

## **BOARD OF REGENTS BRIEFING PAPER**

### **1. AGENDA ITEM TITLE:** Overview of NSHE Institution Spring 2021 Semester Campus Plans

**MEETING DATE:** December 3-4, 2020

### **2. BACKGROUND & POLICY CONTEXT OF ISSUE:**

In March 2020, all NSHE institutions closed their campuses to in-person instruction and transitioned to remote instruction due to the COVID-19 pandemic. About four months later, at the July 23, 2020, Board of Regents Special Meeting, Presidents of each NSHE institution presented plans to the Board of Regents outlining their institution's policies, procedures, and protocols for continuing remote instruction and resuming in-person instruction on their respective campus for the Fall 2020 Semester.

With the experience and knowledge gained from the Fall 2020 Semester, Presidents of each NSHE institution will present their institution's plans for addressing COVID-19 and student instruction to the Board of Regents for the Spring 2021 Semester.

### **3. SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:**

The COVID-19 pandemic presents unprecedented challenges unique to higher education campus communities. It is essential that students, parents, faculty, staff, and members of the public remain flexible and prepared to change course, as necessary, with respect to plans for continuing instruction and campus activities in the Spring 2021 Semester based upon the evolving nature of the pandemic and directives from the Governor, as well as recommendations from county, state, and federal health care and public safety entities.

During the coming weeks or months, it is possible that greater flexibility or more restrictive measures will be enacted due to changing conditions and the number of COVID-19 positive cases. Thus, all members of the NSHE community must remain mindful and prepared to adapt and modify their plans as we end the Fall 2020 Semester and move forward into the Spring 2021 Semester.

With the health and safety of students, faculty, and visitors to campuses being the top priority, NSHE Chancellor Rose has requested that each NSHE institution President work with their campus community to develop plans on how best to provide instruction to their students for the Spring 2021 Semester in light of the COVID-19 pandemic, and to consider in those plans the unique needs of their students and faculty, as well as those of the Nevada communities in which they are located. These plans are in addition to protocols already requiring social distancing throughout NSHE campuses, as well as the use of signage, the use of hand sanitizer, the use of face coverings, and the use of technology for group meetings.

### **4. IMPETUS (WHY NOW?):**

Nearly nine months have passed since the initial campus closure and NSHE institutions have greater experience and knowledge from the Fall 2020 Semester on how to best prepare and respond to the evolving COVID-19 pandemic conditions on their respective campuses. Consistent with the Governor's directives, as well as recommendations from the Center for Disease Control and Prevention (CDC), Nevada OSHA, and other State and County health officials, NSHE institutions resumed limited in-person instruction for the late Summer 2020 Term and remote and in-person instruction for the Fall 2020 Semester. At the request of Chancellor Rose, the Presidents of each NSHE institution have prepared plans for their campuses for the Spring 2021 Semester.

### **5. CHECK THE NSHE STRATEGIC PLAN GOAL THAT IS SUPPORTED BY THIS REQUEST:**

- X Access (Increase participation in post-secondary education)
- X Success (Increase student success)
- X Close the Achievement Gap (Close the achievement gap among underserved student populations)
- X Workforce (Collaboratively address workforce and industry education needs of Nevada)

X Research (Co-develop solutions to critical issues facing Nevada and raise research profile)

**INDICATE HOW THE PROPOSAL SUPPORTS THE SPECIFIC STRATEGIC PLAN GOAL:**

Since the COVID-19 pandemic began, NSHE institutions, and healthcare faculty and programs in particular, have been at the forefront of Nevada's emergency response efforts, including areas of testing, contact tracing, and workforce development. Safely continuing to offer a level of in-person instruction for classrooms and labs; and providing in-person resources and services to students is important to sustained higher education success in Nevada.

**6. BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:**

Discretion has been allowed to each President on how best to reopen their campuses; however, pursuant to recommendations from a COVID-19 internal task force, Chancellor Rose has directed that each plan include, at a minimum, the following provisions based on gubernatorial directives, as well as guidelines from the CDC Nevada OSHA, and other State and County health officials:

1. Plans should emphasize the need for cooperation and flexibility amongst the entire campus community during the transition back to in-person instruction.
2. Plans should have contingencies in place in the event COVID-19 restrictions increase once the Spring 2021 Semester commences.
3. Plans should designate a specific individual(s) or a team as an ombudsman to address and coordinate COVID-19 re-opening issues and have contact information readily available for students, faculty, and members of the public.
4. Plans should clearly set forth the protocol on how faculty and students should respond to a presumptively positive COVID-19 test, and should include instructions on: (1) how to self-quarantine, (2) when campuses should clean or re-clean facilities, (3) how to notify county and campus health officials, and (4) how to notify the campus human resources and general counsel offices on appropriate legal notifications to the campus community, including those required pursuant to the Clery Act. New Clery Act notifications will be necessary as COVID-19 positive test results appear on campuses in the Spring 2021 Semester. Campuses should 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.
5. Plans should include language that face coverings are mandatory for faculty, students, vendors, and visitors in all indoor and outdoor public spaces on campus and in NSHE buildings. Exceptions to this directive are set forth in Governor 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. Requests for accommodations due to health or other conditions should be addressed to campus Title IX Officer or the NSHE institution's designated COVID-19 official.
6. Plans should include, and all course syllabus should 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.
7. Plans should include posting signs at campus entrances and locations throughout campus notifying all faculty, students, vendors and members of the public of this requirement.

- 8. Plans should limit occupancy to no more than 50 persons in one classroom with 6 feet of distance between individuals or no more than 50% of the classroom’s maximum occupancy, whichever is the lesser.\*
- 9. Plans should offer additional training for returning students and faculty on face coverings, hand washing, and strategies on handling social interactions during the COVID-19 pandemic.
- 10. Plans should ensure that campus facilities have proper engineering controls as set forth by Nevada OSHA, including high-efficiency air filters, adequate ventilation, and plastic barriers.

