management Team to develop unit-level plans for the safe, gradual resumption of on-campus activity. To ensure the inclusion of required information and details, achieve greater consistency of content, and facilitate ease of central administrative review, a template for the unit plan was supplied with the following questions:

1. Personnel Return Plans: What are your plans to bring back staff in a phased and responsible manner?
2. Personnel Risk Mitigation: What changes are needed for employee work locations and schedules?
3. Operations: What modifications to operations will need to be made to function safely and effectively when we open the campus?
4. Safety Protocols: What safety protocols will be established and followed in order to mitigate the risk for everyone?
5. Miscellaneous Information: What additional information you would like to provide?

Completed plans have been received from the following units:

- Academic Success Center
- Athletics, Division of
- Business School, Lee
- Business Affairs, Division of
- Dental Medicine, School of
- Education, College of
- Educational Outreach, Division of
- Engineering, Howard R. Hughes College of
- Executive Vice President and Provost, Office of the
- Fine Arts, College of
- General Counsel, Office of
- Graduate College
- Honors College
- Hospitality, William F. Harrah College of
- Information Technology, Office of
- Integrated Health Sciences, School of
- Integrated Marketing & Branding, Division of
- Law, William S. Boyd School of
- Liberal Arts, College of
- Libraries, UNLV
- Medicine, UNLV School of
- Nursing, School of
- Philanthropy and Alumni Engagement, Division of

- President, Office of the
- Public Health, School of
- Research and Economic Development, Division of
- Sciences, College of
- Student Affairs, Division of
- Urban Affairs, Greenspun College of

The Emergency Management Coordinator was available to campus leaders as they worked to develop their plans. Submitted plans have been reviewed and approved by the Emergency Management Coordinator in consultation with the Command and Control Subcommittee of the Incident Management Team.

To ensure safe practices across campus, representatives from Emergency Management, Risk Management, the School of Public Health, and Student Wellness are conducting walkthroughs of the major campus facilities as we prepare for Summer Term III, Step Two, and Step Three. These physical assessments will validate the proposed mitigation strategies of the highest occupancy campus buildings to ensure the best possible conditions exist in these spaces.

### **Employee and Manager Responsibilities**

Every employee has a personal responsibility to follow recommended public health measures and university policies. The Office Human Resources has developed comprehensive guidelines for all employees and managers on how to work safely on campus, protect their own health, and preserve the well-being of the entire campus community. Copies of these documents are provided in the Appendix.

### **Offices and Workstations**

Managers have been advised to continue to work to develop appropriate workplace accommodations, such as flexible scheduling, flexible work hours, remote work when possible, virtual meetings, increased physical space, and utilizing protective barriers. These steps help to mitigate the risk of transmission in areas where there is higher workplace density.

Planning & Construction (P & C) is receiving requests for office space modifications related to COVID-19, such as separators and furniture layout modifications. They have installed protective barriers and plexiglass shields in numerous areas where employees provide face-to-face customer support. More barriers and shields will be erected in various locations throughout the campus as identified through the needs of individual units in their unit reopening plans. As offices reconfigure furniture in common spaces to promote social distancing, UNLV Moving Services is providing moving services and storage space.

### **Workplace Accommodations**

UNLV has developed policies to protect faculty and staff who self-identify under CDC guidelines as high-risk for COVID-19 or who have a vulnerable family member. In early May, faculty members and

instructors were given the opportunity to request to teach one, multiple, or all courses remotely during the summer and fall semesters. This process will be managed by the Provost's Office, the academic units, and the Registrar's Office.

Administrative faculty, classified staff, and other employees with personal or family health vulnerabilities were also given similar opportunities for a health-related accommodation. We have also developed accommodations for employees who need to provide child or elder care during the standard business hours. Through a process managed by the Office of Human Resources, employees may request to continue working remotely or continue using paid administrative leave. These policies will remain in effect in accordance with gubernatorial directives and the Family First Coronavirus Response Act.

### **Common Spaces**

Efforts are underway to prepare shared spaces to be available during Summer Term III, Step Two, and Step Three. To reduce risk in these common spaces, the aforementioned safety protocols will be in place. Specific actions will include marking the floor for appropriate social distance where a potential line could form, removing furniture to reduce density and discourage individuals from congregating, and taping off workstations in order to adhere to social distancing guidelines. Transactional spaces will have plexiglass barriers. Cleaning products, such as disinfectant wipes, and hand sanitizer will be available, as well as disposable masks for those who may not have one readily available.

Prominent signage will be displayed to communicate the shared responsibility for all community members using such space and to promote accountability to the campus community. Signage will direct faculty and staff, students, employees, and any admitted vendors and visitors that face coverings are mandatory, to maintain 6 feet of distance, and to clean spaces utilized before and after use.

### **Student Services**

During Step Two, students may make appointments for in-person services, such as speaking with financial aid staff. With Step Three, buildings will be unlocked and students will be able to more fully utilize in-person service options. Teleservices will continue to be recommended and utilized in order to keep in-person visits as infrequent as possible.

For students who visit in person, face coverings will be required and social distancing protocols will be posted and enforced. Plexiglass and/or glass barriers will be installed in public-facing transactional spaces. Hand sanitizer will be available, and signage will provide guidance for risk mitigation. Staff will be provided direction for increased cleaning and disinfecting procedures as they will be expected to continually clean and disinfect the areas in which they work and the public visits.

### **Libraries**

As the Lied and Health Sciences Libraries prepare to reopen during Step Two, communication has been developed to inform students of protocols when using a library facility. These libraries are open to the

Nevada academic communities (NSHE institutions), and a valid NSHE identification number or RebelCard will be required for entry. Libraries staff will pull physical items from collections and have them ready for pickup or curbside delivery to reduce the number of individuals in the building. In addition, alternative methods will be provided for securing materials should individuals be in a vulnerable category. Such methods may include, but not be limited to, mailing items, scanning relevant chapters, or meeting elsewhere on campus. The Libraries seek to meet individual needs and will work to support feasible options.

All UNLV Libraries will be open during Step Three. The Libraries will have reduced seating in the computer lab and study areas to follow social distancing protocols. Reference assistance and consultations will be conducted primarily in a virtual manner, although some onsite assistance will be available. Access to Special Collections & Archives and to the Knowledge Production Lab (audio, video, makerspace) will be by appointment only and protocols for mandatory face coverings and social distancing will be required. Plexiglass barriers have been installed at public service points and reception areas, and signage to encourage distancing and risk mitigation are displayed. The library collections will be available for browsing with signage to encourage hand washing or hand sanitizer. Print reserve collections will be replaced with online materials as libraries staff works closely with teaching faculty for alternative resources. Vulnerable individuals may request materials to be pulled and it will be made available at the Lied Library circulation desk. Alternative services such as curbside pickup, scanning relevant chapters, or meeting elsewhere on campus may be available by special request. To further reduce the risk of disease transmission and following the most recent health guidelines developed by library preservation experts, returned library materials will be quarantined for 3 days.

### **Computer Laboratories**

Two computer labs will be open for student use during Step Two. Computer labs will have student workers who check RebelCard identification and monitor usage and the premises to ensure safety protocols are followed.

During Step Three, ten general use computer labs will be open to UNLV students, and occupancy will be limited at up to 50% of the room capacity or with 6 feet of distance between individuals, whichever is lesser. Desktop sneeze guards (plexiglass barriers) will be installed at lab monitor stations, and lab monitors will be required to clean these regularly. Open computer labs will follow established safety protocols, and disposable face coverings will be available for those patrons who do not have one readily available. Computer labs will undergo additional cleaning as deemed appropriate in each space. Workstations, including the keyboard, mouse, and screen, will be cleaned after each use.

Social distancing requirements will result in 130 computers being taken off-line. In order to allow as much access as possible, these computers will be made available 24/7 through RebelApps, an application that allows remote access to over 40 software applications on the various computers.

## Events

With the shift to remote operations and throughout Step One, no in-person events were allowed on campus. This action slowed the transmission of illness and helped protect our population. Virtual events have become the norm, and they continue to be strongly recommended for the fall semester. However, as the Governor's Directives allow more activity and larger groups to gather, we will begin allowing some in-person events to be held. We will continue to monitor CDC guidance and adhere to state and local directives, adjusting as needed.

Events must meet current safety guidelines and protocols as established by state directives and in alignment with protocols outlined in this document. Specific guidance has been developed centrally and is posted for all units to access and follow as they plan.

Any proposed in-person event for the fall semester must be submitted by event organizers through a centralized web portal for review. This portal requests additional information related to the unique circumstances of each event and will be reviewed by UNLV's Emergency Manager (and COVID-19 Ombudsman) to determine whether or not the in-person event may be held. Only events for UNLV students, faculty, and staff will be considered at this time; events with outside community members will not be allowed.

In order for an in-person event to be considered for approval, the following criteria must be followed:

- Room will only be utilized up to 50% of the room capacity or with 6 feet of distance per individual, whichever is lesser.
- No more than 50 people will be present, including event staff.
- Safety protocols must be established in alignment with UNLV and specific to the event.
- Processes to monitor and follow safety protocols must be established.

The Emergency Manager will communicate any required modifications with the event organizers; in addition, the Emergency Manager will communicate the final approval status of the event to the organizers and central administration.

As athletic events are subject to NCAA compliance, the Division of Athletics will follow directives and guidelines set forth by the NCAA and the Mountain West Conference regarding competitions. Currently, the public health situation does not allow fine arts performance events such as live theatre and concerts; UNLV's Performing Arts will continue to work with local performance arts entities with respect to any future potential reopenings.

## Volunteerism

Guidance has been developed regarding in-person volunteerism. UNLV encourages faculty, staff, and students to consider the best ways to help the community during the COVID-19 crisis. Philanthropic contributions to area nonprofits are excellent ways to support those most severely affected by this crisis, and virtual volunteerism opportunities are being promoted as they become available. However,

UNLV does not endorse, and recommends against, in-person student and faculty/staff volunteerism at this time.

### **Student Union and Student Wellness and Recreation Center**

During Step Two, the Student Union (SU) and Student Recreation and Wellness Center (SRWC) will open on a limited basis. Both will have a single point of entry and require RebelCard identification for building access. There will be restroom access for those who are admitted to these buildings, seating will be adapted to meet the current social distancing guidelines, and plexiglass barriers will be installed.

As part of Step Two, the SU will have limited food service available as more employees and students return to campus and will provide general services to those admitted to the building (lost and found, information desk, parking and bus pass services, etc.). During Step Three, the SU will resume standard hours and will be open to the general public for those individuals who follow state and local safety protocols. Increased food service options will be available. Small group meetings where density is up to 50% of the room capacity or 6 feet of distance between individuals, whichever is lesser, may be held if approved (as outlined in the above section "Events"), provided safety protocols and processes established in this document are followed. Rooms and equipment will be sanitized in between use.

The SRWC will be by appointment only during Step Two to allow patrons to clear out lockers or to borrow equipment curbside. Small group in-person skills training will be offered through Zoom, and Group X classes and individual workouts will be filmed in the wellness center and streamed for remote viewers in order to provide safe access to services. With Step Three, SRWC operating hours will increase. Students will have access to recreational activities such as the cardio floor, boulder wall, racquetball courts, weight room, and limited group exercise classes. Mac Courts will not be utilized as intended; instead, they will be adjusted to have cardio and strength equipment available for individual workouts. A distance of 10 feet will be maintained between all cardio equipment. In-person classes will occur on the MAC court or basketball court to allow for social distancing and will be recorded and uploaded to YouTube. As basketball courts will not be utilized for basketball, the basketball hoops will remain in the unusable "up" position. Locker rooms, showers, natatorium, and group sports (volleyball, basketball, soccer, flag football, etc.) will not be permitted. Signage will direct students to follow cleaning protocols by using the available cleaning supplies, and staff will also ensure cleanliness and sanitation procedures.

### **Residence Halls**

Residential Housing will not be utilized during Summer Term III except for 28 students who continue to remain in halls for the summer as they have nowhere else to go. With minimal students present and in preparation for the fall, Safety Guidance for Operations in Housing & Residential Life have been developed to outline safety measures and how to work with sick residents.

In preparation of the fall semester, cleaning and disinfecting of all spaces will occur using hospital grade disinfectant; air filters will all be replaced quarterly with high-quality (MERV-8) filters. Plexiglass and/or glass barriers will be installed in all public-facing and transactional spaces. Hand sanitizer will be

available in all entryways, and there will be supplies of gloves and face coverings available as needed. Specialized training on increased cleaning and disinfecting procedures will be held for staff as they will be expected to continually clean and disinfect the areas in which they work.

Based on the advice of health experts, UNLV will allow double rooms to have two residents; however, no rooms will be allowed to have more than two residents. The lease agreement has been updated to include flexible terms (early termination, liability for sick students, etc.). Language clearly delineates refunds during a forced closure, and students must sign an informed consent of living with others in dense housing situations.

Given the availability and proximity of testing, those moving into residential housing will be advised to get tested. Testing of all residential housing individuals was considered but, given that symptomatic testing is more useful than a point in time test, health professionals advised that requiring all residents to be tested would not need to be required, but would be encouraged.

As per CDC guidelines, any student who has traveled internationally will self-quarantine, and this will be coordinated through Campus Life on behalf of students. UNLV has relationships with hotels near campus where rooms can be secured for these students, and meals will be delivered to students' rooms during this time. Self-quarantining off-campus helps protect Residence Assistants and Student Security staff who will already be living and working in the residence halls.

Campus Life continues to work with the Disability Resource Center regarding appropriate health-related conditions that would result in housing accommodations (i.e., immune-suppressed/compromised) and with developing such accommodations. Some residence hall rooms will be kept vacant in order to provide a quarantine space in the event students become ill.

Detailed plans for residence halls have been developed for isolating students diagnosed with COVID-19 and quarantining those who have been exposed. These documents are attached in the appendix. 27 rooms will be held for isolation/quarantine in Dayton Complex, South Complex, and Tonopah Complex. Each room will have private bathrooms for students recovering except for four rooms which are suites with private rooms and a shared bathroom. All rooms with private bathrooms will be used before moving to suites with shared bathrooms. Basic needs will be provided for students who are quarantined. Aramark will deliver meals to the student's room. Wellness checks will be conducted by Residential Life staff virtually, and health and psychological support will be provided via Telemed. Students who have the option to recover at home will be encouraged to do so.

Students who reside in residence halls and who must be quarantined will be able to continue their studies by following processes specified in the "Academic Accommodations" section of this document.

Dining services will resume with the start of the fall semester. Aramark is working closely with Student Affairs to develop cleaning and disinfecting protocols for all spaces. Plexiglass is being installed in transactional areas where staff and students may interact. While the Dining Commons operated in a

buffet style prior to the onset of COVID-19, it will now have employees who serve students (cafeteria style) in order to decrease the potential spread of illness.

### **Instruction**

Staff are preparing the classrooms that will be used for in-person instruction during Summer Term III and the fall semester. During Summer Term III, a total of 35 sections have been scheduled on the main campus for face-to-face instruction; all other classes will be offered in an online setting (1,614 sections). Due to the ever changing situation, the Provost's Office and Deans are in close contact with those instructors planning to teach face-to-face. Through personal contact, these instructors will be kept informed of current circumstances, and these instructors are ready to move their instruction to online should the situation require such action. Instructors will communicate any changing situations directly with students.

For the fall semester, our planning has focused on developing a schedule to provide a mix of online and in-person learning for students. To make determinations as to what classes would be offered online, our first consideration was vulnerable faculty, followed by all course sections of more than 50 (including any instructors, teaching assistants, and service providers) being moved to an online format. Our efforts continue to focus on limiting occupancy to no more than 50 persons in a classroom with 6 feet of distance between individuals or no more than 50% of the classroom's maximum occupancy, whichever is lesser. Even with prudent planning, we recognize the fluidity of the situation and will make adjustments as needed to further reduce in-person classes should the situation require such action. The Provost's Office and Deans will again maintain close contact with those planning to teach face-to-face.

In order to provide the best environment for student learning in an online setting, professional development opportunities are being provided. These opportunities are designed to aid instructors as they prepare their courses for an online environment during the summer and fall terms, as well as provide opportunities for those who want to ensure their face-to-face instruction can be transitioned to remote teaching quickly if the need arises.

To protect all individuals on campus, health-related syllabi language has been developed for all courses:

*Face coverings are mandatory for all instructors and students in the classroom. Students must follow all active UNLV public health directives while enrolled in this class. UNLV public health directives are found [here-link to website]. Students who do not comply with these directives may be asked to leave the classroom. Refusal to follow the guidelines may result in further disciplinary action according to the UNLV Code of Student Conduct, including being administratively withdrawn from the course.*

By providing this language, UNLV has made expectations clear to mitigate the risk of disease transmission and to clearly identify the face covering mandate.

Lower campus density helps prevent COVID-19 transmission. In addition to limiting classes to no more than 50 persons in one classroom, classes will be scheduled to use approximately 50% of the room capacity or to allow 6 feet of distance between individuals, whichever is lesser. Classes that do meet on campus will follow safety protocols as outlined in this document. Face coverings are mandatory for instructors and students (as well as vendors and visitors) in all indoor and outdoor public spaces on campus and campus buildings, and there is no exception for removing a face covering during the speaking portion of an in-person class. While instructors will be mandated to wear face coverings, personal mics will be provided to each instructor who is teaching face-to-face in order to help them communicate more clearly while following safety guidelines. The mics will be loaned out for the entire semester in order that each instructor uses only their assigned mic; such action will help prevent possible illness transmission. In addition, students will be directed to utilize transcription services, if necessary, to assist if they have difficulty hearing.

Classrooms and teaching stations are cleaned each evening, Monday through Friday. Centrally purchased cleaning supplies may be requested from schools, colleges, and departments to allow for cleaning of commonly touched surfaces between courses.

For all teaching laboratories that require use of a specific facility, academic departments will be submitting to the Provost's Office a written plan of how they will manage the pedagogy in the teaching laboratory to allow for proper social distancing and to minimize the risk of transmission. These plans will include potential hybrid and hyflex options to lower the total number of students in the class laboratory at any given time. Hybrid models will allow some students to participate virtually while a reduced number of students are physically in the lab. A hyflex option would require students to attend only on assigned days rather than each scheduled day.

Additionally, fall in-person courses will have minor changes made to their course times with a third moving five minutes earlier and a third moving five minutes later. This staggering of class times will allow for a longer passing time in between courses and lower density by ensuring that not all students are released from their courses at the exact same time.

A series of communications began in June to students and faculty, and will continue through August, discussing these changes. Additionally, FAQs for both students and instructors about fall courses can be found on the UNLV [coronavirus website](#).

### **Academic Advising**

To accommodate student needs, all academic advising centers have offered virtual advising appointments and remote methods of communication since UNLV transitioned to remote operations. As we transition to Step Three, academic advising centers will include information on their website about online appointment scheduling and will also include email contacts on their homepage so students can quickly access contact information and schedule appointments. Advising center websites will provide must-know information for students who are seeking academic advising.

Upon scheduling an appointment, students will receive email information about their appointment and what to expect, such as instructions for using Webex for an appointment. Academic advising appointments will involve a variety of options including virtual advising appointments through Webex or other suitable platforms, phone appointments, live chat, and email requests by students where an advisor will prepare specific information to send a student and conduct the advising session via email. Individual centers will develop new student orientations and new student group sessions through Webcampus, the university's learning management system.

In-person and drop-in advising will vary by center; however, drop-in hours will be utilized in order to meet the needs of students who require in-person services. Advising centers will follow safety protocols previously identified in this document.

### **Academic Accommodations**

With different modalities for learning and being mindful of academic accommodations that may be necessary, students are being directed to work with their advisors to be sure their class format is suitable for their needs. If a student is a vulnerable population member and the learning environment is face-to-face and does not have an online option, then an appropriate substitute course is being identified for undergraduates to complete the requirement or a remote student option for an in-person course is provided for graduate students. The Disability Resource Center will continue to support students with disabilities to ensure their individual needs are met.

The need for cooperation and flexibility with students in quarantine has been made clear among instructors as we prepare to return to in-person instruction. Students who must be isolated for a period of time will not be able to attend in-person classes, but may continue with remote instruction. When quarantined, students will need to complete a [form](#) that will be routed to their advisor and instructors in order to make alternate arrangements. Academic Advisors will function as liaisons should the student need assistance in working with their instructor and to help connect the student with additional academic support that may be needed (tutoring, resources, etc.). Instructors have been directed to provide flexibility with assignments and due dates for students quarantined. We expect faculty and staff to continue to work with students on a case-by-case basis so that they may complete their course work despite difficult circumstances that may arise due to COVID-19.

### **Campus Health and Mental Health Services**

To address the health and mental health needs of the campus community, the Student Health Center (SHC) and Student Counseling & Psychological Services have provided extensive medical, counseling, psychiatry, and crisis intervention telehealth services that effectively replicated the existing on campus services prior to the pandemic. These telehealth services have been well utilized and will continue to be provided for the foreseeable future as they minimize the risk of infection. Recognizing that many students, faculty, and staff members were forced to delay receiving treatment for chronic health conditions and some needed accessible in-person care for nonemergency illnesses, the SHC and FAST Center resumed providing in-person sick care along with pharmacy and laboratory services on May 18,

2020. The SHC and FAST Center began offering limited pre-participation physical exams for students who needed to meet essential program requirements prior to entering clinical rotations, such as medical residents and physical therapy students. Extensive measures such as barriers at the reception desks, physical distancing in waiting areas, rotating staff to reduce density, enhanced cleaning procedures, and full supplies of PPE have been implemented to protect the health of patients and employees alike. In addition to healthcare delivery, the Student Health Center is proactively developing plans for large-scale vaccination clinics for the campus community in preparation for the eventual availability of a vaccine for COVID-19.

Community facing campus mental health services such as The PRACTICE and the Center for Individual, Couple & Family Counseling are providing telehealth services. The PRACTICE resumed limited in-person psychological testing as of June 6, 2020 and has extensive protective measures in place.

### **Research Activities**

During the stay-at-home order, the Division of Research and Economic Development developed protocols to reduce on-site research activity to a minimal level. Only a limited number of researchers and lab personnel were permitted to be on campus for essential activities, including maintaining equipment, preserving sensitive reagents and cultures, caring for animals and cell lines, ensuring data integrity, etc.

As the university prepared to resume on-campus operations, the Division produced a comprehensive plan for the gradual, safe, and secure ramp-up of in-person research activities, which includes both the restart of research activities that were halted and the expansion of research activities that were slowed. In consultation with the academic colleges and associate deans for research, the Division has prepared written guidance for the safe practice of laboratory research, safe practices within the field, and safe practices for human subjects research. Required documents must be completed in order for Principal Investigators to restart their research, with the understanding that the process involves three steps. The first step included up to 30% of the research faculty starting. The second step will expand to include 50-70% of research faculty. During Step Three, all other research and scholarly activity, as approved by Department Chairs and Deans, and with appropriate standard operating procedures for safe practices in place, may be allowed on campus following a staggered approach. Details of their guidelines and expectations are provided in the Appendix to this document.

### **Intercollegiate Athletics**

Similarly, the Division of Athletics has developed its own comprehensive plans for resuming activity. Due to the complex and varied nature of athletic activities, separate plans and processes are required, much as in the case of research. The first wave of voluntary activity for select teams began during the first step on June 8, 2020 and included small groups of football players, women's soccer players, and volleyball student-athletes. Men's soccer, men's and women's basketball, and cross country student-athletes were also granted access to training beginning on June 15, 2020. All student-athletes who chose

to participate in training sessions and have access to athletic facilities participated in a mandatory training educational platform, underwent COVID-19 PCR testing and have only been allowed to participate with both a 14-day self-quarantine and negative PCR test result. In addition to student-athletes being tested, all performance and coaching staff are required to show proof of a negative PCR test prior to interacting with the student-athletes given their job responsibilities place them in close proximity to one another; all staff were required to complete a robust educational platform. Additionally, all Athletics Department staff have been highly encouraged to get tested.

As we transition to Step Three and the fall semester begins, all teams will have taken the physiologically appropriate time to acclimate back into workouts by utilizing individual strength and conditioning sessions, then that team can progress into more sport-specific interaction. Thereafter, each team will work closely with the Sports Medicine and Performance professionals to determine the parameters of what that interaction can entail on what that looks like for that respective sport. Once full sport-specific interaction is required, Athletics intends to implement weekly COVID-19 PCR testing in order to proactively identify any positive cases. Athletics will continue to have every student-athlete monitor their symptoms daily as well as have their temperature taken upon arrival for activity. Regardless of sport-specific interactions, Athletics will continue to promote maintaining social distancing measures whenever possible as well as require cloth facial coverings to be worn by all. Athletics will also await further directive and best practices from both the Mountain West Conference as well as the National Collegiate Athletics Association (NCAA) for any parameters that may be presented for competitions and travel specific to Intercollegiate Athletics. Athletics will continue to adhere to all Federal, State, NSHE, University, NCAA, and Mountain West guidelines as it relates to its COVID-19 recovery plan into this next step.

### **Health Sciences**

Several of the academic units within the health sciences division (namely the schools of Dental Medicine, Medicine, and Nursing, and the Department of Physical Therapy) have also developed separate plans and operating procedures to accommodate their unique requirements. Clinical activities form a significant part of the work of these units, for both student instruction and professional clinical practice. School administrators and faculty members, as health professionals, have carefully evaluated the risk of various activities necessary for their operations and implemented procedures designed to mitigate risk and preserve the health and safety of students, patients, faculty, and other employees.

### **University Travel**

In accordance with initial state directives, the University halted all business travel with the onset of COVID-19. With the resumption of activity in Nevada and across the U.S., currently there is no CDC recommendation to self-quarantine after returning from domestic travel; therefore, UNLV will not place any type of restriction on UNLV employees returning from personal travel for quarantine. University-based domestic travel will be allowed, and such travel will be based on the established guidelines and approval processes. As travel increases your chances of getting and spreading COVID-19, UNLV travelers

are expected to self-monitor for symptoms of COVID-19 upon return. Each day before coming to work, all employees are to take their temperature and conduct a self-screening by answering the COVID-19 Assessment Tool questions in the RebelSAFE app.

International travel for university business will not be permitted during Step Two. For those who travel internationally for personal reasons, UNLV employees must follow CDC recommendations. The CDC advises all international travelers self-quarantine for 14 days after their arrival into the U.S. At home, individuals are expected to take their temperature twice daily, monitor their health for any symptoms of COVID-19, and practice social distancing. To protect the health of others, individuals should not physically come to campus for 14 days. Once the 14 days have passed without illness and you can return to campus, all employees are required each day to take their temperature and complete the self-assessment via the [RebelSAFE app](#) or the [CDC Coronavirus Self-Checker](#) before coming to work. Due to the fluidity of the situation, the international travel ban will remain in effect until such time that the CDC provides guidance which may make international travel possible. At that time, a decision will be rendered and guidance will be distributed to campus.

## Steps

As part of recovery planning discussions within the Incident Management Team, a central focus of the task force has been on what activities should be carried out during each step of the campus reopening. In developing general policies for the UNLV campus, the IMT has been guided by the state reopening plan and timeline established by the Governor and as well as directives from the NSHE system office. The task force also engaged in a comprehensive risk mitigation exercise led by UNLV experts from the School of Public Health.

### UNLV Step One (Began June 1, 2020)

Step One represented the preliminary phase of our campus reopening. During this step, only university leaders and select personnel resumed work full-time on campus. Returning employees during this step had staggered on-campus reporting dates. No in-person instructional activities occurred during this step. The following activities were **permitted** during Step One:

- In-person work for campus leadership (including vice presidents, deans, directors) and limited research personnel
- In-person work for additional facilities personnel to prepare campus and support operations as more campus activity resumed
- In-person return for select personnel was carried out in mid-June, as recommended by leadership
- Phased-in student athlete individual workouts that met social distancing guidelines, mitigated risk, and were subject to NCAA guidelines
- Phase I research activities that met social distancing guidelines and mitigated risk where PIs had completed SOPs for approval by their chairs/deans

- In-person health services for individuals who were sick, with call-ahead for appointments prior to arrival (telehealth continued for wellness checks and for mental health services)
- In-person pharmacy services
- Limited bookstore and copy services
- Meetings were encouraged to continue remotely; small group meetings of up to 10 people were allowed to meet in-person only if social distancing guidelines of a six-foot radius could be followed
- Buildings remained locked during June, with card and key access only

Activities **prohibited** during Step One included:

- In-person instruction, discussion sections, or performance activities
- In-person student events, including informational, orientation, conferences, fairs, meetings
- In-person student activities
- In-person orientations, trainings, or professional development
- In-person recruiting or interviewing
- In-person wellness checks or mental health services
- In-person meetings of more than 10 people (large meetings continued via Webex or other suitable platform)
- Face-to-face human subjects research
- Study Abroad
- Business travel
- Visitors
- Gatherings of more than 10 people
- Group athletic training, group recreational activities, or group sport activities
- Housing/residence hall occupancy and full dining services
- Queues, lines, or spaces where individuals may congregate (spaces were required to be modified to minimize risk and adhere to social distancing)
- Performance events, cultural or art exhibitions, or athletic events
- Conferences, receptions, award ceremonies, recognition events or donor cultivation events

**UNLV Step Two** (Expected to begin on or about August 3, 2020)

In Step Two, the University will call back additional personnel whose jobs are carried out from campus and are needed to support on-site activity. Individuals required to return to campus for work during Step Two will be contacted by their managers in advance of their on-site reporting date. Depending on need, employees may have variable on-campus reporting dates staggered throughout Step Two.

We will begin the transition back to in-person instruction prior to Step Two as Summer Term III begins July 13. During Summer Term III, limited courses will have in-person instruction with appropriate levels of social distancing. Once we begin Step Two, we will resume certain campus walk-in services and

reopen some of the campus buildings. During the fall semester, in-person instruction will expand further.

In addition to activities permitted in Step One, the following activities are also **permitted** in Step Two:

- Resuming in-person operations at university offices
- Buildings with in-person operations will be open during business hours for appointments
- Return of more personnel to prepare for fall instruction
- Principal Investigators who complete required documentation will resume research activities (approximately 50-70% of faculty research)
- University-based domestic travel may resume (based on the established approval process)
- Reopening of some study spaces and computer laboratories for individual work with appropriate social distancing protocols
- Resuming in-person academic advising services for drop-in student visits and those unable to receive remote assistance (web-based advising will continue for the majority of students)
- Reopening of Lied Library and Health Sciences Library on a limited basis to serve UNLV students, faculty, and staff
- Reopening of the Student Union and some food services within on a limited basis to serve UNLV students, faculty, and staff
- Student Recreation and Wellness Center will provide some services curbside or by appointment
- Limited sections for in-person instruction or discussion sections
- Large meetings should continue via Webex or other suitable platform

Activities **prohibited** during Step Two include:

- In-person student activities and events, including information sessions, orientations, conferences, fairs, and meetings
- In-person orientations, trainings, and professional development
- In-person recruiting or interviewing
- Study Abroad
- Visitors for cultural activities (business operation visitors will be permitted)
- Housing/residence hall occupancy and dining services
- Queues, lines, or spaces where individuals may congregate (spaces must be modified to minimize risk and adhere to social distancing)
- Performance events, cultural or art exhibitions, or athletic events
- Conferences, receptions, award ceremonies, recognition events or donor cultivation events

### **UNLV Step Three** (Expected to Begin Late August 2020)

Step Three corresponds with the start of the fall semester. By this point, we expect most staff members to have returned to campus unless alternate arrangements were made with their managers.

We are developing a mix of remote and in-person courses with the hope that conditions during the fall will permit at least some in-person instruction. Large sections and courses taught by faculty members with health vulnerabilities will be delivered remotely. Courses that are difficult to provide remotely will be prioritized for in-person delivery with social distancing and appropriate safety protocols in place. Adjustments to fall courses and schedule will be made during June and details related to mode of course delivery (e.g., in-person, remote, hybrid, etc.) will be shared with students in early July. Should in-person instruction not be feasible, we will support all faculty members as they deliver remote instruction via Webex or other suitable platform.

In addition to activities permitted in Step One and Two, the following activities are also **permitted** in Step Three:

- Buildings with in-person operations will be open for business hours
- Return of more personnel for the fall semester
- Most research and scholarly activity, as approved by Department Chairs and Deans with appropriate SOPs for safe practices in place, may resume following a staggered approach
- Resumption of in-person services for students (virtual services will continue, as well)
- Reopening of study spaces and computer laboratories for individual work with appropriate social distancing and cleaning protocols
- Increased in-person academic advising services (web-based advising will continue, as well)
- All UNLV Libraries will be open to serve UNLV students, faculty, staff, and NSHE institution members
- The Student Union, including food vendors, will expand services for UNLV students, faculty, and staff, as well as the general public who comply with state and local safety protocols
- Student Recreation and Wellness Center will be open with limited services; teleservices will be available
- Athletics will act in accordance with NCAA and Mt. West guidelines
- Housing/residence hall occupancy and dining services will resume
- Limited sections for in-person instruction or discussion sections
- Large meetings should continue via Webex or other suitable platform

Activities expected to be **prohibited** during Step Three include:

- In-person student activities and events of more than 50 people, including information sessions, orientations, conferences, fairs, and meetings
- In-person orientations, trainings, and professional development
- Study Abroad
- Queues, lines, or spaces where individuals may congregate (spaces must be modified to minimize risk and adhere to social distancing)
- Visitors for cultural activities where groups may form (business operation visitors will be permitted)
- In-person performance events and cultural or art exhibitions

- In-person conferences, receptions, award ceremonies, recognition events or donor cultivation events (those events involving 50 or fewer people and that can mitigate risk including 6 feet of distance and no more than 50% capacity of the space, may submit a request through the web portal for approval)

## Working During the COVID-19 Pandemic

### Guidelines for all UNLV employees

In responding to the re-entry consequent to the COVID-19 interruption, UNLV is committed to protecting public health, including the health of our students, faculty, staff, vendors, contractors, and visitors. The COVID-19 Response Policy requires that appropriate guidelines be followed as we gradually increase on-campus operations and activities to help ensure the well-being of our university community. These guidelines are subject to change as needed to be consistent with directives from the Governor, NSHE Chancellor, and President.

### COVID-19 Self-Monitoring

Faculty and staff who will be on campus are required to self-monitor for symptoms of COVID-19 prior to coming to work. Before coming to campus, employees must take their temperature and self-screen through answering a series of questions as recommended by the [Southern Nevada Health District](#) (SNHD).

You may utilize the [RebelSAFE Mobile App](#) COVID-19 Assessment Tool to assist with self-monitoring. If you do not currently have the RebelSAFE mobile app, click on the [instructions](#) to download. If you already have the app, you will need to refresh the settings in order to access the tool.

If you respond yes to one or more of the screening questions or exhibit other symptoms noted by the CDC, inform your supervisor that you need to work remotely or record COVID-19-related administrative leave. Do not return to work until either a healthcare professional has approved your return to work or you have followed the proper CDC protocols under [How to discontinue home isolation](#). For additional guidance, see the [What to Do If I Am Sick](#) section of these guidelines.

If someone in your household has COVID-19 symptoms, inform your supervisor that you may need to work remotely or record COVID-19-related administrative leave, and refer to the CDC guidance regarding what to do [if someone in your house is sick](#).

### What to Do If I Am Sick

If you are sick with COVID-19 or think you may have COVID-19, please follow the [CDC's](#) guidelines.

You may return to work only after you have met the CDC's guidelines on [How to Discontinue Home Isolation](#).

## Social Distancing During the COVID-19 Pandemic

Social distancing plays an important role in flattening the curve and reducing the spread of COVID-19, even if you and others have no symptoms. UNLV will implement social distancing protocols until otherwise notified by the Governor, NSHE Chancellor, or UNLV President.

During the phases of resumption of campus operations, multiple measures must be implemented to maintain necessary social distancing. These include:

- Wear face coverings when in public spaces, hallways, restrooms, and workspaces as appropriate
- Avoid large gatherings (as defined by state and local health authorities)
- Maintain distance (approximately 6 feet or 2 meters) from others when possible (e.g., in breakrooms, conference rooms, huddle rooms, and cafeterias)
- Avoid crowded spaces
- Reduce the number of people in restrooms at any given time
- Use appointments to minimize the number of visitors in an office at any given time
- Maintain social distancing in elevators and avoid touching the elevator buttons with your exposed hands, if possible. After departing the elevator, wash hands with soap and water, or if soap and water is unavailable, use hand sanitizer with at least 60% alcohol.

Social distancing measures that may be implemented with approval from the manager include the following:

- **Flexible On-Campus Attendance:** Depending upon the number of individuals in a department, managers may want to limit the number of employees in the office at any given time by allowing staff to alternate working on campus and working remotely.
- **Staggered Shifts/Flexible working hours:** Managers may implement alternative or flexible times for coming to and from work to regulate density during typical work hours.
- **Continued Remote Work:** Employees who are able to fulfill their work responsibilities remotely may request to continue remote work. Requests for continued remote work must be discussed with and approved by the supervisor.
- **Higher Risk Individuals:** Faculty and staff who 1) are at [higher risk](#) as designated by the CDC guidelines, 2) live with someone who is at high risk according to the CDC guidelines, or 3) do not have child or elderly care options due to COVID-19 may complete the [Request for Accommodation during COVID-19](#) form to request an extension of administrative leave or remote work. This form will be routed to Human Resources. Human Resources will notify managers when employees require an accommodation.

## Meetings and Gatherings

To support social distancing, continue to hold meetings virtually until further notice. Information about virtual meeting tools is available from the [Office of Information Technology](#). Small groups of up to ten people may meet in-person only if social distancing guidelines can be followed.

## Hygiene and COVID-19

All employees are expected to follow hygiene practices recommended by the [CDC](#). These include the following:

- **[Wash your hands](#)** often with soap and water for at least 20 seconds. If soap and water is unavailable, use hand sanitizer with at least 60% alcohol.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.
- **Always cover your mouth and nose** with a tissue or use the inside of your elbow when you cough or sneeze. Discard tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol. Learn more about [coughing and sneezing](#) etiquette on the CDC website.
- **Clean AND disinfect frequently touched objects and surfaces**, such as workstations, keyboards, telephones, handrails, and doorknobs.
- **Do not share supplies and avoid using other employees' items**, such as phones, desks, offices, or other work tools and equipment, when possible. If sharing is necessary, clean and disinfect items before and after use.
- Smoking, vaping, and tobacco use are prohibited on campus as they may increase the potential for spreading COVID-19.

## Face Coverings and COVID-19

UNLV requires the use of [cloth face coverings as recommended by the CDC](#) in settings where social distancing measures are difficult to maintain. [The CDC also provides guidance on how to properly wear a cloth face covering](#).

Employees are expected to wear face coverings even if they do not have symptoms to help slow the spread of COVID-19. Individuals may have been exposed to and could transmit COVID-19 to others even if they do not feel sick. UNLV will provide two (2) cloth face coverings, one personal-size hand sanitizer for all employees, and disposable face coverings to employees.

The cloth face coverings recommended by the CDC are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders. Note that face coverings are not a substitute for social distancing.

## Travel during COVID-19

The university strongly encourages employees to follow the guidance as set forth by the state of Nevada for personal travel directives.

### Domestic Travel

UNLV employees are permitted to travel domestically for both personal reasons and to conduct university business. Employees traveling to conduct university business are required to follow the university's guidelines and approval processes.

As travel increases the chance of getting and spreading COVID-19, employees are required to self-monitor for symptoms of COVID-19 upon their return. This includes taking their temperature and answering the questions in the COVID-19 Assessment Tool in the [RebelSafe app](#) or [CDC Coronavirus Self-Checker](#) before coming to work each day. Employees returning from domestic travel are not required to self-quarantine.

### International Travel

International travel for university business is not permitted during UNLV Step Two.

In accordance with CDC recommendations, UNLV employees who travel internationally for personal reasons are required to self-quarantine at home for 14 days after they return to the U.S. They should not physically come to campus during this time. While at home, individuals are expected to:

- Take their temperature twice daily
- Monitor their health for symptoms of COVID-19
- Practice social distancing.

Once the 14 days have passed without illness, the employee can return to campus. After their return, they, along with all UNLV employees, are required to take their temperature and complete the self-assessment via the [RebelSafe app](#) or the [CDC Coronavirus Self-Checker](#) before coming to work each day.