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\*Please note that COVID-19 health and safety restrictions on Nevadans have increased pursuant to gubernatorial Directive No. 35, which was issued on November 23, 2020. Directive No. 35 includes a 50 person or no more than 25% maximum occupancy limitation, whichever is the lesser. NSHE is currently in compliance with Directive No. 35. However, it is anticipated that Directive No. 35 will remain in effect for three weeks. If the requirements of Directive No. 35 are extended or additional restrictions are imposed into the new year, NSHE institutions will modify their plans for the Spring 2021 Semester accordingly.

**7. POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:**

Some individuals do not want NSHE institutions to continue providing in-person instruction during the COVID-19 pandemic.

**8. ALTERNATIVE(S) TO WHAT IS BEING REQUESTED/RECOMMENDED:**

Offer remote instruction only during the Spring 2021 Semester and keep residence halls and campuses closed to students.

**9. RECOMMENDATION FROM THE CHANCELLOR’S OFFICE:**

The Office of the Chancellor supports the plans drafted by each NSHE institution.

**10. COMPLIANCE WITH BOARD POLICY:**

X Consistent With Current Board Policy: Title 1, Article VII, Section 4 of the Handbook  
 Amends Current Board Policy: N/A  
 Amends Current Procedures & Guidelines Manual: N/A  
 X Other:  
 Fiscal Impact: Yes\_\_\_\_ No X  
 Explain:\_\_\_\_\_

# **University of Nevada, Reno**

## **Spring 2021 Operations Plan**



University of Nevada, Reno



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## **INTRODUCTION - SPRING 2021 OPERATIONS PLAN**

Given the volatility of COVID-19 and its impact on the communities of Nevada, the Spring Operations Plan should be considered one that will evolve and remain open to change based on the latest public health developments as well as our understanding of the safest and best practices for mitigating the spread of COVID-19. In anticipation, the University made several adjustments during the fall semester, helping to position the University for the spring semester. These decisions included altering the spring semester schedule to begin one week later (now beginning Jan. 25) and eliminating the Spring Break week, which should allow the campus to have a continuous spring semester and lessen the likelihood of COVID-19 exposure and spread. The Spring Operations Plan does not answer every question that students, faculty, staff and their families have. It is intended to provide a general overview with overall guidance of the University's operations as we achieve academic objectives and meet our institutional mission.

Policies and procedures for University operations as well as mode of instruction may change through time. If the incidence of COVID-19 subsides, the University may move to less restrictive social distancing. However, if a severe spike in virus incidence continues to occur in Nevada, the University is prepared to return to all-remote instruction for a period of time, if directed. The University is following direction from Gov. Steve Sisolak's directives for a safe return to normal operations from the State of Nevada as outlined in the State's "Roadmap to Recovery," as well as guidance from the Nevada System of Higher Education's Board of Regents and Chancellor Rose.

Gov. Sisolak's ongoing plan for recovery includes significant input from the state's medical, public health and public safety professionals. Maintaining the health, safety and well-being of the students, faculty and staff is always the top priority for all decisions made regarding resumption of campus activities. As we maintain the health, safety and well-being of our students, faculty and staff, we will be working toward achieving our operational and academic goals during the spring semester. The University and community can create an environment that enables the right behaviors and reduces the spread of COVID-19, but a dynamic campus environment will only be sustained if everyone—students, faculty, staff, and visitors—takes responsibility for their own health and safety and the health and safety of those around them.

## Executive Summary

A summary of the University's Spring Operations Plan follows:

### General:

- Anticipates flexibility in modes of operations based on the fluctuation, volatility and intensity levels of COVID-19 being felt in our community and throughout the state.
- Covers on and off campus operations and locations elsewhere throughout the state.
- Reflects direction and guidance from the Gov. Sisolak and the State of Nevada, Nevada System of Higher Education's Board of Regents and Chancellor Melody Rose and medical and health experts.
- Responds to local, state and federal guidelines.
- Will remain adaptable as circumstances evolve—regular updates will be provided through [unr.edu](http://unr.edu).
- The University Coronavirus Issues Management Team (IMT) reviews and sets policies and procedures for the University in concert with Governor Sisolak's and Chancellor Rose's directives. A contact number for this team is (775) 784-4805.

### Universal Policies and Guidelines for Campus Health and Safety Practices:

During spring 2021, most administrative offices and student service functions are planned to be in full operation, with delivery either on campus or remotely depending on COVID-19 public health requirements. Throughout spring semester 2021, several universal policies and guidelines will apply across all operations at the University:

1. Cooperation and flexibility are necessary among the entire University community during a time that could see fluctuations in the rise and fall of cases of COVID-19 throughout the state.
2. All employees, if they did not already do so in the fall, must complete [COVID-19 training](#) delivered through Web-Campus; specialized COVID-19 trainings are required for supervisors and return to research if not already completed in the fall; new 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;
3. All employees working on campus, if they have not already done so, must complete the Reentry to Campus Certification form (COVID): [The Reentry to Campus Certification form](#) needs to be completed one time, but must be completed prior to beginning work on-campus. Supervisors can verify the completion of the form in Workday and are responsible for ensuring the form is completed;
4. Facial coverings are required for all employees, students, vendors and visitors in all indoor and outdoor University public spaces, including classrooms (at University office, property, field work or sponsored event) except by employees

alone in a private office, unless not advisable by a healthcare professional, against documented industry best practices, or not permitted by federal or state laws/regulations. Facial coverings may be removed while eating or drinking outdoors or in designated indoor spaces, but must be replaced immediately when finished eating or drinking.

A “face covering” is defined as a “covering that fully covers a person’s nose and mouth, including without limitation, cloth face mask, surgical mask, towels, scarves, and bandanas” (State of Nevada Emergency Directive 024). Face shields are not approved face coverings.

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 has posted 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.