## Managing in a Time of Social Distancing Guidelines

Managers play an essential role in maintaining proper protocols as set forth by the university to help reduce the spread of COVID-19. Offering flexible options and creative solutions can help ensure the mental and physical wellbeing of our faculty and staff. Managers are expected to emphasize the importance of and ensure adherence to these guidelines to promote the safety and health of our employees.

### Hygiene Protocols

Managers must ensure that measures and supplies are in place to support appropriate hygiene practices for employees, customers, and worksite visitors. These measures include the following:

- **Enforcement of Guidelines** – Ensure that employees are following guidelines as set forth by the university including, but not limited to, stopping work that may create a health or safety concern, adhering to processes that maintain social distancing, and adhering to the requirement of wearing face coverings when in proximity to others.
- **Clear Communication** – Clearly communicate unit progress and changes to your staff.
- **Hand Hygiene** – Ensure employees are able to wash their hands when needed. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer. Ensure that adequate supplies are maintained.
- **Signage** – Place signage that encourages social distancing at the entrance to your office and in other workplace areas where they are likely to be seen. Integrated Marketing & Branding has created [UNLV approved COVID-19 signage](#) available for order. Signage will be centrally purchased by the university for departments. To order, fill out [this form](#) and send it to [igs@unlv.edu](mailto:igs@unlv.edu).
- **Greetings** – Discourage handshaking. Encourage the use of other non-contact methods of greeting.
- **Supplies** – Provide necessary supplies, including tissues, no-touch disposal receptacles, and hand sanitizer. Contact facilities management if additional cleaning supplies are needed.

### Work Flexibility

UNLV supports the following strategies for work flexibility to support social distancing. Supervisors must utilize these strategies in a way that ensures the fulfillment of job responsibilities and minimizes contact with others:

- Allow remote work when possible
- Implement flexible work hours (e.g., staggered shifts)
- Increase physical space between employees at the worksite
- Increase physical space between employees and customers (e.g., partitions, etc.)
- Implement virtual meeting options through the use of web or telephonic meetings
- Deliver products and services through alternative measures such as phone, video, web, curbside pick-up or delivery

### Employees at Higher Risk

The CDC has provided guidance regarding factors and conditions that create a higher risk for severe illness from COVID-19.

Employees who are at higher risk may complete the **Request for Accommodation during COVID-19** form to request continuation of remote work, where possible, or administrative leave, as designated by the Governor of Nevada if remote work is not possible. All forms will be routed to Human Resources. Human Resources will notify managers when accommodations are required.

### Leave during COVID-19 & FFCRA

Currently the state of Nevada is under the administrative leave policy. On April 7, 2020, the Division of Human Resources made the following statement regarding administrative leave and the FFCRA.

*"At this time, there is no need for the State to implement the provisions of this Act. In the memo dated March 20, 2020, to all Department Directors from the Office of the Governor, Subject: COVID-19 Risk Mitigation Guidance, it was stated that no employee should be required to use sick, annual or unpaid leave for COVID-19-related absences. Rather, authorized paid administrative leave, pursuant to NAC 284.589 or the Department of Administration's March 15, 2020, emergency regulation, should be used instead for COVID-19 related absences. **Therefore, the following information relating to the [FFRCA](#) is provided only for informational purposes."***

### When in Doubt

These are unprecedented times, and managers may sometimes need additional guidance. Please contact Human Resources for support. The decisions and direction provided to employees may seem confusing or unfair or cause frustration.

The outbreak may be stressful not only for you, but for your faculty and staff as well. Fear and anxiety about COVID-19 can be overwhelming and cause strong emotions.

During this time, encourage your team to:

- Take breaks from watching, reading, or listening to news stories
- Take care of their physical health
- Make time to unwind and to connect with others

If you have questions or concerns regarding assistance for you or your team members, contact your [designated benefits specialist](#) for additional resources or visit [You and Working Remotely: HR Resources](#).



UNLV Housing Protocol  
Sick Resident/Student Staff  
DRAFT

Student Sick Protocol (COVID; Flu; Cold; Strep; etc.)

When Housing & Residential Life or Housing Student Security staff member becomes aware of a resident who appears sick (general symptoms: fever, dry cough, soar throat, shortness of breath, fatigue, body aches, loss of appetite, mucus/phlegm), the staff member will collect the students name, student ID number, and housing assignment:

- Resident will be directed to the Health Center (or off campus if they choose):
  - If the student can't self-transport to off campus health center or ER, then self-quarantine until Health Center opens the next day
  - If student refuses to see a doctor, RLC or AD for Residential Life will talk with them about community standards/housing contract – housing may be in jeopardy
- HRL staff member shares the name, student ID, and housing assignment with AD for Residential Life. The AD for Residential Life shares this information with the Assistant Vice President for Student Services and Health Center Director (Kathy Underwood, Kathy.underwood@unlv.edu)
- RLC/aRLC will follow up with the student. This will preferably be by phone, text, Zoom, or in-person (to the comfort level of the RLC or aRLC)
- RLC/aRLC follows up with resident to learn prognosis from their visit to a health care facility
  - If staff member is concerned about student's symptoms and/or health, they will share this information with the Assistant Director; Assistant Director shares this information with Assistant Vice President for Student Services.
- Preference is that students self-quarantine for 14 days. That being said, if students have not had a fever for 24 hours and other symptoms have subsided, the Assistant Director will make a decision to allow student to stop self-quarantining (with Health Center consultation).
- Work order will be placed for Custodians to provide a "deeper" clean of common areas and higher touch surfaces from residents' room to the lobby.
- RLC/aRLC or RA/CA on Duty will check-in on the resident daily to inquire about health, symptom change, etc.
  - Resident is responsible for sharing the timeline related to testing and/or treatment of their symptoms; and will follow up with on-duty staff daily – this includes when resident needs to leave building for medical treatment
  - Resident will inform RLC/aRLC of any medical appointments (dates/times) and the outcomes of those appointments (without violating HIPPA)
    - This information will be shared with Assistant Director
  - If staff member is concerned about student's symptoms and/or health, they will share this information with Assistant Director
- When resident is cleared by health care provider, they will provide a doctor's note explaining such to the RLC/aRLC
  - This information will be shared with Assistant Director for Residential Life
- Work request submitted RBM to deep clean the entire suite every 4 days.

If resident was diagnosed with **COVID-19** or they possess symptoms (specific symptoms to COVID: fever, dry cough, soar throat, shortness of breath, fatigue, body aches, loss of appetite) that may be in line with COVID-19,

- They will be directed to remove themselves from campus (stay with friends, go home, etc.).
  - First preference, if possible, is driving to the final destination; as opposed to flying, train, bus, etc.



UNLV Housing Protocol  
Sick Resident/Student Staff  
DRAFT

- If they need transportation assistance, they will contact Vice President for Student Affairs by phone and request temporary emergency funds
  - If they don't have a place to go (i.e., foster youth, international student, unsafe home life, etc.), they will be directed to change rooms to a HLR designated "sick room" with private bathroom where they will self-isolate/quarantine in the assigned room/suite.
  - They will be provided with a mask, issued from the HRL, to be used outside their room/suite when traveling to medical appointments.
- RLC/aRLC will work with resident to move temporary belongings (including academic materials) and valuables to Sick Room
- RLC/aRLC will work with resident to develop a plan to get food delivered from Aramark Food Services. The Assistant Director for Residence Life will notify Aramark and instruct their staff
- Work order will be placed for Custodians to provide a "deeper" clean of common areas and higher touch surfaces from residents' room to the lobby; as well as from the Sick Room to the residents assigned temporary room.
- RLC/aRLC or RA/CA on Duty will check-in on the resident daily to inquire about health, symptom change, etc.
  - Resident is responsible for sharing the timeline related to testing and/or treatment of their symptoms; and will follow up with on-duty staff daily – this includes when resident needs to leave building for medical treatment
  - Resident will inform RLC/aRLC of any medical appointments (dates/times) and the outcomes of those appointments (without violating HIPPA)
    - This information will be shared with Assistant Director
- When resident is cleared by health care provider, they will provide a doctor's note explaining such to the RLC/aRLC
  - This information will be shared with Assistant Director and Assistant Vice President for Student Services
- Resident is checked out of temporary room and allowed to return their original housing assignment
- Work request submitted RBM to deep clean the entire suite every 4 days and once again when moved

If resident refuses to self-quarantine, relocate to Sick Room, or remove themselves from University housing, a conduct process will be initiated (virtually) and student may be in jeopardy to having their access to their building, room, and meal plan suspended and/or removed.

# RE-OPEN



**MAINTAIN SAFE ENVIRONMENTS**

Guidance for Summer Camp Operations

## Overview Guidance for Camps

Aramark, in alignment with CDC guidance, offers the following recommendations to help keep students and staff safe while resuming summer camp operations. Aramark continues to utilize the 3-level criteria that was at the core of our [Higher Education Covid-19 Pandemic Response Plan](#):

- Level 1: No active Covid-19 transmission in the community.
- Level 2: Minimal Covid-19 transmission in the community.
- Level 3: Moderate to severe Covid-19 transmission in the community.

Note – Camps should NOT operate in any level 3 situations.

## Opening Camps (Direct CDC Guidance)

These recommendations depend on community monitoring to prevent COVID-19 from spreading. Communities with low levels of COVID-19 spread and those with confidence that the incidence of infection is genuinely low (e.g. communities that remain in low transmission or that have entered Level 1 or 2) may put in place the practices described below as part of a phased reopening.

All decisions about following these recommendations should be made in collaboration with local health officials and other state and local authorities who can help assess the current level of mitigation needed based on levels of COVID-19 community transmission and the capacities of the local public health and healthcare systems, among other relevant factors.

- **At all Levels:**
  - Establish and continue communication with local and state authorities to determine current mitigation levels in your community.
  - Protect and support staff who are at [higher risk for severe illness](#), such as placement in support roles away from camp attendees.
- **Level 1:**
  - Remain open with distancing measures. Restrict attendance to those from limited transmission areas (other Level 1 areas) only.
  - Continue enhanced sanitation measures as outlined in the Aramark Pandemic Plan.
- **Level 2:**
  - Remain open with **enhanced** social distancing and service pre-cautionary measures.
- **Level 3:**
  - CDC does not recommend any camps be operated in level 3 areas.

## Safety Actions

### Employee Health (Levels 1 & 2)

- Staff must stay home if they are sick or experiencing any flu-like symptoms – including chronic cough, fever and/or trouble breathing.
- Where required by law or client mandates, employee temperature screenings can be implemented. Contact HR **before** implementing this process. Confidentiality should be maintained.

### Resources

- Pandemic Plan Resources:
  - Temperature Taking [Guide](#) [FAQ](#) [Visual Aid](#)
- CDC Resources: [Managing Illness](#)

### Employee Health (Your Health = Our Health).

You must be able to answer 'NO' to these 3 questions every day before you work:

1. Are you experiencing any cold or flu-like symptoms, including but not limited to fever, cough, sore throat or difficulty breathing?
2. Have you had close contact with (face-to-face contact within 6 feet) or cared for someone diagnosed with COVID19 or experiencing flu-like symptoms within the last 14 days?
3. Have you travelled outside of USA within the last 14 days?

If the answer is ever 'Yes' to any of these questions – you are not permitted to work without HR approval.

#### Temperature Monitoring

- Daily temperature checks may be required by certain government agency or client.
- If required, all team member temperatures will be checked prior to the start of every shift.
- Associates with temperatures at 100.4 degrees and higher will not be allowed to work.



UNLV aramark

## Hand Hygiene (Levels 1 & 2)

- Utilize CDC resources on promoting [Hand Hygiene](#) with young students/camp attendees.
- Ensure staff are properly trained on [Aramark hand-washing](#) procedures.
- All staff should continue to follow Aramark Pandemic policy of washing hands/changes gloves every 20 minutes or whenever task changes require it – whichever is more frequent.
- Have adequate supplies to support healthy hygiene behaviors including increased availability of handwashing stations, hand sanitizer dispensers, tissues and no-touch trash cans.

### Resources

- SAFE Brief: Hand Hygiene [English](#) [Spanish](#)
- SAFE Brief: Disposable Glove Use [English](#) [Spanish](#)

## Hand Sanitation

- Hand sanitation is the **most important action** to take against the spread of virus.

Conditions that can lead to poor hand hygiene:



Hands must be washed after:



How to minimize the risk:





## RE-OPEN

### Respiratory Hygiene (Levels 1 & 2)

- Utilize CDC resources on promoting [Cover your Cough](#) with campers.
- All staff should utilize cloth face coverings as part of standard PPE for summer camp operations.

#### Resources

- SAFE Brief: Respiratory Hygiene [English](#) [Spanish](#)
- SAFE Brief: Facial Coverings [English](#) [Spanish](#)
- Visual Aid: Facial Coverings [English](#) [Spanish](#)
- Pandemic Plan Resources: [Covid-19 Facial Coverings Guide](#)  
[Respiratory Illness Symptom Chart](#)
- CDC Resource: [CDC Mask Guidance FAQ](#)

### PPE – Personal Protective Equipment



- In addition to our normal PPE equipment of cut gloves, slip-resistant shoes, safety goggles, etc. – you may now be required to wear a face mask as part of your daily uniform.
- Aramark will provide you with an appropriate face mask to wear.
- It's important for you to wear your facemask at all times when you are working. Masks can be removed during breaks – as long as 6' social distance spacing is maintained.
- Use and care for face masks appropriately to ensure their effectiveness

#### While Wearing:

- Wash hands before and after putting on, adjusting or removing a facial covering
- Avoid touching as much as possible
- Position firmly in place, keeping mouth, nose and chin covered
- If soiled, damaged or becomes hard to breathe - remove and discard or launder (before next usage)
- Remove while eating and/or drinking – check condition before continuing usage
  - If removed, ensure facial covering is placed on a sanitized surface
- Remember, use of facial coverings does not reduce the need for social distancing and hand hygiene

#### Disposal & Cleaning:

- When done using the facial covering, handle as contaminated
- Dispose of immediately OR if reusable and designed to be cleaned
  - Place in plastic bag to transport for laundering
  - Launder as soon as possible after removal, at least daily
- Wash hands after handling
- Facial coverings should not be left contaminated after use – dispose or launder as soon as possible



# RE-OPEN

## Cleaning & Disinfection (Levels 1 & 2)

- Ensure cleaning tasks are assigned in all areas.
  - Use the [Day-At-A-Glance Tool](#) for FOH station and the [Master Cleaning Schedule](#) for BOH areas to document required tasks and frequency.
- Clean and disinfect high-touch areas (frequently touched surfaces) regularly including door handles, sink handles, drinking fountains, condiment stands, etc.
- Ensure safe and correct application of disinfectants and keep products away from children.
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. Do not open windows and doors if they pose a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) risk to children using the facility.
- Only use Aramark-specified chemicals and train all associates on proper use.
- Use Aramark-specified CDC-approved disinfectants (Oxivir Tb wipes) for disinfection of areas exposed to the Covid-19 virus.

### Resources

- SAFE Brief: Chemical Safety [English](#) [Spanish](#)
- Visual Aid: High Touch Cleaning [English](#)
- Pandemic Plan Resources
  - Oxivir Tb Wipes [Procedure](#) [SDS Sheet](#)
  - Chemical [Safety Tips](#) [PPE Aid](#) [Dilution Chart](#)
- CDC Resource [Approved Disinfectants](#)

## Clean, Sanitize and Disinfect



**CLEANING**

- Cleaning is always step #1.
- Surfaces that are not clean can't be effectively sanitized or disinfected.
- Cleaning will now include an emphasis on "high touch items".
  - Door handles, tables, condiment holders, tray slides, dish areas, etc.

**DIFFERENCES BETWEEN CLEANING, SANITIZING AND DISINFECTING**

CLEANING	SANITIZING	DISINFECTING
Removes visible dirt and debris	Reduces the number of germs on a surface	Stops the spread of viruses by killing pathogens
It should be done on a routine basis	Frequently touched surfaces must be sanitized often	It should always be done when someone in the house is sick
You can use a piece of cloth to clean most surfaces	You need to buy alcohol-based sanitizers to get the job done	Only medically-approved disinfectants should be used



**SANITIZING**

- Proper sanitizing is the most important step in reducing the germs in our operations.
- Utilize all chemicals at the proper concentration and in the prescribed way.
- Aramark's specified [Diversey](#) sanitizer should be used for all normal daily sanitizing.



**DISINFECTING**

- Disinfecting is not a necessary daily step outside of healthcare environments.
- Oxivir TB wipes is a CDC-approved disinfectant for use against emerging viral pathogens like Covid-19.
- Use of these wipes is part of Aramark's response plan when a facility experiences direct exposure to an individual infected with Coronavirus.




## RE-OPEN

### Social Distancing (Levels 1 & 2)

#### Staff Production

- Assign production areas to staff members to complete their work while properly spaced.
- Schedule the use of 'shared equipment' (fryers, grills, etc.) to eliminate crowding.
- Centralize the distribution of smallwares and ingredients as much as possible to reduce traffic.
- Adjust menu/station mix to allow for proper staff spacing during service times.

#### Spacing

- Partner with the client and camp coordinator to stagger meal periods to limit the occupancy in the dining center at any given time.
- Use signs, floor graphics and stanchions as needed to control line spacing at entrance and at stations.
- Install Plexi-glass barriers in areas where social distancing is not possible (cash stands, etc.)
- Adjust dining area seating to accommodate social distancing requirements and to stay compliant with local seating occupancy restrictions.
- Limit non-essential visitors, volunteers and activities.

#### Resources

- Pandemic Plan Resources
  - Plexi-glass Barrier Vendors
- [Emergency Supplies Matrix](#)  
[Bon Chef](#)   [Cal-Mil](#)   [Carlisle](#)


#### Service

- Eliminate self-serve stations, condiment areas and beverage stations.
- Traffic Management - adjust menu and station strategy to alleviate crowding.
  - Serve the same product at multiple stations.
  - Decrease overall variety, eliminate customization (MTO) where possible.
  - Eliminate stations that normally cause crowding (ice cream machines, etc.).
- Convert fountain beverage to be a served station. Shut down/remove machines not utilized.
- Increase use of to-go containers and options for increased speed of service.
- Convert to PC or in-housed portioned (soufflé cups) condiments.


### Social Distancing

---


- Social Distancing will impact the way we produce our food, serve our guests and interact with each other.





- Food preparation processes and work areas may need to be adjusted.
- Staggered schedules and production times may change to accommodate spacing.
- Be aware of your surroundings. Keep space between you and others.



- Food service processes will also need to be adjusted.
- Self-serve stations may not be permitted.
- Menu changes may be necessary to allow adequate spacing.



- Shifts and break times may need to change to allow for more social distancing.
- Pre-shift huddles and other meetings must allow appropriate spacing options.
- Timeclocks, breakrooms, lockers, etc. may also require access adjustments.

## RE-OPEN

### Response to Known Contact with Infected Person (Level 3)

- Contact HR as soon as potential exposure is identified.
- Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-like symptoms.
- Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
- Close off areas used by a sick person and do not use before cleaning and disinfection.
- Wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours is, wait as long as possible.
- Ensure safe and correct application of CDC-approved disinfectants and keep disinfectant products away from children.
- Advise sick staff members not to return until they have met [CDC criteria to discontinue home isolation](#).
- Inform those exposed to a person with COVID-19 to stay home and self-monitor for symptoms and follow CDC guidance if symptoms develop.

#### Resources

- Pandemic Plan Resources

[ServePro Cleaning Services](#)  
[Quarantine Feeding](#)

### RESOURCE LINKS

Aramark.net coronavirus updates:	<a href="#">Aramark Corona Virus Updates</a>
Higher Ed Coronavirus Website	<a href="#">Higher Ed Coronavirus Site</a>
Higher Ed Re-open Website	<a href="#">Higher Ed Re-open Site</a>
Coronavirus questions	<a href="mailto:coronavirusquestions@aramark.com">coronavirusquestions@aramark.com</a> or <a href="mailto:culver-christopher@aramark.com">culver-christopher@aramark.com</a>
Center for Disease Control (CDC)	<a href="#">CDC</a>
National Institute for Health (NIH)	<a href="#">NIH</a>
World Health Organization (WHO)	<a href="#">WHO</a>

# COVID-19: General Guidelines for Research Staff

*These guidelines are subject to change to align with directives from the Governor, NSHE UNLV Chancellor, and UNLV President.*

---

**Overview:** The following guidance is provided to identify approved disinfection methods individuals can follow for high touch work areas and equipment, as well as additional steps to be taken to protect personnel. Laboratory principal investigators (PIs) are directly responsible for the safe use and upkeep of the laboratory to ensure that all procedures adhere to UNLV's [COVID-19 general guidelines](#). The following document is meant to provide a starting point for maintaining safe general guidelines in the research spaces.

**Routes of Transmission:** According to the Centers for Disease Control, the novel coronavirus (COVID-19) is spread from person-to-person. This happens most frequently among close contact (within 6 feet) with an infected individual. This type of transmission occurs via respiratory droplets when an infected individual coughs or sneezes.

It is not currently well documented how COVID-19 is transmitted to persons from surfaces contaminated with the virus. There is evidence that suggests COVID-19 may remain viable for hours to days on surfaces made from a variety of materials. Cleaning and disinfecting of visibly dirty and common use surfaces is a best practice measure for prevention of COVID-19 as well as any other viral respiratory illness.

## GUIDELINES:

**Maintain Social Distancing:** During the COVID-19 pandemic, if you can avoid coming to campus, please do so.

1. Hold all meetings/gatherings, including one-on-one meetings, online or over the phone.
2. Avoid close contact, stay 6 feet (2 meters) away from others. Close contact generally does not include brief interactions, such as walking past others.
3. There should never be more than 10 people in a room at one time. This should also take into account that all individuals must maintain the 6 foot (2 meter) distance from each other. If this cannot be maintained in the space with 10 people, the maximum number of people in the space would be such that all occupants can maintain a 6 foot (2 meter) distance from each other.
4. Do not come to campus if you are sick.

## **Maintain Good Personal Hygiene:**

1. Wash/sanitize hands frequently. At a minimum this includes when entering and before leaving a laboratory.
  - a. When available, use soap and water and scrub hands in their entirety for 20 seconds.
  - b. If soap and water are not available, use an alcohol-based hand sanitizer and cover all hand surfaces and rub until dry.
2. Cough/sneeze into a tissue. Dispose of used tissues immediately into a trashcan and then wash hands.
  - a. If there are not tissues available, cough/sneeze into the crook of your elbow, not your hands.
3. Avoid touching your face, eyes, nose, and mouth. This can accelerate the spread of infection.
4. Wear personal protective equipment, as appropriate in the laboratory. At a minimum this is safety glasses. However, laboratory coats, gloves, and face coverings are also recommended.

## **Cleaning/Disinfecting High-Touch Locations and Equipment in the Laboratory:**

The following bulleted list of locations and equipment are examples of high-touch areas in the laboratories. These types of areas represent a higher probability of viral loading in the work area and should be disinfected on a routine basis following the proper procedure described below:

- Common use benchtops and desktops
- Equipment handles and latches
- Computers, keyboards, and mouse attached to instrumentation
- Equipment controls and touchpads
- Drawer, cabinet, refrigerator, and freezer handles
- Bin and water incubator lids
- Hand tools, micro-pipettors.
- Faucet handles and sprayer grips
- Chemical bottles and lids
- Chair backs and armrests
- Pens, and whiteboard markers
- Balances and weighing tools
- Shared phones in the laboratory

1. The list may not include all areas that are high-touch. The laboratory PI and users should develop a list of high-touch locations and equipment in the laboratory. Special attention should be given to those areas that will have continued use.
2. Clean and disinfect identified locations on a routine basis. At a minimum, it is recommended that this is when an individual enters the laboratory to begin work and before leaving the laboratory when work is completed. A standard operating procedure should be developed with the user disinfecting high-touch equipment before and after use to be thorough.
  - a. Use an EPA-approved disinfectant that is effective against COVID-19. [Here is the list of EPA-approved disinfectants.](#)
  - b. To verify a disinfectant is on the list, you can locate the EPA-ID number on the cleaning chemical label and do a quick search for that EPA-ID number in the list by using CTRL+F and entering the EPA-ID number.
  - c. Pay attention to disinfectant contact times, also listed on the EPA-approved list. Do not assume that a disinfectant works on contact.
  - d. Wear appropriate PPE when using cleaning/disinfectant products. This includes safety glasses and chemical-compatible impervious gloves. Reference the Safety Data Sheet (SDS) for further information on PPE or any other hazard information. [Contact UNLV RMS with questions online](#) or call 702-895-4226.
3. Use care with delicate equipment to avoid damage. Cleaning sprays may not be appropriate to use or could damage certain electronic equipment. In these cases an approved disinfectant wipe may be appropriate for more delicate tasks. Alternatively spray disinfectant on a towel/wipe to use rather than spraying directly on instrument.

**NOTE:** *Campus Custodial will continue to clean and disinfect public and common areas such as hallways and restrooms with their disinfection protocols. However, custodial staff will not clean surfaces and equipment in laboratories. Therefore, the task will fall on the laboratory personnel and users of the equipment to ensure it has been disinfected and is ready for operation.*

### **Other Safety Considerations:**

As with any laboratory work, individuals must be trained in performing critical tasks and should have access to any personal protective equipment necessary to perform these tasks. While it is imperative during this time that individuals practice social distancing, high-risk tasks, should not be performed alone in a laboratory. When an individual is working alone in a laboratory, other colleagues, supervisors, and/or University Police should be aware and provide check-ins as necessary.

## **A Phased Approach to Restarting University Research Activity**

*These guidelines are subject to change to align with directives from the Governor, NSHE UNLV Chancellor, and UNLV President.*

On May, 19, 2020 President Marta Meana discussed the plan to have the UNLV workforce start transitioning back to campus gradually – and in phases.

This phased approach also applies to restarting university research activity. This document provides guiding principles in restarting university research activity.

[UNLV has developed a COVID-19 Response Policy](#). The safety and wellbeing of every member of UNLV's community are paramount, and UNLV must remain vigilant in mitigating the impact of COVID-19. The purpose of this policy is to provide guidance for faculty and staff returning to the workplace as the university prepares for students to return to campus.

# **PHASED APPROACH**

*(Developed by UC Berkeley in partnership with VCRs/VPs from the University of California system and the APLU, with contributions from many other institutions including UNR and UW)*

## **COVID-19 self-monitoring is required for researchers who will be on campus.**

Faculty and staff who will be on campus are required to self-monitor for symptoms of COVID-19. Before coming to campus, employees must take their temperature and self-screen through answering a series of questions as recommended by the Southern Nevada Health District (SNHD). The RebelSAFE Mobile App COVID-19 Assessment Tool may also be utilized to assist with self-monitoring. For additional information, please see [Working During the COVID-19 Pandemic](#).

## **Phases and Permitted Research Activities.**

Before allowing research and scholarly activities to resume or continue both on and off campus, a standard operating procedure (SOP) for the rigorous enforcement of social distancing is required and must be approved. The elements of the SOP should include a schedule/work-shift for researcher access, the required safety PPE, minimum distancing based on size of space and nature of activity therein, the maximum number of faculty allowed in office, the maximum numbers of individuals per lab unless further density is justified and approved, self-monitoring prior to work, and sanitization or disinfecting of common use areas, materials, benches or instruments utilized by multiple people.

## **PI Research Planning to Resume Activities**

The development and approval of a safety based SOP for restarting research (see *UNLV Restarting Research: Safe Laboratory Practices*, *UNLV Restarting Research: Safe Practices for Conducting Human Subjects Research*, *UNLV Restarting Research: Safe Practices for Conducting Field Research*) is required. The SOP will require approvals from the appropriate Department Chair and Dean before research activities can resume. Plans should be flexible to enable the swift ramp down of research to an earlier phase in response to changing circumstances.

- Plans must comply with physical distancing requirements and should provide for the lowest density of people reasonable to carry out research, and gatherings, including group meetings, and even one-to-one discussions should continue to occur virtually. [Read the UNLV COVID-19 Response Policy here.](#)
  - Consider staggering work schedules to maintain low personnel density.
- Plans for cleaning/sanitizing labs and research work spaces prior to restarting work and after resuming activities must be established.
  - Research teams utilizing shared space must coordinate their plans.  
Cleaning and sanitization products should be purchased and maintained by the PI.
- Any personnel returning from out-of-state must follow current guidance on 14-day self-quarantine prior to reporting to campus – these individuals should work from their place of quarantine to the greatest extent possible if they are asymptomatic.
- PIs must first ensure/acquire an adequate supply of PPE before any activities can be resumed. The PPE should be defined in the SOP and ordered as soon as possible. PPE should not be shared in any way. PPE, such as gloves, should be discarded before exiting the lab or shared space. PIs are expected to purchase the PPE required for their research and scholarly activities.
- Non-critical research that generates large volumes of hazardous waste and/or necessarily involves chemical, biological, radiative or other hazardous materials will not be prioritized if the waste stream cannot be managed safely.
- Carrying out research or scholarly activities should be limited to UNLV employees and registered students – volunteers are not allowed to conduct research until Phase 3 is reached.
- All restart planning must consider the needs of employees/students with [current disabilities or those who will require new accommodations.](#)
- SOPs need to address the consequences for not following mandated practices and identify who is responsible for the closing and reopening laboratories and multi-user space if safety practices are not followed. In VPRED facilities, managers, RMS, and the VPRED safety officer have the authority to stop work

activities when SOPs are not followed by PIs, workers, and students. RMS is the safety authority on campus and should be consulted by PIs when necessary or if there are questions.

## **Classification and Prioritization of Research Activities**

**Essential:** These activities have continued without interruption and include maintenance of animal labs, protection of cell lines, fly lines, germ lines, and growth chambers, and access to vital computers and documents.

**Critical:** COVID-19 related rapid-response research activities.

### **Time-sensitive:**

- Data collection or experiments close to completion in which a pause would lead to “catastrophic loss” of research results.
- Research activities for the completion of grants.
- Data collection associated with longitudinal studies.
- Experiments or studies close to completion, or those having effects on contingent experiments.
- The work of early career stage researchers, graduate student and postdoctoral researchers, particularly individuals close to completing their degrees/terms of appointment.
- Field research, with priority for seasonal data collection.
- College/School and Department Core Facilities that cannot be operated remotely.

### **All other types of on-site research, scholarly, and creative activities:**

These activities will be prioritized on a case-by-case basis if the activities do not fall under the three criteria provided. The resumption of activities will be based on the approval of the appropriate Department Chair and Dean and the phase of research activity in use.

## **Three Phase Approach to Restarting Research**

Any research or scholarly activities must be phased in gradually so that population density and safe practices can be monitored to ensure staff health and safety. Therefore, the phased, prioritized, reopening of research laboratories will be utilized. Researchers who are members of vulnerable populations, primary caretakers of vulnerable individuals, and those without childcare should not restart research until Phase 2.

Principal investigators will be required to have SOPs outlining safety procedures for required PPE for researchers and cleaning procedures to sanitize research spaces, general use areas, and instrumentation accessed by multiple users on a regular basis for all phases. For additional guidelines, please review “COVID-19: General Guidelines for Research Staff.”

### **PHASE 1: Continuation of essential and critical research activities/Preparation for additional lab openings**

Phase 1 for research and scholarly activities will focus on preparing buildings and laboratories for a return to work. In this phase, limited numbers of researchers will be allowed to come to campus to assess and open labs, or perform minimal high value, low risk work, as approved by their Department Chairs and Deans and with accepted SOPs for safe lab practices in place. Phase 1 will begin with extreme caution, to allow the gradual rebuilding of the research enterprise at a measured pace. The goal is to minimize population density in our buildings.

### **PHASE 2: Time-sensitive research activities (30-50% of research personnel on-site at any time).**

Additional researchers may be allowed on campus to restart time-sensitive activities, as approved by their Department Chairs and Deans and with accepted SOPs for safe practices in place.

PIs will utilize SOPs with the understanding that no more than 50% of the personnel should be in the laboratory, research space, or common space and that social distancing is still required for the use of equipment and laboratory benches.

### **PHASE 3: Gradual restart of research (50-100% of research personnel on-site at any time).**

All other research and scholarly activity, as approved by Department Chairs and Deans and with appropriate SOPs for safe practices in place, may be allowed on campus following a staggered approach.

### **Requirements for Phases 1 – 3:**

All research and scholarly activities must maintain the following:

1. Only personnel with a need to access physical locations to advance research should be on-site. Even those personnel should minimize time on campus.

All others should remain off-site to help maintain physical distancing until guidelines suggest otherwise. Meetings should still be conducted remotely. Each PI must think carefully about which lab members will be allowed to return to work initially:

- Ph.D. students and postdocs should be given top priority due to the need to complete their research projects in a timely fashion.
  - Priority should be given to lab staff who have expressed a willingness to voluntarily return to the lab.
  - Consider the urgency of the work: students or postdocs should be given high priority if they need to complete experiments to meet a thesis deadline, a paper submission, or a grant submission.
  - Consider the rotation of personnel on a schedule to allow all participants research progress.
  - Volunteers including undergraduate students will not be allowed in the laboratories for the duration of the pandemic.
2. Laboratories may not be authorized for access unless the following are defined can be produced upon request by the Deans:
- a. The number of individuals that can be in a space at any given time.
  - b. A clear process to ensure work shifts do not accidentally overlap.
  - c. A listing of supplies provided to maintain safety and their storage location: face coverings, soap, hand sanitizers, cleaning materials, and first aid kits.
  - d. Procedures to clean/wipe down shared items, equipment, carts, and work surfaces prior to usage by others.
  - e. A process to maintain access and activity logs in order to trace contact should someone become sick with COVID-19.
3. Physical distance between people should be maintained at all times based on approved SOPs unless other safety precautions are adopted.
- a. Maintain a distance of at least 6 feet between people. Laboratories and facilities with limited space that cannot ensure that personnel will meet these public health requirements must remain off-limits. Some locations may choose to reconfigure interior space or work flow to relieve bottlenecks and maintain space between research personnel. Any space reconfiguration should include consultation with RMS and facilities management.
  - b. Do not gather in groups of size that exceed what is permitted based on [UNLV guidelines](#). Research ramp-up cannot result in crowded spaces or mass gatherings.

4. Laboratory/research staff must cover their mouth and nose with a face covering when around others and when moving through common spaces. The PI will determine in the SOP what type of PPE face coverings will be utilized and procure them for the research staff. The PI should also define how often the PPE would need to be replaced.
5. Laboratory/research staff must wash their hands often with soap and water for at least 20 seconds. They must also routinely and regularly disinfect common contact sites (e.g., keyboards, door handles, multi-user equipment, etc.) that they utilized for their research.

### **Additional Guidance for Human Subjects Research**

The resumption of human subject research must be centrally focused on the health and safety of our faculty, staff, students, and human research participants. Researchers must attend to and acknowledge the particular circumstances and challenges encountered with the different university units as well as our community partners.

Principal investigators will be required to have SOPs outlining safety procedures in terms of social distancing, required PPE for researchers and participants, and cleaning procedures and frequency required to sanitize areas and instrumentation accessed by multiple users or research participants on a regular basis for all phases. For additional guidelines, please review “COVID-19: General Guidelines for Research Staff”.

The specific type of human subject research that will be able to be conducted during the re-opening of research at UNLV are categorized below. Whenever possible, delay face-to-face data collection, or consider remote data collection.

#### **New research studies**

If face-to-face research with human subjects is conducted, researchers must confirm and document subjects’ verbal confirmation that they have not received a diagnosis of COVID-19 in the past fourteen days, do not exhibit any of the COVID-19 symptoms, and, to the best of their knowledge, have not come in close contact with a person who is lab-confirmed to have COVID-19.

For new face-to-face research with human subjects, researchers must complete the “Addendum for Face-to-Face Human Subjects Research.” This form is available in the Forms and Templates section of IRBNet.

## Existing research studies

Revising human research proposals to include required sanitization, verbal COVID-19 screening, use of PPE, and other safety precautions do not need to be formally submitted as a modification. However if research procedures will be changed to accommodate COVID-19 (e.g., conducting activities online instead of in-person, or individually instead of in a group format), a modification to the protocol must be submitted and approved prior to initiation of those changes. Additionally, Informed Consent Forms should include a statement that the research activities will utilize accepted standards for mitigating the risks of COVID-19 transmission; however, the chance of transmission cannot be eliminated.

### PHASE 1: Distance or Remote Research

Observational and clinical research that can be conducted at a distance. Researchers may be allowed to come to campus to restart research activities, as approved by their Department Chairs and Deans and with accepted SOPs for safe research practices in place.

### PHASE 2: Time Sensitive Research with Appropriate Mitigation of Risk

In person research may begin when physical distancing can be maintained and when risk is mitigated to a minimal level. Research must be approved by the Department Chair and Dean with an accepted SOP for safe research practices.

Only a limited and strictly defined set of research activities involving human subjects research should be conducted face-to-face during Phase 2. During the COVID-19 recovery period, all human subjects research should continue remotely where feasible. If face-to-face research with human subjects cannot be conducted remotely, minimize the risk by not conducting research on individuals in higher risk groups or minors, and practice sanitation and hygiene procedures at all times as specified by the Centers for Disease Control and other public health agencies. Research areas must be thoroughly disinfected in between visits. Social distancing must be maintained at all times, which may eliminate some research studies that [require close physical interaction with human subjects](#).

### PHASE 3: Gradual Restart of Research (50-100% of research personnel on-site at any time)

All other research, as approved by Department Chairs and Deans and with appropriate SOPs for safe research practices in place may be allowed on campus following a staggered

## **Additional Guidance for Field Studies**

*(Adapted from guidance provided by Texas A&M University and UC Berkeley and other APLU resources)*

Conducting studies in the field will follow UNLV's three-phased approach. Researchers must request restarting field studies provided standard operating safety procedures (SOPs) are followed. The PI is responsible for defining safety SOPs for increasing activities in the field in low-density locations such as agricultural sites and nature areas. Both the Department Chair and Dean must approve the research activities based on the PI's SOP and the phased approach. Similarly they will be responsible for prioritizing who can conduct research in the field and in what phase. Field studies involving human subjects must procedures outlines in Additional Guidance for Human Subjects Research (page 7 of this document).

The following safety issues must be addressed in the request to restart field study work. Research will not be restarted if social distancing requirements cannot be met. Currently, this includes no more than one person per vehicle when traveling to field sites. At a minimum any field study must also ensure that interaction with members of the public is minimized.

Criteria that must be addressed by the PI in SOPs for fieldwork:

- Define social distancing criteria that is being used, equipment handling, disinfection procedures, communication options in the field, check in procedures, and emergency procedures.
- Define PPE, provisions, and supplies for the team with a focus on limiting sharing of resources.
- Define the process for a team member refusal to participate and what job duties they will perform instead of the fieldwork. Team members should be able to opt out without fear of penalty if they feel conditions are unsafe.
- Define self-assessment protocols for members of the team to ensure safety. Each team member should be asymptomatic for at least two weeks prior to fieldwork and will not participate should they feel ill or have reasonable cause to believe they have been exposed to COVID-19.
- Define how reliable communication will be maintained by the team to ensure they receive updates or get assistance. There should be a defined frequent check-in schedule.
- Provide relevant public health requirements and campus policies regarding COVID-19 in the safety SOPs for the team.
- Define responsible conduct in the field, community; and how the team will minimize contact with the public during the field studies.

All research team members must be provided the SOPs and the PI should review safe work practices in the field and identify the goals and plans related to the work.

## **General Concepts and Guidelines**

To ensure continuity in the approach to fieldwork resumption teams should utilize video meeting for training, planning, and general discussion regarding the work. These activities should minimize in-person interactions. Training is important for critical tasks to minimize time in the field, the size of teams, and possible exposure risks.

Social distancing will likely require that each team member utilize their own transportation to the research site. Likewise the team should meet at a predetermined location that allows for social distancing at the site. In the event that social distancing requirements change and shared vehicles are allowed, vehicles should be wiped down with disinfectant prior to and after use. Team members in shared vehicles should wear proper PPE including face coverings if social distancing of 6 feet cannot be maintained.

Provisions should not be shared. Water, food, and snacks should be prepared and brought from home, if possible. Each team member should ensure they bring enough water for the conditions that they will encounter (i.e., 2 gallons per day). Each team member should have their own labeled cooler for their supplies. For overnight trips lodging should allow for team members to maintain social distancing (i.e., single rooms, single tents).

If fueling vehicles and stops are necessary team members should maintain social distancing, be cognizant of what is touched, use disinfecting wipes on handles in the facilities or paper towels as a barrier, and use hand sanitizer before re-entering the vehicle.