5. Instruction during spring 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, best practices in pedagogy and the latest public health requirements from Washoe County and the State of Nevada;
6. Domestic and international travel will follow CDC and State Department guidelines; due to the current severity and unpredictability of the COVID-19 outbreak globally, the University is continuing to suspend all University-supported international travel and non-essential domestic travel by University employees and students. Domestic travel essential to University operations must be authorized by the traveler’s supervisor.
7. Clery Act notifications will occur as any new student/faculty positive COVID-19 cases are reported at campus locations during the Spring Semester.

### **Universal Policies and Guidelines for Health**

1. Anyone showing signs of illness may not come to University facilities;
2. Guidance for suspected or positive COVID-19 cases:

The following [Faculty and Supervisor Guidance](#) information is intended to assist decision-makers when approached by a student or employee regarding suspected or confirmed COVID-19 case.

The following [Employee and Student Guidance](#) must be followed in the event of COVID-19 symptoms, exposure or a positive test.

An individual with a positive COVID-19 test is strongly encouraged to report this event through the [Reporting Form](#) for Confirmed Cases of COVID. 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 among students, faculty and staff as well as weekly rates of positivity on campus on the [COVID-19 Dashboard](#), which is a web page for public information (no individual names will be identified).

Decision points for communicating COVID-19 positive cases to faculty, staff and students and notifications about classroom, laboratory, or building closures on campus will be done on a case-by-case basis in conjunction with, and advice from, the WCHD.

### **Universal Policies and Guidelines for Campus Facilities**

1. Pursuant to existing gubernatorial recovery directives, classrooms and instructional and event areas shall be limited to the lesser of 50% capacity by fire code or 25 people, with 6 feet of social distancing. Social distancing regulations may be adjusted by the Governor's directives;
2. Gatherings up to 25 people are permitted with social distancing and facial coverings are required;

3. Most University buildings are open during business hours when employees are present (an exception being when certain buildings under the “[University Reduced Buildings Plan](#)” from approximately Nov. 30-Jan. 24 will have reduced operations and capacity);
4. Administrative functions in colleges, schools, and departments will continue to follow University guidelines. The details of transitioning personnel based on public health and social distancing requirements 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.
5. Supervisors must maintain a log of all individuals in the work area daily to support contact tracing;
6. No more than two people can ride in a vehicle during work time;
7. 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 Donald W. Reynolds School of Journalism and William Raggio Education buildings;
8. Faculty and students will be provided with material to clean the lectern and their personal seats at the beginning of each lecture. 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;
9. Plexiglass barriers are placed in areas of significant human interaction;
10. 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;
11. Refrigerators, coffee makers, microwaves, dishes, etc., may be used where local supervisors can monitor social distancing and disinfecting protocols. Face coverings may be removed for eating and drinking in the break areas, provided six feet of distancing is maintained.

### **Universal Policies and Guidelines for Human Resources**

- 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](#) accepts requests for alternative work arrangements and/or leave for employees that meet one of the following criteria:

- The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
  - 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);
  - The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
  - The employee is caring for an individual who:
    - is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or
    - 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);
  - 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
  - The employee is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.
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- 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;
  - Due to travel restrictions in 2020, virtual interviews for second interviews or "campus interviews" should be used in lieu of face-to-face interviews. The format for interviewing candidates **must** be the same whenever possible. After a selection of one finalist has been made, an invitation to campus may be granted, prior to an offer being made. Deans/Vice Presidents must approve campus visits for the final candidate.
  - For onsite interviews/visits, all necessary precautions including social distancing, wearing of face coverings, limiting attendance, and building, campus, and state specified required precautions are to be followed.
  - Interview with open forums should be done virtually.

## **University of Nevada, Reno Spring 2021 Operations Plan**

The University will approach the spring, 2021 semester prepared to respond to a range of scenarios but assuming that we will be in the same modality that we have followed for the fall, 2020 semester.

### **Instruction Delivery**

While preparing for spring, 2021, the University is prepared to move to completely remote instructions if there is another significant outbreak of the virus. 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. The University has provided and continues to provide a variety of training opportunities for faculty during the summer.

Classes with enrollments of 35 or more students will 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 be delivered in a mixed modality mode if they ensure that they do not exceed the capacity of a given room to provide adequate social distancing. An example of this might be a course that would offer discussion or work-shopping 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.

Laboratory and studio classes are being conducted primarily in person, with appropriate PPE and social distancing. Plans are being made to offer additional introductory science laboratories in an online or partially online format.

While a standard HyFlex approach will be provided for faculty to employ, faculty modify teaching techniques and class structure that is best suited for them and their students while prioritizing meaningful in-person instruction. Faculty have a variety of pedagogical approaches depending on personal teaching style and characteristics of different disciplines. Some classes 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 consult with faculty to determine how best to implement discipline-specific best practices in pedagogy.

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.

Most laboratory classes will be taught in person. Theatre, dance, and art classes will be taught in modified ways that are being determined by a committee within the College of Liberal Arts. Policies supporting the requirement to wear facial coverings and observe social distancing are in place and are in the University Administrative Manual and the Provost Office Course Syllabus Policy (statements indicating the requirements). Education include multiple campaigns targeted at students and faculty. One example is ASUN, Student Leaders, and University Medical Staff have launched 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 have been developed on the proper use of facial coverings, social distancing, and other health and safety tips. Videos and live webinars are targeted towards faculty, staff, and students. Training for faculty includes 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. We note that there have no reported problems with faculty and staff wearing face coverings on campus during the fall, 2020 semester.

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. Again, we have had no problems with this during the fall, 2020 semester.

A process has been established that allows faculty who would otherwise be teaching in-person classes to request permission to teach their classes strictly online. 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.

## **Student Health Center**

*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.

*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.