## A Phased Approach to Restarting University Research Activity

On May, 19, 2020 President Marta Meana discussed the plan to have the UNLV workforce start transitioning back to campus gradually – and in phases.

This phased approach also applies to restarting university research activity.

This document provides guiding principles in restarting university research activity.

*These guidelines are subject to change to align with directives from the Governor, UNLV NSHE Chancellor, and UNLV President.*

---

### **GUIDING PRINCIPLES**

*(Developed by UC Berkeley in partnership with VCRs/VPRs from the University of California system and the APLU, with contributions from many other institutions including UNR and UW)*

**Overarching Goal:** To enable all research to resume as soon as possible while ensuring a safe work environment and maintaining public health requirements.

**Principle #1:** *Follow the cognizant Local, State, and National Public Health Authority directives regarding social distancing and Personal Protective Equipment (PPE).*

- Social distancing should be implemented until otherwise informed by NSHE and UNLV.
- UNLV will continue to follow the recommendation from the CDC to wear face coverings in public settings where social distancing measures are difficult to maintain. [Read the UNLV COVID-19 Response Policy.](#)

**Principle #2:** *Protect the health and safety of the research workforce, emotional as well as physical, and the health and safety of our clinical patients and human research subjects.*

- Researchers should not feel they are being compelled to work on campus without defined standard operating procedures (SOPs) for safety. Principal investigators (PIs) will be required to define safety SOPs and implement and maintain adequate access to PPE and other safety related supplies that are necessary.

- PIs will be required to identify essential research personnel and ensure they are properly trained in COVID-19 related safety before being granted access to perform research.
- PIs must identify essential researchers and procedures for remote work due to safety concerns. [Continued remote work should be based on policies and procedures established by UNLV.](#)
- Field research may continue, on a case-by-case basis, given rigorous social distancing plans within a SOP.
- The IRB process for human subject research (SOP) has been updated.

**Principle #3:** *Protect the careers of early stage researchers.*

- Priority should be given to those researchers and students to restart research who cannot work remotely and are under time constraints to complete degrees, term appointments (e.g., postdoctoral researchers), or for tenure and other career reviews.

**Principle #4:** *Undergraduates are students first, researchers second.*

- Engagement of undergraduates in research should only be permitted under the most exceptional of situations. This may include a situation in which (1) the undergraduate student is an essential team member for the project, (2) the project itself has been authorized for access, (3) the work of that student must be performed in person in the research space, (4) research is a requirement of the undergraduate degree program, and/or (5) no other work can be assigned to that student that can be performed remotely. PIs will be required to provide justification for undergraduate researchers in their laboratories.

**Principle #5:** *Implement a fair and transparent process for granting access.*

- The process for granting laboratory access and access to other on and off campus research spaces will be based on a phased approach with prioritized activities that are defined below. However, all current research activities and any request to restart research activities require PIs provide a SOP for safety.
- Department Chairs and Deans are required to approve restarting research activities after the PI submits a SOP and plan for commencing research activities.

- Department Chairs and Deans are required to prioritize research activities of their faculty based on the three phases of research and scholarly activity and the criteria for prioritization.
- The Associate Deans for Research will provide guidance in establishing social distancing and density limitation guidelines for different kinds of activities in research space based on UNLV guidelines and the type of research to be conducted.

**Principle #6:** *Ensure as rapid of a research restart as the public health conditions permit.*

- Under no circumstances should safety be sacrificed due to lack of adequate supplies, such as the type and quality of PPE. The required PPE for research or scholarly activities to resume and the purchase of adequate supplies are the responsibility of the PI.
- PIs should consult with both RMS and Facilities and Maintenance to ensure the infrastructure and layout of facilities are consistent with the PIs safety SOP and workflow requirements for social distancing.

**Principle #7:** *Prioritize support for finding cures and preventions for COVID-19, and assessing the economic, political, and cultural impacts of the virus, while increasing the safe access for all patients to clinical trials for their conditions.*

- There is important research taking place in our research units regarding the impact of COVID-19 on the workforce, and it should be prioritized as broader laboratory and clinical research activities are resumed.



## UNLV Restarting Research Safe Laboratory Practices

*These guidelines are subject to change to align with directives from the Governor, NSHE UNLV Chancellor, and UNLV President.*

---

**Principal Investigator** \_\_\_\_\_

**College** \_\_\_\_\_

**Department** \_\_\_\_\_

To minimize risk to public health while performing research, students, staff and faculty are expected to adhere to public, state, and federal health guidelines to [minimize the spread of COVID-19](#).

This form outlines the standard operating procedures (SOPs) for research that will be required to maintain safe laboratory practices. The SOP will focus on research conducted in a laboratory and will be defined by the Principal Investigator (PI) before work can be initiated. In cases where the laboratory remained active, the SOP will be required for the laboratory to remain open.

The Principal Investigator is responsible, to the best of their ability, to promote and enforce acceptable public health behaviors and provide research SOPs that document the policies and procedures that will be utilized in the laboratory to ensure safe practices.

PIs must develop their own research SOPs that outline the following safe laboratory practices to minimize the impact of COVID-19:

- Describe how exposure to COVID-19 will be mitigated through social distancing guidelines in the laboratory? What are the social distancing metrics being utilized? Where were they obtained?

- Define appropriate personal protective equipment (PPE) required for the proposed research. If gloves will not be used, please define proper handwashing practices and frequency that will be utilized instead.
  - Is required PPE currently available in sufficient supply to support the research SOP requirements? Has an appropriate supply chain been identified? What are the possible limitations in PPE that might be encountered?
- How often will occupants monitor health and how will determinations regarding building entry and participation in face-to-face research activities be made? How will access be limited if a researcher or participant develops or displays symptoms of COVID-19 including but not limited to fever, tiredness, and dry cough? As a rule, researchers and participants will not participate in face-to-face research activities if their temperature exceeds 100 degrees Fahrenheit.
- List work surfaces and other possible sites in the laboratory that must be decontaminated at the beginning and end of work shift and how it will be documented.
- Specify which, if any, PPE will be allowed outside the laboratory and how it will be maintained and decontaminated if taken out of the lab.
- Define steps for non-compliance with SOPs including when lab access is removed and reinstated.
- What contact information is in place for researcher questions? Post contact deemed important by the PI for safety (e.g., RMS).

A PI's failure to establish and follow the SOPs outlining safety guidelines could be detrimental to public health efforts and could influence the ability to perform research or other tasks at UNLV.

Researchers must be provided an SOP for safe laboratory operation for minimizing the impact of COVID-19 in shared laboratory space. A folder containing a copy of all laboratory SOPs should be available in the lab for review at any time. All researchers must acknowledge and sign a copy of the SOPs they will be using prior to conducting research.

The PI must be assured that they will comply with the policies and procedures established for the laboratory and research groups utilizing the space. The PI will maintain and provide a list of researchers with signed SOPs upon request to their Department Chair and Dean for laboratory research to be initiated or continued.

**Please provide a request to open a research laboratory that includes the following:**

- **Lab Location.**
- **Names and titles (i.e. postdoc, graduate student, etc.) of all researchers that will be utilizing the laboratory.**
- **A copy of the SOP.**
- **A signed SOP document for each researcher listed which outlines the safety requirements.**
- **A list of PPE required for each researcher and current supplies.**

The following signatures are required to initiate the opening of a laboratory.

---

*PI Signature*

---

*Date*

*Please route all supporting documents and this form to the Chair and Dean of your department and college for their signatures.*

---

*Chair Signature*

---

*Date*

---

*Dean Signature*

---

*Date*

## UNLV Restarting Research

### Safe Practices for Conducting Human Subjects Research

*These guidelines are subject to change to align with directives from the Governor, NSHE UNLV Chancellor, and UNLV President.*

---

**Principal Investigator** \_\_\_\_\_

**College** \_\_\_\_\_

**Department** \_\_\_\_\_

To minimize risk to public health while performing research, students, staff and faculty are expected to adhere to public health practices to mitigate the spread of COVID-19.

This form outlines the standard operating procedures (SOPs) for human subject studies that will be required to ensure safe practices. The SOP will focus on safety while conducting work both on/off campus, and must be defined by the Principal Investigator (PI) before work can be initiated.

The PI is responsible, to the best of their ability, to promote and enforce acceptable public health behaviors and provide SOPs that document the policies and procedures that will be utilized to ensure safe practices.

PIs must establish written safe research practices in a SOP that will be given to all research team members prior to resuming research activities. PIs must develop their own research SOP that outlines the following safe research practices:

- Describe how exposure to COVID-19 will be mitigated through social distancing guidelines professionally and personally in the laboratory, other on-campus settings, and off-campus settings.
  - What are the social distancing metrics being utilized?

- For off-campus settings, describe social distancing guidelines that will be followed.
- For shared research spaces, describe procedures for maintaining social distancing and reducing population density.
- Define appropriate personal protective equipment (PPE) required for the proposed research with human subjects (e.g., face coverings, gloves, etc.). If gloves will not be utilized please define proper handwashing practices and frequency.  
Is PPE required for both the researcher and participant?
  - Is PPE required currently available in sufficient supply to support research SOP requirements? What are the possible limitations in PPE that might be encountered?
- How will the health of research team members and research participants be monitored?
  - What screening procedures will be utilized?
  - How will access be limited if a researcher or participant develops or displays symptoms of COVID-19 including but not limited to fever, tiredness, and dry cough? As a rule, researchers and participants will not participate in face-to-face research activities if their temperature exceeds 100 degrees Fahrenheit.
  - Describe procedures for cleaning and disinfecting research areas, interview areas, frequently touched objects and surfaces, and equipment between research participants.

A PI's failure to establish and follow the SOPs outlining safety guidelines could be detrimental to public health efforts and could impact the ability to perform research at UNLV.

All researcher team members must acknowledge and sign a copy of the SOP prior to conducting research. The PI will provide a list of researchers with signed SOPs to their Chair and Dean prior to research being resumed.

**Please provide a request to resume research that includes the following:**

- **Location of research activities.**
- **Names and titles (i.e. postdoc, graduate student, etc.) of all research team members who will be participating in any research activities.**
- **A signed SOP document for each research team member.**

The following signatures are required to resume research activities.

---

*PI Signature*

---

*Date*

*Please route all supporting documents and this form to the Chair and Dean of your  
department and college for their signatures.*

---

*Chair Signature*

---

*Date*

---

*Dean Signature*

---

*Date*



# UNLV Restarting Research

## Safe Practices for Conducting Field Studies

*These guidelines are subject to change to align with directives from the Governor, NSHE UNLV Chancellor, and UNLV President.*

---

**Principal Investigator** \_\_\_\_\_

**College** \_\_\_\_\_

**Department** \_\_\_\_\_

To minimize risk to public health while performing fieldwork, students, staff and faculty are expected to adhere to public health practices to minimize the spread of COVID-19.

This form outlines the standard operating procedures (SOPs) for fieldwork that will be required to ensure safe practices. The SOP will focus on safety while conducting fieldwork off campus, and will be defined by the Principal Investigator (PI) before work can be initiated.

The Principal Investigator is responsible, to the best of their ability, to promote and enforce acceptable public health behaviors and provide SOPs that document the policies and procedures that will be utilized to ensure safe practices.

PIs must develop their own SOPs that outline the following safe research practices:

- Describe how exposure to COVID-19 will be mitigated through social distancing guidelines professionally and personally in the off-campus settings. What are the social distancing metrics being utilized?
- Describe how the team will be transported to the site.

- Describe the accommodation and provisions including food and water required for each team member based on the number of days in the field. Confirm the quantities and maintain documents outlining these basic needs for each team member.
- Define appropriate personal protective equipment (PPE) required for the proposed research (e.g., face coverings, gloves, etc.) while in the field. If gloves will not be utilized please define proper handwashing practices and frequency.
- Is PPE required currently available in sufficient supply to support the research SOP requirements? What are the possible limitations in PPE that might be encountered?
- How will the health of research team members and research participants be monitored? What screening procedures will be utilized? How will access be limited if a researcher or participant develops or displays symptoms of COVID-19 including but not limited to fever, tiredness, and dry cough? As a rule, researchers and participants will not participate in face-to-face research activities if their temperature exceeds 100 degrees Fahrenheit.
- Describe procedures for cleaning and disinfecting equipment or objects shared between research participants.
- The PI will ensure all team members have been trained and provided with guidelines regarding safe conduct in the field, how communication will be handled, the check-in schedule, and the overall research plans/goals for the trip.

A PI's failure to establish and follow the SOPs outlining safety guidelines could be detrimental to the team and public health efforts that could impact the ability to perform research at UNLV.

All researcher team members must acknowledge and sign a copy of the SOP prior to conducting research. The PI will provide a list of researchers with signed SOPs to their Department Chair and Dean prior to research being resumed.

**Please provide a request to resume research that includes the following:**

- **Location of research activities.**
- **Names and titles (i.e. postdoc, graduate student, etc.) of all research team members that will be participating in any research activities.**
- **A signed SOP document for each research team member.**

The following signatures are required to resume research activities.

---

*PI Signature*

---

*Date*

*Please route all supporting documents and this form to the Chair and Dean of your  
department and college for their signatures.*

---

*Chair Signature*

---

*Date*

---

*Dean Signature*

---

*Date*

# DRI



## Desert Research Institute

### Fall 2020 Campus Reopening Plan

*Pursuant to the Emergency Directive No 021 (Phase Two Reopening Plan) issued by Governor Sisolak on May 28, 2020, the Desert Research Institute (DRI) submits the following plan for safe and compliant Fall 2020 reopening of our Reno and Las Vegas campuses.*



*Prepared by DRI Issues Management Team – July 8, 2020*

*Research and solutions for a changing planet.*



# **Desert Research Institute**

## **Table of Contents:**

Page 3 – General Reopening Principles for Fall 2020 Campus Operations

Page 3 – DRI’s Fall 2020 Operating Instructions

## **Fall 2020 Campus Operations- Health and Safety Guidance for DRI Faculty, Students, and Staff**

### **Personal Safety Practices:**

Page 4 – Face coverings

Page 4 – Social distancing

Page 5 – Field Work

Page 5 – In-State Travel

Page 6 – Out-of-State Travel

### **Fall 2020 Campus Operations- Returning to the Workplace**

Page 6 – Vulnerable Populations and Absentee policy

Page 7 – COVID-19 symptoms

Page 7 – Campus Signage

Page 9 – Childcare

Page 9 – OSHA guidance

Page 9 – Building Modifications

Page 10 – Lab Safety Protocols

Page 11 – Pre-return employee screening

Page 11 – Pre-return employee training

Page 12 – Presumptive Positive COVID-19 Protocols

Page 12 – Additional Recommendations

Page 13 – Questions



## **General Reopening Principles for Fall 2020 Campus Operations**

---

The Desert Research Institute (DRI) understands and shares the concerns of our research campus community regarding the ongoing novel coronavirus (COVID-19) pandemic.

DRI's primary goal is to protect the health and safety of our faculty and staff. To remain vigilant and prepared, the Institute continues to align communication and information sharing with the Washoe County Health District, the Nevada Division of Public and Behavioral Health and the Nevada State Public Health Laboratory.

For the Fall 2020 academic semester, DRI will continue to maintain research continuity and allow research and laboratory activities to continue as fully as possible under our Phase Two health and safety instructions, pending any additional directives from Governor Sisolak or the NSHE Board of Regents. Most faculty and staff will continue working remotely where possible to allow essential research to continue and will remain flexible based on the needs of the community and institution, as well as additional guidance from the Governor's Office.

### **DRI's Fall 2020 Campus Operating Instructions:**

- 1) All administrative personnel should continue to work from home. Leadership will continue on-campus shifts each week.
- 2) Individuals who are sick or caring for someone who is sick with COVID-19 must stay home.
- 3) Research faculty and lab staff who need to perform necessary research functions are allowed on campus, subject to all COVID-19 lab safety protocols.
- 4) Employees who cannot work from home should arrange shifts with their supervisor to ensure no more than 50% capacity in shared campus workspaces.
- 5) Team field work is allowed if all personnel involved can maintain distance and hygiene protocols.
- 6) Face coverings are mandatory in all indoor common spaces and shared office or lab spaces.
- 7) A minimum of 6-ft distance is mandatory in all shared spaces, following CDC social distancing guidelines.
- 8) Daily employee self-assessments are required at all campuses entrances prior to entering the building.



- 9) Individuals with underlying health conditions or those in high-risk populations should discuss their work situation with their supervisor prior to coming to campus.
- 10) Disinfection protocols will continue for all high-touch surfaces (doorknobs, railings, etc.).
- 11) Maintain virtual meetings and events. If in-person meetings are required, participants must limit capacity in meeting or classrooms to no more than 50 persons with six feet of distance between individuals or 50 percent of the classroom's maximum capacity, whichever is less.
- 12) No visitors are allowed on campus.

## **Fall 2020 Campus Operations- Health and Safety Guidance for DRI Faculty, Students, and Staff Personal Safety Practices:**

### **Face Coverings**

---

Face coverings are mandatory in all DRI public and shared spaces, including laboratories and shared offices. This requirement is prominently posted on all DRI entrance doors.

DRI has a limited number of disposable procedural masks available in reception areas in the event that an employee reports to work without a face covering.

In accordance with Governor Directive No. 24, exceptions to this directive include individuals who are walking alone outdoors on campus and is maintaining 6 feet of distance from others, or when an individual is seated in a designated dining area and eating and 6 feet of distance is maintained from others. Requests for accommodations due to health or other conditions should be addressed to Jennifer Schultz, DRI's Human Resources Director and Title IX Officer.

### **Social Distancing**

---

DRI will enforce social distancing guidelines in accordance with Centers for Disease Control and Prevention (CDC) recommendations. In addition, proper distancing will be expected when DRI personnel are performing work at field/remote sites off-campus.

- A minimum of six feet (two meters) distance is mandatory in all shared offices or lab spaces, following CDC social distancing guidelines.



## Field Work

---

If necessary, team field work could still be performed safely if personnel are able to maintain social distance.

- Team fieldwork is allowed; all personnel involved must maintain social distance and hygiene protocols, including traveling in separate vehicles.
- Shared equipment must be disinfected if multiple users will touch it, consider whether any equipment requires multi-person manipulation, and consider whether the field site itself is amenable to social distancing.

## In-State Travel

---

Following Governor Sisolak's Revised Travel Guidance issues in June 25, 2020, only essential travel is authorized in coordination with DRI's Fall 2020 Campus Reopening.

When determining whether in-state travel is essential for research activities, DRI employees should consider factors such as:

- If the purpose of travel is to perform essential duties related to the protection of life and property; or
- If the purpose of travel is for an essential employee to perform his or her duties;
- If the travel is for systems or equipment inspections integral to security, safety, or proper functioning of the mission; and
- Whether the employee can reasonably perform his or her duties via phone or video conference in lieu of travel.

Although air travel is permitted, where possible, it is recommended that approved travel occurs by DRI vehicle or vehicles secured through rental services such as Enterprise or Hertz. Personal vehicles may be used and will be reimbursed following DRI's travel policies.



## Out-of-State Travel

---

***All out-of-state and international travel must receive written approval from the DRI President's Office and Governor's Office.***

Before traveling away from their local communities, employees should consider the following:

- Is COVID-19 spreading where you're going? You can get infected while traveling.
- Is COVID-19 spreading in your community? Even if you don't have symptoms, you can spread COVID-19 to others while traveling.
- Will you or those you are traveling with be within 6 feet of others during or after your trip? This increases your risk of getting infected and infecting others.
- Are you or other travelers at high risk of becoming hospitalized from COVID-19?
- Do you live with someone who is at high risk of becoming hospitalized from COVID-19?
- Does the city or county where you live, or visit require you to stay home for 14 days after traveling?

**Do not travel if you are sick**, or if you have been around someone with COVID-19 in the past 14 days. Do not travel with someone who is sick.

## Fall 2020 Campus Reopening - Returning to the Workplace

### Vulnerable/Absentee Policy

---

Individuals with underlying health conditions, or those in high-risk populations, or who live with a vulnerable person, should discuss their work situation with their supervisor prior to coming to campus. Vulnerable populations can include, but are not limited to:

- Individuals who are 65 years of age and older;
- Individuals with chronic lung disease or moderate to severe asthma;
- Individuals who have serious heart conditions;
- Individuals who are immune-compromised;
- Pregnant women; or
- Individuals determined to be high risk by a licensed healthcare provider.

The employee and their supervisor, in consultation with Human Resources and Environmental Health & Safety, will determine whether there are reasonable accommodations which can allow the employee to safely work from the DRI campus. If there are not reasonable accommodations, the employee must continue to work remotely.



## COVID-19 Symptoms

Individuals who are sick, or who are caring for someone who is sick with COVID-19 must stay home.

A daily symptom check sheet (below) is posted at every entrance door to DRI campus buildings. Employees are not permitted to enter DRI if they are experiencing the following:

- Fever;
- Cough;
- Shortness of breath or trouble breathing.

## Campus Signage

The following signage is posted on DRI's campuses:



**DO NOT ENTER  
IF YOU ARE  
FEELING SICK**

**If you feel unwell or have the following symptoms  
please leave the building and contact your  
Division Director or supervisor.**

**Employees and visitors please  
DO NOT ENTER if you have:**



**Fever**



**Cough**



**Shortness of breath  
or trouble breathing**

*Daily symptom assessment for all DRI employees*

## NOTICE TO EMPLOYEES & VISITORS

**DO NOT ENTER THIS BUILDING  
WITHOUT A FACE COVERING**



A non-medical grade mask or cloth face covering must be worn while on the premises in shared spaces, except where doing so would inhibit that individual's health or where the individual is under two years of age. A face covering does not need to be worn in a private office with the door closed.

### How to Wear Face Cloth Coverings

Cloth face coverings should -

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape



# WEARING IS CARING.



**Please wear a face covering  
in all shared spaces.**



## Childcare

---

- DRI employees who have ongoing childcare issues must be permitted to work remotely or use leave in accordance with gubernatorial directives and the Family First Coronavirus Response Act.
- DRI employees whose childcare facility is not yet open, and are thus unable to work on campus or work from home because of a lack of childcare, must talk with their supervisor immediately about time coverage during Phase Two.
- For DRI employees whose childcare facility is open but opt not to utilize it, they may use annual leave to cover time if unable to work.

## OSHA Guidance

---

DRI will abide by all requirements and recommendations of the Nevada Department of Business and Industry, Division of Industrial Relations, Occupational Safety and Health Administration (NV-OSHA), as specified in the NV-OSHA Guidance for Roadmap to Recovery Phase 2, published May 29, 2020.

In addition to all the actions mentioned earlier that result in substantial compliance with the NV-OSHA Guidance, DRI will ensure that occupancy is limited in areas where employees could congregate or interact, such as break rooms and conference rooms.

## Building Modifications

---

Reception stations where staff interact with the public have been retrofitted with clear acrylic plastic barriers to minimize the possibility of virus transmission. DRI will continually evaluate other potential locations that may also benefit from barrier installation. High efficiency air filters will be installed where system parameters permit (note that high efficiency filters are already in use for many systems due to laboratory requirements); ventilation airflow for many DRI facilities is also already high due to laboratory design requirements. However, where appropriate, ventilation airflow rates have been further increased where system design allows.



## Lab Safety Protocols –

---

1. Do not come to the lab if you have ANY cold or flu symptoms.
2. Lab shifts are not mandatory; you can work at home if preferred. If there are operations that REQUIRE your presence in the lab, please contact your PI or Lab Supervisor if you do not feel comfortable reporting to the lab.
3. For hourly employees, shifts in the lab should be staggered so that there is only one person working in the lab at one time. Post your schedule in advance, preferably a week or more in advance if possible.
4. In the event that two persons must be in the lab at the same time, practice appropriate distance hygiene and ensure that any common equipment is cleaned and disinfected between users.
5. Working alone in the lab presents its own set of hazards. Try to work during regular business hours, on a schedule that is known by your PI, Lab Supervisor, or Senior Administrator. Make sure that you can reach the PI, Lab Supervisor, or Senior Administrator in the event of an emergency.
6. Each person must use their own lab coat and are not to share coats during this time (use labels or other identification measures to differentiate your coat from others).
7. Wear nitrile gloves at all times in the lab, and discard after use. Refrain from touching any doorknob with your bare hands.
8. Wash non-disposable personal protective equipment such as safety glasses or face shields with soap and water after use.
9. Refrain from touching your face with your hands (even with gloves on) or with pens or other objects; use a paper towel/facial tissue if necessary. Cough/sneeze into your elbow or a facial tissue. If you cough/sneeze over a countertop wash the countertop surface with soap and water and replace your gloves.
10. If you use computers in laboratories, either use clean nitrile gloves, or disinfect the keyboard, mouse and desktop surface with disinfectant wipes after use.
11. Do not put pens, or any other objects in your mouth (including tape, etc.).
12. Contact your PI, Lab Supervisor, Division Director, or Environmental Health and Safety (Brian Fair, Brent Webber) if you have any questions or concerns about laboratory work during the COVID-19 pandemic.



## Pre-Return Screening

- The daily symptom check that is posted at every DRI campus entrance door meets the pre-return screening requirements.
- All employees must stop at these doors and assess for symptoms.
- Employees who exhibit any of the symptoms are barred from entering, and must contact their supervisor as soon as possible.

## Pre-Return Training

DRI personnel are required to take the COVID-19 Training for DRI Personnel training course. This course has been assigned to all DRI personnel through our Bridge Learning Management System.

- The course is adopted from the training materials developed by Ben Owens and colleagues from the Environmental Health & Safety Department at the University of Nevada, Reno. DRI is grateful for their generosity and expertise.
- The DRI-specific version of this training module covers the unique hazards and challenges within DRI.

### COVID-19 Training for DRI Personnel

Please click on the video to view the presentation. Do NOT click on the "CONTINUE" tab until you are finished viewing the presentation.



#### COVID-19 Training for DRI Personnel

Adapted from course materials developed by Ben Owens and colleagues in the Environmental Health & Safety Department, University of Nevada, Reno



**DRI**  
Desert Research Institute  
*Scientific research and solutions  
for a changing planet*

00:02 / 39:41

CONTINUE >



## **Presumptive Positive COVID-19 Protocols**

---

- 1) Presumptive positive persons must notify their supervisor and must self-quarantine for a minimum of 14 days, or until their test results come back negative. For personnel engaged in research, their supervisor will also be responsible for ensuring that any critical research work either continues with other personnel or is safely shut down during the time of self-quarantine.
- (2) The supervisor of a confirmed positive or presumptive positive person must identify spaces on campus where the person spent time or occupied and notify Facilities and EH&S of the spaces identified. Facilities will follow best practices to clean and disinfect any room/area occupied by the person. Where possible, the space should be locked and posted as “do not enter” for at least 48 hours after last occupancy to allow any viral particles to deactivate prior to cleaning. Facilities will utilize appropriate PPE and cleaning and disinfecting solutions; EH&S will provide oversight and certify the space is safe to re-occupy.
- (3) The supervisor of a confirmed positive or presumptive positive person, with the support of EH&S and Human Resources, must ensure that county health officials are notified of the presumed or known positive case as soon as possible, so that effective contact tracing can occur.
- (4) Human resources and General Counsel Offices will ensure that appropriate legal notifications are sent out to the campus community, including those required pursuant to the Clery Act, while also remaining in compliance with HIPAA patient privacy regulations. DRI will work closely with, and follow direction from, their local county health officials on any COVID-19 positive test result that may impact the campus community, including when contact tracing may be properly utilized.

## **Additional Recommendations**

---

It should be noted that DRI is different from fellow NSHE institutions, in that there is no student body, and no formal instruction occurs. DRI is more like a traditional workplace. Therefore, many of the recommendations from the NSHE Reopening Plan Review Task Force regarding classroom occupancy and syllabus requirements will not be applicable to DRI. However, the plan laid out in the preceding pages will ensure that DRI provides a safe and healthy environment for all persons, and is fully compliant with the expectations set forth by the CDC, NV-OSHA, and other applicable entities. This includes requirements for minimum space per person and maximum capacity for shared areas such as breakrooms and conference rooms.

In the event that COVID-19 requires NSHE institutions to revert back to Phase 0 or 1 restrictions, DRI is fully prepared to do so.



## Questions or Concerns

---

DRI has established an Incident Management Group to address COVID-19 issues at DRI. The group includes leadership staff from Administration, Facilities, Human Resources, Environmental Health and Safety, and Faculty Senate. Contact information for the group is available on the DRI Coronavirus website.

**NSC**



**NEVADA STATE**  
COLLEGE

***Be bold. Be great. Be **State.*****

Nevada State College

***Fall 2020 Campus  
Operations &  
Instruction Plan***



# GUIDING PRINCIPLES

Nevada State College recognizes the crucial need to balance the health and safety of our faculty, staff, and students with the desire to continue the institution's vital work of providing high quality educational opportunities to those we serve.

In that effort, the College has developed comprehensive plans to address campus operations and return to work, student health and safety, and instruction for Fall 2020.

NSC's plans are aligned and consistent with local orders and ordinances of NSHE, the City of Henderson, Clark County, and the State of Nevada's phased reopening guidelines. Our plans will also follow recommendations from the federal government (opening guidelines), Centers for Disease Control and Prevention, Southern Nevada Health District, and the Nevada Department of Health (SNHD) and Human Services (DHHS).

In addition to the College's formal plans and protocols, all faculty, staff, and students are asked to play an active role in protecting the health and safety of the campus community by maintaining appropriate social distancing, and personal hygiene practices.

***As our knowledge and understanding of the COVID-19 virus continues to evolve and our policies and plans are updated, we ask for continued collaboration and flexibility from all our faculty, staff, and students. Together we can ensure a healthy and safe return to campus operations and in-person teaching.***



## Introduction

Nevada State's Fall 2020 Campus Operations and Instruction Plan has been developed to provide a comprehensive approach for ensuring a safe and healthy return to campus for all faculty, staff, students, and the public.

To oversee the development and implementation of the Fall 2020 plan, NSC has established a Campus Crisis Management Team. This team continues to finalize the gradual reopening of campus for faculty, staff, students, and the public.

Eric Gilliland, HR Director, has also been designed as Nevada State's ombudsman for addressing/ coordinating COVID-19 reopening issues. He has information readily available for faculty, staff, students, and the public. He can be reached at [eric.gilliland@nsc.edu](mailto:eric.gilliland@nsc.edu)

Under the College's plan, a phased-in return for employees has been implemented based on the following procedures:

- Executive-level employees with titles of Dean and above, and administrative staff as needed phased in June 15, 2020
- Director-level positions and necessary administrative support phased in on June 15, 2020.
- All other 12-month employees started a phase-in return on July 1, 2020

Generally, campus buildings were opened for public business purposes in a limited way on July 1, 2020.



**NEVADA STATE**  
COLLEGE

***Be bold. Be great. Be State.***

# Guidelines for Returning to the Workplace



# CONTENTS

Revised 5/26/2020



<b>Guiding Principles.....</b>	<b>3</b>
■ Workplace Expectations and Guidelines.....	3
<b>Return to the Workplace.....</b>	<b>4</b>
■ COVID-19 Prevention Training Requirement.....	4
■ Symptom Monitoring Requirement.....	4
■ Return to Work Requirements.....	4
■ Reporting Positive Tests.....	4
■ Families First Coronavirus Response Act (FFCRA) & Paid Leave.....	4
■ Vulnerable/High Risk Populations.....	6
■ Phased Staffing.....	6
■ Staffing Options.....	7
<b>Health &amp; Safety Guidance.....</b>	<b>8</b>
■ Personal Safety Practices.....	8
■ <i>Face Covering Requirement.....</i>	<i>8</i>
■ <i>Social Distancing.....</i>	<i>9</i>
■ <i>Handwashing.....</i>	<i>10</i>
■ <i>Gloves.....</i>	<i>10</i>
■ <i>Goggles/Face Shields.....</i>	<i>10</i>
■ <i>Personal Disinfection.....</i>	<i>10</i>
■ <i>Coughing/Sneezing Hygiene.....</i>	<i>10</i>
■ Campus Cleaning & Disinfecting.....	11
■ <i>Cleaning &amp; Disinfecting During Campus Closure.....</i>	<i>11</i>
■ <i>Open Campus Cleaning &amp; Disinfecting Protocols.....</i>	<i>11</i>
■ Campus Changes to Support Social Distancing....	11
■ Guidance for Specific Workplace Scenarios.....	12
■ <i>Public Transportation.....</i>	<i>12</i>
■ <i>Working in the Office.....</i>	<i>12</i>
■ <i>Using Restrooms.....</i>	<i>12</i>
■ <i>Using Elevators.....</i>	<i>12</i>
■ <i>Meetings.....</i>	<i>13</i>
■ <i>Meals.....</i>	<i>13</i>
■ <i>Limited Employee Travel.....</i>	<i>13</i>
■ <i>Additional Support for Faculty.....</i>	<i>13</i>
■ Mental and Emotional Well-Being.....	14
■ <i>Resources for Stress, Anxiety &amp; Resiliency.....</i>	<i>14</i>
■ <i>Employee Assistance Program.....</i>	<i>14</i>

# GUIDING PRINCIPLES

Nevada State College's policies and protocols for responding to the COVID-19 pandemic will be rooted in safety for our faculty, staff, students, and for the public we interact with.

The primary goals for Nevada State College's response to the COVID-19 pandemic are to protect the health and safety of all members of our campus community, and continue the institution's vital work of providing high quality educational opportunities to our incredible students.

Nevada State College's plans are aligned and consistent with local orders and ordinances of NSHE, the City of Henderson, Clark County, and the State of Nevada's phased reopening guidelines. Our plans will also follow recommendations from the federal government (opening guidelines), Centers for Disease Control and Prevention, Southern Nevada Health District, and the Nevada Department of Health (SNHD) and Human Services (DHHS).

In addition to the College's formal plans and protocols, all faculty, staff, and students are asked to play an active role in protecting the health and safety of the campus community by maintaining appropriate social distancing, and personal hygiene practices.

***As our knowledge and understanding of the COVID-19 virus continues to evolve and our policies and plans are updated, we ask for continued collaboration and flexibility from all our faculty, staff, and students. Together we can ensure a healthy and safe return to campus operations and in-person teaching.***

## Workplace Expectations & Guidelines

All employees are expected to fully comply with the policies, protocols, and guidelines outlined in this document as well as any other institutional document related to providing a safe, secure, and healthy workplace. Failure to do so may result in corrective action.

Questions related to these guidelines or other re-opening issues should be directed to NSC's HR Director, Eric Gilliland, who is NSC's designated ombudsman for COVID-19 re-opening issues.



# RETURN TO THE WORKPLACE

## COVID-19 Prevention Training Requirement

All employees must complete the NSC COVID-19 Prevention Training prior to returning to campus. Training will be assigned via Canvas & instructions for accessing the course will be communicated to employees via email.

## Symptom Monitoring Requirement:

All employees who have been instructed to return to the workplace must conduct symptom monitoring every day before arriving to work. You must be free of ANY symptoms potentially related to COVID-19 before entering your assigned on-campus workspace.

Employees should use the following self-screen questionnaire for daily symptom monitoring:

### SELF-SCREEN QUESTIONNAIRE.

Supervisors who observe an employee exhibiting COVID-19 symptoms should direct the employee to go home and follow the return work process listed below.

At this time, symptoms include one or more of the following:

- Consistent Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new/unknown sinus congestion
- Muscle pain
- Headache
- Fatigue
- New GI symptoms
- New loss of taste or smell



## Return to Work Requirements

Employees who have tested positive for COVID-19, have come in contact with someone who tested positive for COVID-19 or are exhibiting COVID-19 symptoms must either (1) self-quarantine for the a minimum of 14 days, and be free of ALL symptoms or (2) provide to Human Resources a return to work certification from a medical professional. Where available, employees will be permitted to work remotely under the above conditions.

***Self-quarantine or a return to work certification must be completed/provided before an employee can be authorized to return to campus.***

## Reporting Positive Tests

Employees who have tested positive for COVID-19 are encouraged to notify Eric Gilliland, NSC's Human Resources Director at [Eric.Gilliland@nsc.edu](mailto:Eric.Gilliland@nsc.edu) and/or complete the self-reporting form which can be found at [NSC COVID-19 Self-Report Form.](#)

Positive COVID-19 test reports will be kept in the strictest confidence and will only be shared with individuals with a need know (i.e. Human Resources, General Counsel) as well as County health officials. Human Resources will provide support and guidance to employees who test positive for COVID-19.

In cases directly impacting campus space(s), Facilities staff will adhere to CDC cleaning and disinfecting guidelines. Those guidelines can be found [here](#).

## Families First Coronavirus Response Act (FFCRA) & Paid Leave

The FFCRA and State of Nevada Paid Administrative Leave provides paid sick leave, administrative leave, and expanded family and medical leave for specified reasons related to COVID-19, to include loss of childcare.

FFCRA requests can made using the FFCRA request form which can be found here: [FFCRA Requests.](#)

Employees and supervisors should review the FFCRA Notice found on the next page for details and contact Human Resources with questions.



NSHE

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

At this time, NSHE has implemented the provisions of this act in the manner detailed below. Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

<ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li></ol>	<ol style="list-style-type: none"><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); or</li><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons.</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol>
---	---

(U.S. Department of Labor, Wage and Hour Division (WHD))

● **PAID LEAVE ENTITLEMENTS FOR ACADEMIC FACULTY, ADMINISTRATIVE FACULTY, AND CLASSIFIED STAFF**

In the memo dated March 20, 2020, to all Department Directors from the Office of the Governor, Subject: COVID-19 Risk Mitigation Guidance, it was stated that no employee should be required to use sick, annual or unpaid leave for COVID-19-related absences. Rather, authorized paid administrative leave pursuant to NAC 284.589 or the Department of Administration’s March 15, 2020, emergency regulation should be used instead for COVID19-related absences. Therefore, the following information relating to the FFCRA is being provided only for informational purposes at this time.

● **PAID LEAVE ENTITLEMENTS FOR STUDENT EMPLOYEES, LETTERS OF APPOINTMENT, AND TEMPORARY HOURLY EMPLOYEES**

If an employee meets one of the six conditions listed above, they should contact Human Resources. Salaried employees (salaried letter of appointment) will be kept in paid status for the duration of the events listed above if they received communication that they were expected to work for the academic semester when the conditions arise.

Student employees, hourly letter of appointment and temporary hourly employees should have time entered by the employee, manager or Timekeeper for: Up to two weeks (80 hours, or a part-time employee’s two-week equivalent) of paid time (sick leave) based upon the average work performed for that semester. AND Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of paid expanded family and medical leave for reason #5 above. A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Please note that leave event number 4 (see above) provides paid leave when an employee is caring for an individual, not just a family member, subject to a quarantine or isolation order or self-quarantine. The WHD has defined an individual as an immediate family member, roommate, or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person.

● **FAMILY MEDICAL LEAVE ACT (FMLA)**

The WHD also states that where an employee has already taken some FMLA leave in the current twelvemonth leave year as defined by 29 C.F.R. § 825.200(b), the maximum twelve weeks of EFMLEA (FFCRA’s Emergency Family and Medical Leave Expansion Act) leave is reduced by the amount of the FMLA leave entitlement taken in that year.

Additionally, during the COVID-19 pandemic, NSHE may request documentation for expanded FMLA medical certifications. The FFCRA regulations do not require employers to respond to employees who request or use EFMLEA leave with notices of eligibility, rights and responsibilities, or written designations that leave use counts against employees’ FMLA leave allowances. (i.e. NPD-62, NPD-63)

● **EXCLUSIONS**

FFCRA excludes employees who are health care providers and emergency responders. The WHD provides clarification on what groups of employees fall within these exceptions. NSHE may exclude these employees.

● **ENFORCEMENT**

The U.S. Department of Labor’s Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:  
1-866-487-9243  
TTY: 1-877-889-5627  
[dol.gov/agencies/whd](https://dol.gov/agencies/whd)



WH1422 REV 03/20

## Vulnerable/High-Risk Populations

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised
- Pregnant Women
- Individuals determined to be high risk by a licensed healthcare provider

Employees who have been instructed to return to the workplace and have concerns about doing so due to being a member of vulnerable/high-risk group or those caring for a family member who is a member of a vulnerable/high-risk group may request to work from home via a telecommute work agreement.

Requests for telecommuting must be submitted using the [Summer/Fall 2020 Telecommute Work Agreement Request Form](#). Requests must be submitted and approved prior to commencing a telecommute work arrangement.