## **Student Services**

### **ADMISSIONS AND RECORDS**

- In-person services will be provided at the counter and will be supplemented by online services.
- Virtual Front Counter Assistance will remain available to students through QLess.
- 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.
- Students will be seen with scheduled remote appointments; due to vulnerability of the population we serve. If necessary, appointments will take place in person. If 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, in addition to discussing academic accommodations.
- Test proctoring will continue to occur both remotely and in-person, as feasible.
- Front counter is available through our virtual front desk option. Students are able to come to the DRC to engage the virtual front desk, and meet with our staff as necessary.

### **FIRST-GENERATION STUDENT CENTER**

- In-person meetings will be held with proper distancing and face masks.
- Most meetings will take place via Zoom, Teams, or phone including individual and group meetings.
- Activities and services will be provided remotely.
- Front counter will remain open.
- Virtual front desk will also remain in operation.

### **OFFICE OF INTERNATIONAL STUDENTS**

- In-person meetings will have proper social distancing and face masks.
- Most meetings with students will take place via Zoom, Teams, or phone.
- Front counter will remain open.
- Virtual front desk will remain in operation.
- All international recruitment services will be provided remotely.
- All international fairs will be attended remotely.

### **OFFICE FOR PROSPECTIVE STUDENTS**

- Recruitment staff will work with school and fair coordinators for virtual opportunities.
- Attend additional virtual college fairs in areas we typically could not attend previously due to staff scheduling/location.

- In-person Nevada Bounds, Previews, and other campus events will follow CDC guidelines, Governor's directives and established safety protocols. Virtual event options will also be offered to accommodate guests who are unable to travel.
- Office functions fully open with safety protocols in place.
- Offer Student Ambassador led daily on-campus tours in groups of less than 25 and w/continued mask requirements and social distancing measures, if applicable (larger groups, when permitted).
- Offer weekly virtual campus tours in spring. All CDC protocols will remain in place.
- Encourage virtual staff appointments.
- In-person visits will take place in open spaces (atrium) 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 FINANCIAL AID**

- Front counter hours 9:00 a.m. – 4:00 p.m., 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.
- Virtual Front Counter Assistance will remain available to students through QLess.

### **VETERAN SERVICES**

- Veteran and Military Center for study and social purposes, 9:00 a.m. – 3:00 p.m. Monday – Friday.
- Xbox remains closed.
- TV ok, but controlled by staff at front desk.
- Omega Delta Sigma and Wolf Pack Vets 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.

#### *Veteran and Military Center Physical Space*

- Veteran and Military Center 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 Veteran and Military Center.
- 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.

### **WELCOME CENTER**

- Recruitment staff will work with school and fair coordinators for virtual opportunities.
- Attend additional virtual college fairs in areas we typically could not attend previously due to staff scheduling/location.

- In-person Nevada Bounds, Previews, and other campus events will follow established safety protocols. Virtual event options will also be offered to accommodate guests who are unable to travel.
- Office functions fully open with safety protocols in place. Office hours: Mon-Fri 8am-5pm and Sat 10am- 2pm (Closed holiday weekends)
- Offer Student Ambassador led daily on-campus tours w/continued social distancing measures, if applicable (larger groups, if permitted).
- Offer weekly virtual campus tours in spring.
- Encourage virtual staff appointments.
- In-person visits will take place in open spaces (atrium) 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.

### **ASUN/CENTER FOR STUDENT ENGAGEMENT**

- ASUN officers, senators, and secretaries will be allowed into the physical space but will need to adhere to health and safety protocols.
- ASUN student government meetings will take place virtually unless they do a hybrid model.
- All furniture has been appropriately distanced, placed with a plastic covering and cleaned constantly throughout the day.
- All student publications media – Sagebrush, Brushfire and Insight magazine will continue over Zoom to produce their publications. The Sagebrush will meet in their offices prior to deadline to ensure paper is complete. Number of staff will be limited to office covid safety capacity.
- 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. Two if pickup/drop-off is to/from same location.
  - Dispatcher physically present in CSE to manage phone and software requests.
  - Vehicles wiped down after each ride/passenger.
  - Increasing of professional detailing and cleaning to once per month to keep vehicles extra clean.
  - Campus Escort will also serve as COVID safety officers to help CSE check on student club events and make sure students on campus are following guidelines for events, wearing masks, and socially distancing.
- One Accounting office student employees will work in the space with two full time professionals. The department will accept all financial transaction at the window. Staff will continue to wear gloves and face coverings for any cash transactions/deposits.
- The ASUN Club Commission and clubs will meet virtually to carry out club funding hearings.
  - Clubs & Orgs meetings can take place in-person as long as they follow guidelines.
  - Clubs may still be asked to teleconference into funding meetings.
  - Virtual events will be required for indoor events larger than the number set by guidelines 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 the guideline number or outdoor events so long as the venues are willing to confirm space reservations and strict social distancing measures are followed:
- There must be 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, and after event) is submitted to SEAB and followed.
- No homemade/student-cooked food items allowed.
- Any requirements made by the venues are followed (e.g. temperatures taken, etc.).
- ASUN Club Sports policies will remain coordinated 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 or who chose to attend virtually. Printed materials will be able to be requested by clients.
- Pack Provisions will continue ordering food from the Food Bank and the Desert Farming Initiative for distribution to university community
  - Requests for food will be filled out online by client
  - Volunteers will fill the food orders under safety guidelines
  - Clients may come by the space to pick up their order
  - Majority of food request will be delivered by Campus Escort
  - Crowd Funding efforts to raise money for Pack Provisions will continue. Additional funds will be used to expand the food service available to our University community.
- ASUN Programming Board 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. They will ensure online activities will continue for distance learners.
- Wolf Pack Radio DJs will be allowed to enter the space to record shows, 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 are given single use mic covers to use and then dispose after recording.
- ASUN Senate and all subcommittees will continue to meet virtually under Nevada Open Meeting Law guidelines placing all agendas and minutes online.
- ASUN Executive Branch Agencies including the programming board, Diversity and Inclusion Board, Executive Branch will continue to meet virtually under Nevada Open Meeting Law guidelines placing all agendas and minutes online.
- ASUN Judicial Council will continue to hold judicial meetings virtually under Nevada Open Meeting Law guidelines placing all agendas and minutes online. Hearing will be held in accordance with NSHE Title 4 Chapter 20 policies.
- President’s Conference Room will be open for reservations of groups of 5 or less with cleaning after each use.