## Phased Staffing

Nevada State College will phase in the return of all employees over time in a coordinated process to ensure appropriate social distancing, availability of PPE (personal protective equipment), and coverage for essential services.

NSC will assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. Individual departments, in coordination with campus Leadership and Executives, will identify and develop appropriate reentry plans. Approved plans will be communicated to all employees through the supervisory chain of command.

Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of all employees, as well as the communities we serve. No department or work unit should increase staffing levels beyond what is outlined in the approved reentry plan. Once decisions to expand campus staffing have been made, staff should follow the policies and protocols detailed in this guide for returning to work on campus.

As staffing on-site increases and operations expand, campus Leadership will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

## Staffing Options & Considerations:

Once employees have been instructed to return to campus, there are several options departments should consider to maintain required social distancing measures and reduce population density within buildings and work spaces.

**Alternating Days or Weeks:** In order to limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days or weeks. Departments should consider the location of individual offices/workspaces and where possible, create schedules that maximize distances between workspaces. Such schedules will help enable social distancing and will assist the campus with ensuring adequate cleaning and sanitation of workspaces.

**Remote Work:** During the initial return to campus process and in order to support an alternating schedule, remote/telecommute work arrangements will continue to be required. All employees must, while working remotely, must adhere to the provisions outlined in the [Emergency Telecommute Work Requirements](#) document.

**Staggered Reporting/Departing:** The beginning and end of the workday typically brings many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements. (See Enter/Exit Controls for further details).



# HEALTH & SAFETY GUIDANCE

## Personal Safety Practices

**Face Covering Requirement:** Appropriate use of face coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. Face coverings are not a substitute for social distancing.

**Face coverings are mandatory for all employees, students, vendors, and visitors while on campus.** Face coverings must be worn at all times while in interior common spaces or outside where six-foot social distancing cannot reasonably be maintained. Commons spaces include: classrooms, conference rooms, hallways, restrooms, break rooms, or any other space where two or more individuals are present. There are no exceptions for removing face coverings during the speaking portion of an in-person lecture.





Failure to abide by the face covering requirement will result in the immediate removal from campus and may result in corrective action.

Disposable facial coverings will be provided by Nevada State College, if needed. Disposable facial coverings may only be worn for one day and then must be placed in the trash.

You may also wear a cloth facial covering, which will help NSC reduce the need to purchase additional masks, which are in short supply. Cloth facial coverings must only be worn for one day at a time, and must be properly laundered before use again. Having a week supply of cloth facial coverings can help reduce the need for daily laundering.

Requests for exemption or accommodation due to health concerns should be directed to Eric Gilliland, NSC HR Director and ADA Coordinator, via email at [Eric.Gilliland@nsc.edu](mailto:Eric.Gilliland@nsc.edu).

See details regarding facial covering use and care below:

	Type and Intended Use of Facial Coverings			
Type	Cloth Face Covering 	Disposable Mask 	Medical-Grade Surgical Mask 	N95 Respirator 
Description	Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions
Intended use	Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6' social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).		These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO.	

## Use and care of facial coverings

### Putting on the facial covering:

- Wash hands or use hand sanitizer prior to handling the facial covering.
- Ensure the facial covering fits over the nose and under the chin.
- Situate the facial covering properly with nose wiresnug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the facial covering



Use hand sanitizer

### Taking off the facial covering:

- Do not touch your eyes, nose or mouth when removing the facial covering.
- When taking off the facial covering, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

### Care, storage and laundering:

- Keep facial coverings stored in a paper bag when not in use.
- Cloth facial coverings may not be used more than one day at a time and must be washed after use.
- Cloth facial coverings should be properly laundered with regular clothing detergent before first use, and after each shift. Cloth facial coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable facial coverings must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

**Social Distancing:** Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Staff at work on-site should follow these social distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

**Handwashing:** Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

**Gloves:** Healthcare workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

**Goggles/Face Shields:** Staff do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.

**Personal Disinfection:** Facilities will continue to clean office and work spaces based on CDC guidelines, additional care should be taken to wipe down commonly used surfaces. Before starting work and before you leave any room in which you have been working, you must wipe down all work areas with EPA-registered 60% alcohol solution. This includes any shared-space location or equipment (e.g. coffee makers, desks and tables, light switches, door knobs, etc.).

- Employees should wash their hands (or use hand sanitizer with 60% alcohol or greater) before and after using shared electronic equipment. Please do not clean or sanitize electronic equipment.
- EPA approved disinfectant will be provided in all shared-space locations (i.e. conference rooms, break rooms, classrooms).
- Additional details regarding campus cleaning and disinfecting protocols can be found on page 11.



Coughing



**Coughing/Sneezing Hygiene:** If you are in a public/private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

## Campus Cleaning, Disinfecting & Social Distancing

Nevada State College is committed to protecting the health and safety of all members of our campus community. As we look to welcome faculty, staff, students, and visitors back to campus, we want to share with you the protocols that have been put in place to ensure you are provided with clean and sanitized learning and working environments.

- **All cleaning protocols adhere to NV-OSHA guidelines.** NV-OSHA *Guidelines for Roadmap to Recovery* can be found here: [NV-OSHA](#).
- **All campus disinfecting procedures utilize EPA approved Virex II/256 & Purtabs (for kitchen/cafeteria spaces, electronics & other "no-wipe surfaces").** A full listing EPA approved disinfectants can be found here: [EPA List N: Disinfectants for COVID-19](#).

**Cleaning and Disinfecting During Campus Closure:** While campus has been closed, the Facilities team has been hard at work deep cleaning and disinfecting campus spaces. These efforts include:

- Nightly cleaning and disinfecting of all high touch points, stairwells, elevators, open restrooms, cafe areas and areas accessed by essential employees
- Weekly disinfecting of all cafeteria, serving areas, and back kitchen areas
- Closure of select restrooms to essential employees to reduce exposure
- High temperature bacteria killing on HVAC filters
- Maximizing outdoor air to "flush" building air
- Hourly hand sanitation for all Facilities personnel



### Open Campus Cleaning and Disinfecting Protocols:

#### Beginning June 1:

- A
- A
- A
- C
- P
- A
- Y

#### Beginning July 1:

- A
- All restrooms will be open daily and disinfected at least two time during each workday
- Cafe in RSC may be open on a limited basis once open and in addition to standard cleaning, the cafeteria, serving areas, and cooking spaces will be disinfected nightly with NSF approved electrostatic spray

### Campus Changes to Support Social Distancing

- Hand sanitizing stations added to each floor near entrances, stairwells, and elevators
- Restricted access, with signage, to some building entrances requiring electronic card access
- Signage and floor markings identifying path-of-travel, elevator occupancy limits
- Signage at conference rooms, meetings rooms, classrooms, and auditorium designating maximum social distancing occupancy
- Signage reminding employees, students, and visitors of the face covering requirement and general safe and healthy workplace practices.
- Offices and classrooms to be configured to allow appropriate social distancing per NV-OSHA/CDC Guidelines.

## Guidance for Specific Workplace Scenarios

**Public Transportation/Campus Commuter/NSC Shuttle:** If you must take public transportation, Campus Commuter, or use the NSC Shuttle, wear a facial covering before entering the bus and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use hand sanitizer with at least 60% alcohol as soon as possible and before removing your facial covering.

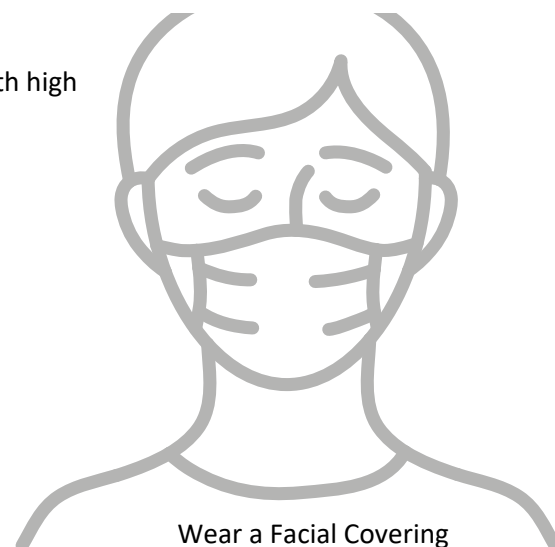
**Working in Office Environments:** If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible have at least one workspace separating you from another co-worker. You should wear a facial covering at all times while in a shared work space/room.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and customers, such as:

- Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
- Place one-way directional signage for large open work spaces with multiple through-ways to increase distance between employees moving through the space .
- Consider designating specific stairways for up or down traffic if building space allows.
- Install temporary plexiglass partitions, particularly in areas with high public or customer interactions.

If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, facial coverings should be worn at all times.

Facial coverings should be worn by any staff in a reception/receiving area. Facial coverings should be used when inside any NSC facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.



**Using Restrooms:** Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

**Using Elevators:** No more than one person may enter an elevator at a time, so please use the stairs whenever possible. If you are using the elevator, wear your facial covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use hand sanitizer with at least 60% alcohol upon departing the elevator.

**Package/Mail Delivery:** Package and mail delivery will be handled centrally by the NSC Facilities team.

- Facilities staff will sanitize packages as they arrive on campus. Employees should not try to chemically disinfect packages upon receiving them.
- Employees should wash their hands immediately after handling delivered items.
- Facilities will make deliveries to a single location for each department; employees and department should not make any special delivery requests. Laboratory deliveries will continue in addition to standard deliveries.

**Meetings:** Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, Blue Jeans, Microsoft Teams, telephone, etc.)

In person meetings are limited to the restrictions of local, state, and federal orders and should not exceed the maximum allowable percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees.

During your time on campus, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Zoom, Blue Jeans, Microsoft Teams, etc.)

**Meals:** Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

If dining on campus, you should wear your facial covering until you are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Staff are encouraged to place orders remotely and take food back to their office area or eat outside, if this is reasonable for your situation.

If you are eating in your work environment (break room, office, etc.), maintain 6 feet distance between you and others. Individuals should not sit facing one another. Only remove your facial covering in order to eat, then put it back on. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

### **Limited Employee Travel:**

Until further notice, any employee travel requires the authorization of the respective unit head with the President's consultation. Travel to high-risk COVID-19 locations will not be approved, absent compelling circumstances. No foreign travel will be approved at this time.

### **Additional Support for Faculty:**

In an effort to provide faculty with professional development opportunities to bolster skills and confidence with online technology and pedagogy, the College is providing additional support.

With a goal to help faculty incorporate best practices into their online teaching and online course design, the College's Center for Teaching and Learning Excellence has developed a Best Practices in Online Teaching Certification Course. This training focuses on key aspects of online teaching, including organization, learning design, accessibility and technology tools, instructor presence, and assessment.

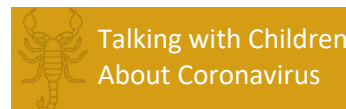
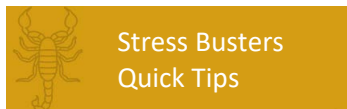
Thirty faculty members will have an opportunity to participate in a two-semester course on effective online teaching. This course is designed and led by the Association of College & University Educators (ACUE), a non-profit organization that "prepares, credentials, and supports faculty to teach with the practices that improve student achievement and close equity gaps." ACUE is supported by organizations such as the American Council on Education (ACE) and Quality Matters.

## Mental and Emotional Well-being

Whether working from home or on campus, the COVID-19 pandemic has changed the way we work and the way we view the world. Uncertainty about this new disease can create fear, anxiety and other strong emotions, which can be overwhelming and create stress in your personal life as well as within the workplace. How you respond to these emotions and stress can greatly impact your well-being, the well-being of those you care about, your workplace, and your community.

During this pandemic, it is critical for our employees to recognize what stress looks like, take steps to build resiliency, manage job stress, and know where to go if help is needed. As our most valuable asset, your health and safety serves as our guiding principle.

To support the well-being of our campus community and in an effort to create a culture of wellness, we encourage all employees to click on the resources below. These resources include tips and recommendations for identifying and coping with stress and anxiety, building resiliency, and supporting children during a pandemic.



If you find that stress and anxiety become persistent or interfere with your daily functions, you are strongly encouraged to utilize the services provided by the College's Employee Assistant Program. Details for the EAP are provided below:

**Employee Assistance Program (EAP):** EAP is available to all employees of the College and is provided through our vendor, LifeWorks. EAP benefits are free and confidential and include a variety of services related to: life, work, family, money, stress, and health. Employee can utilize these services via the following methods:

- **Online** at [Lifeworks.com](https://lifeworks.com)
  - **User ID:** nshe
  - **Password:** eap

*Note: User ID and password must be all lowercase*
- **Phone:** 877.234.5151

# Student Guidelines

All students are expected to fully comply with the protocols and guidelines outlined in this document and any other institutional document related to providing a safe, secure, and healthy return to campus for members of the NSC community.

For additional and regularly updated information regarding NSC's response to COVID-19, please visit [www.nsc.edu/coronavirus](http://www.nsc.edu/coronavirus).

## Face Coverings and Social Distancing

Your safety is our top priority. We are following the mandates from the Governor's Office and the CDC guidelines to help keep everyone on campus safe and healthy. We ask all students to play an active role in protecting the campus community's health and safety. Face coverings are mandatory on campus, including all NSC buildings, classrooms, the plaza area, and all student services areas. All NSC students on campus must be wearing a face covering. Failure to do so may result in removal from campus for the semester or until the face-covering mandate has been lifted.

Properly wearing a face-covering includes covering the nose and mouth. If you have to remove your face covering briefly, please try and do so outside and while still practicing social distancing by staying at least 6 feet away from others.

If you have a medical condition that will not allow you to wear a face-covering safely, please work with your academic advisor to request an online class schedule for the Fall semester.

Face coverings are not a substitute for social distancing. To adhere to social distancing guidelines, we have limited class sizes and changed class formats to reduce the overall number of students who can be present in a classroom at any given time. You should have received a letter from Provost and Executive Vice President, Dr. Vickie Shields, explaining the class formats' changes. Class sizes will be no more than 50% of a classroom's capacity and subject to six-foot social distancing requirements.

Outside of the classroom, expect to see signage, floor decals, and fewer chairs (to discourage large gatherings) to designate proper social distancing. Since people can spread the virus before they know they are sick, it is essential to stay away from others even if you have no symptoms.

Generally, students are advised to:

- Stay at least 6 feet (about two arms' length) from other people at all times.
- Do not gather in groups.
- Stay apart from any gathering of students on campus.

Student services areas with a counter may have a plexiglass barrier, and hand sanitizing stations have been added to each floor near entrances, stairwells, and elevators. Some areas, such as the library and computer labs, may have a new maximum capacity to ensure proper social distancing.

## Safety Station Locations

If you forget your face covering at home or in your car, disposable face coverings will be available in Safety Stations. Safety Stations are located in all NSC buildings, including the Rogers Student Center, the Raker Student Success Center, the Liberal Arts & Sciences Building, Dawson, and the Kasner Academic Building. Disposable facial coverings may only be worn for one day and then must be placed in the trash.

## Elevators

We cannot maintain social distancing in an elevator; therefore, we have limited the number of occupants in the elevators to one-person per cabin. If you have an underlying health issue that requires you to take the elevator or if you need an individual with you for physical assistance or an ADA accommodation, that is appropriate and understandable. If you can take the stairs, please take the stairs.

## Campus Cleaning & Disinfecting

Nevada State College is committed to protecting the health and safety of all members of our campus community. As we look to welcome faculty, staff, students, and visitors back to campus, we want to share the protocols that have been put in place to ensure you are provided with clean and sanitized learning and studying environments.

- All cleaning protocols adhere to NV-OSHA guidelines. NV-OSHA *Guidelines for Roadmap to Recovery*.
- All campus disinfecting procedures utilize EPA approved Virex II/256 & PurTabs (cleaning materials that have been shown to neutralize the COVID-19 virus) for kitchen/cafeteria spaces, electronics & other "no-wipe" surfaces.
- All high touchpoints, including stairwells, elevators, open restrooms, and café areas, will be disinfected each weeknight.
- All high touchpoints in occupied public areas will be disinfected every four hours.
- All public restrooms will be disinfected at least twice per day, mid-day and at night. Higher use restrooms will be sanitized more often during the day.
- Hand sanitizing stations have been added to each floor near entrances, stairwells, and elevators.

## Symptom Monitoring

If you do not feel well, do not come to campus. Students should conduct a personal symptom monitoring check every day before leaving for school. At this time, symptoms include one or more of the following:

- Consistent Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Diarrhea
- Runny nose/sniffles/new or unknown sinus congestion
- Muscle pain
- Headache
- Fatigue
- New loss of taste or smell

### 3 W's of Safety

Wash your hands frequently  
Wear a face covering  
Watch your social distancing

### **Scorpion Pledge**

As a Nevada State College student wanting to return to campus, I pledge the following:

- I pledge to wear a face-covering when I am in my classes, in the plaza area, and in all NSC buildings.
- I pledge to practice social distancing at all times. I will stand at least 6 ft away from another individual while wearing a face covering.
- I pledge to wash my hands frequently.
- I pledge to stay home if I exhibit any of the COVID-19 symptoms or any other flu-like symptoms.

☐ I have been made aware of the guidelines and expectations to return to NSC safely.

Failure to follow the stated guidelines and expectations may result in my immediate removal from campus.

Although the format of many classes will change for the Fall 2020 semester, the quality educational experience students have come to expect from Nevada State will remain the same. Our primary goal is to help students continue their path to graduation while maintaining a safe and healthy environment. As we have in the past, the Nevada State College community will adapt to these changes and overcome whatever challenges come our way.

All communications to faculty and staff have and will emphasize the need for cooperation and flexibility during this transition back to in-person teaching. Eric Gilliland [eric.gilliland@nsc.edu](mailto:eric.gilliland@nsc.edu), HR Director and ADA Coordinator, is Nevada State's designated ombudsman to address/coordinate COVID-19 re-opening issues. He will have information readily available for students, faculty, and the public.

**Course Delivery:** Classes this fall will be offered in several formats, including online (labeled "Web Course" on the schedule) and hybrid. The faculty were offered five models for delivering hybrid courses. In the event that Governor increases COVID-19 restrictions once again, any of these courses could move easily online.

Online classes will be offered asynchronously or synchronously.

- **Asynchronous classes** do not require students to use software to meet with the instructor/class at a specific time. Assignments are completed entirely online. These classes will not have any times or dates listed on the schedule.
- **Synchronous classes** are also online but require students to meet with the instructor/class at specific times and dates using video conference software such as Zoom. When students look at the class schedule online, they will see that these classes have dates and times listed (e.g., MoWe 12:30 pm - 1:50 pm). To participate in this class, students will need to meet with the instructor/class virtually during these times.
- **Hybrid courses** will require students to meet in-person on campus, but less frequently than a traditional in-person course. A significant portion of the course will be completed online. Students will recognize these courses because "Hybrid" is listed under the instruction method column of the online class schedule. Students should plan on coming to campus on the dates and times listed, although the instructor may choose to modify the schedule for safety concerns. For example, for a hybrid course that meets Tuesdays and Thursdays from 11 am -12:20 pm, students may be asked only to attend one day a week. Students can contact the instructor of the class for specific details.

**Resources for Students:** Many students find that navigating online courses can be a challenge initially. If students have never taken an online course before, they can take our Student Online Preparedness course available to students through Canvas. Also, our tutors at the [Academic Success Center](#) (ASC) are available to help students navigate these courses and give students advice to help students learn more and succeed in online classes.

**Number of Students in In-person Classes:** We are limiting class sizes and changing class formats to reduce the overall number of students who can be present in a classroom at any given time. While we do not have a specific ratio of students-to-classroom determined, we will follow the guidelines and best practices established by the state and the Nevada System of Higher

Education. Generally, we expect class sizes to be no more than 50% of a classroom's capacity and subject to six-foot social distancing requirements.

**Students with a Condition that Puts Them at an Elevated Risk:** If students are at elevated risk for COVID-19 (as defined by the CDC), or have a family member at home who has an elevated risk, they should enroll in an all online course schedule for fall 2020. However, if students absolutely need a hybrid course to progress through their major or graduation, students can complete a form by August 1 to request a fully online exception for their hybrid classes. Where possible, we will try to offer students alternatives to courses with an in-person component. However, we will not be able to offer this option for all classes.

**Face Coverings for Faculty & Students:** Face coverings will be mandatory in all interior common spaces and classrooms, as well as outside where six-foot social distancing cannot be reasonably maintained. There are no exceptions for removing face coverings during the speaking portion of an in-person lecture.

All course syllabus will specifically state, that face coverings are mandatory for all faculty and students in the classroom. There is no exception for removing a face covering during the speaking portion of an in-person lecture. Professors should utilize microphones, if necessary, to help with their voice and students should utilize transcription services, if necessary, to assist if they have difficulty hearing.

**In Person Instruction:** Each classroom will have no more than 50% of the maximum occupancy at any given time.

**Service Availability:** All support services, such as the Marydean Martin Library, the Academic Success Center, and Career Services, will be open. However, in-person staffing and the hours for each building will be reduced. We encourage all students to use our services remotely when possible, as this is the safest option. The cafe will limit some options to ensure food can be served safely (for instance, it will have packaged salads instead of a salad bar).

**Study Areas, Access to Computers, and Internet Connection:** We are developing spaces for students to study and work safely. We will have special guidelines for these spaces to encourage social distancing.

**Fees for Online and Hybrid Courses:** Typically, students pay a \$25 fee for online and hybrid classes. However, if a class was changed from an in-person course to an online or hybrid course due to the health crisis, we have waived the fee. Students can click on any course in the online schedule to determine if there is a fee associated with it.

**Additional Student Training:** In addition to our existing resources and efforts to respond to direct student inquiries, the Dean of Students is working with a team to create a single-page set of guidelines and expectations for safely returning to campus, which will be distributed via multiple modalities (e.g., email, social media). We also are collaborating with the Nevada State Student Alliance and Student Life to create videos that address the myths and facts of different safety precautions, including wearing face coverings. Finally, the college will be hosting its second virtual student town hall to discuss expectations for returning to campus.

**Strategies on Handling Social Interactions:** The college President has commissioned a steering committee that will specifically address how to navigate social interactions, including circumstances where a campus constituent is refusing to comply with a safety precaution. We

are also in conversations with Student Affairs leaders at other NSHE institutions regarding their efforts to handle student interactions effectively. Our general strategy will be to de-escalate situations involving non-compliance but will enforce strict repercussions to ensure that we are protecting the health and well-being of everyone on campus.

For questions regarding the fall semester, students are encouraged to contact Advising at 702-992-2160 or email [AAC@nsc.edu](mailto:AAC@nsc.edu).

## Student Housing

Student Housing is operated by American Campus Communities (ACC), one of the nation's largest operators of campus housing. ACC has developed a comprehensive COVID-19 Reopening Plan applicable to all of the properties under their operation. This plan can be found on the following pages of NSC's Fall 2020 Campus Operations & Instruction Plan.

Student housing at Nevada State College is apartment-style with varying floorplans. The majority of the floorplans are single occupancy bedrooms. The highest rate of occupancy is a maximum of two students per bedroom.

In the case of single-occupancy bedrooms, a student testing positive for COVID-19 can quarantine in their own bedroom. For double-occupancy, ACC will hold vacant apartments for potential quarantine purposes.



# COVID-19 REOPENING PLAN

## Operations Program





## Table of Contents

<b>Introduction.....</b>	<b>3</b>
Purpose.....	3
Summary.....	3
Appendices.....	3
<b>Workplace Guidelines.....</b>	<b>4</b>
Social Distancing.....	4
Staffing.....	4
Practicing Good Hygiene.....	4
<b>Summary of Phases.....</b>	<b>5</b>
Phase 0.....	5
Phase 1.....	5
Phase 2.....	5
Phase 3.....	5
<b>Phase Transitions – Approval Process.....</b>	<b>7</b>
Transitioning to Phase 2.....	7
Transitioning to Phase 3.....	8
<b>Phase 1 Details.....</b>	<b>9</b>
Social Distancing.....	9
Staffing.....	9
Work Orders.....	9
Amenities.....	9
Tours and Marketing.....	9
Resident Events.....	9
Cleaning and Disinfecting.....	10
Collections.....	10



<b>Phase 2 Details.....</b>	<b>11</b>
Social Distancing.....	11
Staffing.....	11
Work Orders.....	11
Amenities.....	11
Tours and Marketing.....	21
Resident Events.....	21
Cleaning and Disinfecting.....	22
Collections.....	22
<b>Phase 3 Details.....</b>	<b>23</b>
Resident Events.....	23
<b>Materiality – Fixtures &amp; Equipment.....</b>	<b>24</b>
<b>Resident Education.....</b>	<b>25</b>
Signage.....	25
Move-Out / Move-In Guides.....	26
Move-In Info Packet.....	26
“Healthy Living” Email Campaign.....	26
<b>Employee Training.....</b>	<b>27</b>
Standard Training.....	27
Additional Training.....	27
<b>Turn.....</b>	<b>28</b>
Move-Out.....	28
Turning Units.....	28
Move-In.....	29



## Introduction

### Purpose

The purpose of this plan is to outline the steps that will be taken to operate our communities in the best possible manner during the COVID-19 pandemic. Individual properties may supplement these protocols with more specific property-specific processes to achieve this objective. At all times our emphasis will be on mitigation protocols including social distancing, sanitization and practicing good hygiene.

### Summary

ACC has developed this plan to guide employees through the process of normalizing the operations of our properties through a phased approach over time. These guidelines will mitigate the risk of COVID-19 and other infectious illnesses to our employees and customers. In order to develop a thoughtful and safe transition plan, we evaluated federal guidance on reopening the economy, state laws on the matter, apartment industry recommendations, and the reopening plans of other businesses. Our three-phased plan to normalizing property operations is similar to the reopening plans released by the federal and state governments. Transitions from one phase to the next will occur on a property-by-property basis, as situations vary dramatically from market to market with respect to government ordinances and the COVID-19 situation in that area.

This plan is subject to change at any time. Exceptions or modifications to the protocols herein may be implemented on a case-by-case basis with Regional Manager approval.

### Appendices

Please see the Appendices section of this plan for sample forms and documents.



## Workplace Guidelines

Throughout all phases of our transition to normal operations certain standard precautionary measures should be observed by all employees. Every employee must take personal responsibility to demonstrate these measures in order to mitigate the risk of infection to themselves and others.

### Social distancing

The overarching principle that should be applied to all operations during the pandemic is social distancing. This applies to both employees and customers – all individuals should remain at least six feet apart. In situations where this may be difficult, employees must wear a face covering. (Face coverings must also be worn whenever required by state/local law.) In order to achieve social distancing, some workspaces may need to be rearranged/reconfigured. In addition, any shared workspaces should be disinfected between shifts.

### Staffing

In the earlier phases of the pandemic, managers were required to develop temporary staffing plans to promote social distancing, which could include such elements as staggered schedules or working from home. As of May 19<sup>th</sup>, properties should have by and large normalized their staffing plans, while maintaining social distancing. However, managers should be sensitive to any employees that need to continue working from home due to childcare challenges or if they are in a high-risk group. Managers should contact Human Resources if they have any questions about this. Employees who are sick or experiencing any flu-like symptoms **must** stay home from work. Employees must also follow quarantine guidelines from the CDC and/or local health department upon potential exposure to COVID-19.

### Practice good hygiene

It is every employee's responsibility to practice good hygiene. Please observe the following guidelines in the workplace:

- Avoid close contact with people who are sick. If you are sick or demonstrating any symptoms of illness, stay home from work.
- Wash your hands often with soap and warm water. If soap and water are not available, use an alcohol-based hand sanitizer.
- As much as possible, try to limit directly touching common surface areas with your hands.
- Avoid touching your eyes, nose and mouth.
- Cough or sneeze into your elbow or sleeve or cover coughs or sneezes with a tissue and throw the tissue directly into the trash.



## Summary of Phases

Below is a summary of ACC's 3-phase plan for reopening properties. See Appendix A for a summary in table format.

### Phase 0

Phase 0 was our initial response to the pandemic and government stay-at-home orders, and was implemented company-wide in March 2020. Only the most essential operations continued; most amenities were shut down, in-person tours were discontinued, simultaneous on-site staffing was minimized, resident events were suspended, non-priority work orders were postponed, social distancing was implemented, and CDC guidelines were regularly communicated to employees and residents.

### Phase 1

Phase 1 of the reopening process was implemented companywide on April 30<sup>th</sup>, 2020. During this phase, each property began to normalize their staffing hours and schedules, and began addressing the backlog of work orders. All other restrictions and policies put into place during Phase 0 remained in place.

### Phase 2

During Phase 2, in-person tours will be available with social distancing, and amenities will be available with restrictions. Phase 2 will be implemented on a property-by-property basis.

### Phase 3

During Phase 3, normal property operations will resume as they were pre-COVID-19 (although some best practices implemented during the pandemic may be continued). Phase 3 will be implemented on a property-by-property basis.



	PHASE 1	PHASE 2	PHASE 3
	(default for all properties as of 5/11/20)	Timing market-specific, requires SVP approval	Timing market-specific, requires SVP approval
<b>Social distancing</b>	Maintain 6' or use mask	Maintain 6' or use mask	Normal operations
<b>Staffing</b>	Work with RM to start normalizing hrs/schedules	Normalized staffing (with social distancing - workspaces may require rearrangement/modification.)	
<b>Amenities</b>	Closed except laundry, academic success centers, food service (where applicable)	Open with restrictions and enhanced cleaning protocols (defined by property, approved by SVP)	
<b>Tours</b>	Virtual tours only	Virtual tours recommended. In-person tours available (max 2 prospects, maintain social distancing, face coverings suggested for prospects and required for leasing agent if within 6 ft of prospect)	
<b>Work orders</b>	Work with RM to determine approach to backlog (with social distancing, face coverings required when inside resident units)	Normalized work order operations (with social distancing, face coverings required when inside resident units)	
<b>Resident events</b>	No group resident events	No group resident events	Large events require RM approval

Appendix A: Reopening Plan Phases



## Phase Transitions – Approval Process

As of May 19<sup>th</sup>, 2020, all properties were in Phase 1 of the reopening process. At that time, the process for requesting to transition a property to Phase 2 and Phase 3 was announced.

### Transitioning to Phase 2

Transitions to Phase 2 will occur on a property-by-property basis, as situations vary dramatically from market to market with respect to government ordinances and the COVID-19 situation in that area. The Regional Manager or RVP will determine when it is appropriate for a property in their portfolio to transition to Phase 2, and will request approval.

SVP approval is required for a property to transition to Phase 2. When deciding when to request a transition to Phase 2, the Regional Manager/RVP should evaluate local ordinances, the COVID-19 situation in that region, university policies, and business norms in the area (esp. gyms). Also consider the federal guidance on when a state should proceed from one phase to the next: 1) a downward trend in new COVID-19 cases over a 14-day period, and 2) ample hospital capacity.

To request approval, the Regional Manager/RVP will submit the *Property Reopening Request* form (see Appendix B) to the appropriate SVP. Provided on this form should be a detailed, property-specific plan for opening common areas, including any restrictions, mitigation protocols, or cleaning procedures beyond the ACC standards for Phase 2. Refer to the National Apartment Association's *Best Practices for Reopening Office and Amenity Spaces* resource at [www.naahq.org](http://www.naahq.org).

### Phase 2 Implementation

The following steps should be taken immediately after receiving SVP approval to transition to Phase 2:

1. RM/RVP must update the *Property Reopening Status* spreadsheet on the *Coronavirus Response Teams* site. A copy of these instructions will also be posted to the site in case they need to be forwarded to the GM.
2. GM should procure and post the appropriate signage for property common areas. A catalog of sign templates is available in SMS; properties are encouraged to customize if necessary and print locally. Any signage needs that cannot be satisfied locally with these templates can be requested in SMS.
3. GM should submit 2 SMS requests to update office hours: 1) to update the office hours promo box on the property website; 2) to update LAMS follow-up to remove the office closed message.
4. GM must send approved resident email (see Appendix C) announcing the limited reopening of amenities and any property-specific details regarding policies. Residents will be informed that they are using the common areas at their own risk, and must take responsibility for their own hygiene/sanitizing.
5. GM should implement their Phase 2 plan as detailed in the request form.



### Transitioning to Phase 3

The approval process for transitioning to Phase 3 (normal operations) is exactly the same: the Regional Manager or RVP will submit the *Property Reopening Request* form to the SVP for approval. To determine the timing for this transition, evaluate the same evolving criteria that were considered in the transition to Phase 2.

### Phase 3 Implementation

The following steps should be taken immediately after receiving SVP approval to transition to Phase 3:

1. RM/RVP must update the *Property Reopening Status* spreadsheet on the *Coronavirus Response* Teams site.
2. RM/RVP should work with the GM to evaluate the temporary policies and procedures that were put into place in response to the pandemic and determine if any should be continued (e.g. sanitizer stations).
3. GM should review the posted amenity signage and remove or modify as appropriate.
4. GM should implement their Phase 3 plan as detailed in the request form.



## Phase 1 Details

Phase 1 of the reopening process was implemented companywide on April 30<sup>th</sup>, 2020. During this phase, each property began to normalize their staffing hours and schedules, and began addressing the backlog of work orders. All other restrictions and policies put into place during Phase 0 remained in place. Below are the COVID-19-related operations policies in effect during Phase 1.

### Social Distancing

Employees should maintain a distance of at least 6 feet from other employees, customers, or any other individuals. In situations where this may be difficult, employees must wear a face covering. (Face coverings must also be worn whenever required by state/local law.)

### Staffing (change from Phase 0)

During Phase 0, properties were instructed to minimize the number of employees working on-site simultaneously. During Phase 1, the property should begin normalizing staffing hours and schedules (while maintaining social distancing). Some employees may need to continue working from home if they are experiencing childcare challenges, are in a high-risk group, etc.

### Work Orders (change from Phase 0)

During Phase 0, properties were instructed to only respond to priority work orders. During Phase 1, the property should begin addressing the backlog of work orders. Social distancing should be maintained, and face coverings are required when working in resident units.

### Amenities

Most common area amenities are closed, with the exception of Academic Success Centers, laundry rooms, and food service cafés (where applicable).

### Tours and Marketing

In-person tours are suspended. All tours should be conducted virtually—via phone, Facetime, or Zoom. Guerrilla marketing, in-person marketing events, and door-to-door marketing campaigns are also suspended. Follow-up marketing activities should continue as normal.

### Resident Events

All in-person resident events are suspended.



### Cleaning & Disinfecting

Daily cleaning and disinfecting in the office and any open common areas should occur in accordance with current CDC guidelines and approved BOSS checklists, with an increased frequency of disinfecting high touch surfaces. Refer to ACC's *Cleaning & Disinfecting Guide* (see Appendix D) for detailed cleaning instructions, and use the "Enhanced Pandemic Procedures" that are outlined therein.

### Collections

In-person collections activities are suspended, including posting collections notices on resident bedroom doors. Carefully follow the COVID-19 collections procedures as instructed by the corporate Collections Dept.



## Phase 2 Details

During Phase 2, in-person tours will be available with social distancing, and amenities will be available with restrictions. Below are the COVID-19-related operations policies in effect during Phase 2.

### Social Distancing

Employees should maintain a distance of at least 6 feet from other employees, customers, or any other individuals. In situations where this may be difficult, employees must wear a face covering. (Face coverings must also be worn whenever required by state/local law.)

### Staffing (change from Phase 1)

By Phase 2, the property should be implementing normal staffing hours and schedules (while maintaining social distancing). Some employees may need to continue working from home if they are experiencing childcare challenges, are in a high-risk group, etc.

### Work Orders (change from Phase 1)

By Phase 2, the property should be implementing normal work order operations. Social distancing should be maintained, and face coverings are required when working in resident units.

### Amenities (change from Phase 1)

During Phase 2, amenities will be reopened with restrictions. The RM/RVP will provide details in their *Property Reopening Request* (see Appendix B) on how they propose to reopen amenities in a manner that promotes social distancing and good hygiene. Provided on this form should be a detailed, property-specific plan for opening common areas, including any restrictions, mitigation protocols, or cleaning procedures beyond the ACC standards for Phase 2. Refer to the National Apartment Association's *Best Practices for Reopening Office and Amenity Spaces* resource at [www.naahq.org](http://www.naahq.org).

A catalog of approved mitigation fixtures and equipment will be available for properties to order from (e.g. sanitizer stations, door foot-pulls, etc.). For more details, see the section in this guide titled "Materiality – Fixtures & Equipment."

Below are the ACC standards for operating amenities during Phase 2. However, every property is different; Regional Managers may request to modify some of these standards for a property based on such factors as daily traffic and the physical setup of the facility. All amenities should be thoroughly cleaned and disinfected prior to reopening.

See Appendix E for a quick reference table of cleaning frequency for each amenity during Phase 2.



## CLEANING FREQUENCY QUICK REFERENCE

AMENITY	FULL CLEAN FREQUENCY (MINIMUM)	SUPPLEMENTARY HIGH TOUCH SURFACE CLEANING (MINIMUM)
Fitness Center	2x a day	2x a day
Clubhouse & Common Areas	1x a day	As needed
Swimming Pool	1x a day	1x a day
Academic Success Center	1x a day	2x a day
Public Restrooms	1x a day	2x a day
Community Bathrooms	1x a day	3x a day
Laundry Room	1x a day	2x a day
Leasing Office	1x a day	As needed and between shift changes

*Appendix E: Phase 2 Cleaning Frequency*

### Fitness Centers

- **Observe state and local laws.** Do not open the fitness center until gyms have been authorized to do so in the area. If face coverings are required in public areas or commercial gyms, inform residents of this requirement, monitor and enforce the policy, and post the appropriate signage at the entrance ("Per local law, face coverings required in common areas").
- **Social Distancing.** Fitness centers must be configured in such a way that residents using the facility are at least 6 feet apart. This may require rearranging, removing, or disabling some equipment. Signage should be posted reminding residents of this policy.
- **Maximum Capacity.** Establish a conservative maximum capacity for the fitness room based on its reconfigured layout and social distancing guidelines. Be aware of and comply with any state or local capacity restrictions. Post maximum capacity signage at the entrance.
- **Hours of Operation.** During Phase 2, the hours of operation should be limited in order to limit and monitor resident traffic, and to facilitate cleaning and disinfecting. As a company standard, the fitness center hours of operation should generally be the same as the hours of the leasing office. The fitness center should also be closed during daily cleaning and disinfecting.
- **High Touch Surfaces.** To the greatest extent possible, we should limit the number of common surfaces that residents might touch. This can be accomplished by removing unnecessary items, propping open doors, installing hands-free fixtures, etc.
- **Hand Sanitizer.** Hand sanitizer stations should be placed at entrances/exits. Post the appropriate signage at the station ("Sanitize Your Hands Here").
- **Disinfecting Wipes.** Residents are required to use disinfecting wipes to disinfect the fitness equipment and any common surfaces before and after each use. Wipes stations should be placed near the fitness equipment and any other common surface areas in the fitness room. The number of stations will vary based on the size and layout of the facility, but should be visible and accessible from any location within



the fitness center. The stations should also be positioned in such a way that they can be accessed while maintaining a distance of at least 6 feet from other individuals using the fitness center.

- **Cleaning Procedures.** During Phase 2, enhanced cleaning and disinfecting procedures should be implemented in the fitness center. See ACC's *Cleaning & Disinfecting Guide* for detailed instructions, and use the "Enhanced Pandemic Procedures" that are outlined in the "Exercise Workout Areas" section of the manual. **As a company standard, fitness centers should receive a full cleaning and disinfecting twice a day, including disinfecting all equipment and common surface areas, plus 2 additional disinfecting wipe-downs of high touch surfaces.** The fitness center should be closed during these cleanings. Depending on resident traffic, a supplementary schedule of high touch surface disinfecting may be needed. Consider reducing/removing any common touch surfaces that are difficult to disinfect (e.g. porous materials).
- **Signage.** Review the reopening signage catalog to order and post the appropriate signage for the fitness center. At a minimum, the following signs should be posted:
  - "Keep 6 Feet Distance." This should be posted at the entrance of the fitness room, and throughout the room in such a way that the message is visible from any spot in the facility. Where applicable, also install the floor decal version of this sign.
  - "Sanitize Your Hands Here." This should be posted at the hand sanitizer stations.
  - "Please sanitize surfaces before and after each use." This should be posted at the disinfecting wipes stations. Additional signs should also be posted on or near all equipment and common surfaces so the message is clearly visible from any spot in the facility.
  - "Maximum capacity for social distancing: \_\_\_\_." Post at the entrance to the fitness room.
  - "Amenity Hours: \_\_\_\_." Post at the entrance to the fitness room.

### Clubhouses and Common Areas

- **Observe state and local laws.** If face coverings are required in public areas, inform residents of this requirement, monitor and enforce the policy, and post the appropriate signage at the entrance ("Per local law, face coverings required in common areas").
- **Social Distancing.** Clubhouses and common areas should be configured in such a way that residents using the facility are at least 6 feet apart. This may require rearranging or removing seating, furniture, games, etc. Signage should be posted reminding residents of this policy.
- **Maximum Capacity.** Establish a conservative maximum capacity for the clubhouse or other common areas based on its layout and social distancing guidelines. Post maximum capacity signage at the entrance.
- **Hours of Operation.** During Phase 2, the hours of operation should be limited in order to limit and monitor resident traffic. As a company standard, clubhouse hours of operation should generally be the same as the hours of the leasing office.
- **High Touch Surfaces.** To the greatest extent possible, we should limit the number of common surfaces that residents might touch. This can be accomplished by removing unnecessary items, propping open doors, installing hands-free fixtures, etc.
- **Hand Sanitizer.** Hand sanitizer stations should be placed at entrances/exits. Post the appropriate signage at the station ("Sanitize Your Hands Here").
- **Disinfecting Wipes.** Residents are required to use disinfecting wipes to disinfect any shared equipment or common surfaces before and after each use (pool cues, remote controls, etc.). Wipes stations should be placed near any shared equipment or other common surface areas in the clubhouse. The number of stations will vary based on the size and layout of the facility. The stations should also be positioned in



such a way that they can be accessed while maintaining a distance of at least 6 feet from other individuals using the clubhouse.

- **Cleaning Procedures.** During Phase 2, enhanced cleaning and disinfecting procedures should be implemented in the clubhouse and common areas. See ACC's *Cleaning & Disinfecting Guide* for detailed instructions, and use the "Enhanced Pandemic Procedures" that are outlined in the "Common Areas, Game Rooms and Movie Theaters" section of the manual. **As a company standard, clubhouses and other common areas should receive a full cleaning and disinfecting once a day, including disinfecting all equipment and common surface areas.** Depending on resident traffic, a supplementary schedule of high touch surface disinfecting may be needed. Consider reducing/removing any common touch surfaces that are difficult to disinfect (e.g. porous materials).
- **Elevators.** Social distancing signage should be posted inside and outside elevators. Elevator buttons should be covered with an anti-microbial cover.
- **Stairways.** If practical, consider designating certain stairwells as up and down thruways to minimize intersecting traffic.
- **Signage.** Review the reopening signage catalog to order and post the appropriate signage for the clubhouse and other common areas. At a minimum, the following signs should be posted:
  - "Keep 6 Feet Distance." This should be posted at the entrances of the clubhouse and other common areas, inside and outside elevators, and throughout the common areas of the community in such a way that the message is consistently visible. Where applicable, also install the floor decal version of this sign.
  - "Sanitize Your Hands Here." This should be posted at the hand sanitizer stations.
  - "Please sanitize surfaces before and after each use." This should be posted at the disinfecting wipes stations. Additional signs should also be posted on or near shared equipment as needed.
  - "Maximum capacity for social distancing: \_\_\_\_." Post at the entrance to the clubhouse.
  - "Amenity Hours: \_\_\_\_." Post at the entrance to the clubhouse.

## Swimming Pools

- **Observe state and local laws.** Do not open the pool if prohibited to do so in the area. If face coverings are required in public areas, inform residents of this requirement, monitor and enforce the policy, and post the appropriate signage at the entrance ("Per local law, face coverings required in common areas").
- **Social Distancing.** Pool furniture should be configured in such a way that residents using the facility are at least 6 feet apart. This may require rearranging or removing pool furniture.
- **Maximum Capacity.** Establish a conservative maximum capacity for the pool area based on its layout and social distancing guidelines. Be aware of and comply with any state or local capacity restrictions. Post maximum capacity signage at the entrance.
- **Close Hot Tubs.** Maintaining social distancing is difficult or impossible in most hot tubs. As such, hot tubs should remain closed during Phase 2.
- **Hours of Operation.** During Phase 2, the hours of operation should be limited in order to limit and monitor resident traffic. As a company standard, the pool area hours of operation should generally be the same as the hours of the leasing office.
- **High Touch Surfaces.** To the greatest extent possible, we should limit the number of common surfaces that residents might touch. This can be accomplished by removing unnecessary items, propping open doors, installing hands-free fixtures, etc.
- **Hand Sanitizer.** Hand sanitizer stations should be placed at entrances/exits. Post the appropriate signage at the station ("Sanitize Your Hands Here").



- **Disinfecting Wipes.** Residents are required to use disinfecting wipes to disinfect pool furniture and any other common surfaces before and after each use. Wipes stations should be placed near the pool furniture. The number of stations will vary based on the size and layout of the facility. The stations should also be positioned in such a way that they can be accessed while maintaining a distance of at least 6 feet from other individuals in the pool area.
- **Cleaning Procedures.** During Phase 2, enhanced cleaning and disinfecting procedures should be implemented in the pool area. See ACC's *Cleaning & Disinfecting Guide* for detailed instructions, and use the "Enhanced Pandemic Procedures" that are outlined in the "Common Areas, Game Rooms and Movie Theaters" section of the manual. **As a company standard, the pool area should be cleaned and disinfected daily, plus one additional daily disinfecting wipe-down of high touch surfaces.** Depending on resident traffic and layout of the pool area, a supplementary schedule of high touch surface disinfecting may be needed. Consider reducing/removing any common touch surfaces that are difficult to disinfect (e.g. porous materials).
- **Signage.** Review the reopening signage catalog to order and post the appropriate signage for the pool area. At a minimum, the following signs should be posted:
  - "Keep 6 Feet Distance." This should be posted at the entrance to the pool area, and throughout the area in such a way that the message is visible from any spot. Where applicable, also install the floor decal version of this sign.
  - "Maximum capacity for social distancing: \_\_\_\_." Post at the entrance to the pool area.
  - "Amenity Hours: \_\_\_\_." Post at the entrance to the pool area.

### Academic Success Centers and Study Rooms

- **Observe state and local laws.** If face coverings are required in public areas, inform residents of this requirement, monitor and enforce the policy, and post the appropriate signage at the entrance ("Per local law, face coverings required in common areas").
- **Social Distancing.** Academic Success Centers should be configured in such a way that residents using the facility are at least 6 feet apart. This may require rearranging or removing seating/equipment, or installing physical barriers if social distancing is challenging. Signage should be posted reminding residents of the social distancing policy.
- **Maximum Capacity.** Establish a conservative maximum capacity for the Academic Success Center based on its layout and social distancing guidelines. Post maximum capacity signage at the entrance.
- **Hours of Operation.** Since these facilities are critically important to the academic success of many residents, normal hours of operation should be observed.
- **High Touch Surfaces.** To the greatest extent possible, we should limit the number of common surfaces that residents might touch. This can be accomplished by removing unnecessary items, propping open doors, installing hands-free fixtures, etc.
- **Hand Sanitizer.** Hand sanitizer stations should be placed at entrances/exits. Post the appropriate signage at the station ("Sanitize Your Hands Here").
- **Disinfecting Wipes.** Residents are required to use disinfecting wipes to disinfect any shared equipment or common surfaces before and after each use (keyboards, mice, etc.). Wipes stations should be placed near any shared equipment or other common surface areas in the Academic Success Center. The number of stations will vary based on the size and layout of the facility. The stations should also be positioned in such a way that they can be accessed while maintaining a distance of at least 6 feet from other individuals using the facility.



- **Cleaning Procedures.** During Phase 2, enhanced cleaning and disinfecting procedures should be implemented in the clubhouse and common areas. See ACC's *Cleaning & Disinfecting Guide* for detailed instructions, and use the "Enhanced Pandemic Procedures" that are outlined in the "Common Areas, Game Rooms and Movie Theaters" section of the manual. **As a company standard, Academic Success Centers should receive a full cleaning and disinfecting once a day, including disinfecting all equipment and common surface areas, plus 2 additional disinfecting wipe-downs of high touch surfaces.** Depending on resident traffic, a supplementary schedule of high touch surface disinfecting may be needed. Consider reducing/removing any common touch surfaces that are difficult to disinfect (e.g. porous materials).
- **Signage.** Review the reopening signage catalog to order and post the appropriate signage for the Academic Success Center. At a minimum, the following signs should be posted:
  - "Keep 6 Feet Distance." This should be posted at the entrance, and within the facility in such a way that the message is consistently visible. Where applicable, also install the floor decal version of this sign.
  - "Sanitize Your Hands Here." This should be posted at the hand sanitizer stations.
  - "Please sanitize surfaces before and after each use." This should be posted at the disinfecting wipes stations. Additional signs should also be posted near shared equipment as needed (e.g. on the wall above computer monitors).
  - "Maximum capacity for social distancing: \_\_\_\_." Post at the entrance.
  - "Amenity Hours: \_\_\_\_." Post at the entrance.

### Public Restrooms

- **Observe state and local laws.** If face coverings are required in public areas, inform residents of this requirement, monitor and enforce the policy, and post the appropriate signage at the entrance ("Per local law, face coverings required in common areas").
- **Social Distancing.** Residents using the facility should stay at least 6 feet apart. Signage should be posted reminding residents of this policy.
- **Maximum Capacity.** Establish a conservative maximum based on the layout and social distancing guidelines. Post maximum capacity signage at the entrance.
- **High Touch Surfaces.** To the greatest extent possible, we should limit the number of common surfaces that residents might touch. This can be accomplished by removing unnecessary items, propping open doors, installing hands-free fixtures, etc.
- **Hand Sanitizer.** Hand sanitizer stations should be placed at entrances/exits. Post the appropriate signage at the station ("Sanitize Your Hands Here").
- **Disinfecting Wipes.** Wipes stations should be placed near common surface areas in the restroom (e.g. fixtures that are not hands-free). The number of stations will vary based on the size and layout of the facility.
- **Cleaning Procedures.** During Phase 2, enhanced cleaning and disinfecting procedures should be implemented in any public restrooms. See ACC's *Cleaning & Disinfecting Guide* for detailed instructions, and use the "Enhanced Pandemic Procedures" that are outlined in the "Public Restrooms" section of the manual. **As a company standard, public restrooms should receive a full cleaning and disinfecting daily, including disinfecting all common surface areas, plus 2 additional disinfecting wipe-downs of high touch surfaces.** Depending on resident traffic, a supplementary schedule of high touch surface disinfecting may be needed. Consider reducing/removing any common touch surfaces that are difficult to disinfect (e.g. porous materials).



- **Signage.** Review the reopening signage catalog to order and post the appropriate signage for the public restrooms. At a minimum, the following signs should be posted:
  - “Keep 6 Feet Distance.” This should be posted at the entrance and inside the restroom. Where applicable, also install the floor decal version of this sign.
  - “Sanitize Your Hands Here.” This should be posted at the hand sanitizer stations.
  - “Please sanitize surfaces before and after each use.” This should be posted at the disinfecting wipes stations.
  - “Maximum capacity for social distancing: \_\_\_\_.” Post at the entrance.
  - “Please wash your hands after touching common surfaces.” Post near the sinks.
  - CDC Handwashing Poster. Post near the sinks.
  - “Please flush with toilet seat down.” Post on inside of stall doors.

### Community Bathrooms

- **Observe state and local laws.** If face coverings are required in public areas, inform residents of this requirement, monitor and enforce the policy, and post the appropriate signage at the entrance (“Per local law, face coverings required in common areas”).
- **Social Distancing.** Residents using the facility should stay at least 6 feet apart. Signage should be posted reminding residents of this policy.
- **Maximum Capacity.** Establish a conservative maximum based on the layout and social distancing guidelines. Post maximum capacity signage at the entrance.
- **High Touch Surfaces.** To the greatest extent possible, we should limit the number of common surfaces that residents might touch. This can be accomplished by removing unnecessary items, propping open doors, installing hands-free fixtures, etc. The property should order and install any needed hands-free fixtures prior to reopening. Appendix F outlines various mitigation options for community bathrooms. Appendix G identifies primary touchpoints.
- **Hand Sanitizer.** Hand sanitizer stations should be placed at entrances/exits. Post the appropriate signage at the station (“Sanitize Your Hands Here”).
- **Disinfecting Wipes.** Wipes stations should be placed near common surface areas in the restroom (e.g. fixtures that are not hands-free). The number of stations will vary based on the size and layout of the facility.
- **Cleaning Procedures.** During Phase 2, enhanced cleaning and disinfecting procedures should be implemented in community bathrooms. See ACC’s *Cleaning & Disinfecting Guide* for detailed instructions, and use the “Enhanced Pandemic Procedures” that are outlined in the “Community Bathrooms” section of the manual. **As a company standard, community bathrooms should receive a full cleaning and disinfecting daily, including disinfecting all common surface areas. In addition to the daily deep clean, high touch surfaces should be disinfected 3 times a day (for a total of 4 daily cleans).** Consider reducing/removing any common touch surfaces that are difficult to disinfect (e.g. porous materials).
- **Signage.** Review the reopening signage catalog to order and post the appropriate signage for the clubhouse and other common areas. At a minimum, the following signs should be posted:
  - “Keep 6 Feet Distance.” This should be posted at the entrance and inside the restroom. Where applicable, also install the floor decal version of this sign.
  - “Sanitize Your Hands Here.” This should be posted at the hand sanitizer stations.
  - “Please sanitize surfaces before and after each use.” This should be posted at the disinfecting wipes stations.



- "Maximum capacity for social distancing: \_\_\_\_." Post at the entrance.
- "Please wash your hands after touching common surfaces." Post near the sinks.
- CDC Handwashing Poster. Post near the sinks.
- "Please flush with toilet seat down." Post on inside of stall doors.
- Post the cleaning schedule near the entrance to demonstrate the cleaning frequency.
- "This restroom is regular disinfected." Post near the cleaning schedule.
- **Resident Bathroom Assignments.** In order to prevent cross-contamination and limit the number of unique individuals using each bathroom, residents should be assigned to a specific bathroom.
- **Resident Education.** At properties with community bathrooms, resident education is essential to limiting the spread of COVID-19 and other illnesses. In addition to all the guidelines posted throughout the community, it will also be important to communicate our policies as well as hygiene best practices via email campaigns, move-in packets, videos, etc. Preventing infection will primarily be determined by each resident's own actions and hygiene practices. See the "Resident Education" section of this guide for more information.
- **Quarantine/Isolation Plan.** At properties with community bathrooms, it isn't possible for a resident to truly quarantine/isolate if they have been infected or exposed to COVID-19. These properties must work with the university in advance to develop a plan for what to do if the health department instructs a resident to quarantine/isolate and the resident is not able to do so at their parent's house.

## Laundry Rooms

- **Observe state and local laws.** If face coverings are required in public areas, inform residents of this requirement, monitor and enforce the policy, and post the appropriate signage at the entrance ("Per local law, face coverings required in common areas").
  - **Social Distancing.** Laundry rooms should be configured in such a way that residents using the facility are at least 6 feet apart. This may require rearranging/removing seating or shutting down equipment. Signage should be posted reminding residents of the social distancing policy.
  - **Maximum Capacity.** Establish a conservative maximum capacity for the laundry room based on its layout and social distancing guidelines. Post maximum capacity signage at the entrance.
  - **Hours of Operation.** Normal hours of operation should be observed.
  - **High Touch Surfaces.** To the greatest extent possible, we should limit the number of common surfaces that residents might touch. This can be accomplished by removing unnecessary items, propping open doors, installing hands-free fixtures, etc.
  - **Hand Sanitizer.** Hand sanitizer stations should be placed at entrances/exits. Post the appropriate signage at the station ("Sanitize Your Hands Here").
  - **Disinfecting Wipes.** Residents should use disinfecting wipes to disinfect any common surfaces before and after each use (washer/dryer controls, detergent dispenser, etc.). The number of stations will vary based on the size and layout of the facility, but should be visible and accessible from any location within the laundry room. The stations should also be positioned in such a way that they can be accessed while maintaining a distance of at least 6 feet from other individuals using the facility.
  - **Cleaning Procedures.** During Phase 2, enhanced cleaning and disinfecting procedures should be implemented in the laundry room. See ACC's *Cleaning & Disinfecting Guide* for detailed instructions, and use the "Enhanced Pandemic Procedures" that are outlined in the "Laundry Rooms" section of the manual.
- As a company standard, laundry rooms should receive a full cleaning and disinfecting daily, including disinfecting all common surface areas, plus 2 additional disinfecting wipe-downs of high touch surfaces.** Depending on resident traffic, a supplementary schedule of high touch surface



disinfecting may be needed. Consider reducing/removing any common touch surfaces that are difficult to disinfect (e.g. porous materials).

- **Signage.** Review the reopening signage catalog to order and post the appropriate signage for the clubhouse and other common areas. At a minimum, the following signs should be posted:
  - “Keep 6 Feet Distance.” This should be posted at the entrance, and within the facility in such a way that the message is consistently visible. Where applicable, also install the floor decal version of this sign.
  - “Sanitize Your Hands Here.” This should be posted at the hand sanitizer stations.
  - “Please sanitize surfaces before and after each use.” This should be posted at the disinfecting wipes stations, and throughout the room so the message is visible from any spot).
  - “Maximum capacity for social distancing: \_\_\_\_.” Post at the entrance.

### Café Services

- **Observe state and local laws.** Do not open the café until restaurants have been authorized to do so in the area. All employees are required to wear face coverings if currently required. If face coverings are required in restaurants, inform residents of this requirement, monitor and enforce the policy, and post the appropriate signage at the entrance (“Per local law, face coverings required in common areas”).
- **Social Distancing.** The café will be open only to residents and staff. The cafe must be configured in such a way that residents using the facility are no less than 6 feet apart. This may require rearranging, removing, or disabling some equipment. Signage should be posted reminding residents of this policy.
- **Maximum Capacity.** Establish a conservative maximum capacity for the café based on its reconfigured layout and social distancing guidelines. Be aware of and comply with any state or local capacity restrictions. Post maximum capacity signage at the entrance.
- **Hours of Operation.** During Phase 2, the hours of operation should be limited in order to limit and monitor resident traffic, and to facilitate cleaning and disinfecting. Hours of operation may also be extended to accommodate traffic flow while limiting congestion.
- **Hand Sanitizer.** Hand sanitizer stations should be placed at entrance/exit. Post the appropriate signage at the station (“Sanitize Your Hands Here”).
- **Cleaning Procedures.** During Phase 2, enhanced cleaning and disinfecting procedures should be implemented in the cafe. All tables and chairs will be sanitized after each use and the café restroom (if applicable) will be cleaned hourly. Depending on resident traffic, a supplementary schedule of high touch-point disinfecting may be needed.
- **Utensils/China.** All utensils must be prewrapped and washed after the resident is finished, or disposable utensils/china will be used in the facility in place of washing reusable utensils/china.
- **Meal Time (meal tracking system).** A staff member will either need to enter a resident name into the system each time they enter the café, or a fob or card would need to be used. (Current systems do not accommodate a fob/card.) A staff member will verify the resident’s ID and enter the resident’s name into the system each time the resident enters the café).
- **Condiments.** All condiments should be prepackaged.
- **Serving lines.** Plexiglass should be installed from the countertop to the ceiling at each line (main/grill/pizza/salad bar/etc.). Grab-and-Go options should also be explored. All self-serve options should be converted to employee-served or grab-and-go.
- **Salad Bar.** Salads should either be prepackaged or served made to order by a staff member. If salads are served by an employee, then plexiglass should be installed from the countertop to the ceiling. Salad



dressings must be served by the same employee or be prepackaged. If salads are prepackaged, additional coolers may be needed to keep the salad at appropriate temperatures.

- **Cereals/Milk.** All cereal/milk must be provided in prepackaged containers or served by an employee. If cereals/milk are served by an employee, then plexiglass should be installed from the countertop to the ceiling.
- **Desserts.** All desserts must be prepackaged or individually wrapped. If yogurt or ice cream is an option, it must be served by an employee. If yogurt or ice cream is served by an employee, then plexiglass should be installed from the countertop to the ceiling.
- **Soft Drink/Coffee/Tea Machines.** Ice machines will need to be installed on each of the drink machines to minimize contact. Additional signage is needed (see signage list below).
- **Back of the House/Preparation.** All employees must wear face coverings if required. Gloves must also be worn. Social distancing between workstations is required.
- **Signage.** Review the reopening signage catalog to order and post the appropriate signage for the Cafe. At a minimum, the following signs should be posted:
  - "Keep 6 Feet Distance." This should be posted at the entrance of the cafe, and throughout in such a way that the message is visible from any spot in the facility. Where applicable, also install the floor decal version of this sign.
  - "Sanitize Your Hands Here." This should be posted at the hand sanitizer stations.
  - Add signage at each drink station. "New glass/mug must be used with each use".
  - "Maximum capacity for social distancing: \_\_\_\_." Post at the entrance to the cafe.
  - "Cafe Hours: \_\_\_\_." Post at the entrance to the cafe.

### Leasing Offices / Lobbies

- **The Customer Experience.** When customers enter our offices, we should create the impression that we are taking reasonable precautionary measures to mitigate the spread of COVID-19. Appropriate signage should be posted clearly at the entrance and within the office. Hand sanitizer stations should be available at entrances/exits. Signage on the floor should indicate where customers should stand in accordance with social distancing guidelines. If there is any question regarding the ability to adhere to such guidelines, all parties should wear masks.
- **Observe state and local laws.** If face coverings are required in public areas, inform customers of this requirement, monitor and enforce the policy, and post the appropriate signage at the entrance ("Per local law, face coverings required in common areas").
- **Social Distancing.** Leasing offices should be configured in such a way that customers and employees are at least 6 feet apart. This may require rearranging or removing seating/furniture, or installing physical barriers if social distancing is challenging. Signage should be posted reminding customers of this policy.
- **Hours of Operation.** During Phase 2, residents and prospects are still encouraged to communicate with us via phone or email rather than visiting the office. However, the office will be open for regular business hours.
- **High Touch Surfaces.** To the greatest extent possible, we should limit the number of common surfaces that residents might touch. This can be accomplished by removing unnecessary items, propping doors, installing hands-free fixtures, etc.
- **Hand Sanitizer.** Hand sanitizer stations should be placed at entrances/exits. Post the appropriate signage at the station ("Sanitize Your Hands Here").
- **Disinfecting Wipes.** Customers are encouraged to use disinfecting wipes to disinfect any shared equipment or common surfaces before and after each use. Wipes stations should be placed near any



common tables, desks, or other common surfaces in the office. The number of stations will vary based on the size and layout of the facility. The stations should also be positioned in such a way that they can be accessed while maintaining a distance of at least 6 feet from other individuals in the office. Pens should be disinfected after each use.

- **Cleaning Procedures.** During Phase 2, enhanced cleaning and disinfecting procedures should be implemented in the leasing office and lobby areas. See ACC's *Cleaning & Disinfecting Guide* for detailed instructions, and use the "Enhanced Pandemic Procedures" that are outlined in the "Common Areas, Game Rooms and Movie Theaters" section of the manual. **As a company standard, leasing offices and other lobby areas should receive a full cleaning and disinfecting once a day, including disinfecting all equipment and common surface areas.** In addition, any shared workspaces should be disinfected between shifts. Depending on customer traffic, a supplementary schedule of high touch surface disinfecting may be needed. Consider reducing/removing any common touch surfaces that are difficult to disinfect (e.g. porous materials).
- **Signage.** Review the reopening signage catalog to order and post the appropriate signage for the leasing office. At a minimum, the following signs should be posted:
  - "Keep 6 Feet Distance." This should be posted at the entrances of the leasing office, and inside the office in such a way that the message is consistently visible. Where applicable, also install the floor decal version of this sign (e.g., in front of the leasing desks).
  - "Sanitize Your Hands Here." This should be posted at the hand sanitizer stations.
  - "Please sanitize surfaces before and after each use." This should be posted at the disinfecting wipes stations. Additional signs should also be posted on or near shared equipment as needed.
  - "No Handshakes Please". Post at the leasing desks or any other areas where customers are greeted.

### Tours and Marketing (change from Phase 1)

During Phase 2 we will recommend virtual tours to prospects, but will allow in-person tours with restrictions if requested. Tour appointments are preferred, but walk-ins will be accepted. For in-person tours, social distancing of 6 feet should be maintained, no more than 2 prospects should be toured at a time, and face coverings are suggested for prospects (these details should be communicated to the prospect in advance when possible). Face coverings are required for the leasing agent if they will be within 6 feet of the prospect; if not, they are optional (unless required by local law.)

Guerrilla marketing and in-person marketing events are still suspended. Follow-up marketing activities should continue as normal.

### Resident Events

In-person group resident events are still suspended during Phase 2.



### **Cleaning & Disinfecting**

Daily cleaning and disinfecting in the office and any open common areas should occur in accordance with current CDC guidelines and approved BOSS checklists, with an increased frequency of disinfecting high touch surfaces. Refer to ACC's *Cleaning & Disinfecting Guide* for detailed cleaning instructions, and use the "Enhanced Pandemic Procedures" that are outlined therein. More information on cleaning procedures for each specific amenity is available in the "Amenities" section above.

### **Collections**

The collections process is an integral component to our property operations. However, collections procedures and messaging are very sensitive due to the financial hardship that many residents and guarantors may be facing during the pandemic. As such, procedures may vary month to month; properties should carefully follow the instructions of the corporate Collections Department.



## Phase 3 Details

Phase 3 represents a return to our normal, pre-COVID-19 operations. However, the Regional Manager/RVP should work with the GM to evaluate the temporary policies and procedures that were put into place in response to the pandemic and determine if any should be continued (e.g. sanitizer stations).

Upon Phase 3 approval, the property may lift any temporary restrictions, policies, and procedures that were put into place, with the following exceptions:

### Resident Events

Large events (>50 people) require Regional Manager approval. Properties should also be aware of and comply with any state or local regulations regarding gatherings.



## Materiality – Fixtures & Equipment

Prior to reopening amenities, properties should order and install mitigation fixtures and equipment appropriate to that community. This equipment is primarily designed to reduce the number of touch points in the community, and to promote good hygiene and sanitization. A catalog of approved equipment will be provided to the properties (see Appendix H).

Some of the key equipment available in the catalog include:

- Hand sanitizer stations
- Disinfecting wipes dispensers
- Door foot-pulls
- Touchless waste disposal
- Touchless paper towel dispensers
- Acrylic panels to be placed between computer stations and sinks
- Touchless soap dispensers
- Plexiglass shields to protect front desks
- Nanoseptic door handle sleeves and elevator button coatings



## Resident Education

Resident education is essential to limiting the spread of COVID-19 and other illnesses. Preventing infection will primarily be determined by each resident's own actions and hygiene practices. To facilitate resident awareness and promote good hygiene practices, we will implement a robust resident education program. Lysol, the industry leader in disinfecting products, will partner with us to create and deliver this ongoing education program.

### Signage

Signs throughout the community will be a constant reminder of our mitigation policies, good hygiene practices, and social distancing standards. The appropriate signage must be ordered and posted before a property officially transitions to Phase 2 and reopens amenities. A catalog of sign templates is available in SMS (see examples in Appendix I). Properties are encouraged to customize if necessary and print locally. Any signage needs that cannot be satisfied locally with these templates can be requested in SMS. The pre-made signage templates available in SMS include the following:

#### Office

- Please keep a distance of 6 feet – thank you for practicing social distancing (posters and floor decals)
- Sanitize Your Hands Here
- No handshakes please (with image)
- Per local law, face coverings required in common areas
- Face coverings recommended

#### Amenities & Common Areas

- Please keep a distance of 6 feet – thank you for practicing social distancing (posters and floor signs)
- Sanitize Your Hands Here
- Please sanitize surfaces before & after each use
- Please wash your hands after touching common surfaces
- Maximum capacity for social distancing: \_\_\_\_
- Per local law, face coverings required in common areas
- Face coverings recommended



- Practice social distancing – please enter here
- Practice social distancing – please exit here
- Amenity Hours: \_\_\_\_
- Temporarily Closed – sorry for the inconvenience

#### Public Restrooms / Community Bathrooms

- Please keep a distance of 6 feet – thank you for practicing social distancing (posters and floor signs)
- [\(CDC handwashing sign\)](#)
- Sanitize Your Hands Here
- Maximum capacity for social distancing: \_\_\_\_
- This restroom is regularly disinfected
- Please sanitize surfaces before and after each use
- Please flush with toilet seat down

#### **Move-Out / Move-In Guides**

The regular move-out and move-in processes do not adequately support social distancing. As such, this year we will implement modified move-out and move-in procedures in order to promote social distancing, and to reduce face-to-face interactions and resident traffic in the leasing office. Detailed guides will be provided to residents to communicate these new processes. See the “Turn” section in this guide for more information.

#### **Move-In Info Packet**

When residents move in, they will receive an informational “Resident Responsibility” packet that provides education on COVID-19 and how they can prevent the spread of infection. Lysol will assist in creating these materials.

#### **“Healthy Living” Email Campaign**

ACC will partner with Lysol to create and deliver a “Healthy Living” email campaign for our residents. These periodic messages will keep good hygiene practices and personal responsibility at the forefront of their consciousness throughout the year, and will include flyers as well as video messages.



## Employee Training

### Standard Training

ACC employees responsible for cleaning our facilities already receive ample training on these responsibilities, including the following:

- **The ACC Cleaning & Disinfecting Guide.** This manual, developed in conjunction with Lysol, provides detailed and specific instructions for cleaning all the different areas of our communities. Employees responsible for cleaning and disinfecting receive this manual upon hire and review the procedures with their supervisor. It is important to note that while we are implementing enhanced cleaning protocols in response to the COVID-19 pandemic, our normal daily cleaning procedures already meet CDC guidelines for cleaning and disinfecting during the pandemic. We have worked with Lysol to document our enhanced pandemic protocols in this manual.
- **BOSS (Basic Operating Standards & Systems).** All property employees receive BOSS training upon hire. ACC's BOSS program and training consists of two primary elements: 1) 25 standards relating to cleanliness and customer service that a resident can expect at every ACC community; and 2) a daily checklist system designed to achieve those standards. Employees receive broad training on the BOSS program via ACC University upon hire, then receive property-specific training on the checklist they are responsible for with their supervisor.
- **Personal Protective Equipment.** Employees responsible for cleaning our facilities receive training on Personal Protective Equipment upon hire, and then once a year thereafter. This training covers the proper use of gloves, face masks, etc.
- **Safety Plan.** ACC's safety program and policies are outlined in the Safety Plan, a manual that is provided to every property and also available electronically. Information in this manual relevant to our COVID-19 response include documentation on Personal Protective Equipment, and Safety Data Sheets (SDS) for our cleaning supplies. The Safety Plan is available for employees to review at any time, and employees also receive training on the Plan upon hire, and then once a year thereafter.

### Additional Training

To support COVID-19 mitigation efforts and our pandemic protocols, Lysol will assist us in creating and delivering additional training for our employees, including the following:

- Hygiene best practices
- Enhanced pandemic cleaning protocols (documented in ACC's *Cleaning & Disinfecting Guide*)
- Enhanced turnover cleaning and disinfecting procedures
- PPE refresher training



## Turn

The regular move-out and move-in processes do not adequately support social distancing. As such, this year we will implement modified move-out and move-in procedures in order to promote social distancing, and to reduce face-to-face interactions and resident traffic in the leasing office.

### Move-Out

The aim for all move-outs is to minimize direct contact and spread move-out activity over time. Properties will use the Move-Out Checklist (see Appendix J) to develop a move-out plan with their Regional Manager. Properties should minimize the amount of traffic in the office by offering a contact-free move-out, or creating a staggered move-out schedule.

Guidelines for move-out procedures:

- Properties should offer a contact-free move-out option, and/or create a staggered move-out schedule.
- Properties are encouraged to use the Office 365 Forms application to send residents online forms/surveys instead of using paper forms. The creator of any online form should share administrator permissions with the Regional Manager and other on-site staff as needed. Consider embedding online forms on an ACC-branded site, or redirecting from an ACC-branded URL (like the Resident Handbook). Sample online forms include:
  - Move-Out Questionnaire/Scheduler (see Appendix K for sample move-out email)
  - Move-Out Form (template available [here](#))
- As a precautionary measure, properties should not offer in-person move-out inspections with residents. Damage inspections should be conducted after the resident has moved out.
- Hygiene stations should be available in key locations
- Residents should be sent detailed instructions regarding move-out:
  - How to turn in keys
  - How to complete Move-Out Form
  - No more than one helper per resident
  - Elevator instructions – maintain social distancing
  - Masks encouraged or required in common areas
  - Cleaning instructions

### Turning Units

We have partnered with Lysol to document our enhanced pandemic protocols in the ACC *Cleaning & Disinfecting Guide* (see Appendix D). When cleaning apartments during turn, use the “Enhanced Pandemic Procedures” that are outlined in the “Apartments” section of the manual. When using contracted cleaning services, the contractor must implement our approved procedures and products. This should be documented in the contract’s Scope of Work. Employees and contractors should wear face coverings when working in resident units.



## Move-In

As with move-out, our goal for the move-in process is to minimize direct contact and spread out move-in activity over time. Properties will use the Move-In Checklist (see Appendix J) to develop a move-in plan with their Regional Manager. Properties should minimize the amount of traffic in the office by creating a staggered move-in schedule, offering a curbside move-in experience, setting up multiple move-in stations, etc. Move-in will likely take more days than usual.

Guidelines for move-in procedures:

- Minimize the number of people coming into the office at the same time by creating a staggered move-in schedule, offering curbside move-in, setting up multiple and spread-out move-in stations, etc.
- Properties are encouraged to use the Office 365 Forms application to send residents online forms/surveys instead of using paper forms. The creator of any online form should share administrator permissions with the Regional Manager and other on-site staff as needed. Consider embedding online forms on an ACC-branded site, or redirecting from an ACC-branded URL (like the Resident Handbook). Sample online forms include:
  - Move-In Questionnaire/Scheduler (see Appendix L for sample move-in letter)
  - Move-In Form (template available [here](#))
- Hygiene stations should be available in key locations
- Residents should be sent detailed instructions regarding move-in:
  - How to check in and receive keys
  - Parking/unloading instructions
  - No more than one helper per resident
  - Elevator instructions – maintain social distancing
  - Masks encouraged or required in common areas
  - How to complete Move-In Form
  - How to complete Unit Condition Form
  - Work orders and other customer service inquiries should be made via phone/email

**CSN**



## **Resumption of Campus Activity**

### **A Plan for Resuming On-Campus Operations**

## Table of Contents

Executive Summary.....	3
Background .....	5
Strategy .....	5
Task Force and Planning Team.....	5
Stages .....	6
Stages Risk Consideration .....	6
Stages Constraints & Limitations during COVID-19 .....	6
Values.....	7
Health, Safety and Well Being.....	7
Students First .....	8
Guiding Principles .....	8
Campus Return Requirements.....	9
Units, Division and Campus Planning.....	11
Employee, Management and Student Responsibilities .....	12
All Employee Training .....	12
Supervisor/Management Training .....	13
Return to Work Plan .....	13
APPENDIX A: Incident Management Planning Team & COVID-19 Task Force .....	16
APPENDIX B: Signage.....	19
APPENDIX C: Syllabus/Health Assessment Acknowledgment .....	22
Appendix D: COVID-19 Reporting Protocol.....	24
Appendix E: Unit Plan Template .....	27
APPENDIX F: Employee Guidelines for Returning to Campus.....	37
APPENDIX G: CSN Return to Work Plan .....	50

## Executive Summary

As the College of Southern Nevada plans for resuming on-campus operations, the overarching values outlined in the following plan include the health, safety, and well-being of our faculty, staff, students and community, and espouse our focus on “Students First”. The College of Southern Nevada (CSN) will implement a staged return informed by Governor Sisolak and the Nevada System of Higher Education (NSHE). All actions will be guided by science and data of the COVID-19 environment. Campus activities and work will be guided by federal, state, local and NSHE guidelines.

- With a focus on a shared responsibility for health and safety, social distancing, mandatory face coverings, and capacity limitations will be put in place, as well as increased cleaning and disinfecting, reporting protocols for presumptive and/or positive cases, and increased campus communication.
- Professors, instructors, department chairs, and deans will be empathetic and flexible towards students needs related to COVID-19 issues.
- CSN staff that can telecommute should continue to do so, and employees who are identified to return to an on-campus working environment will be provided with a 10-working day notice.
- Supervisors and managers will be empathic and flexible.
- CSN has established a dedicated website for communication related to COVID-19, including resources, past communications, frequently asked questions, community resources and more; the website URL is [www.csn.edu/coronavirus](http://www.csn.edu/coronavirus). CSN’s Incident Management Planning Team and COVID-19 Task force meets on a weekly basis, and the College has offered Town Halls on a weekly basis to keep faculty, staff, and students informed and apprised on new information.
- Academic delivery for Fall 2020 will maintain the current academic calendar with classes running from August 24<sup>th</sup> through December 13<sup>th</sup> and will include online, hybrid, and in-person class modalities.
- Classes that were originally scheduled to be in-person that have moved to online will be noted as “web remote” in class schedule notes sections, and all in-person classes will maintain 6-foot social distancing and 50% of fire code or 50 participants, whichever is most restrictive.
- Student Support Services and Academic Student Success Services will be offered in-person and remotely in fall 2020 to support students in the blended environment.
- Computer Labs will be open in fall 2020 with social distancing and capacity limitations strictly adhered.
- Food Service availability for fall 2020 will include pre-order and packaged offerings, and common areas will be marked identifying social distancing and capacity limitations.
- Signage around campus will indicate that face coverings and social distancing are required, and the CSN Mobile Safety App will include a required health screening assessment.
- Schools, units, and departments will develop plans for resumption of on-campus operations, including timelines, staffing plan returns, health and safety protocols and PPE requirements,

public and/or specialized space concerns and any additional needs or requirements. Employee return to campus will be defined in stages and will include limitations and restrictions as well as specific campus parameters and requirements.

- Training will be provided for employees and CSN will continue to monitor and prepare for additional employee return to campus.
- All planning efforts are guided by the state of Nevada and NSHE, and if CSN may be required to impose greater restrictions, the following plan is intended to be nimble and reactive to a rapidly changing environment.
- As the College prepares for the resumption of on-campus operations, the health, safety, and well-being of our faculty, staff, students, and community at large is of paramount importance and details are outlined the following plan.

## **Background**

In late February 2020, Nevada like states across the United States and countries across the globe realized the onset of the Novel Coronavirus. CSN convened an Incident Management Planning Team (IMPT) to monitor, plan and respond to the ever-changing environment for health and safety of faculty, staff, students and community. On March 11, 2020 the World Health Organization (WHO) declared a pandemic of COVID-19. CSN faculty, staff and students began preparation to transition learning, support services and operations to a remote environment. On March 18, 2020, CSN campuses closed and remote learning and support was activated.

As the campuses closed and only essential personnel authorized access to campus locations, sites and centers all building locations were cleaned and disinfected. Appropriate college staff worked with the Southern Nevada Health District, Emergency Management, and NSHE leadership on reportable positive cases of individuals associated with CSN. On March 30, 2020, CSN issued its first Clery notification and campus communication reporting the institutions first positive COVID-19 case. This notice was followed shortly by additional notifications, as each campus and a site realized positive cases as the virus spread throughout southern Nevada.

On May 4, 2020, Governor Sisolak issued the Nevada Roadmap to Recovery. Outlining criteria that would provide health and science data for the launch of resuming activities within the State of Nevada. With established criteria for a gradual and responsible easing of restrictions, efforts to prepare for a gradual resuming on-campus activities launched. CSN's commitment is guided by our Students First agenda, supporting students to complete, graduate, transfer and prosper, founded with a steadfast commitment to the health and safety of our faculty, staff, students and the community.

## **Strategy**

Resuming of campus operations will occur in a gradual and phased approach. Planning is guided by the most current information, guidance and recommendations from federal and state government, national and local regulatory and health agencies, and the Nevada System of Higher Education.

The environment around COVID-19 continues to be ever-changing and fluid and as such all CSN planning, activities and operations must be flexible, nimble and responsive to changing requirements and state directives. In May 2020, CSN resumed limited instructional operations for students in select program areas deemed as high priority for state health and wellness, and the emergency medical technology and health sciences faculty and students resumed laboratory and hands-on instruction on-campus. During summer 2020 additional select laboratories will return to campus, for those programs that cannot be delivered in a remote environment.