## **CAREER STUDIO**

- Access will occur through one outside door due to lower staffing levels.
- All visitors will sign-in to iPad to keep track of who is in the Studio.
- Nevada Career Studio will accept walk-ins. Virtual appointments will be available.
- The Meditation and Reflections Rooms will remain closed until further notice.
- Space Adjustments
  - Plexiglass barriers are in place in between students and Career Studio staff.
  - A maximum of 8 students will be permitted to be on the Studio floor at a time.
  - Career Studio staff will clean and sanitize the Studio floor after each student walk-in.
  - The Conference Room is closed to groups. No more than two people may use the conference room table at a time. Users will wipe down all surfaces before and after use.

## **THE CENTER: EVERY STUDENT, EVERY STORY**

- The majority of Center Spring 2021 Semester events will be conducted virtually.
- All events will have two plans for execution virtual and hybrid approaches.
- The number of attendees at events and programs will be limited to Governor Sisolak's protocol.
- Center programs will use larger gathering spaces to ensure we can use social distancing protocol.
- All meetings with greater than two participants will be conducted virtually.
- The north door will be used as an entry, and the southern entrance will be used as an exit in Joe Crowley Student Union Suite 311.
- The Center's common space is open for students, staff, and faculty using social distancing protocol.
- Only fifteen students will be permitted to be in the Center common space in Joe Crowley Student Suite 311.
- Only two additional individuals can occupy the Center Niche other than the staff using their offices for a total of 5 individuals.
- All the Center's paperwork that requires signatures will use the DocuSign software for completion.
- These rules may be otherwise determined by the protocols set forth by Governor Sisolak and NSHE.

## **COUNSELING SERVICES**

- Clinical services will be primarily delivered remotely via HIPPA-compliant Zoom. This is the practice being followed by most counseling centers nationwide, including UNLV.
- In-person services will also be available in reduced capacity for: a) psychological assessments (e.g., ADHD, Learning Disabilities), and b) crisis appointments where remote services are not possible. In-person appointments will be scheduled to preserve social distancing.

- If a student is in crisis and needs to physically meet with a clinician, we will still advise the individual to call ahead to (775) 784-4648. This will allow for our support staff and clinicians to prepare for the student's arrival. All in-person services will be conducted in the group room, to allow for 6 feet of distancing, between 8 a.m. and 5 p.m., Mondays through Fridays, with both the clinician and the student wearing masks (remote clinical services will continue to be available 5 p.m.-8 p.m. M-Th).
- Urgent Care sessions and "Let's Talk" (informal and brief consultations) will be available on a daily basis, via tele-mental health, for students to consult with a clinician. Students will be advised to call ahead to arrange for an appointment.
- Front desk operations will be fully functional and include a virtual front desk option, accessible via the website [www.unr.edu/counseling](http://www.unr.edu/counseling).
- A number of support groups and workshops will continue to be offered virtually and are regularly updated on our website and the UNR events calendar.

### **DEAN OF STUDENTS / NEW STUDENT INITIATIVES / FRATERNITY AND SORORITY LIFE OFFICE / OFFICE OF STUDENT CONDUCT / STUDENT PERSISTENCE RESEARCH**

- Access will occur through one outside door.
- Common areas are open, but limited to use by not more than two people to ensure social distancing guidelines will be followed. Common area will be sanitized after each use.
- Sign-in/out process implemented for all staff/guests to track who has visited the space and assist with contact tracing purposes.
- Space Adjustments:
  - Conference table area is closed to groups; one person at a time may use the table and that person will need to sanitize 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.

### **RESIDENTIAL LIFE, HOUSING AND FOOD SERVICE**

#### *Services*

- Move-in will consist of a contactless check-in process to maximize social distancing. No carts, hand trucks or volunteers will be available.
- Programming will be in-person, hybrid, and virtual with marketing that clearly describes expectations for wearing masks and practicing physical/social distancing.
- Dining
  - Venues and hours: Similar to fall semester, most dining venues will be open and with slight modifications in opening and closing times based on student and staff feedback, and expected reduced foot traffic on campus.
  - 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).



- Enhanced marketing will continue to indicate the reduction in locations that accept cash.
- Card readers will continue to be utilized at all locations for contactless purchasing.
- The Boost Mobile App is available to pre-order food.

#### *Health and Safety*

- Front desks of occupied 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 have been be 'converted' to doubles, at double rate.
- Sick/quarantine process – currently exploring transitioning Sierra to “sick/quarantine” building where all students who test positive for COVID, are awaiting test results, or test negative for COVID will be relocated. Until that decision is made:
  - Have a designated ‘sick room’ per floor (or two):
    - For students who appear sick until they can be tested for COVID-19;
    - 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-19 (or other highly communicable condition as determined by Student Health Center) and are unable to leave campus.
- Common spaces furniture has been removed strategically to maximize social distancing (including community bathrooms, computer labs, laundry room, lobbies, lounges, etc.)
- Sick Student Protocol will continue to be operationalized for residents and student staff. The student staff position trained to deliver/retrieve food for when someone is sick and self-isolating/quarantined will continue.
- 1-2 Graduate Assistant positions will serve as COVID Coordinators, and be responsible for all student relocations and verifying food deliveries.
- Updated license agreement and community standards will have been signed by all residents.
- Guests external to the building may not be allowed for the first several weeks/few months.
- For students experiencing COVID-19 related financial hardship, the University will work with students to identify available assistance and resources.

## **E. L. WIEGAND FITNESS CENTER**

### *Services*

General facility use and equipment will be open and available. Restrictions will apply to open use for some spaces.