## **Task Force and Planning Team**

In February 2020, CSN implemented the Incident Management Planning Team (IMPT) this team was co-chaired by President Zaragoza and the Campus Vice President/Provost Henderson, additional members

included administrative, student services and academics areas. The IMPT was structured into areas of focus/working groups and guided by subject matter experts to address focus areas of CSN. **Appendix A** includes membership of the IMPT. This team led efforts for the successful transition to remote operations on March 18, 2020. The team continues to be an integral working group and guiding efforts to manage response, recovery and contingency planning.

As CSN transitioned to the remote environment, the COVID-19 Task Force was convened and expanded upon members of the IMPT to include employee stakeholder groups, student leadership and members of the President's Cabinet. The expanded Task Force provides a path for communication as the COVID environment continues to change and evolve.

Leadership regarding our COVID-19 planning, communication and response is led by the Vice President/Provost of Henderson Campus. In addition to serving as co-chair of the Incident Management Team provides leadership to the COVID Coordination/Action Team and serves as the point of contact for inquiries, directions, and guidance coordination throughout CSN.

## Stages

As federal and state governments established a framework for "reopening" the country and state, CSN has similarly developed stage" in which CSN can adopt and respond to the changing environment. Stages are utilized so as not to confuse terminology with the Governor's phases. Each stage provides for increasing limitations based on severity of risk to individuals. Stages are defined as follows:

### Stages Risk Consideration

<b>Stage</b>	<b>Description</b>
Zero - Red	High risk exists. Instruction and services are provided remotely. Employees work in a telecommute environment unless deemed essential personnel if authorized.
One – Orange	Moderate risks exist in the community and some high risks. Instruction and services may be permitted based on approved guidelines from the State of Nevada and NSHE. Strict adherence to stated requirements (social distancing, PPE, capacity limitations, cleaning, disinfectant, etc). Majority of employees remain in remote environment, except for those identified in stage O or otherwise authorized.
Two – Yellow	Low risks for everyone, however high risks for some exist. Instruction and service employees may resume within established parameters, which may include but not be limited to social distancing, PPE, capacity imitations, scheduling of cleaning and disinfectant may be required, etc.)
Three – Green	Resumption of business activities, new norm may be required based on State of Nevada and NSHE guidelines.

### Stages Constraints & Limitations during COVID-19

<b>Stage</b>	<b>Description</b>
--------------	--------------------

Zero - Red	Campuses are closed. Essential personnel authorized to access facilities must maintain strict 6-feet social distancing. Face coverings are required, daily health assessment must be completed, students must have temperature checks daily at point of entry, and groups of not greater than 10 individuals may be gathered (as authorized). Increased cleaning and disinfecting protocols. Use of hand sanitizing and increased hand washing should be accomplished.
One – Orange	Access is limited and must be authorized. Essential personnel authorized to access facilities, students, and authorized personnel must maintain strict 6-feet social distancing. Face coverings are required, daily health assessment must be completed, class size may be limited as authorized and may range from no greater than 10 individuals, 50% of the fire code, and gatherings may be authorized up to 50 (with social distancing required). No gathering of groups in campus collaboration areas and/or spaces designed for social gathering. Determination to be made by state officials, NSHE and is directed in concert with COVID-19 IMPT. Increased cleaning and disinfecting protocols. Use of hand sanitizing and increased hand washing should be accomplished.
Two – Yellow	Campus operations that cannot be provided in a remote environment return to campus. All individuals must wear face coverings, complete daily health assessment through CSN Mobile App, class size is requirements are 6-feet social distancing, limited to not greater than 50% of the fire code or 50 individuals (whichever is more restrictive), gathering spaces on campus are restricted. Increased cleaning and disinfecting protocols. Use of hand sanitizing and increased hand washing should be accomplished.
Three – Green	Resumption of business activities, new norm may be required based on State of Nevada and NSHE guidelines. PPE including face coverings and completion of health assessment to be guided by state government, NSHE, and guided by federal and local health agencies.

On May 4, 2020, CSN began initial planning of incremental return to campus activities as authorized by Governor Sisolak and NSHE to begin in June 2020. Transition planning requires approval from Chancellor Reilly and is accomplished through the NSHE Internal Review Team, a Team with representation from System Administration and NSHE institutions. A three-step planning process includes employee Return to Work, Summer Session, and Fall 2020.

All planning efforts at CSN are incremental and ensure that the institution, personnel and units are prepared to transition to a more restrictive stage if conditions warrant a more limited environment.

## Values

### ***Health, Safety and Well Being***

The College guides decisions on all campus activities and operations with the health, safety and well-being of our community at the highest level. While we recognize that faculty, staff, students and the community are anxious to resume operations at normal business levels, currently this is not feasible. We continue to work with NSHE leadership, other institutions, public health and national health organizations particularly the Center for Disease Control and Prevention (CDC) as it pertains to COVID-

19. Return to campus for employees, resuming classroom instruction, service delivery, and activities will be guided by the most current data, align with public health recommendations, and ensure all measures and actions mitigate the risk of transmission of COVID-19.

COVID-19 has been an unprecedented pandemic throughout the globe. Given the uncertainty of when a vaccine will be available, impact on vulnerable individuals, and the impacts realized on families, our communities, and the financial impact of families and states; we recognize the importance of care for the entire individual. Providing resources for mental health support for faculty and staff and support services for students is a foundation of CSN's planning efforts.

### ***Students First***

CSN is committed to our Students First Agenda in supporting students in academics for success attainment of goals but also providing high quality and positive experiences with service areas throughout the College. Our academic and support areas continue to identify innovative approaches and strategies to support students, provide professional development to faculty and staff, and leverage best practices throughout our educational ecosystem to enhance and improve experiences for our students, faculty and staff.

## **Guiding Principles**

Due to the uncertainty of the environment and outlook for the coming months is unknown, plans for on-campus operations is guided by the following principles:

1. Activities on-campus will occur in stages, will occur incrementally and will be consistent with directive by Governor Sisolak and the Nevada System of Higher Education.
2. All individuals on campus have a personal responsibility to the health and safety of all, the wearing of face coverings, washing hands regularly, coughing or sneezing into a tissue or elbow, staying home when sick, and exercising good hygiene will help in reducing likelihood of transmission of the virus.
3. If a position can work remotely, the position should remain in a remote environment.
4. Social distancing and limitations of gathering sizes will continue to be and will occur until notified otherwise.
5. Increased cleaning frequency of campus spaces, regular cleaning of high touch areas will be complete, and disinfecting on a more frequent basis will be accomplished.
6. Reporting of positive cases, presumptive cases, individuals exposed to positive cases, isolation of suspected cases and self-quarantining, shall inform CSN for purposes of appropriate reporting and/or disinfecting.
7. Communication in a timely manner throughout the CSN community is important. CSN has established the COVID-19 Task Force, President's Weekly Chronicles, and Weekly Town Halls to provide timely and relevant information.
8. Employee's identified to return to work will receive a 10-business day notice in order to prepare accordingly, complete required training, and work with supervisors and/or Human Resources as necessary.
9. Supervisors and managers will be empathetic and work within Human Resources guidelines for flexibility in support of faculty and staff.

10. Instructors, department chairs and deans will be empathetic and flexible in interactions and needs of students regarding COVID-19 issues.
11. Campus events, activities and gatherings will be guided by federal, state, local and NSHE guidelines.

## **Campus Return Requirements**

Building Maintenance and Support: As a result of the sustained closure of campus buildings, CSN Facilities Management launched first steps to ready campus buildings. Cleaning and disinfecting of buildings and locations using EPA 'emerging pathogen' rating materials and staff having appropriate PPE (gloves, masks and goggles). Additional preventative maintenance to replace air filters, increased usage of HVAC systems, and flushing water systems has been accomplished. Water testing will be performed and is completed based on the priority start-up of buildings for usage. The Facilities Management/Technical Services team continue to review CDC guidelines which recommends the introduction of outside air and increased air filtration. CSN ensures that buildings are maintained in accordance with Occupational Safety and Health Administration (OSHA) and American Society of Heating Refrigeration and Air-Conditioning Engineer (ASHRAE) guidelines.

Comprehensive cleaning has been accomplished both at the period when the campus closure occurred and are being repeated in advance of locations returning. Office and service areas will be cleaned daily and an increased frequency of disinfecting will occur throughout campus locations and buildings. High touch service areas and restrooms are cleaned on a more frequent basis based on traffic patterns.

Hand sanitizer is provided in classrooms and areas as they return. Faculty, staff, students, and community should frequently wash their hands and adhere to all preventive measures for the COVID-19 virus.

Campus Signage: Signage is being placed throughout campus areas regarding tips to stop the spread of COVID-19 (facial coverings, social distancing, frequent hand washing, elevator usage limits, cleaning surfaces on a regular basis, and avoid hand touching to face) this signage is in addition to information placed throughout the campuses regarding what to watch for regarding symptoms. **Appendix B** includes reference to these signs.

Face Coverings: Consistent with Governor's Directive 024 (dated June 24, 2020), face coverings are required on all CSN properties and locations; for all faculty, staff, students, vendors and visitors. Face coverings are required when on public property and spaces including not limited to classrooms, laboratories, offices (when not alone), hallways, common spaces, restrooms, elevators, and service areas. Additionally, when walking between campus buildings and not alone a face covering must be worn. Face coverings must cover the nose and mouth area. Employees and students may bring their own face covering, disposal coverings will be provided should an individual not have one when entering a CSN facility. Please note, N-95 or surgical masks are to be used by healthcare workers or medical first responders, issuance of these devices will require approval of the Director of EH&S.

Social Distancing: Consistent with our return to campus plan, social distancing requirements are required at CSN. These provisions, which include 6-foot distancing in service and open areas and not greater than 50% of the fire code for classrooms and laboratory spaces will remain in effect until

otherwise directed by Governor Sisolak's Office, NSHE Chancellor and/or President Zaragoza. In addition, students, faculty, staff and community shall avoid large gatherings as prescribed by state and local authorities, avoid crowded spaces, and to reduce the number of people in elevators and restrooms. CSN has limited elevator usage to no more than 2 people in an elevator at a time.

Meetings and appointments should continue through virtual means, if an in-person interaction must occur this should be done on an appointment basis and social distancing shall be maintained. Should a large space be required due to office size limitations, coordination to use conference rooms shall be accomplished in accordance with campus leadership.

PPE (including disinfecting wipes and gloves): Facilities and Auxiliary Services are implementing an order protocol for disinfecting wipes and area specific cleaning materials for specialized areas, gloves and appropriate requested PPE as approved.

Health Screening: CSN has implemented a daily health self-assessment protocol for faculty, staff, students, visitors and vendors to any CSN campus or location. The health assessment ensures that the following questions are addressed:

- Do you have a new cough that you cannot attribute to another health condition?
- Do you have new shortness of breath that you cannot attribute to another health condition?
- Do you have any two of the following symptoms: Fever (100.4-degree F or higher), chills, fatigue, muscle or body aches, headache, sore throat, congestion or runny nose, new loss of taste or smell, nausea, vomiting, or diarrhea?
- Have you come into close contact (within 6 feet for about 15 minutes or more) with someone who has a laboratory-confirmed COVID-19 diagnosis in the past 14 days?

The assessment is available via the CSN Mobile Safety App (COVID-19 Assessment Tool). Faculty and staff shall complete a mandatory training in advance of or on the first day back on campus administered through Human Resources. Students will receive information through the class syllabus and/or CANVAS shell regarding the Health Assessment and associated requirements. Language is also included in course syllabus or in hardcopy **Appendix C**.

Positive Test Results: CSN has established several avenues for communicating reporting protocols for COVID-19 results. The Employee Guide for Return to Campus and the Student Campus Guide will guide communication of policy, process, Governors Directives, and recommendations prior to the fall semester.

Employee's must complete mandatory health and safety training prior to or on the first day of return or arrival on campus. This training program includes required notification by employees of a positive case and/or exposure. Student's, Visitors and Vendor's must also complete an acknowledgement of requirements – face coverings, reporting, and communication on exposure or positive test results. Mandatory wearing of face coverings, completion of the CSN health assessment and proper reporting of exposure and/or confirmed positive result will be impactful to reducing transmission.

CSN's COVID-19 coordinating team ensures that the confidentiality of individuals is maintained in discussing exposure and/or positive results. A confidential reporting has been established through email at [Wellness@csn.edu](mailto:Wellness@csn.edu). Employee follow-up is coordinated through the Human Resources Office and students are coordinated with the Director of Environment, Health and Safety. College personnel work closely with local health officials on positive COVID-19 test results that may result in an impact to campuses, sites, centers or operations. **Appendix D** includes the reporting protocol for CSN.

Individuals who have tested positive are advised to self-isolate and avoid coming to campus, consistent with Governor's Director 021 (and continued under Directive 026), CDC guidelines and local health authorities.

Should an individual who reports a positive test result be determined to have been on campus, the building, location or area may be closed for a period consistent with guidelines from the CDC. The area will be cleaned and disinfected. Facilities Management will ensure that access is restricted, and that disinfecting occurs.

## Units, Division and Campus Planning

Unit plans: In preparation for the fall semester departments, schools and units must complete a reopening preparation plan for submission to the campus provost/vice presidents for review and approval. Plans are reviewed and once approved are provided to appropriate campus departments for operational implementation. Unit plans are completed to include:

1. Timeline for activities for return to campus by stages. What is the school/department/or units anticipated status for each stage of the campus activity?
2. Staffing Return Plans. What are the school/department/or units plan for phased, staggered, and or telecommute for staff? What functions and/or staff will remain in a telecommute manner?
3. Safety protocols. What safety protocols will be established and followed to mitigate exposure and/or risk to faculty, staff, students and the community?
  - a. Plan shall include what materials, PPE, and/or specialized materials for maintaining health and safety. Resource estimates and justification of numbers (based on population, staffing, and/or services rendered) – for 30-day, 60-90 day, and remainder of fall semester.
4. Public and/or Specialized Spaces. What public spaces are administered by the school/department/or unit? What protocols will be established and followed?
5. Miscellaneous. Please describe any additional planning elements and/or anticipated needs.

Plans are being completed for areas in coordination with the respective vice president and campus vice president/provosts. Plans must be submitted for review and approval in preparation for the fall 2020 semester and return to campus activities and operations. Plans completed and/or in process include:

- Academic Advising, First Year Experience and Career and Transfer Services (all campuses)
- Academic Success Centers (all campuses)

- Activities and Events
- Athletics (Henderson and North Las Vegas campuses)
- Auxiliary Services
- Campus Life
- Controller's Office
- Dental Faculty Practice
- Financial Aid
- Libraries
- Office of Technology Services, open computer labs and classroom support (all locations)
- School of Advanced & Applied Technology
- School of Arts & Letters
- School of Business, Hospitality and Public Service
- School of Education and Social Sciences
- School of Englestadt Heath Sciences
- School of Math and Sciences
- Student Affairs

**Appendix E** includes a Sample Unit Plan – CSN Libraries.

Academic Instruction: The upcoming academic year will provide a mixture of instructional modalities to meet the needs of faculty and students.

In-person		Hybrid		On-line	
Synchronous		Synchronous		Asynchronous	
Onsite Only		Onsite and Remote		Meets via Teams, WebEx	
Labs, Clinics, select HELS		Canvas		Canvas	
Canvas		Staggered schedules			
Limited capacity		Limited capacity			

Site visits/walkthroughs for certain instructional classrooms, laboratory and clinical experiences have been completed to address program specific requirements and instructor and/or student practices. Face covering, cleaning protocols, or additional PPE may be required and prescribed in conjunction with the Department of Health & Safety. Safety protocols have been developed and provided to academic program leadership (program director, department chair and dean).

## Employee, Management and Student Responsibilities

### ***All Employee Training***

All employees shall complete COVID-19 Prevention Training prior to return to campus. Confirmation of completed training must be provided to supervisors and the Center of Academic and Professional

Excellence (CAPE).

### ***Supervisor/Management Training***

CSN Human Resources has established a Supervisor Guide to Workplace Reopening. Through virtual on-line delivery all CSN supervisors and management personnel will participate in training.

This training will provide supervisors/managers with tools that include areas such as:

- Leading with Intentionality
- Critical Managerial Skills/Managing Individual Flexibility
- Addressing Employee Anxiety or Anger/Frustration at the current situation
- Addressing employee needs in association with circumstances (childcare, at-risk/vulnerable, those that do not want to return)
- Review of work location health and safety guidelines
- Oversight of referral process for employee's in need
- Preparation for Return to Work (work location configuration, scheduling, flexibility, service/room limitations, etc.
- Ongoing Return to Work FAQ's (notification if case(s) are realized on campus, sick leave, family leave, etc.

**Appendix F** please find the Employee Guidelines for Return to Campus. The Student Guidelines are being completed and will be finalized prior to August 1, 2020.

### **Return to Work Plan**

On June 5, 2020 CSN received approval from Chancellor Reilly of the Step 1 Plan: Return to Work for faculty, staff and students (see **Appendix G**). This plan included areas pertaining to planning and implementation of key areas necessary for the health and safety of faculty, staff, students, and the community. These areas include:

- Definition of the Stages of COVID-19 operations
- Estimated Timeline for faculty and staff return
- Return to Campus Parameters and requirements
- Vulnerable Persons Defined
- Monitoring and Preparation
- Training (employees and managers/supervisors)
- Health and Safety (healthy practices, cleaning, disinfectant and ventilation)
- Personal Protective Equipment
- Social Distancing
- Continuity/Closing

Integral to all institutional planning will be the ability to including faculty and staff return to campus, instructional programming (classes, laboratories, and clinical experiences), support services, and campus operations, is the ability to adopt changes in opening stages and/or more restrictive operating guidelines including the need to pivot to full-remote operations.

Please note at the time of this release, CSN has extended the phasing of return activities to evaluate the trend of positive COVID-19 cases and community impact in Southern Nevada. CSN continues to prepare for a balanced fall 2020 semester with contingency planning focused on health and safety and student success at the foundation.

## **Campus Environment**

### ***Common Spaces***

Common spaces remain closed during the summer 2020 and will reopen in fall 2020 under established safety protocols. In order to reduce risk furniture has been removed to support capacity limitations to reduce occurrence of large gatherings. Social distance and safety signage will be placed throughout spaces to remind students and visitors of health and safety practices. Floor markings will mark distance requirements for reminder of 6-feet spacing. Hand sanitizer, disinfecting wipes and disposable masks will be available and provided should individuals not provide their own.

### ***Computer Labs***

CSN computer labs located on each of the three campuses and specialized instructional spaces will be open beginning with the fall 2020 semester. Face coverings, capacity limitations and social distancing requirements will be strictly enforced. Keyboard and mice will be cleaned after each use with proper cleaning protocols. Computer stations will be taken offline by marking spaces that do not permit for social distancing. Technology available in the labs including touch panels, monitors, and workstations will be cleaned between uses and maintained in accordance with manufacturer recommended cleaning processes.

### ***Food Services***

CSN Auxiliary Services has worked with our Student Union food service provider Culinary in development of a phased resumption of services. Facility improvements will be completed prior to resuming in-person services, and include installation of plexiglass, floor stickers that mark distancing requirements, removal of furniture and seating to limit space capacity, placement of hand sanitizer, and signage to remind patrons of health and safety practices. Face coverings will be required when not consuming food or beverages.

Initial phased services for fall 2020 will include the opening of the Coffee Bars and food products will be preordered and packaged. Ordering can be accomplished remotely including menu availability via web or posted, no paper menus will be available. A comprehensive safety plan for employees has been developed including mandatory employee training, daily temperature checks requirements, distancing within workstation areas, increased cleaning protocols every 30 minutes, and operational protocols as noted in the approved return to campus plan.

## ***Student Services***

Student Services continue to operate in a remote environment through mid to late summer 2020. Service availability continues to be provided on an appointment only basis campus areas will not be open to the public until safe to do so, and progression to stage three. Service areas and buildings remain locked with the exception of approved on campus classroom access.

Service area walk throughs are being completed for all areas with department management and leadership to review staffing requirements, social distancing, and evaluation of work spaces. Plexiglass is being installed in areas of high public interaction. Floor markings have been placed to identify social distancing requirements. Signage posting throughout service areas is being installed to communicate health and safety requirements. Face coverings are required for all staff, students and visitors and will be enforced. Hand sanitizer will be available for staff and visitors. Staff will be provided disinfecting wipes as they will be required to clean and disinfect surface and touch areas in between services and frequently throughout the business day.

## ***Student Union***

CSN Student Unions are planned for opening in the fall 2020 and will operate within established protocols of capacity limitations, social distancing and health and safety protocols. Signage posting throughout the facility communicating safety requirements will be placed. Floor markings illustrate social distancing requirements. Furniture has been removed to support distancing and minimize group gatherings. Increased cleaning of high touch areas and frequency of disinfectant will be implemented.

Plexiglass barriers will be installed in Associated Students of College of Southern Nevada (ASCSN) reception desks for increased protection due to high volume traffic and support. Face coverings will be required within the Student Union with the exception of consuming food and beverages. Student study rooms will be limited to individual usage to ensure proper social distancing. Rooms will be cleaned with proper cleaning materials between uses.

## **APPENDIX A: Incident Management Planning Team & COVID-19 Task Force**

**College of Southern Nevada**  
**Incident Management Planning Team**

<b>Name</b>	<b>Title</b>	<b>Area of Focus</b>
Federico Zaragoza	President	Executive Sponsor
Patty Charlton	Campus VP/Provost Henderson, Chair	Co-Chair/COVID-19 Team Lead
Mary Kaye Bailey	Vice President, Finance & Administration	Finance/Travel
Juanita Chrysanthou	Vice President, Student Affairs	Student Support Services
Clarissa Cota	Campus VP/Provost North Las Vegas	Public Accessed Facilities
Bill Dial	Chief Human Resources Officer	Human Resources/Telecommute
Carol Fimmen	Director, International Programs	International Students
Adam Garcia	Director, University Police Services	Police Services
Dexter Irvin	Athletic Director	Student Athletics
Margo Martin	Vice President, Academic Affairs	Academic Continuity
Gregg Maye	Emergency Manager	Emergency Management
Dave Morgan	Executive Director, Marketing & Communication	Communications
Rolando Mosqueda	Associate Vice President, Purchasing & Auxiliary Services	Auxiliary Services
Sonya Pearson	Campus VP/Provost Charleston	Campus Based Health Services
Carey Sedlacek	Safety Officer	Safety Officer
Mugunth Vaithylingam	Chief Information Officer	Technology
Ricardo Villalobos	Executive Director, DWED	Non-Credit Program Readiness and Delivery
<b>Resources</b>		
Annette Lord	Executive Assistant to the President	
Sylvia Kim	Associate Vice President, Planning & Design	

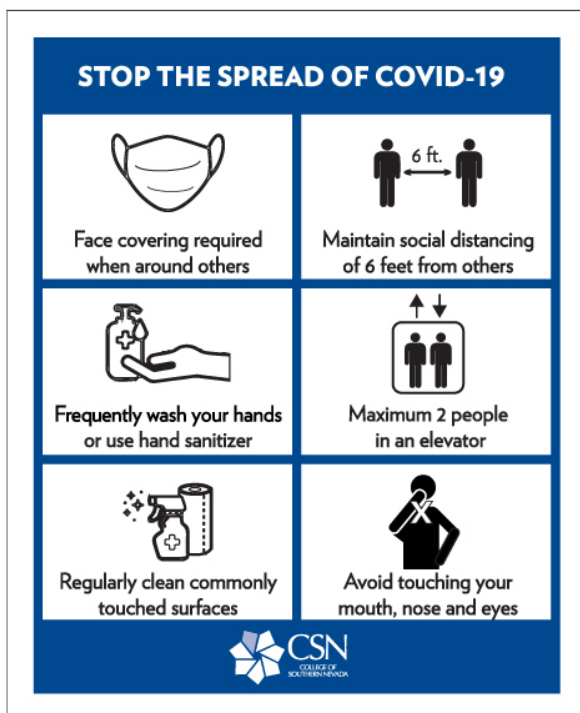
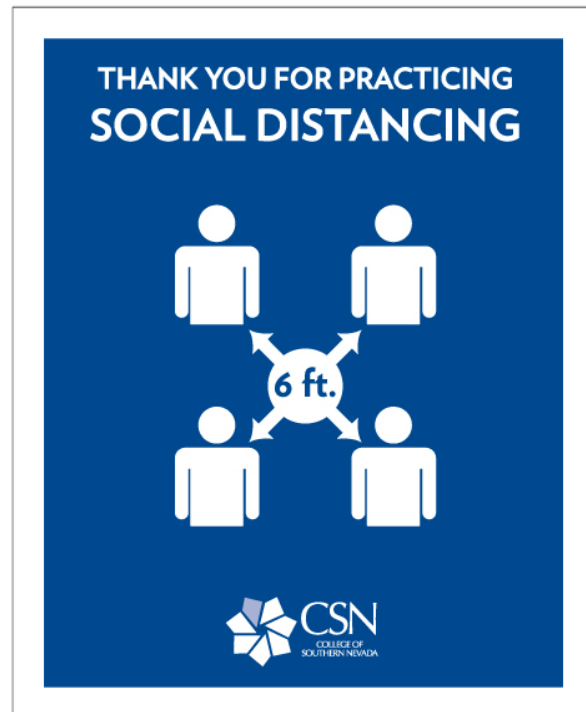
# **College of Southern Nevada**

## **COVID-19 Task Force**

<b>Name</b>	<b>Title</b>
Federico Zaragoza	President
Patty Charlton	Campus VP/Provost Henderson, Chair
Mary Kaye Bailey	Vice President, Finance & Administration
Juanita Chrysanthou	Vice President, Student Affairs
Clarissa Cota	Campus VP/Provost North Las Vegas
Bill Dial	Chief Human Resources Officer
Carol Fimmen	Director, International Programs
Adam Garcia	Director, University Police Services
Dexter Irvin	Athletic Director
Mariana Kihuen	Director Government Affairs
Sylvia Kim	Associate Vice President, Planning & Design
Margo Martin	Vice President, Academic Affairs
James Martines	General Counsel
Gregg Maye	Emergency Manager
Dave Morgan	Executive Director, Marketing & Communication
Rolando Mosqueda	Associate Vice President, Purchasing & Auxiliary Services
Sonya Pearson	Campus VP/Provost Charleston
Carey Sedlacek	Safety Officer
Mugunth Vaithylingam	Chief Information Officer
Barbara Talisman	Executive Director, Foundation
Ricardo Villalobos	Executive Director, DWED
Frank Woodbeck	Executive Director, OSP
Ashleigh Angle	Clery Coordinator, UPD
Annette Lord	Executive Assistant to the President
Arnold Bell/Maria Schellhase	(*)Faculty Senate
Michelle Chan/Natalie Nelson	(*)Administrative Faculty
Irma Fregoso/John Woodbury	(*)Classified Council
Daniel Gutierrez/Karli McFarline-Kelly	Student Government

(\*) Member representation reflects transition. AFA – June 1; Classified – June 1; Faculty Senate – July 1

## **APPENDIX B: Signage**



# NOTICE

## FACE MASKS REQUIRED



**ALL EMPLOYEES, STUDENTS, STAFF, AND  
VISITORS MUST WEAR A FACE MASK  
OR A PROTECTIVE FACE COVERING**



## **APPENDIX C: Syllabus/Health Assessment Acknowledgment**



## College of Southern Nevada

### Draft – CSN Course Syllabus and/or Acknowledgement

In accordance with State of Nevada Declaration of Emergency Directive 024, all faculty, staff, and students, are required to wear face coverings in all indoor and outdoor public spaces and in CSN buildings. Students requesting an exception or requests for accommodations due to health concerns shall contact the Human Resources Title IX Officer [armen.asherian@csn.edu](mailto:armen.asherian@csn.edu).

To support health and wellness at students acknowledge that they shall complete the following self-assessment prior to coming to campus, this can be completed electronically via the CSN Mobile Safety App, COVID-19 Assessment Tool. Which includes the following questions:

- Do you have a new cough that you cannot attribute to another health condition?
- Do you have new shortness of breath that you cannot attribute to another health condition?
- Do you have any two of the following symptoms: Fever (100.4-degree F or higher), chills, fatigue, muscle or body aches, headache, sore throat, congestion or runny nose, new loss of taste or smell, nausea, vomiting, or diarrhea?
- Have you come into close contact (within 6 feet for about 15 minutes or more) with someone who has a laboratory-confirmed COVID-19 diagnosis in the past 14 days?

If the above items cannot be concurred with, please do not come to campus.

#### Important Things to Remember:

- Stay at home if you feel sick
- Wash your hands often with soap and water for at least 20 seconds
- Avoid close contact with people who are sick
- Cover a cough or sneeze with a tissue or your elbow
- Clean and disinfect frequently touched surfaces
- Practice social distancing by avoiding close contact with people who are sick. Maintain 6 feet from other people and do not gather in groups, stay out of crowded places and avoid mass gatherings.
- Seek healthcare when it is medically necessary

If you have been exposed to COVID-19 or receive a confirmed diagnosis of COVID-19, please contact [WELLNESS@CSN.EDU](mailto:WELLNESS@CSN.EDU).

---

Student Acknowledgement

---

Date

## **Appendix D: COVID-19 Reporting Protocol**



### **CSN Protocol for On-Campus COVID-19 Case**

- All students, staff and faculty members who have been present on a CSN campus or site should report any positive case of COVID-19 to [Wellness@csn.edu](mailto:Wellness@csn.edu).
- The following actions will be taken upon receiving an on-campus COVID-19 report:
  1. EH&S monitors incoming reports to [Wellness@csn.edu](mailto:Wellness@csn.edu). Any employee reports are forwarded to Human Resources.
  2. EH&S (students) or HR (employees) contacts the reporting source to obtain additional information and request verification (i.e. positive test results, healthcare provider diagnosis, health district communications, etc.). This is a confidential process. EH&S and HR will also provide reporting sources with appropriate support and assistance with proper next steps.
  3. Once a COVID-19 case is confirmed, the following individuals will be notified:
    - President
    - VP/Provost COVID-19 Lead
    - General Counsel
    - Director, University Police Services
    - Chief Human Resources Officer
    - AVP, Facilities Management
  4. The President will notify the Board of Regents.
  5. Senior Staff meets virtually to review case details, conduct risk assessment, determine reporting requirements, and recommend closures and cleaning protocols. General Counsel ensures documentation of positive results.
  6. The President or VP/Provost COVID-19 Lead directs the appropriate closures of classrooms, buildings, or campus as needed to prevent any potential additional exposures.
  7. AVP, Facilities Management coordinates closures and ensures appropriate cleaning and disinfection protocols are followed.
  8. VP/Provost COVID-19 lead and Director of Environment, Health & Safety coordinates with University Police Services and General Counsel on Clery documentation and reporting as well as any additional communications as needed.
  9. Appropriate VP in coordination with Director of Environment, Health and Safety evaluates the

impact of closures to academic programs or service areas. Schedules or services are revised accordingly.

10. EH&S/HR documents case and assists individuals with proper steps to return to work or campus.

- COVID-19 cases for vendors present on campus will be handled in a similar manner except verification of the case will be completed by the vendor's parent company. CSN Senior Staff will evaluate the impact to campus operations recommend actions accordingly.
- Actions required by position:
  - President - contact the Board of Regents, approve campus communications
  - VP/Provost COVID-19 – coordinates communication, recommends closure, advises on resumption of activities, and ensures student needs are addressed.
  - General Counsel - provides guidance on reporting and handling of sensitive information
  - Director, Police Services - evaluates need to notify campus community IAW Clery Act
  - Office of Marketing & Communications - compose Regent's alert compose campus communications as needed
  - Chief Human Resources Officer - ensure employee needs are addressed
  - AVP, Facilities Management - work with the staff to restrict access to any contaminated spaces ensure proper cleaning and disinfection
  - Director, EH&S - assist with risk assessment and provide recommended actions consistent with CDC and health district guidelines

## **Appendix E: Unit Plan Template**

## CSN Libraries Reopening Prep Plan

### Coronavirus (COVID-19) Pandemic of 2020

This proposed reopening plan outlined below is subject to change based on any new or additional information, recommendation(s), and/or mandate(s) by the department's, CSN's and/or NSHE's governing authorities as well as possible limitations due to shortages of staffing and/or supplies that would make reopening CSN Libraries a safety risk.

This plan is divided into the following 10 categories area:

1. Timeline	2. Staff and Safety
3. Supplies	4. Library Spaces with public access
5. Circulation	6. Reference
7. Reserve Textbooks	8. Technical Services
9. Interlibrary Loan	10. Miscellaneous Business

#### Timeline

Phase 1: Libraries remain closed and staff still working remotely. Virtual reference is provided, and reserves requests will be filled electronically.

Phase 2: Week of 6/22 (tentative)

The following individuals will return week one to prepare the library spaces. All other individuals will continue to telecommute.

#### Charleston

- Director – Walk the spaces with campus VP and ensure holistic staffing plan
- AA – Finish any year end business processes, receive shipments and mail, facilitate receiving of any needed supplies
- Head of Circulation – Prepare the library for social distancing, create alternative staffing schedule, empty book drops, start book disinfecting procedures
- Head of T.S. – Go through incoming shipments, ensure office is set up for distancing
- Librarian – Prepare the library space for social distancing, set up the reference desk, facilitate the moving and storage of excess furniture

#### North Las Vegas

- Director – Walk the spaces with campus VP and ensure holistic staffing plan
- Head of Circulation - Prepare the library for social distancing, create alternative staffing schedule, empty book drops, start book disinfecting procedures
- Librarian – Prepare the library space for social distancing, set up the reference desk, facilitate the moving and storage of excess furniture

#### Henderson

- Director – Walk the spaces with campus VP and ensure holistic staffing plan
- Head of Circulation - Prepare the library for social distancing, create alternative staffing schedule, empty book drops, start book disinfecting procedures
- Librarian – Prepare the library space for social distancing, set up the reference desk, facilitate the moving and storage of excess furniture

#### 6/29– End of regular summer semester (tentative)

Open hours of operation for Charleston will be 10am-4pm, M-T & F, and 12pm-6pm, W-Th. NLV and Henderson open hours will be 10am-4pm, M-Th, 10am-2pm, F. Hours have been chosen based on current in-person class offerings. Staff will exercise alternative scheduling that allows for minimal staffing needed to keep the libraries operating.

#### Charleston

- Administration – Director and AA will be in-person about 3 days per week, with remaining telecommuting
- Technical Services – Will implement an alternative working schedule, that allows for two individuals in the office at a time, with the others telecommuting
- ILL – Will work with supervisor to maintain needed coverage while distancing, in 2-3 days per week, and telecommuting the remainder of the week
- Circulation – Will implement an alternative working schedule that allows for proper amount of distance between staff, with other staff telecommuting
- Librarians – One/two librarians will come into the office each day, with remaining librarians telecommuting

#### North Las Vegas

- Circulation – Will implement an alternative working schedule that allows for proper amount of distance between staff, with other staff telecommuting
- Librarians – One librarian will come into the office each day, with remaining librarians telecommuting

#### Henderson

- Circulation – Will implement an alternative working schedule that allows for proper amount of distance between staff, with other staff telecommuting
- Librarians – One librarian will come into the office each day, with remaining librarian telecommuting

## Staff and Safety

- Staff/student workers will wear face-coverings and gloves when working the public service desks. Staff will follow CSN policy regarding use of masks/gloves in office, back office and other non-public areas. Staff/student workers may bring their own face-coverings from home.
- We will continue to promote and follow social distancing guidelines including the CDC's, Governor's and CSN's recommendations, including staying 6 ft. apart. When times require closer interactions, staff should wear masks and gloves as needed.
- Encourage/remind all employees to stay home if they're not feeling well. If employees experience sudden onset symptoms, remind staff to inform their supervisor immediately so they can be allowed to go home.
- Wear masks and gloves when using shared equipment (photocopiers, shredders, worktables, etc.) or workspaces and sanitize hands as appropriate.

### 1. Supplies

CSN Libraries are to gather all cleaning supplies to be used to clean/sanitize/disinfect handled library materials and library spaces.

Supply quantities will need to be enough for each campus library. Quantities listed below are based on an estimated 30-day supply for all three campus libraries collectively. List divided into required and optional supplies need to reopen. Possible other supplies may be added as the need arise.

List of estimated required supplies First 30 Days:

Type	Quantity	Type	Quantity
<b>Multi-Surface Disinfecting Wipes</b>	12 tubs of 270 wipes	<b>Face Masks</b>	300, faculty & staff – patrons? tbd
<b>Multi-Surface Disinfecting Cleaner</b>	12 bottles of 32 oz. or larger	<b>Face Shields</b>	3 packages (for frontline library workers at circulation, reference, ILL desks)
<b>Hand Sanitizing Wipes</b>	12 tubs	<b>Caution Tape</b>	3 rolls
<b>Hand Sanitizing Gel</b>	12 bottles of 32 oz. or larger	<b>Painters Tape</b>	6 rolls
<b>Aerosol Disinfecting Spray</b>	3 19 oz. cans	<b>Antibacterial soap</b> (hand washing)	3 bottles
<b>Gloves</b> (latex & latex free)	10* boxes of each in (S,M,L)	<b>Towels</b> (for spray products)	36 per week CH & NLV / 20 per week HN
<b>Electronics Sanitizing Wipes</b> (screens)	3 tubs	<b>Air Dusters</b> (keyboards) (canned air)	12 bottles
<b>Handheld people counters</b>	3 (if capacity being enforced)	<b>Official CSN approved signage*</b>	tbd

--	--	--	--

List of estimated required supplies Day 31 to day 90:

Type	Quantity	Type	Quantity
<b>Multi-Surface Disinfecting Wipes</b>	18 tubs of 270 wipes	<b>Face Masks</b>	500, faculty & staff – patrons? tbd
<b>Multi-Surface Disinfecting Cleaner</b>	18 bottles of 32 oz. or larger	<b>Towels</b> (for spray products)	36 per week CH & NLV / 20 per week HN
<b>Hand Sanitizing Wipes</b>	18 tubs	<b>Air Dusters</b> (keyboards) (canned air)	18 bottles
<b>Hand Sanitizing Gel</b>	18 bottles of 32 oz. or larger	<b>Electronics Sanitizing Wipes</b> (screens)	3 tubs
<b>Aerosol Disinfecting Spray</b>	3 19 oz. cans	<b>Gloves</b> (latex & latex free)	20* boxes of each in (S,M,L)
<b>Antibacterial soap</b> (hand washing)	3 bottles		

List of optional supplies:

Type	Quantity
Plexiglass barriers	3 circ desks 3 reference desks 1 ILL desk
Social Distance floor marker decals	

**Public Library Spaces**

Libraries will be cleaned regularly as per CSN guidelines. Sanitation stations will be setup for patrons consisting of surface cleansing wipes, hand sanitizing wipes, and hand sanitizing gel at library main entrances and at main gathering areas of the library.

Lobby outside of library doors:

- Will follow established CSN policies

Entrance:

- Each library will establish best practice for door use according to library set up and CSN guidelines
- Capacity will be established by CDC, CSN, and Governor's guidelines, currently 50% or less
- Social distancing signage will be placed near the entrance to the library

Copiers:

- Area will include social distancing signage
- Include instructions with graphics on how to operate in order to minimize staff involvement

PCs:

- PCs will be marked off for appropriate social distancing, with at least every other computer not in use, or less where necessary
- All PCs not to be used will have an “unavailable” sign attached
- We will remove and store all chairs (in the study rooms) for computers not in use
- We will place sanitizing stations throughout the PC areas, and include instructions to wipe down before and after every use

Study rooms:

- Library study rooms will not be available for checkout and will remain closed until further notice, can be used to store excess furniture
- All study rooms will have an unavailable signage posted

Library classrooms:

- We will follow classroom guidelines as dictated by CSN

Study tables:

- All study tables will be limited to one person
- Extra chairs will be removed and stored
- Any tables that cannot accommodate the 6-foot rule will have furniture removed and possibly be marked unavailable.

Other seating:

- Will be moved as able to encourage social distancing
- Signage posted nearby with social distancing guidelines for furniture that cannot be moved

Library circulating stacks

- Sanitizing stations will be available throughout the stacks
- Signage will be posted throughout the stacks asking users to sanitize their hands before use and requesting that any used items are placed on carts
- If available, signage will indicate that gloves are available upon request
- Shelving and retrieving requested materials
  - Student workers and/or staff who shelve or retrieve items to fulfil requests/holds must observe the social distancing guidelines to keep a safe distance from browsing patrons.

Staff/employees only areas:

- Shared office spaces will follow established CSN guideline, and social distancing protocols will be in place

## Circulation

### Logistics of service

- A protective mask and gloves MUST be worn when working at the circulation desk.
- A rotating circulation desk work schedule will be implemented to help ease staff discomfort from wearing a mask and gloves for long periods of time. This rotating timeframe will be anywhere from every 30 to 60 minutes, possibly pending CSN guidelines.
- Social distance floor markers can be placed at each circulation desk floor to help direct students on where to stand for safe service to be provided

### Physical aspects of circulation configuration

- One manned circulation station at a time
- Sanitizing supplies will be kept on hand behind the circulation desks
- Safe social distance must be followed when providing all circulation related services, including issuing library cards, looking up textbooks, and handing out and taking back reserve materials such as anatomy models; this can be accomplished with physical barriers, such as table or chairs, or with signage and markers, depending on the library setup
- Library user agreements can be signed using the paper format to be added later or signed electronically using a separated workstation

### Returned items

All recently checked-in items must be quarantined and cleaned/disinfected and with an added label that includes the date and time of check-in. Recommended procedure:

- All books and media material will be quarantined for 72-hours and disinfected/cleaned before re-shelving
  - This can be done either on a book cart/truck of or on a shelf/shelves in the circulation work area
- All returned items may be grouped and should be labeled with the date/time material was returned and the date/time material(s) may be re-shelved
  - Gloves and masks will be worn when handling materials in/from all book returns
  - All returned materials' exterior surfaces should be disinfected as appropriate
  - Gloves and masks will be worn when handling materials during any disinfecting/sanitizing processes
- Books – Media – Laptops – Headphones - Calculators: Use only non-bleach disinfecting/sanitizing wipes (such as Purell or Lysol wipes), exception – laptop screens, use screen wipes only
  - Anatomy Models will not be used at this time as disinfectants can damage the materials

### Book drops

- Students/staff who retrieve items from indoor & outdoor book-drops MUST wear a facemask and gloves. All checked-in items must be quarantined and cleaned/disinfected. Book-drops will be checked multiple times per day.

#### Misc. cleaning & safety

- Lost and found materials should be immediately individually placed in a plastic bag and placed in the lost and found area until security picks-up either at the end of the day or end of the week. Exception to this will be lost car keys, wallets, cell phones etc. which get turned in immediately.
- Cleaning supplies will be provided to patrons upon request.

### **Reference**

#### Virtual reference assistance

- Virtual reference is the preferred option and will be offered for extended hours, M-Th, 8a-6p, and F, 8a-4p through the summer session

#### In-person reference assistance

- In-person reference services will be available upon request
- Will refer to CSN Support Services Reopening Plan for desk setup, including creating social distancing space
- Only the scheduled reference librarian should touch the reference desk keyboard and phone on their shift; the reference desk keyboard, phone and desk itself should be disinfected after every shift
- As little material as possible should be kept on the reference desk to limit what staff and patrons might touch and require disinfecting (paper clips, stapler, pencils, pens, highlighters etc.)
- All handouts will be placed over 6 feet from the librarian, and a sign will be displayed noting availability of electronic versions
- In recommending sources for research assignments, electronic sources should be considered first
- Catalog computers will follow public computer distancing and sanitizing regulations; pencils and scrap paper should not be on the counters, but a sign will tell patrons to ask for them if needed

#### Printing

- Signage for social distancing will be located near printers, along with sanitization supplies

### **Reserve Items**

#### In-person Requests

Preference will be given to continuing electronic reserve requests through summer session 2020 via the system currently in place. In the event a user needs an item while in the library, we will:

- Ask that the user use gloves or hand sanitizer immediately prior to receiving the item

- Clean and sanitize them items properly based on material types upon return

### Electronic Reserves Requests

The electronic reserve request system will continue as operating.

- We will continue to follow the COVID19 fair use guidelines in effect since 3/18/20 to deliver reserve materials online through end of Summer Session 2020.
- Create Reserves Fulfillment/Photocopy Schedule
  - Staffing and schedule will be determined by each campus
  - During each shift:
    - Scheduled staff will check online requests, make photocopies and fill within 1 business day
    - Staff to use masks and gloves when photocopying materials and will wipe down machine used after use
    - Staff filling requests at WC will be trained to use Book Eye Scanner

## **Technical Services**

### Receiving/Handling Materials – Technical Services:

- When opening materials received, gloves and masks must be worn.
- Materials from YBP or other vendors with longer shipping periods that have not been handled for 3 or more days may be opened and processed. When in doubt as to shipping time, clean exteriors with disinfecting wipes and quarantine for 24 hrs.
- Materials from vendors that have faster shipping, exteriors will be cleaned with disinfecting wipes and placed in a designated quarantine area for 24 hours before processing.
- All recently checked-in or circulated items that are being processed must be cleaned/disinfected (wiping down covers with disinfecting wipes) and quarantined for 24 hrs.
- Quarantined area will be designated as a shelf either in work area or dock as staff determines appropriate.
- Quarantined items must be dated, grouped and labeled to determine when they are safe to release.

## **Interlibrary Loan (ILL)**

### Receiving/Handling Materials – ILL:

- ILL will need 4 quarantining bins for ILL's incoming/outgoing lending & incoming/outgoing borrowing.
- When opening materials received, gloves and masks must be worn.
- Materials from outside institutions with longer shipping periods that have not been handled for more than 3 or more days may be opened and processed. When in doubt as to shipping time, clean exteriors with disinfecting wipes and quarantine for 24 hours.
- Materials circulated will be placed in a designated quarantine area for 72 hours and exteriors will be cleaned with disinfecting wipes before processing.

- ILL willing to mail regular circulating materials from general collection (not reserves) to students/faculty upon request. Would include return label with postage so no charge to return.
- Quarantined area will be designated as a shelf either in work area or dock as staff determines appropriate.
- Quarantined items must be dated, grouped and labeled to determine when they are safe to release.

## **APPENDIX F: Employee Guidelines for Returning to Campus**



## Employee Guidelines for

# RETURNING TO CAMPUS



**MOVING FORWARD  
TOGETHER**



## A message from **President Federico Zaragoza**



Dear CSN Family,

The College of Southern Nevada remains committed to the health, safety and well-being of our students, faculty, staff, vendors and community members who have occasion to visit any of our locations throughout Southern Nevada.

I am pleased to present our Employee Guidelines for Returning to Campus, a plan for a gradual, phased approach to resuming operations at CSN. Our response to the COVID-19 pandemic has been guided by an overarching desire to protect the health and safety of all members of the CSN family, and to continue empowering our students and communities to achieve, succeed, and prosper.

The college's comprehensive return-to-campus plan uses a data-informed and phased-in approach in returning to college operations, instruction, services and activities. CSN's plans are aligned and consistent with guidance from the state of Nevada's Roadmap to Recovery, as well as policies and directions from the Nevada System of Higher Education. We will strictly follow recommendations from the experts at the Centers for Disease Control and Prevention, the Southern Nevada Health District, and the Nevada Occupational Safety and Health Administration.

As our knowledge and understanding of the COVID-19 virus evolves, our policies and plans will evolve with it. We will update them, and the entire CSN family, as appropriate should more information become available.

A handwritten signature in blue ink that reads 'Federico Zaragoza'.

Thank you.

Federico Zaragoza  
President  
College of Southern Nevada

# RETURN TO CAMPUS

## Workplace Expectations & Guidelines

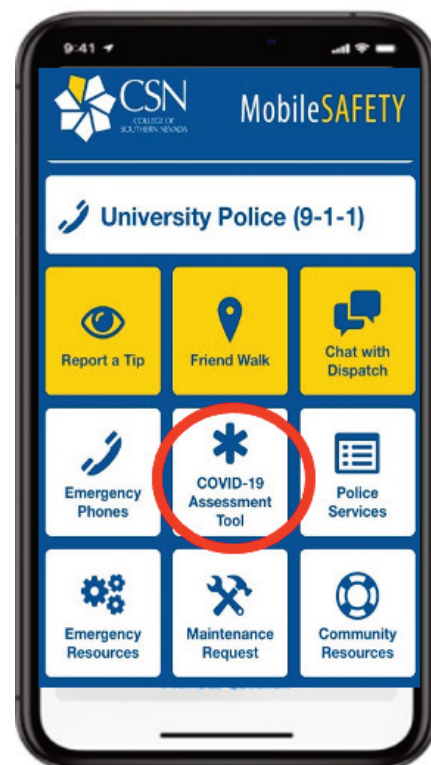
All employees are expected to comply with the policies, protocols and guidelines outlined in this document as well as any other institutional documents related to providing a safe, secure and healthy work environment.

## Symptom Monitoring Requirement

Employees are encouraged to complete a daily health self-assessment via the CSN Mobile Safety App prior to coming to campus. The app is a screening tool and will not record any answers or personal health information. Employees should follow the instructions in the app for any “yes” answers and follow up with their supervisor and Human Resources. If an employee is unable to access to the app, they may request a paper copy of the screening questions from [Environmental Health and Safety](#).

People with COVID-19 have reported a wide range of symptoms ranging from mild to severe. At this time, symptoms may include one or more of the following:

- ✦ Fever
- ✦ 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 or vomiting
- ✦ Diarrhea



***If an employee is sick or experiencing any symptoms related to COVID-19 (even minor symptoms), they should not come to campus. The employee should take a sick day or contact their supervisor or Human Resources for alternative work options.***

## Reporting Procedures

**Reporting COVID-19 Exposure or Diagnosis:** If an employee has been exposed to COVID-19 or received a confirmed diagnosis of COVID-19, it should be reported to [Wellness@csn.edu](mailto:Wellness@csn.edu). This is a confidential process. Human Resources will follow a defined protocol to contact the employee to ascertain the status of the employee as well as give information to assist them in the proper next steps.

### Human Resources Protocols for Post COVID-19 Exposure or Diagnosis:

- Upon receiving notification from [Wellness@csn.edu](mailto:Wellness@csn.edu) a human resources representative will contact the employee via their CSN issued email address to arrange a time to speak via telephone.
- CSN Human Resources will provide the employee with information regarding the COVID-19 virus and answer any questions related to health insurance, benefits, or other related questions.
- A trained CSN Human Resources representative will speak with the employee to ascertain information about the timeframe and possible location where the employee believes they may have come in contact with the COVID-19 virus.
- CSN Human Resources will communicate with the Office of Environmental Health and safety and the Department of Public Safety to decide if any required, legal notifications should be disseminated.

**If an Employee Feels Ill at Work:** If an employee is not feeling well or is experiencing symptoms related to COVID-19, the employee should report this to their supervisor and leave work immediately. If an employee took public transportation to work or is unable to leave campus immediately, they should report to the designated self-isolation area on campus. Upon leaving campus, employees should use [Wellness@csn.edu](mailto:Wellness@csn.edu) to report their condition. The workspace the employee occupied will be closed for 24 hours, if possible, followed by a deep cleaning and disinfection protocol.

**Prioritization of Confidentiality:** CSN understands the importance of balancing employee confidentiality and informing the campus community of possible cases. CSN will inform the campus community of the general characteristics of the possible infection, while Human Resources conducts information gathering as required by OSHA.

**Return to Work Requirements:** Employees who have tested positive for COVID-19, have come in contact with someone who tested positive for COVID-19, or are exhibiting COVID-19 symptoms, must either self-quarantine for 14 days or the recommended time period and be free of ALL symptoms for 72 hours, or provide to Human Resources a return to work certification from a medical professional. Human Resources will help the employee navigate the return to work requirements after the exposure or case has been reported to [Wellness@csn.edu](mailto:Wellness@csn.edu).

## Vulnerable and High-Risk Populations

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- ◆ Being age 65 years and older
- ◆ Chronic lung disease
- ◆ Asthma (moderate-to-severe)
- ◆ Serious heart conditions
- ◆ Being Immunocompromised
- ◆ Sever obesity (BMI of 40 or higher)
- ◆ Serious heart conditions
- ◆ Diabetes
- ◆ Chronic kidney disease being treated with dialysis
- ◆ Liver disease

Employees who have been instructed to return to the workplace and have concerns about doing so due to being a member of vulnerable or high-risk group, or those caring for a family member who is a member of a vulnerable or high-risk group, may request an alternative work arrangement. This may be done by working directly with the employee's supervisor or by submitting a **Flexible Work Arrangement Request** to Human Resources.

## Families First Coronavirus Response Act (FFCRA)

Federal law implemented FFCRA in response to the COVID-19 crisis to assist individuals who are exposed to or test positive for the virus and those who do not have childcare due to the closure of a school or daycare due to COVID-19. FFCRA is implemented from April 1, 2020 through December 31, 2020.

As stated in the NSHE document about FFCRA, an employee qualifies for paid sick leave if the employee is unable to work or unable to telecommute due to a need for leave because the employee:

1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Has been advised by a healthcare provider to self-quarantine related to COVID-19;
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. Is caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons; or
6. Is experiencing any other substantially similar condition as specified by the U.S. Department of Health and Human Services.

If an employee believes that they meet any of the above six conditions, they can complete the [Flexible Work Arrangement Request](#) and forward to Human Resources.

## Phased Staffing

CSN will phase in the return of all employees over time in a coordinated process to ensure appropriate social distancing, availability of personal protective equipment (PPE) and cleaning supplies, and coverage for essential services.

CSN will assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. Individual departments, in coordination with college leadership, will identify and develop appropriate return-to-work plans. Approved plans will be communicated to all employees through the supervisory chain of command.

Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of all employees, students and the communities we serve. No department or work unit should increase staffing levels beyond what is outlined in the approved return to work plan. Once decisions to expand campus staffing have been made, staff should follow the policies and protocols detailed in this guide for returning to work on campus.

As staffing on-site increases and operations expand, leadership will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

## Staffing Options & Considerations

Once employees have been instructed to return to campus, there are several options departments should consider to maintain required social distancing measures and reduce population density within buildings and work spaces.

**Alternating Days or Weeks:** In order to limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days or weeks. Departments should consider the location of individual offices and workspaces and, where possible, create schedules that maximize distances between workspaces. Such schedules will enable social distancing and help ensure that workspaces are adequately cleaned and disinfected.

**Remote Work:** During the initial return to campus process and in order to support an alternating schedule, remote and telecommute work arrangements will continue to the fullest extent possible. All employees, while working remotely, must adhere to the provisions in the [CSN Telecommuting Agreement](#).

**Staggered Reporting and Departing:** The beginning and end of the workday typically brings many people together at common entry and exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements.

# HEALTH & SAFETY GUIDANCE




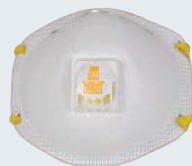
## Personal Safety Practices

**Face Masks or Cloth Face Coverings:** Face masks or face coverings must be worn by all employees working on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g. common workspaces, meeting rooms, classrooms, etc.). Appropriate use of face masks or coverings is critical in minimizing risks to others nearby. A person can spread COVID-19 to others even if they do not feel sick. The mask or cloth face covering is not a substitute for social distancing.

Disposable masks will be provided by CSN, if needed. Disposable masks may only be worn for one day and then must be discarded.

You may also wear a cloth face covering to help CSN reduce the need to purchase additional disposable masks, which are in short supply. Cloth face coverings should only be worn for one day at a time and should be properly laundered before using again.

See details regarding mask use and care below.

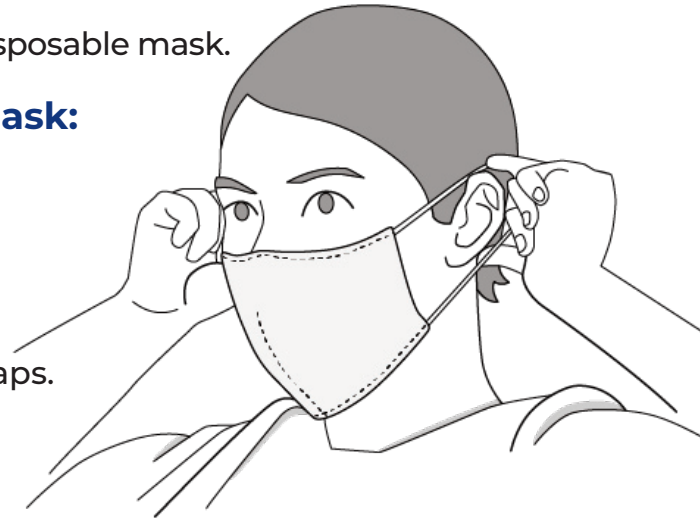
	Type and Intended Use of Face Coverings/Masks			
Type	Cloth Face Covering	Disposable Mask	Medical-Grade Surgical Mask	N95 Respirator
				
Description	Homemade or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions.	Commercially manufactured masks that help contain wearer's respiratory emissions.	FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions.	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions.
Intended use	Required for campus community use in non-healthcare settings (office spaces, general work settings, shops, community areas where six-foot social distancing cannot be consistently maintained). While necessary for ingress and egress, masks are not required when working alone in an office. Replace mask or launder cloth covering daily.		These masks are reserved for healthcare workers and students and other approved areas with task-specific hazards determined by Environmental Health and Safety (EH&S).	

## Putting on the Face Covering or Disposable Mask:

- ✦ Wash hands or use hand sanitizer prior to handling the face covering or disposable mask.
- ✦ Ensure the face covering or disposable mask fits over the nose and under the chin.
- ✦ Situate the face covering or disposable mask properly with nose wire snug against the nose (where applicable).
- ✦ Tie straps behind the head and neck or loop around the ears.
- ✦ Avoid touching the front of the face covering or disposable mask.

## Taking off the Face Covering or Disposable Mask:

- ✦ Do not touch your eyes, nose or mouth when removing the face covering or disposable mask.
- ✦ When taking off the face covering or disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- ✦ Wash hands immediately after removing.



## Care, Storage and Laundering:

- ✦ Keep a paper bag handy for storing the mask every time you take it off. Always store a mask in a clean place. Never store it in a purse or pocket.
- ✦ Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each day. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- ✦ Disposable masks must not be used for more than one day and should be placed in the trash after use or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

**Social Distancing:** Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and to slow its spread. Since people can spread the virus before they know they have been exposed, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Staff on campus should follow these social distancing practices:

- ✦ Stay at least 6 feet (about 2 arms' length) from other people at all times
- ✦ Do not gather in groups
- ✦ Stay out of crowded places and avoid mass gatherings

**Handwashing:** Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching



your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60 percent alcohol. Cover all surfaces of your hands with sanitizer and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

**Gloves:** Healthcare workers and others in high-risk areas should use gloves as part of their Personal Protective Equipment, but according to the CDC, gloves are not necessary for general use and do not

replace good hand hygiene. Washing your hands often is considered the best practice for common, everyday tasks.

**Goggles or Face Shields:** Employees do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.

**Cleaning and Disinfection:** Custodial teams will clean offices, workspaces, classrooms and high touch areas based on CDC guidelines for disinfection. In addition to regular cleaning and disinfection, employees can wipe down commonly used surfaces within their work areas as needed. Products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface will be provided to use on shared areas and equipment such as copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.

**Coughing/Sneezing Hygiene:** If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60 percent alcohol.



**Travel:** COVID-19 cases have been reported in all 50 states, and the situation is constantly changing. Because travel increases your chances of getting infected and spreading COVID-19, staying home is one of the best ways to protect yourself and others.

If you are planning to travel away from your local community, please consider the following:

- ✦ Do no travel if you are sick or if you have been around someone with COVID-19 in the past 14 days.
- ✦ Protect yourself and others during your trip – wear a face covering in public, practice good hand hygiene and respiratory etiquette, and avoid close contact with others.

- ✦ Follow state and local travel restrictions. Check the state or local health department guidelines where you are going, along your route, and at your planned destination. This information is typically found on city or county health department websites.
- ✦ Review CDC guidelines for travel.
- ✦ Monitor yourself for symptoms after travel. Do not return to work if you become ill.

## Guidance for Specific Workplace Scenarios

**Public Transportation and CSN Shuttle Service:** If you must take public transportation or use the CSN Campus Commuter shuttle service, wear a mask before entering the bus and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use hand sanitizer with at least 60 percent alcohol as soon as possible and before removing your mask.

**Working in Office Environments:** If you work in an open environment, be sure to maintain at least six feet distance from co-workers. If possible, have at least one workspace separating you from another co-worker. You should wear a face mask or face covering at all times while in a shared workspace.

Facilities Management and departments will assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, students and visitors such as:

- Placing visual cues such as floor decals, colored tape, or signs to indicate to individuals where they should stand while waiting in line.
- Placing one-way directional signage for large open workspaces, where possible, with multiple through-ways to increase distance between employees moving through the space.
- Installing plexiglass partitions in areas with high public or student interactions.
- Flexible work schedules, such as alternating days should be considered where workstations do not permit six feet of distancing between workstations.

If you work in an office, no more than one person should be in the same room unless the required six feet of distancing can be consistently maintained. If more than one person is in a room, masks or face coverings should be worn at all times.

**Using Restrooms:** Employees should utilize every other fixture (lavatory, urinal, stall, sink) whenever possible to ensure at least six feet distance between individuals is maintained. Wash your hands thoroughly afterwards to reduce the potential transmission of the virus.

**Using Elevators:** Use of elevators should be limited when possible to avoid proximity to others in a confined space. Follow posted elevator occupancy limits and wear a face mask or covering regardless if you are traveling alone or with others. Avoid touching the elevator buttons with your exposed hand, if possible. Wash your hands or use hand sanitizer with at least 60 percent alcohol upon departing the elevator.

**Meetings:** Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held using the extensive range of available collaboration tools (e.g. Webex, Microsoft Teams, telephone, etc.).

In-person meetings are limited to the restrictions of local, state, and federal orders and should not exceed the maximum allowable percent of a room's capacity, assuming individuals can still maintain six feet of separation for social distancing requirements. Employees should not rearrange chairs and tables that have been adjusted by Facilities Management and follow visual cue marks to support social distancing requirements.



During your time on campus, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Webex, Microsoft Teams, etc.).

**Meals:** Before and after eating, wash your hands thoroughly to reduce the potential transmission of the virus.

If dining on campus, wear your mask or face covering until you are ready to eat and then replace it afterward. Food vendors must meet requirements to allow at least six feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Staff are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation.

If you are eating in your work environment (break room, office, etc.), maintain six feet between you and others. Individuals should not sit facing one another. Only remove your mask or face covering in order to eat, then put it back on.

**Building Access:** Entry into buildings will be regulated and monitored as needed during the phased return of employees. Some areas and buildings may remain closed, and employees and other campus community members should not enter these closed areas. Visitors and guests are not allowed on campus at this time without prior approval from the appropriate campus vice president and provost.

**Signage and Posters:** Employees are expected to follow signage on mask requirements, social distancing, building traffic flow, entrances, exits, elevator usage and other similar common use area requirements.

## Mental and Emotional Wellbeing

**Employee Assistance Program (EAP):** EAP is available to all employees of CSN and is provided through our vendor, LifeWorks. EAP benefits are free and confidential and include a variety of services related to life, work, family, money, stress, and health. Employees are encouraged to use these services via the following methods:

- Online: Log into Lifeworks.com
  - ◆ User ID: nshe
  - ◆ Password: eap
- Phone: 877-234-5151

## Additional Resources and Contacts

- [CSN COVID-19 Website](#)
- Human Resources – Leave, Flexible Work Requests, Employee Concerns
  - ◆ Phone: 702-651-5800
  - ◆ [HRcustomerservice@csn.edu](mailto:HRcustomerservice@csn.edu)
- Facilities Management – Building Maintenance and Service Requests, Social Distancing, Cleaning Protocols
  - ◆ Phone: 702-651-7445
  - ◆ Online requests: [iServiceDesk](#)
- Environmental Health & Safety – PPE, Safety Practices
  - ◆ Phone: 702-651-3558
  - ◆ [EnvironmentalHealth.andSafety@csn.edu](mailto:EnvironmentalHealth.andSafety@csn.edu)
- Centers for Disease Control and Prevention (CDC) [COVID-19 Website](#)
- Southern Nevada Health District (SNHD) [COVID-19 Website](#)

\* CSN would like to acknowledge the return-to-campus plans from Nevada State College and Duke University for providing guidance in the creation of this plan.

## **APPENDIX G: CSN Return to Work Plan**



### **College of Southern Nevada Employee (Faculty and Staff) Return to Work Plan**

On May 14, 2020 Chancellor Reilly established the NSHE COVID Reopening Plan Internal Review Task Force. The Task Force will review NSHE institutional plans for purpose of consistency and clarity to ensure compliance with laws and personnel policies, consistency within NSHE of classroom/remote dorms and student services and state, federal and health organization (Center for Disease Control (CDC) and local health agency requirements.) College of Southern Nevada (CSN) planning is specific to several areas: 1) faculty and staff return to work; 2) summer session two and; 3) Fall 2020 activities. These planning efforts are aligned with campus/service areas, units and divisions that support students, dislocated workers, and business and industry needs; and collaborative support across southern Nevada. This first plan is provided to communicate CSN's engagement in returning our faculty and staff workforce to campus and addressing efforts of health and safety, social distancing, and remote work.

The College of Southern Nevada (CSN) is committed to the health and safety of our students, faculty, staff, vendors and community that visit CSN campuses, sites, and locations. CSN is taking a gradual and phased approach to operations, instruction, services, and activities. CSN Reopen Plans are contingent on guidance including but not limited to: State of Nevada/Governor Sisolak and Executive Orders associated with the Roadmap to Recovery – phased implementation; Nevada System of Higher Education directives; the CDC; Southern Nevada Health District, and Nevada Occupational Safety and Health Administration (NVOSHA). All CSN Reopen Plans provide a contingency plan should the need for CSN to migrate between phases and implement mitigation efforts based on changes in and community transmission levels increase. These guidelines provide for reopening phases.

#### **Stages Defined:**

Stage 0: High Risk exists. Instruction and services are provided remotely. Employees work in a telecommute environment unless deemed essential personnel if authorized.

Stage 1: Moderate risks exists in the community and some high risks. Instruction and services may be permitted based on approved guidelines from State of Nevada and NSHE. Strict adherence to stated requirements (social distancing, PPE, capacity limitations, cleaning, disinfectant, etc.) Majority of employees remain in remote work environment, except for those identified in phase 0 or otherwise authorized.

Stage 2: Low risks for everyone however high risks for some exists. Instruction, services employees may resume within established parameters which may include but not be limited to social distancing, PPE, capacity limitations, scheduling of cleaning and disinfectant may be required, etc.)

Stage 3: New Normal. Resumption of business activities.

#### **ESTIMATED TIMELINE:**

May 2020: Essential on-campus facilities staff begin phased return to campus for campus readiness, preventive maintenance, water system evaluation and deep cleaning continues

(\*) Group 1: President's Cabinet return to campus (*June 8, 2020*)

(\*) Group 2: Academic Deans return to campus (*June 15, 2020*)

(\*) Group 3: Identified employees as requested and approved (*June 15, 2020*)

(\*) Group 4: Identified support staff, faculty and lab support personnel for summer session 2 and July CTE labs return to campus (*June 22-29, 2020*)

(\*) Group 5: Continued phasing of staff and faculty return to campus (*July-August 2020*)

(\*) August 17, 2020: Fall convocation, faculty return to campus within established protocol

\*On campus return is contingent on authorization from State of Nevada/Governor Sisolak and NSHE.

#### **PARAMETERS:**

CSN staff returns anticipate a phased approach, review of operations that lend themselves to telecommute and/or staff rotating access to campus as determined by the divisional VP's in consultation with the respective Campus Provost/VP's.

Employees not identified as Essential On-Campus personnel will be provided a 10-day notice of return to work. This time period will provide employee's the ability to prepare for a return to campus and coordinate any needs with supervisors/managers or Human Resources. Employee's may be required to rotate on campus with scheduled days on site and other days remote.

#### **VULNERABLE PERSONS:**

Governor's Directive 21 defines "vulnerable persons" as those who are at heightened risk of complications from COVID-19 disease, and include:

- Individuals who are 65 years of age and older;
- Individuals with chronic lung disease or moderate to severe asthma;
- Individuals who have serious heart conditions;
- Individuals who are immunocompromised;
- Pregnant women; or
- Individuals determined to be high risk by a licensed healthcare provider.

Employees should contact Human Resources for further guidance and requirements associated with the Families First Coronavirus Response Act (FFCRA).

#### **MONITORING AND PREPARATION:**

##### **All Stages (See Attachment A):**

- Employees working on campus must conduct health screenings daily. consistent with recommended guidelines. Including: COVID-19 recommended symptom evaluation (include: cough, shortness of breath or difficulty breathing; or at least two of the following: fever, headache, chills, new loss of taste or smell, sore throat, repeated shaking with chills, muscle pain, GI symptoms such as vomiting, nausea or diarrhea.)
- Faculty and students who have been in contact with someone that has been ordered to quarantine or isolate are not permitted to campus until completion of quarantine period.
- Any employee that exhibits health concerns shall coordinate with appropriate medical professional and follow-up with CSN Human Resources.
- Employees displaying any COVID-19 symptoms noted above, who have ordered to quarantine or been in contact with someone required to quarantine are not permitted on campus and must notify Human Resources for guidance on policy and/or alternative work options.
- Additional guidelines/requirements may be implemented as determined by state, NSHE, local agencies.
- Only essential business travel will be authorized.
- Students and faculty shall contact [Wellness@csn.edu](mailto:Wellness@csn.edu) for self-reporting of symptoms and notification of exposures. Faculty will be contacted by CSN Human Resources.
- Only CSN staff, faculty, and students can be on campus at this time. Outside individuals and visitors

are prohibited without prior approval of the respective campus Provosts/Vice Presidents.

#### **ALL EMPLOYEE TRAINING:**

All employees shall complete COVID-19 Prevention Training prior to return to campus. Confirmation of completed training must be provided to supervisors and the Center of Academic and Professional Excellence (CAPE).

#### **SUPERVISOR/MANAGEMENT TRAINING:**

CSN Human Resources has established a Supervisor Guide to Workplace Reopening. Through virtual on-line delivery all CSN supervisors and management personnel will participate in training. Initial sessions have been scheduled for May 27, June 2, and June 5, 2020.

This training will provide supervisors/managers with tools that include areas such as:

- Leading with Intentionality
- Critical Managerial Skills/Managing Individual Flexibility
- Addressing Employee Anxiety or Anger/Frustration at the current situation
- Addressing employee needs in association with circumstances (childcare, at-risk/vulnerable, those that do not want to return)
- Review of work location health and safety guidelines
- Oversight of referral process for employee's in need
- Preparation for Return to Work (work location configuration, scheduling, flexibility, service/room limitations, etc.
- Ongoing Return to Work FAQ's (notification if case(s) are realized on campus, sick leave, family leave, etc.

#### **HEALTH AND SAFETY:**

##### **Healthy hygiene practices are promoted**

- Stay at home if you feel sick
- Wash your hands often with soap and water for at least 20 seconds
- Avoid close contact with people who are sick
- Cover a cough or sneeze with a tissue or your elbow
- Signage is placed in campus locations regarding COVID-19 prevention
- Seek healthcare when it is medically necessary

##### **Cleaning, disinfection, and ventilation**

High touch areas are cleaned on an increased frequency basis (examples include door handles, classroom desks, tables, keyboards, mice, panels, etc.).

- Deep cleaning is completed on an increased frequency with hospital grade materials.
- Preventive maintenance will be completed to include the changing of air filters and water systems evaluated to following the prolonged campus shutdown.

##### **Personal Protective Equipment (PPE)**

###### **Stage 1:**

- Faculty and Students: All persons must wear face coverings while in the classroom/lab area. Additionally, individuals must wear a face covering while in proximity of others including walking through open spaces.

###### **Stage 2:**

- Face coverings will be required as prescribed on campus and in adherence to requirements while on campus and/or in when in close contact with others in the work environment.
- Individuals interacting with the public and/or service areas may have greater requirements for PPE.
- Locations with counters for services – example: Library Desks, Computer Lab Reception Area – shall be reviewed for possible installation of plexiglass.
- Training will be required and provided for appropriate processes for cleaning and wearing of PPE.

#### **SOCIAL DISTANCING:**

##### **Stage 1:**

- Social distancing is strictly addressed in classrooms and labs.
- Employees remain off campus, with exception of essential personnel.
- Staff maintain 6 feet distance as possible.

##### **Stage 2:**

- Maintain social distancing of 6 feet as possible.
- Capacity limitations of 50 occupants and/or 6 feet distancing whichever is more restrictive.
- Seating and/or workspaces spaced, in adherence with social distancing requirements.
- Ingress and egress routes are evaluated as appropriate for congestion.
- Staggered schedules are adopted.
- Appointments are required to ensure capacity limits are achievable.
- Markings on floor areas to designate distancing requirements.
- Meetings are conducted remotely including intercampus and/or interdepartmental.

#### **CLOSING:**

##### **Stages 1-3**

- Ability to transition between phases as noted by State, NSHE and local health department requirements.
- In the event a person diagnosed with COVID-19 is determined to have been on a specific building(s) and/or campus which may pose a risk to the college. The College may need to close a building and/or campus for a short time (1-2) days for cleaning and disinfection.

(1) *Chancellor Reilly Memorandum dated May 14, 2020 "Guidance for Resuming Career and Technical Education Lab Courses).*

(2) *State of Nevada, Declaration of Emergency, Directive 021, Phase Two Reopening Plan, May 28, 2020.*

# GBC



## Great Basin College Return to the Workplace Plan

The preparation to reopen GBC facilities and have faculty, staff and students return is the result of many planning discussions to determine how best to incorporate new health and safety-focused standard operating procedures such as social distancing, facial covering, barriers, and other sanitizing strategies into our classrooms, offices and other campus facilities. These new health and safety practices will be implemented to foster a safe and productive campus, protecting the health and wellness of all GBC stakeholders. All plans will be consistent with state, local and NSHE guidelines. As new directives, guidelines and best practices are developed, our plans will be adapted accordingly.

On June 23, 2020 GBC Administration made the decision to put our staged reopening plans on pause, due to the increase in cases across the state of Nevada and returned to the June 1 state of reopening. On July 13<sup>th</sup>, GBC Administration will re-evaluate the reopening, including all current directives from the Governor's office, CDC, health and other officials.

### Personnel

June 1 allows for the GBC administrative team to return to their offices to continue to plan for additional stages of campus openings. This includes Deans and above and direct reports to the President. Additional administrative employees will be returning between June 22<sup>nd</sup> and August 1<sup>st</sup>. Employees will return in stages and most will alternate occupying their office area and remote work through July. All departments are planning for employees to be in their work areas on alternate days and reporting to and/or leaving work at staggered times. Those employees who have been identified as being in higher risk populations will be able to work remotely through the reopening. Staff will continue to provide services remotely/online to students that have already been put into place, such as academic advising, admissions & records, and financial aid.

Administration will have communications with faculty and staff on expectations and new protocols. All employees will be required to complete The General COVID-19 training, developed by UNR. Additional training will also be required for supervisors and instructors who work in lab settings. Expectations and protocols will be communicated to students upon their return to campus in their classroom and lab settings. No employees will return to work areas until all necessary safety measures are in place. Employees returning to work should also conduct the self-screening questionnaire at [https://www.diversifynevada.com/wp-content/uploads/2020/05/coronavirus\\_employeequestionnaire\\_final.pdf](https://www.diversifynevada.com/wp-content/uploads/2020/05/coronavirus_employeequestionnaire_final.pdf)

GBC Human Resources and the Vice President for Business Affairs will work those employees who self-identify under CDC Guidelines as being a part of the vulnerable or higher risk populations. These employees may be individuals who are 65 years of age and older, individuals with serious underlying health conditions, such as severe asthma, heart and lung conditions, immune-compromised, pregnant women, or who a medical provider has deemed to be at high risk. For these individuals remote work agreements may remain in place. The Family First Coronavirus Recovery Act (FFCRA), which is in effect until December 31, 2020, also provides criteria for eligibility, including caring for children, for paid leave and alternative work arrangements. These criteria may also be eligible for administrative leave under the directives of Governor Sisolak.

All employees must self-assess their wellness each day prior to reporting to work. If an employee is not feeling well, they should remain at home and follow appropriate call off procedures. If they are displaying symptoms of COVID-19 they are recommended to seek the advice of a licensed health care provider. The self-assessment will include experiencing symptoms of:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- New muscle pain
- Headache
- Sore throat
- New loss of taste or smell

If an employee starts to feel ill while at work, they should notify their supervisor and leave. In addition, if an employee has had contact with a person who has tested and is a suspected positive or confirmed positive COVID-19 within the past 14 days or has been told to quarantine or self-isolate by a physician or appropriate government official due to COVID-19, they should not report to work. Under any of the above conditions, an employee shall not report to work and take the appropriate leave. Employees who test positive, must follow directions of the health officials in their respective areas and not return to work until released to do so by those officials.

## **Work Environment**

### **Face Coverings**

Vogue Linen generously donated 800 cloth face masks. This allowed GBC to provide one mask to each employee at all our locations. This particular cloth mask is not required to be used, if an employee prefers another type of face covering. Face coverings are mandatory in all areas, except when alone in a private office. Face coverings are mandatory when employees interact with each other, students, or members of the public. Face coverings are mandatory when in a classroom setting. Face coverings must be worn by students/participants in a classroom setting to the extent possible and where additional risk is not incurred to the health and safety of the employee or student (such as in a welding lab setting). It is the employee's responsibility to properly put on/take off face coverings and maintain them.

Face coverings are mandatory for employees, students, vendors and visitors in all indoor and outdoor public spaces on campus and in all NSHE buildings. Exceptions to this are currently set forth in the Governor's Directive No. 24, which was issued on June 24, 2020. These exceptions include situations where an employee is alone in a private office, an individual is walking alone or only with household

members on campus and six feet of distance is maintained from others, or when an individual is seated in a designated dining area and eating and six feet of distance is maintained from others. Requests for accommodations concerning face-coverings must be submitted through the normal ADA process for employees through Human Resources.

Students must submit their requests through the Disability Resource Center (DRC) process.

### **Social Distancing**

Social distancing of at least 6 feet is required at all times, unless a task requires workers to be in closer proximity. Employees should not gather in groups. Meetings should continue to be via telephone, bluejeans, zoom or other video conferencing options. If there is no alternative to an in-person meeting, they must be held by appointment only. Interviews will continue to be conducted online. Break areas should not be used by more than one person at a time if social distancing can not be maintained. Communal refrigerators, sharing of food or dishes is not appropriate.

### **Handwashing**

Employees should wash their hands often with soap and water for at least 20 seconds. Hand sanitizer may be used when an employee is unable to use soap and water. Thorough hand washing should occur after the use of the restroom, coughing or sneezing.

### **Campus Cleaning and Disinfecting**

Increased custodial support has been in practice since the pandemic emergence ensuring that classrooms, laboratories, testing center and other common areas are disinfected after every use, and that bathrooms are continually cleaned. Custodial staff will continue to maintain common areas, high touch areas, and restrooms in accordance with OSHA standards. We are currently reviewing custodial staffing and shifts to ensure proper cleaning as GBC reopens and classes resume for the fall semester. Sanitizing stations will be available in every building. Equipment that has been used for remote work will be properly sanitized when it returns to campus. This includes office furniture and computers. Custodial staff will continue to clean office areas; however, it is the employee's responsibility to sanitize their office area and equipment, including keyboards, light switches, copy machines, printers, etc. It is recommended to do this twice a day.

### **Buildings and equipment**

Plexiglass barriers, being fabricated in house as well as outsourced, will be installed before staff return to interact with employees, students, and the public in high traffic areas. These barriers will be installed in such areas as the Controller's Office, Admissions & Records, Financial Aid, Front desks at open computer labs, library, academic departments, and our centers. Signage will be posted on doors, in buildings and restrooms reminding people about the mandatory use of face coverings, hand washing, social distancing, and other protocols. Individuals will be encouraged to use the stairs if they are able, as elevator occupancy will be one at a time. Signs will be posted at each elevator door indicating maximum capacity of one person. Individuals are encouraged to assess restroom occupancy when entering to allow for 6 feet of social distancing and use common sense and wait in the hallway if needed. Buildings will be locked, or minimal entrances open as the college goes through the stages of reopening. Where needed, such as the Leonard Center, floor markings have been added to identify proper social distancing in areas like the café and bookstore. Some furnishings in hallways and office

areas have been removed or marked off for appropriate spacing and social distancing. Classrooms are being evaluated for appropriate class size based upon occupancy. Excess chairs and tables will be removed from the general classroom area or marked off for appropriate spacing between students. Tiered classrooms will have empty seats/rows between students to provide for appropriate social distancing. Office areas that accommodate multiple employees have been reviewed to see if they need to be reconfigured or barriers added for appropriate spacing. Daily sign in sheets will be required to be completed by all employees in their work areas and all students and instructors in classrooms and lab areas. There will be no sharing of writing instruments, everyone must use their own. These sign in sheets are critical in the case that contact tracing will need to be performed by health officials.