Front Desk will return to full service with barriers, face covering and social distancing requirements in place.

### *Facility Adjustments*

- Building entrance and exit is separated. Personnel enter the building at the front entrance (through turnstiles) and exit at the north side of the building through the fitness yard.
- All spaces are limited to 50% capacity (unless otherwise indicated).
- Up and down stairwell traffic is separated. The south stairwell is the "up" stairwell and the north stairwell is the "down" stairwell.
- All lockers and locker rooms are closed
- Group fitness classes are limited to 5 participants.
  - Equipment disinfected after each class.
  - Room fogged with disinfectant after each class.
  - Separate entrance and exit for rooms with two doors.
  - New towel bins and sanitizing stations installed in rooms.
  - Used equipment is placed in "dirty" bin and clean equipment is stored separately.
- Drinking fountains are removed from service (turned off by facilities or bagged).
- Every other piece of equipment is placed "out of service." Select stations are bagged and rotated daily.
- In order to create more open space, select exercise equipment was moved to basketball courts (no basketball or other court use).
- Staff will enforce social distancing (one warning for users before being removed from the facility).
- Staff will enforce the use of masks.
- Plexiglass screens are installed at front desk to provide a barrier between staff from patrons.
- Social distancing signage installed at entrance and throughout the facility.
- PPE (face masks), disinfectant, and hand sanitizer provided to staff. .
- Intramural sports cancelled

### *Health and Safety*

- Disinfectant, cleaning towels, and hand sanitizer wipes provided throughout facility for patrons.
- Staff stationed on each floor and clean/disinfect as people finish with equipment.
- Mat surfaces disinfected hourly.
- Disinfectant fogging of building twice each day.
- Disinfection of group spaces and equipment after each class.
- Disinfection of common and high-traffic areas.
- Daily floor cleaning and disinfection.

## **JOE CROWLEY STUDENT UNION**

### *Services*

- 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 in the facility
- Barriers will be in place at the information center and reception in the administrative office.
- Signage will be placed strategically throughout the facility requiring individuals to social distance and wear facial coverings.
- Common area spaces will be arranged for the current social distancing if required by the Governor and University guidelines.
- The elevators will be in service and social distancing requirement signage posted.
- Drinking fountains will not be in service

### *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 continue to 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.

### *Health and Safety*

- Meeting rooms will be cleaned and fogged after use.
- Custodial will increase cleaning of high touch and common areas

## **Nevada Athletics**

Nevada Athletics' 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.

Team operations will continue following the guidance provided by our medical staff, the Medical Advisory Group of the Mountain West Conference and the NCAA and in conjunction with local and state regulations.

### **Game Day**

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

- We are following the MWC COVID-19 testing protocol for all athletes, coaches and staff which is based on guidance from the NCAA Medical Advisory Group and the Chief Medical Officer for the NCAA.
- 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. All spectators and game day staff are 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.**

Academic support services will continue operating with most services remaining virtual. Any in-person academic meetings will be made by appointment only and limited access to the academic support building.

### **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.
- 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 is an integral part of our COVID-19 surveillance. The Nevada Athletics program is conducting PCR nasal pharyngeal based testing multiple times per week depending on the NCAA risk assessment for each sport (some sports are testing 3x per week while others remain a 1x per week). A team physician or member of our medical team is present during all testing. Failure to comply with testing will deem a player ineligible to participate in athletics.

### **COVID-19 Positive Test Results for 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 our quarantine protocol.
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 necessary 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 who are COVID-19 Positive but Asymptomatic**

Once the athlete has been quarantined for 10 days, that athlete may leave quarantine. However, that athlete cannot return to athletics until they 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 who are COVID-19 Positive 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 evaluated and cleared by a physician. Once cleared, the athlete will start an exercise/conditioning transition period before return to sport.

**Contacts who were Quarantined but not COVID-19 Positive**

Contacts who are quarantined because of potential 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.

## Appendix

### Operations Plans for Individual Units:

#### 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.

#### DeLaMare 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. 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.

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 spring 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 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 spring 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 University 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 simulation 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 a.m. until 5 p.m. 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 fall to spring. 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 spring.
- 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 spring.

The NNIC office will not receive members of the public during the spring. 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 the University'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 spring, 2021. 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**

#### **University Campus**

Planetarium staff will work with a staggered schedule. The Planetarium will be open spring 2021. Plexiglas barriers will be installed at the front desk and social distancing guidelines will be posted for visitors.

### **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.

## **Student Health Center - Medical Policies and Procedures**

### **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 24 hours without fever **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.

#### **Research and Innovation**

The Research Operations Plan provides information to support planning for the full resumption of all research activities. 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 their 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 spring 2021, if an employee requests to continue working from home, and if the Families First Coronavirus Response Act: Employee Paid Leave Rights (FFRCA) is extended beyond Dec. 31, 2020, employees will have to fall into one of the six categories that the 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;
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; and
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 Sponsored Projects will continue to have a limited number

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 directive 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 follow the [University's Policies and Procedures for On-Campus Work](#), along with 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 reasons under the Families First Coronavirus Response Act: Employee Paid Leave Rights (FFRCA), and if the FFRCA is extended beyond Dec. 31, 2020, will continue 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 NSHE's plan for re-opening.

Three major considerations prior to implementing the strategy:

1. Employees can work from home, if their position allows, until the president requests all employees back to campus.
2. Vulnerable employees who qualify for one of the six conditions under the FFCRA (if FFCRA is extended beyond Dec. 31, 2020) can submit required paperwork to Human Resources for approval to continue to work from home.
3. EH&S personnel have their own offices may be allowed to return to campus, if needed.
4. 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 spring, 2021, 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. Any new EH&S employees, including student workers, must complete the General COVID-19 training and the Research & Lab COVID-19 training. Any new supervisors must complete 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 allows larger groupings.
4. Staff that are working on-campus must note that they are on-campus in the EH&S calendar for assistance if contact tracing is needed.
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**

Ongoing regular care of animals is expected with only minor changes to the frequency of some non-essential processes. Animal Resources has well-developed plans to respond to a variety of curtailment or reduced staffing scenarios, and will communicate directly with relevant PIs if campus circumstances change. Find more information on animal research in the [Research continuity guidance FAQs](#). Many aspects of COVID-19 control and prevention will continue in spring 2021, 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**

During normal business work schedule, RI will have one employee working on campus in Ross Hall and other RI employees will work remotely. Institutional Review Board (IRB) meetings will continue as schedule with use of web conferencing for all attendees. Outreach activities will continue utilizing web conferencing (Zoom or Teams). Face-to-face in person meetings with students, faculty, administrators and colleagues on campus will be discouraged. Telephone, web conferencing (Zoom or Teams) meetings will continue to be offered as an alternative. Face-to-face in-person meetings with faculty and/or administrative staff may be scheduled if necessary following 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 be limited.

If the Families First Coronavirus Response Act: Employee Paid Leave Rights (FFRCA) is extended beyond Dec. 31, 2020, then Research Integrity employees who request to work from home will have to fall into 1 of the 6 categories that the 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.

### **Innovation Center and NCAR**

1. Meeting room and shared office space capacities will be increased in accordance with UNR spring 2021 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 will follow the [University's Policies and Procedures for On-Campus Work](#).
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.

### **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 Microsoft 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 plexiglass 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 hand washing 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, or 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 hand washing 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, or 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.

## **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.

### **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.

### **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.

## **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.

## **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:*

- 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 8 a.m., mid-day, 12 p.m. and closing, 5pm. For semester hours the space will be cleaned 4 times a day, at opening 8 a.m., 12 p.m., 4 p.m., and 8 p.m. Monday-Thursday, 3 times on Friday at all those times excluding 8pm, and twice on Saturdays at 10 a.m. and 2 p.m.
- 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.

## **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.

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

##### *Personnel:*

- All departments will open Monday through Friday 8am to 5pm.
- Meetings will be held by appointment from 9am to 4pm 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 8am to 5pm.
- Meetings will be held by appointment from 9am to 4pm 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.

**Administration and Finance**

**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 Wintermester, but when they resume with the spring 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 spring 2020. 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.



**WolfCard:** 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**

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 executive director of Marketing and Communications (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.

**Work Schedule:** The Marketing and Communications Department is not a public facing department: If and when there is a requirement or it is appropriate to have all employees back on campus as part of the Spring, 2021 plan, the Office of Marketing and Communications will either use 1) “alternating weeks” in the office” OR 2) plan to ALL be back on campus in the office, pending any set back or changes.

Employees: If the department employees 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 three 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
- Group B: Alex Vanderhoff and Curtis Vickers.

**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.

**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.

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

**Bathrooms:** Employees should be especially aware of social distancing in restrooms. When entering a restroom assess the occupancy and if social distancing (6 feet) cannot be achieved wait outside the restroom until other people exit

**Sharing floor with other departments:** Employees from other departments are to stay in their areas; walking around the floor is off limits, to limit the number of people in given space. If

there is a need from time-to-time to use the MarCom Dept. copier, fellow-employees must clean off and disinfect the area after use.

**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**

The Faculty Senate office will continue to serve the academic and administrative faculty with remote operations in Spring 2021 following the latest campus directives.

#### *Personnel:*

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

The Faculty Senate office staff will continue to work remotely. 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. We will reassess remote work following updated guidance from campus leadership.

#### *Health and Safety:*

- All members of the office staff have completed the COVID-19 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 and Faculty Senate meetings will continue to be held via Zoom or Teams.
- Answering emails, phones (office phones forwarded to cell phones).
- 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**

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, but no documentation will be required to be provided to the supervisor or otherwise maintained. If the employee's assessment leads to a concern that she/he may be ill, 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.

### **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.

All meetings will occur via Zoom or Teams. Incidental conversations between 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;

Meetings with individuals from other offices should occur through telephone, Teams or Zoom.

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.

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**

Employees will work in the office daily unless they have notified the Supervisor of a need to work remotely for the day.

### **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**

The plan for spring, 2021 will follow a monthly calendar, with some staff only working onsite, some staff working only remote and the majority working on a rotating basis. 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.

This decision is based on the assumption that no vaccine will yet be widely available and that requirements for social distancing and the wearing of facial coverings are 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.
- Additional waves of COVID-19 happen. 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 Spring 2021:

- WCSD returns to a normal schedule so there are fewer childcare issues.
- Additional waves of COVID-19 do 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.

### **Student-Athletes and Access to Practice/Facilities**

Winter and spring sports will return in January and February based on the start date to their competitive season (see chart below). Some schedules are final, while others are still being finalized based on NCAA and MW discussions as well as the ability and availability of non-conference opponents. Many schools and conferences are still making decisions about whether they will allow their teams to play non-conference games and if they will allow them to travel, so some teams' schedules remain fluid.

Upon initial return to campus, student-athletes will be tested for COVID-19 and must have a negative test before resuming practice. Testing will continue at least once a week while practicing and competing, and a combination of PCR testing (through the Nevada State Lab) and antigen testing (using Quidel machines purchased by Nevada Athletics) will be used. Testing frequency will be determined using the guidelines and contact risk assessment in the NCAA Core Principles of Resocialization of Collegiate Sport documents (<https://www.ncaa.org/sport-science-institute/core-principles-resocialization-collegiate-sport>). Any positive antigen tests will be confirmed by a PCR test.

Any student-athletes who did not complete the pre-participation process in the fall will complete it prior to practice or competition in the spring, including physical and orthopedic exams, concussion baseline screening, sickle cell blood test. Any international student-athletes will quarantine based on campus, local and state guidelines (if applicable) prior to testing and return to practice.