### **Campus Events and Use of College Facilities**

The use of college facilities by outside entities will be very limited through the remainder of calendar year 2020. Each request for use will be individually reviewed for size of group, ability to practice appropriate social distancing and other protocols in place at that time. No large gatherings or the use of large event areas such as the theater or solarium will be allowed until further notice. Campus events, including social gatherings, theater productions, student activities, potlucks, etc. may not be allowed for the remainder of calendar year 2020. Each event request will be reviewed individually and may include final review and approval by the Vice Presidents and President. Anyone in charge of an approved event, will be required to complete a form acknowledging that they understand the protocols of social distancing, mandatory face coverings, and other safety measures, including food safety. They will be responsible for attendees adhering to established protocols. GBC will update protocols as needed based upon additional guidance from governmental agencies and other appropriate organizations. College administration is still reviewing plans, guidelines, and other considerations for commencement ceremonies that were postponed this spring and tentatively rescheduled for October.

### **Travel**

At this time, travel is still restricted to essential and in-state travel. Travel requires pre-approval, by the appropriate supervisor and the Vice President for Business Affairs. Travel may occur to other GBC locations for support of technology infrastructure, delivery of supplies, and support of students. All travel to any high-risk COVID-19 areas will be restricted unless extenuating circumstances exist. While GBC has minimal foreign travel, no foreign travel will be permitted until further notice.

### **Residence Halls**

Great Basin College offers year-a-round housing to students. Residence Suites are two- and three-bedroom apartments. Occupancy in all units, even the three-bedroom units will be limited to two individuals. Married and Family housing occupancy will be limited to those included in lease agreement. Griswold Hall rooms will be all single occupancy rooms. Protocols will be in place for deep cleaning and sanitizing. Students will be provided training on new guidelines and provided support for new behaviors. Increased inspections will occur to ensure that protocols are being followed. Furnishings in common areas will be adjusted. Professional cleaning has been increased to ensure compliance with OSHA and residency standards. Isolation or self-quarantine areas are being created for those residents who may exhibit symptoms or become ill with COVID-19. In addition, we will ensure that residents who may need to self-quarantine will have resources, in case they have no local family or other ties to the community.

### **Child and Family Center**

Great Basin College's Child and Family Center (preschool) operates on a calendar that is aligned with the Elko County School District. The center has been closed since mid-March and we are anticipating reopening in mid-August. While the center has been closed it has undergone deep cleaning and sanitization. Additional sanitization equipment has been ordered specifically for the child center. Classroom furnishings will be adjusted for appropriate distancing and class sizes reduced based upon occupancy limits. Toys and other items in the center will be cleaned daily. Restrooms will be cleaned in accordance with OSHA standards. The child center has established protocols for parents and other authorized individuals to pick up and drop off students at the front door of the child center. The child's temperature will be taken each day when dropped off and will be assessed for symptoms. If a child becomes ill or exhibits symptoms during the day, the child will be separated from others, parents will be notified and must pick up their child within 30 minutes. Children will be required to wash their hands thoroughly with soap and water for at least 20 seconds throughout the day. Outdoor play times will be staggered. Protocols for snack time have been established. Parents will be signing an acknowledgement and disclosure form. Child Center employees will also be signing a special work condition acknowledgement and disclosure form. Additional protocols will be established and put in place as guidance is available from the state and industry.

### **Summer 2020**

Traditionally summer classes at GBC are online so no special arrangements were necessary.

### **Late Summer 2020**

Great Basin College will continue its current reopening plan as we move into late summer.

Great Basin College continues the staged approach in bringing administrative employees back to their work areas as outlined in the reopening plan. The mandatory trainings for all employees will be rolled out the week of June 15<sup>th</sup>. Student workers will return to work between August 1<sup>st</sup> and August 17<sup>th</sup>. Their work hours will be adjusted to fit in with other alternate work schedules within the departments they are assigned to.

#### **Late Summer Classes**

For late summer, there are approximately ten classes that have in-person components to them. These include Certified Nursing Assistant (C.N.A) classes and CTE classes. Both types of classes, due to their nature require in-person lab instruction and/or clinicals. For the CTE classes, similar protocols have been put in place as to what was used at the end of May, to enable students to complete their Spring 2020 lab hours. Students, faculty, and staff will acknowledge that they will follow GBC protocols with regards to COVID-19. Temperature checks and health assessments will be done each day. Face

coverings will be worn by employees and students, unless when wearing them creates a higher risk of injury based upon the lab scenario (i.e. welding). Social distance of six feet will be maintained whenever possible. The size of student groups and instructors will be limited. Health Science has established protocols for the C.N.A. based upon established guidelines, including those developed by the entities where the students will be in clinical settings. Health surveys will be filled out by students prior to each day of in person instruction. Masks and gloves will be used, and temperatures taken of the students prior to them entering lab and clinical sessions. Student groups have been limited to a size of ten or less. In all classes, sign in sheets will be utilized and maintained. Sanitizing supplies will be available for use and cleaning of surfaces.

Alternative plans have been developed for the C.N.A. classes for 100% simulation lab hours, instead of any hours being in clinical settings. In the event of increased restrictions to the Governor's restrictions, all in person lab requirements for CTE and/or C.N.A. classes will be postponed, like the Spring 2020, and resume when appropriate to do so.

#### Academic Success and Testing Center

The Academic Success and Testing Center will reopen three days per week to administer nationwide standardized exams. All employees will wear face coverings and all test candidates will be asked to wear one also. No more than ten people will be allowed in the testing center at any one time. Hand sanitizer is available for use by employees and test candidates. Testing stations will be cleaned before and after each tester. Test candidates' temperatures will be checked with then arrive to check in for their exam and will not be able to take the exam if a fever is indicated. Sign in sheets will be maintained.

#### Library

The library will continue with primarily access to online resources only. GBC staff will return to the library in August. For the Fall 2020 semester the library will only be open to students and GBC employees. The use of the library will be monitored to insure those in the library are wearing face coverings, that no large gatherings occur, occupancy limits are maintained, social distancing and other protocols are adhered to. Hand sanitizer and other disinfecting supplies will be available for those who use the library. Sign in sheets will be maintained.

### **Fall 2020**

Services for students will continue to be offered online, with additional staff returning to their work locations in continued staged approach. Alternating schedules will continue, both in days and report to/end times, with other days working remote. GBC will facilitate a hybrid fall semester. GBC will continue its online presence. In addition, GBC will have some classes and labs that enable students to rotate in-person attendance with virtual attendance. We will focus on in-house science and health care programs/labs, and CTE programs. Classes that are considered hybrid are defined as 50% online and 50% live. There will be limited face-to-face liberal arts classes. Fitness Center classes (PEX) will all utilize a hybrid model. Class sizes will be limited with appropriate social distancing and other protocols in place. These classes will be able to move to 100% online if needed, based upon changes in guidance and restrictions. Faculty will maintain office hours and are encouraged to meet with students by

videoconference or telephone. If an in-person meeting is needed, it must be by appointment only with mandatory face coverings, social distancing and other safety protocols being adhered to. If additional restrictions occur during the Fall 2020 semester, plans are in place to move to 100% online instruction and postpone required in-person lab hours until appropriate to resume those activities. All course syllabi will specifically state that face coverings are mandatory for all faculty and students in the classroom. All course syllabi will include information about moving to online and technology needs, if guidelines change. There are no exceptions to removing a face covering during in-person classes. Microphones or other technology should be used if needed to project their voice and students should request accommodations needed. Faculty are expected to outline and reinforce safety protocols when in the classroom both at the beginning of the semester and throughout the semester. Students who refuse to wear a face covering or follow other protocols will not be allowed in class, unless they have accommodations that have been approved by the Disability Resource Center. Students may be subject to disciplinary action or receive a recommendation for administrative withdrawal from class. Class size will be limited to the current directives on gatherings, if social distancing can be maintained. Class size will also be limited to 50% of the occupancy. Some classrooms may not be utilized during the fall semester, due to their size and occupancy. Sign in sheets will be utilized in each class and lab. Hand sanitizer and disinfecting items will be available for use. For in-person class and lab sections, students, faculty, and staff will acknowledge that they will follow GBC protocols with regards to COVID-19. Health assessments will be done each day. Mandatory face coverings be worn by employees and students, unless when wearing them creates a higher risk of injury based upon the lab scenario (i.e. welding). Social distance of six feet will be maintained whenever possible. The size of student groups and instructors will be limited in labs. Changes will be implemented in all classes and labs if guidelines from the Governor, CDC and other officials change.

Great Basin College will offer additional training for students with regards to face coverings, social distancing, interactions and best practices.

The Vice President for Business Affairs has been designated as the primary contact for coordinating COVID-19 reopening concerns, issues, and questions. They will be working in conjunction with a team made up of the Senior Human Resources Generalist, Facilities Director, the Director of Environmental Health, Safety and Security, Director of the Veteran's Resource Center, and the Faculty Senate Vice Chair. Other appropriate individuals will be involved as needed.

### **Testing/Contact Tracing**

GBC will work collaboration with our various county health officials and Nevada Health Centers. A+ and other health care providers in developing the following capabilities for our campus and center locations.

- Assist with access to viral testing for all students with symptoms.
- Work closely with health officials for contact tracing, identification, and quarantine of all persons exposed to COVID-19.
- Report all positive COVID-19 tests to health officials.
- Assist with management of all students with COVID-19 symptoms or diagnosis
- Assist with management of students under quarantine after exposure, working with Student Services and Housing (where applicable) to ensure placement in isolation/quarantine housing, psychological support, support for basic needs, and ongoing monitoring while isolated.
- Ongoing tracking of influenza-like illness (ILI) and COVID- 19 symptoms.

- Antibody (serologic) testing may be considered as tests become validated and as appropriate based on emerging information.

\* An asymptomatic HCP with a recognized COVID-19 exposure might be permitted to work to address staffing shortages if they wear a facemask for 14 days after the exposure.

\*\*Close contact is defined as a household member, an intimate partner, an individual providing care in a household without using recommended infection control precautions, or an individual who has had close contact (<6 feet for more than 10 minutes or more)

\*\*\*CDC Guidelines for employees with suspected or confirmed COVID-19

### Symptomatic Employees

1. Symptom-based strategy
  - a. Self-quarantine until at least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
  - b. At least 10 days have passed *since symptoms first appeared*.
2. Test-based strategy
  - a. Self-quarantine until there is resolution of fever **without** the use of fever-reducing medications **and**
  - b. Improvement in respiratory symptoms (e.g., cough, shortness of breath), **and**
  - c. Negative results of a COVID-19 test from at least two consecutive respiratory specimens collected  $\geq 24$  hours apart (total of two negative specimens).

### **Asymptomatic Employees with laboratory-confirmed COVID-19**

1. Time-based strategy. Exclude from work until:
  - a. 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the *symptom-based* or *test-based strategy* should be used.
2. Test-based strategy. Exclude from work until:
  - a. Negative results of a COVID-19 test from at least two consecutive respiratory specimens collected  $\geq 24$  hours apart (total of two negative specimens).
  - b. GBC will also abide by any more stringent requirements based upon health official guidelines established in the county where the employee is based.

The goal of GBC is a successful college re-opening and sustainable operation, while challenged amidst a pandemic and budget constraints. GBC will continue to create a flexible operating model that focuses on student success, leveraging on our mission-driven core offerings.

# TMCC



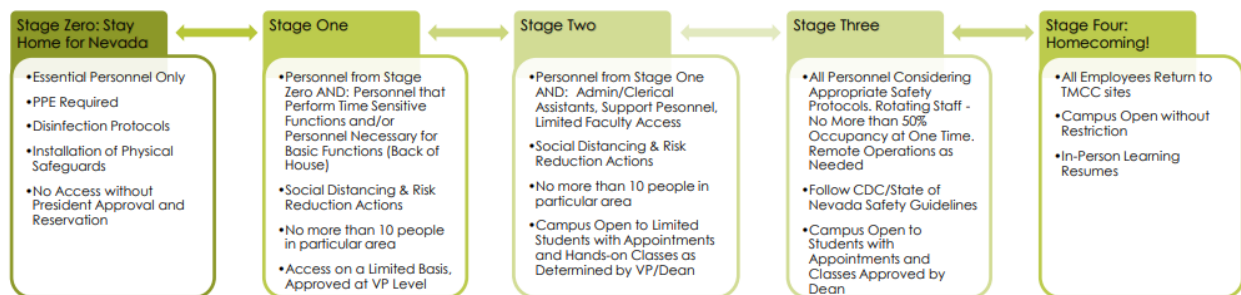
## Fall 2020 Operations Plan

TMCC recognizes that a successful transition back to in-person instruction requires the continued cooperation and flexibility of all members of our campus community. As TMCC navigates the continuing changes, we remain keenly aware of the importance of each member of our campus community and the personal impact each decision may have on individual and collective mental, physical and emotional well-being.

Truckee Meadows Community College continues to closely monitor the COVID-19 updates in Washoe County and across Nevada; listen and implement guidance from the CDC, Governor Sisolak, and NSHE; and connect with faculty, staff and students to understand their comfort, concerns, and questions.

Environmental Health & Safety Officer, Benjamin Davis, serves as TMCC's main point of contact to address and coordinate COVID-19 re-opening issues. As the Fall semester kicks off, his contact information will be listed on TMCC's COVID-19 Resource page ([tmcc.edu/environmental-health-safety/coronavirus](https://tmcc.edu/environmental-health-safety/coronavirus)). Additionally, each of TMCC's four locations has been assigned one or two COVID-19 coordinators to address issues related to safety guidelines and risk-reduction protocols; to monitor occupancy, health assessment areas and cleaning/disinfection of common or shared spaces; and to provide timely response to questions, concerns, and issues from students, faculty and public. These names will also be made available on the website.

TMCC has identified five stages in COVID-19 business operations that range from Stage Zero: Stay Home for Nevada to Stage Four: Homecoming! (a full opening without restriction). These stages are intended to provide contingencies that guide each member of the campus community in their roles and responsibilities, as well as to identify appropriate safety processes, as we navigate the evolving environment of the pandemic to include increased restrictions (moving to the left) or relaxed requirements (moving to the right). In the spirit of shared governance, with guidance from their dean and TMCC's Environmental Health & Safety Officer, each department developed their own individual operational plan for each stage.



In the early days of the pandemic, TMCC evaluated existing engineering controls to ensure they met or exceeded Nevada OSHA requirements. At this time, the campus follows, at a minimum, industry and Nevada OSHA (Department of Business and Industry, Mechanical Division) standards for engineering controls in HVACR systems to include installation of high-efficiency air filters, increasing ventilation rates in the work environment (where necessary), and installing physical barriers, such as clear plastic sneeze guards, in all public-facing or high interaction areas.

## Current Operations

On June 22, 2020, TMCC moved from **Stage One** into **Stage Two**, allowing limited personnel to return to each site. (Note: Some sites had already been open for NSHE-approved instructional exceptions.)

Prior to returning, all staff are required to complete online COVID-19 reentry training that consists of 4 modules focused on general reentry guidelines, each followed by a quiz to measure comprehension. Upon completion of all sections, certification is reviewed and documented with the TMCC Human Resources Office. This will continue to be a requirement for all staff returning to campus regardless of stage.

Face coverings are mandatory for all faculty, students, vendors, and visitors in all indoor and outdoor public spaces and inside buildings. Exceptions are outlined in Governor's Directive No. 24 (issued June 24, 2020) and include situations where an individual is walking alone or with household members on campus and 6 feet of distance is maintained from others, or when an individual is seated in a designated dining area and eating and 6 feet of distance is maintained from others. Student requests for accommodations due to health or other conditions can be addressed to the Disability Resource Center (DRC).

Employees are required to wear face coverings outside their personal offices and whenever in close contact (less than 6 feet) with other faculty, staff, visitors and/or students. Each employee, upon return, is provided with two cloth-based source control masks. Reentry training (required) includes clear instructions for cleaning and caring for masks to reduce disease transmission. Requests for accommodations due to health or other conditions can be addressed to Human Resources.

During Stage Two, entry into each building/facility is limited to specific doors. Signage indicating mandatory face covering is posted at each entrance, as well as high traffic areas throughout each TMCC location, along with reminders about other safety protocols. Facilities and Maintenance personnel continue to monitor who is onsite at each location and have implemented additional cleaning and sanitizing procedures. To protect front-line staff and those who interact with the public, plexiglass splatter/safety shields were installed throughout campus. Upon entering campus facilities, employees have access to cleaning supplies for use in disinfecting their personal spaces prior to and after use.

During Stage Two, public gatherings of no more than 10 people will be allowed. Classroom use will not exceed 50% of the maximum room capacity or maximum occupancy practicing 6 feet of social/physical distancing, whichever is lesser.

### **Currently, Stage Two access is as follows:**

- William N. Pennington Applied Technology Center—Open, due to special exceptions made for CTE hands-on completion. Limited summer courses requiring hands-on labs began on July 6, in compliance with capacity guidelines.
- Meadowood Center—Due to special exceptions, Certified Nursing Assistant, Electrocardiogram (EKG) Technicians, and Massage courses are completing required lab work. Limited Educational Programs Inspiring the Community (EPIC) classes resumed on June 1, under strict health and safety guidelines based on direction provided by the CDC, State, and NSHE. Adult Basic

Education (ABE) and ESL programs will continue virtually, but partial staff will return. The site supervisor will be present to open and close the building and monitor building entry.

- William N. Pennington Health Science Center—Open, due to special exceptions related to health careers training.
- Dandini Campus—Open, due to special exceptions made for Dental Hygiene. Culinary Arts resumed the lab portion of Spring classes to complete required course outcomes. The Learning Commons has limited personnel returning. The TMCC Bookstore is open from 9 am to 4 pm and will continue to offer curbside drop off/pick up by appointment, with appointments available inside the store if customers need to come in. The E.L. Cord Child Care Center opened on June 1.

Currently, all course syllabi are being updated to explicitly state that face coverings are mandatory for all faculty and staff in the classroom. Faculty are being notified that there are no exceptions for removing a face covering during the speaking portion of an in-person lecture.

TMCC will continue to serve students online through the second summer session except for CTE, allied health, and select courses that require hands-on instruction. TMCC was planning for the implementation of Stage Three of the reopening plan with a tentative date of Monday, July 13. This date was been postponed as a result of guidance from Governor Sisolak that Nevada will remain in Phase 2 through the end of July. The next **tentative date for Stage Three is Monday, August 3**. As the date nears, TMCC will follow guidance from the CDC, Governor Sisolak and NSHE to make a final decision and formal announcement.

## Fall 2020 Semester Plan

TMCC tentatively plans to return to campus under the Stage Three guidelines, if the CDC, Governor and NSHE continue to loosen Nevada requirements. Should the CDC, Governor or NSHE determine that increased restrictions are required to maintain safety or reduce disease transmission, TMCC will stay in Stage Two or move to Stage One or Stage Zero, as necessary. Classes and administrative operations will be adjusted as outlined by departmental reopening plans.

In response to student feedback, TMCC is committed to providing some level of consistency and stability in class structure even as COVID circumstances continue to change. Based on national COVID forecasting, as well as a major road construction project that significantly restricts campus access, TMCC will offer Fall classes in no more than the “Stage Three modality,” as defined by each departments’ reopening plan, for the entirety of the Fall semester.

In the Stage Three scenario, nearly 70% of courses will be offered online while CTE, allied health and other lab classes will offer in-person opportunities following appropriate occupancy and safety guidelines. For online courses, particularly those not normally offered in a web-based format, TMCC faculty designated the type of online instruction that will be used - synchronous, asynchronous or hybrid. Upon registration, students are able to choose the class type that best meets their learning style. To support success, the Student Government Association created a tip sheet, “How to Be Successful Online,” that will be distributed as the semester begins.

The dual credit JumpStart program will be moved to synchronous online delivery for the Fall semester. Because students will continue to have real-time interactions with the instructor, as well as other

students, tuition will remain consistent with an in-person class. For special cohort classes scheduled to be taught by a high school teacher at the high school, the delivery method will be consistent with the Washoe County School District. In the event that this means a fully online format, the course will be delivered asynchronously.

To assist faculty in making the most of their COVID-impacted classroom, a series of professional development courses is being offered throughout July and August to provide knowledge, skills, and tools for navigating instruction in a non-traditional environment. Additionally, a Faculty COVID-19 Committee is convening in mid-July, facilitated collaboratively by the Vice President of Academic Affairs and representatives from the Faculty Senate. This committee will meet regularly throughout the semester to address a wide range of academic topics to help mitigate the impact of COVID-19. As needed, these topics will be moved to the TMCC COVID-19 Crisis Management Team for further action and guidance.

All safety guidelines and risk-reduction protocols that applied in prior stages will continue in Stage Three and additional requirements will apply. In total, these are:

- All staff and faculty will be required to complete the on-line training modules prior to returning to campus.
- TMCC will follow UNR's lead in offering training programs for students that address face coverings and strategies for handling social interactions.
- For classes with a face-to-face component, occupancy will increase to no more than 50% of the maximum room capacity or maximum occupancy practicing 6 feet of social/physical distancing, whichever is lesser.
- All course syllabi will specifically state that face coverings are mandatory for all faculty and students in the classroom.
- Faculty scheduled to teach in-person classes have been given three options for appropriate source-control PPE and will be provided with up to two of their preferred type before the start of classes. There will be no exceptions for removing a face covering during the speaking portion of an in-person lecture.
- Additional staff, as identified in Stage Three department plans, will return to the campus. Staff schedules may rotate to ensure 50% occupancy or less, based on the ability to social distance.
- For employees who consider themselves to be a member of a vulnerable population or needing accommodations due to health concerns, as defined by the CDC, a Human Resources request may be completed. Each request will go through a review process that allows for individual consideration to determine the most appropriate accommodations or work environment.
- For students who consider themselves to be a member of a vulnerable population or needing accommodations due to health concerns, as defined by the CDC, a Disability Resource Center (DRC) request may be completed. Each request will go through a review process that allows for individual consideration to determine the most appropriate accommodations or educational environment.
- Offices and service centers will be open, by appointment, for in-person support. On the Dandini Campus, this includes – Welcome Center, Financial Aid Office, Admission and Records, Learning Commons, Sports & Fitness Center. At Meadowood Center, this includes – Career Center, Veteran's Upward Bound. Masks, social distancing, and all disinfection protocols, as established by CDC, Governor Sisolak, NSHE, and TMCC, will be enforced.

- Signage will be posted at all entry points, in every classroom, and public spaces outlining risk reduction protocols, disinfection protocols, and how to get assistance.

In the case of a presumptively positive COVID-19 test notification at a TMCC location, the following protocol will be used:

- COVID-19 Coordinators will be notified and will immediately notify Environmental Health & Safety (EHS) Officer. EHS Officer will report the case to Washoe County Health District.
- If the individual is on campus, he/she will be directed to an identified isolation room until such time as he/she can arrange for transportation of their own accord or emergency transportation can be arranged for them.
- Disinfection and sanitization protocols, as established by Facilities, will be initiated. This includes third party contractors for deep cleaning.
- The EHS Officer will be notified by Washoe County Health District if contact tracing shows there is contamination or a positive case outbreak at TMCC.
- The EHS Officer serves on the NSHE COVID-19 Advisory Committee, which reports to the Chancellor. All reporting of positive cases will go through the committee, per Chief General Counsel Joe Reynolds. For the purposes of the Clery Act, the EHS Officer will also notify the TMCC Marketing and Communications Office, Human Resources, and Legal Counsel.

Throughout the COVID-19 crisis, TMCC has been committed to maintaining open lines of communication to ensure that all faculty, staff, and students feel informed, heard, supported, and valued. As we move into the Fall semester, the COVID-19 Bulletin, now sent weekly, will return to daily distribution to ensure information is readily available to all faculty and staff. Town Hall meetings will resume with regular frequency – providing a forum for students, faculty, and staff to weigh in on specific topics of importance to them. TMCC will continue to work together to create the most optimal learning environment for students and to ensure that each member of the campus community feels included, connected and supported. Vamos Verdes!

**WNC**

# WESTERN NEVADA COLLEGE INSTRUCTIONAL PLAN FALL 2020

Updated July 13, 2020

## OVERVIEW

### Profile Fall 2020 (as of July 13th, 2020)

- Sections: 711
- Online: 201
- Zoom Sections: 33
- In-Person: 467
- Other (independent studies, field work, etc.): 10
- Faculty (FT/PT): 51/150

### Class Offering Modality Overview

Options available for most classes for the upcoming academic year.

Onsite	Onsite w/ Remote Option	Remote	Online
Synchronous	Synchronous	Synchronous	Asynchronous
Onsite only	Meets onsite and using video (Zoom, Meet, etc.)	Meets using video (Zoom, Meet, etc.)	Canvas
Canvas	Canvas/Zoom Sections	Canvas	\$5/credit fee
Low capacity	Backup: Remote	\$5/credit fee	
Backup: Remote	\$5/class fee		
\$5/class fee			

### Class Modality Descriptions

- Online
  - Students attend fully online asynchronously via Canvas
- Remote Video Options (Onsite w/ Remote & Remote)
  - Students attend synchronously via video tech (Zoom)
  - Students attend synchronously in-person or via video tech (Zoom)

- Students attend synchronously via Zoom with onsite, low-residency discussion meetings at defined times during semester
- Onsite
  - Students meet in person; class has remote backup option
  - These are getting remote (Zoom) options for additional students

### **STATE COVID-19 TASK FORCE RECOMMENDATIONS**

Pursuant to the COVID-19 Reopening Plan Review Task Force recommendations, the following statements and protocols will be addressed in both the Summer and Fall 2020 terms.

- The campus community - faculty, staff and students - will maintain flexibility amongst the transition back to in-person instruction due to the changing nature of the external environment.
- All onsite instruction, regardless of the number of hours onsite, will have a backup plan to continue to deliver instruction remotely should additional COVID-19 restrictions be put in place.
- College reopening issues and questions should be addressed to:
  - General College Issues:
    - Craig Robinson, Coordinator, Environmental Health & Safety, (775) 445-3327; [craig.robinson@wnc.edu](mailto:craig.robinson@wnc.edu)
  - Instruction Specific Issues:
    - Kyle Dalpe, Provost & Vice President of Finance, (775) 445-4454; [provost@wnc.edu](mailto:provost@wnc.edu)
- In the event a faculty member or student has tested positive for COVID-19 or if you get sick due to close contact with someone with COVID-19, that individual should:
  - Isolate yourself from people and animals in your household. As much as possible, stay in a specific room away from other people and use a separate bathroom if available.
  - Contact your healthcare provider or physician to participate in a health interview. The interviewer will help you understand the next steps, notify local health agencies as needed, and begin the process of contact tracing.

- Monitor your symptoms. Get medical help quickly if your symptoms get worse (if you have breathing trouble, etc.). If you have a medical emergency and need to call 911, tell the dispatcher that you have, or may have COVID-19. If possible, put on a face covering before emergency medical services arrive.
- Faculty:
  - Contact your supervisor and do not report to work. If you have already reported to work, immediately notify your supervisor by email or phone and leave the workplace.
  - You or your supervisor should contact Craig Robinson, Coordinator, Environmental Health & Safety (EHS), (775) 445-3327; [ehs@wnc.edu](mailto:ehs@wnc.edu)
- Students:
  - Contact your instructor(s) and do not report to class. If you have already reported to class, immediately notify your instructor(s) by email or phone and leave the campus.
  - Faculty members will contact their supervisor or Craig Robinson, Coordinator, Environmental Health & Safety, (775) 445-3327; [ehs@wnc.edu](mailto:ehs@wnc.edu)
- The WNC Environmental Health and Safety Office will notify relevant human resources, general counsel, and risk management offices to coordinate appropriate legal notifications to the campus community, including those required under the Clery Act. In addition, the EHS and Human Resources Offices will work with and take direction from our local county health officials on any COVID-19 positive test result impacting the campus community, including contact tracing sharing as appropriate.
- Per the WNC COVID-19 reopening plans, face coverings are mandatory for faculty, staff and students. Exceptions or requests for accommodations due to health concerns should be addressed to the Coordinator of Environmental Health and Safety or Provost.
  - Course syllabi should specifically state that face coverings are mandatory for all faculty and students in the classroom.
  - Face coverings must be worn by faculty in a classroom setting.
  - Face coverings must be worn by students/participants on campus and face-to-face classroom setting. Social distancing must be adhered to.
  - Students who do not have access to masks, should contact the Office of Wildcat Student Life, located in the Dini Student Center.

- Faculty and staff who do not have personal face coverings should contact the copy center, located in Bristlecone Rm. 149, (775) 445-3237.
- Signs have been posted at locations throughout campus notifying all faculty, students, vendors and members of COVID-19 requirements, including the number of people each space can accommodate.
- Pursuant to existing gubernatorial directives, in-person instruction must be limited to no more than 50 persons in one classroom, with 6 feet of 'social distancing,' or no more than 50 percent of the classroom's maximum occupancy.
- Training for returning students, as well as faculty and staff on COVID-19 requirements will be conducted.
- Classrooms will have proper engineering controls as set forth by Nevada OSHA
  - High-efficiency air filters, adequate ventilation, and plastic barriers
- PPE Stations will be located in each classroom for faculty to wipe down all teacher and student surfaces prior to class start.
- Faculty teaching remotely (high schools, etc.) will be provided a "mobile PPE kit."

WNC will offer onsite and online credit and non-credit classes during the fall 2020 term. Instruction will follow the [college's overall return](#) to campus plans. Currently, classroom space is being assessed for the number of students who can be accommodated in each space in relation to social distancing guidelines. Unfortunately, the college does not have many large spaces.

## **COLLEGE AREA-SPECIFIC INFORMATION**

### **Art Galleries**

The gallery coordinator will manage the galleries on the Carson and Fallon Campuses during the academic year. Many of the pre-planned exhibitions have been canceled due to travel concerns, so any installations over the next year will feature students and local artists. The coordinator is also exploring opportunities for an online gallery to feature student work and selections from the permanent collections.

### **Bookstore**

The Follett Bookstore is currently open as of June 15, 2020 with operating hours of 10 am to 2 pm, Monday-Friday. Currently working within the 50% occupancy which is equivalent to 16 patrons within the store at one time. This will remain in place for operation with existing restrictions for as long as recommended by the CDC. Follett will adjust to normal operating hours of 10 am to 5 pm Monday-Thursday and 10 am to 2 pm on Fridays once it is allowable.

### **Center for Teaching, Learning and Innovation**

Department continues to provide all services as normal while staff work remotely and in person through the fall semester. Modifications will be made to in-person training to accommodate social distancing and PPE requirements and resources will be reallocated to existing remote modalities to meet increased remote training demands.

- Online, video, phone, and in-person training options
- Synchronous and asynchronous training
- One-on-one and group training sessions
- In-person training options limited and will adhere to social distancing and PPE requirements

### **Child Development Center**

The Child Development Center is currently open as of June 15, 2020 and continues to operate with existing restrictions for as long as recommended by the CDC.

### **Continuing Education**

Motorcycle, CDL, and CPR/BLS courses will restart as soon as practicable with social distancing practices in place to ensure student safety. Other courses will continue to be offered online.

- **Carson**
  - Motorcycle training has start up again as of June 26
    - Masks required
    - Instructor training on social distancing and sanitizing protocols required
    - COVID-19 waiver implemented
    - All registration online
    - Notification of illness following class will be encouraged for purposes of contact tracing
  - Ed2Go courses will continue to be offered online

- Driver's ed courses will continue to be offered online
- **Fallon**
  - Commercial driver's license (CDL) will begin again July 1 to finish final students from spring 2020. Next class will be scheduled for August, waiting for final class dates from the instructors.
    - Masks required
    - Instructor training on social distancing and sanitizing protocols required
    - COVID-19 waiver implemented
    - All registration online or over the phone
    - Notification of illness following class will be encouraged for purposes of contact tracing
  - American Heart Association CPR and BLS classes to resume in July
    - American Heart Association standards in place
    - Masks required
    - Instructor training on social distancing and sanitizing protocols required
    - COVID-19 waiver implemented
    - All registration online or over the phone
    - Notification of illness following class will be encouraged for purposes of contact tracing
  - In person classes for fall 2020 pending approval

### **Douglas Campus**

Classes at the Douglas Campus will be conducted as scheduled using the approved protocols. There are very few college classes (9 sections) being scheduled for this site.

During the hours of 8 a.m. to 2 p.m. the campus is leased to ASPIRE High School for their students and will follow their protocols.

Disinfecting:

- Custodial/Facilities will disinfect classrooms after ASPIRE contracted hours (8 a.m.-2 p.m.), and prior to WNC class start.
- PPE Stations will be located in each classroom for faculty to disinfect all teacher and student surfaces prior to class start.

### **Fallon Campus**

Classes at the Fallon Campus will be conducted as scheduled using the approved protocols.

- The staff will attempt to maintain a one-way flow of traffic through the buildings and into and out of classrooms. With the exception of the art lab and art gallery, caps are posted on each classroom.
- The Pinion Building is being leased to Oasis Academy for the next two years. They are responsible for this building as it will be only their students.

### **Institutional Research and Effectiveness**

The Institutional Research and Effectiveness office continues to provide all services as normal while staff work remotely through the fall semester.

### **Liberal Arts Division**

The Liberal Arts Division will offer classes through all approved modalities to meet student needs and safety guidelines. In high demand areas students will have access to in-person, remote, or online classes with certain areas offering the flexibility for students to attend in the classroom or through remote video conferencing.

Due to space limitations in classrooms, many in-person class caps have been lowered and rooms assigned early according to safety requirements. The Division is working to maintain student access to the in-person experience for those students best served in this way.

Science Lab classes will be managed in various ways to support student safety and access.

- Certain classes will offer in-person lectures in classrooms set up to meet social distancing guidelines. Other lecture classes will be offered by remote video to provide synchronous instruction through Zoom or similar platforms. A third set of classes will provide instruction through Canvas with an asynchronous online model.
- Lab sections will be conducted onsite using state-approved protocols. Teaching faculty are taking steps to arrange for up to 50% student occupancy in the labs at any given time with some faculty arranging additional lab times or creating groups which will participate virtually every other week or conduct desk work outside the lab.

### **Library and Academic Coaching**

Department continues to provide all services as normal in Carson and Fallon locations with adjusted hours of operation while staff work remotely and in person through the fall semester. Modifications will be made to in-person services to accommodate social distancing and PPE requirements and resources will be reallocated to existing remote modalities to meet increased remote demands.

- Online, video, phone, and in-person librarian and academic coaching services
- Collection already primarily composed of digital resources

- In-person use of facilities limited and will adhere to social distancing and PPE requirements

## **Nursing & Allied Health Division**

- Nursing
  - Lectures: Students attend synchronously in-person, using additional rooms to accommodate those students not able to participate in the large classroom, Reynolds 103, with use of Lecture Capture IAV to Reynolds 101 and 102, or use of Canvas Studio if more cost effective. If the latter, a recorded lecture will be available in Canvas course shell.
  - Labs: Onsite using state-approved distancing and health safety protocols
  - Clinical experiences will remain at local health care facilities as available.
- Paramedic/EMS
  - Will meet on campus under the same screening and distancing protocols used in spring as provided by the medical director and approved by the state
  - Students will continue clinical and field Internship rotations

## **Observatory**

The Observatory on the Carson City Campus will be operated per the following:

- July 6 - Director, Technician, and key volunteers return to begin overdue maintenance and equipment cleaning tasks.
  - Work will be performed either alone or in pairs when necessary for safety with proper face coverings and social distancing.
  - Work days should be coordinated with facilities to accommodate cleaning schedules.
- July 15 - Resume some science work with big telescopes and prepare for small telescope operator training groups.
  - Science work should be done in at most groups of three with face coverings and social distancing.
  - Operator training will include a trainer and at most 3 trainees with face coverings and social distancing.
- Mid-July - Early August - Bring in Western Nevada Astronomical Society (WNAS) leaders to craft plans and policies for monthly WNAS member meetings.
  - WNAS member meetings should comply with all state of Nevada, NSHE, and WNC policies. Meetings should be limited to an attendance in accordance with state of Nevada guidelines for the re-opening phase at the time. Under phase 2 (as of this writing) the limit on gatherings is 50 people which is probably more than can be accommodated while allowing for social distancing at the JCDO. I

suspect that a limit of 20 - 30 will be necessary.

- Early August - Restart WNAS member meetings (once per month probably on a Monday night).
- Mid August - Restart regular Saturday night star parties.
  - We should mark spots on the viewing deck to indicate proper social distancing.
  - We should require face coverings for all volunteers and attendees.

### **Prison Higher Education Program**

Course format will be dependent upon approval from NDOC and the wardens at Warm Springs Correctional Center and Northern Nevada Correctional Center to enter the facilities during the fall semester.

- The preferred method of offering instruction is onsite at the correctional centers for face-to-face classes.
  - Class sizes may be impacted by social distancing requirements and available space at the correctional centers.
- If onsite instruction is not possible at any point in the semester, instruction will pivot to weekly, synchronous video class sessions in conjunction with paper packets consisting of assignments, exams, lecture notes etc.

### **Professional and Applied Technology Division**

The division offers a variety of course formats from complete lecture to a lecture plus lab. All facilities were monitored and capacity maximums established.

- Lecture Classes
  - Provide a Canvas component to all courses.
  - Maintain social distancing and PPE requirements.
  - Prepared to move online if required.
  - Some courses are incorporating Zoom or similar technology for distance learning. (students or family members become ill) Some courses with simultaneous Zoom transmission and recording.)
- Deaf Studies
  - Same procedures as above. Given the importance of facial expressions in ASL communication, face shields will be worn by instructors.
  - Remote video communication with students and the use of GoReact or similar product to record students with time-stamped instructor feedback.
- PAT (CTE) Lab Classes
  - Lectures: Students attend synchronously via video tech (Zoom) for larger sections.
  - Labs: Onsite using state-approved protocols. Assign work stations to one or two

students for the semester, assign tools and wipe down tools after each use, etc.

- No drop-ins allowed. Students must attend section for which they registered.
- Open labs require appointments to manage numbers in labs.
- Pre-lab work assignments must be completed prior to the lab.

### **Scheduling Office**

The Scheduling office is adjusting classroom assignments daily based on social distancing occupancies. All classes will be assigned a room appropriate for 6-foot social distancing well before the start of the Fall semester. Seats in high-demand, online, and remote-type sections will be increased wherever possible both online and in-person to give maximum access for students while following social distancing guidelines.

- **Classrooms and Enrollment Caps**
  - In-person enrollment has been reduced to reflect social distancing occupancies in classrooms: average class cap is 16-18 students.
  - Examples: BRIS 321 = 18; REYN 114 = 12; VRGH 303 = 16; VRGH 302 = 11
- **Enrollment tracking and strategies**
  - Enrollment numbers, class caps, and classroom assignments monitored daily
    - Adjusted individually to ensure social distancing in assigned classroom
    - High-demand in-person classes: if larger room is available, caps are increased & new room is assigned
    - High-demand online/remote classes: seats increased or new sections added wherever possible
  - Wish List (where students express their interest to enroll in a full section) monitored daily.
  - Zoom sections are added on to existing in-person classes where possible so additional students can virtually attend. Increases access to classes impacted by reduced classroom occupancies.
- Printed classroom occupancy calendars will be posted by WNC staff during non-peak times to minimize contact with groups entering/exiting classrooms.

### **Testing Centers**

All testing centers will follow social distancing and PPE protocols. Testing stations will be identified. Each station will be disinfected after each use. Administration of exams (proctoring) will be by appointment only. No walk-ins. Proctors and the Academic Director will communicate to full and part time faculty the procedure for inclusion in syllabi or on Canvas.

- **Proctoring Online Options**
  - Exploring options for remote proctoring with Proctorio and Examity