In the event of a positive COVID-19 test, contact tracing will be done by the athletic trainers (or other trained staff) and shared with the University and county as required. COVID-19 positive student-athletes will shelter in place for at least 10 days (or more depending on symptoms). Any student-athletes deemed a contact will be relocated to a hotel or other location approved by the team physician to quarantine for 14 days. Coaches and sports medicine staff will monitor the quarantined or isolated student-athletes daily and provide any meals or other items they need. Contacts continue to be tested on a regular basis, while student-athletes who have been diagnosed with COVID-19 undergo additional heart screening and physical exams with the team physician prior to returning to practice.

Single entrances and exits to athletics facilities have been put in place to control access. Visitors to Nevada Athletics are by appointment only and are screened using the questionnaire and temperature taking.

All student-athletes and staff must wear facial coverings and other personal protective equipment at all times while using Nevada athletic facilities except when student-athletes are actively working out. Strength & conditioning staff and sports medicine staff wear facial coverings at all times. The equipment staff work to clean all equipment and are providing limited laundry services using. Any nutrition items provided are pre-packaged grab and go items or to-go meals.

Team and position group meetings should be held virtually or socially distanced of at least 6 feet (outdoors if possible). Student-athletes, coaches and staff should wear masks at all times during any in-person meetings. All practice activities should be limited to essential personnel only and closed to media and outside visitors except when otherwise approved and scheduled. Any media or visitors should wear masks at all times and stay 6 feet away from coaches, student-athletes and staff.

Student-athletes are encouraged to arrive for practice and weight sessions fully dressed if possible. Locker rooms are open on a limited basis to change clothes only and use restrooms. Student-athletes are not allowed to shower, hang out or socialize in locker rooms, and masks must be worn at all times. Eating is not allowed in the locker rooms.

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 and have organized small groups to minimize contact while still providing a safe environment for student-athletes.

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.

*Winter/Spring Sport Return Schedule*

<b>Sport</b>	<b>Initial Test</b>	<b>Practice Start Date</b>
Women’s Track & Field	January 4	January 4-5
Men’s & Women’s Cross Country	January 4	January 4-5
Volleyball	January 4	January 7
Men’s Golf	January 7-8	January 11
Women’s Golf	January 21-22	January 25
Softball	January 15	January 18
Baseball	January 13	January 15
Men’s & Women’s Tennis	TBD	Early February
Soccer	January 28	February 1

Men’s and women’s basketball and swimming and diving will continue testing, practice and competition as they did in the fall. If student-athletes from those sports leave campus for the holidays, they will be required to have a negative COVID test before returning to practice.

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.

**Coaches & Staff Members**

All coaches and staff are required to complete the University’s online COVID-19 preparedness webinar. Coaches and staff are allowed to return to campus as needed but encouraged to work remotely where possible to limit the numbers of people in athletic facilities at one time. In accordance with the University’s Policies and Procedures for On-Campus Work (<https://www.unr.edu/coronavirus/planning-for-return>), coaches and staff should wear 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.

Coaches and staff are required to sign a daily log at Legacy Hall for contact tracing purposes in the event of COVID-19 exposure.

Coaches and staff members who have direct contact with student-athletes are tested on a weekly basis (or more per the NCAA Resocialization contact risk assessment for their sport). Anyone

who tests positive for COVID-19 or is deemed a contact will self-isolate or quarantine based on CDC guidelines.

### **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.

### **Competition & Team Travel**

Protocols and plans are being put in place for all winter and spring sports home competitions in accordance with NCAA and Mountain West Conference guidelines and recommendations as well as local, county, state and federal guidelines. Travel protocols have been developed and are being shared with coaches, staff and student-athletes prior to their first road trips.

## **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 (i.e. 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-19 signs/symptoms in the COVID-19 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.

# UNLV



## **COVID-19 Response and Planning: Spring Semester 2021 Operations**

Note:

These plans are tentative and may be adjusted based on conditions closer to the start of or during spring 2021.

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

November 30, 2020

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## **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 continued.

With the easing of restrictions across the U.S., including in our own state, UNLV again joined its peers in transitioning back to partial on-site operations during summer 2020. Although plans were established to gradually ramp up in-person activities, public health conditions over the fall 2020 semester largely mirrored those of the summer. As such, campus operations were kept to a minimum. Only about 20 percent of courses were taught in person. Because all larger courses were taught remotely, fewer than 15 percent of student course enrollments were in courses delivered in person. A large percentage of faculty and staff also continued to work remotely. Finally, as conditions in Nevada and around the U.S. deteriorated further in November, all instructors were encouraged to shift remaining in person courses to remote delivery, faculty and staff were encouraged to work remotely if possible, and students in the residence halls were encouraged to move out over the Thanksgiving break if possible.

As we explore various options regarding on-campus operations during the spring 2021 semester, UNLV's commitment to its mission as a public research university remains unchanged. Whatever the location or platform of our work in spring 2021 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 for campus operations during the spring 2021 semester 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 expect to carry out university operations as we did in fall 2020, but an increase in disease transmission within Southern Nevada or on UNLV campuses could require a return to additional remote activities.

For instance, in-person classes, computer labs, library spaces, and events for spring 2021 are currently scheduled to ensure that they do not use more than 50 percent of the room capacity, following current state mandates. However, the Governor recently directed that capacity should be lowered to 25 percent of room capacity for three weeks. If this lower capacity limit is extended, the university is prepared to adjust rooms, attendance limits, and schedules as required to comply with state guidelines on in-person

gatherings. If the 25 percent of room capacity limit remains in place during the spring semester, most courses currently scheduled to be offered in person will need to be switched to remote delivery.

## **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 Director of Emergency Management, 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 to the pandemic as the situation evolves.

Structured IMT discussions on the resumption of campus-based operations began in mid-April 2020. The task force recommended the formation of subcommittees of subject-matter experts to work on specific aspects of recovery planning. These groups continue to handle the university's COVID-19 response and planning for spring 2021 and beyond.

## **Working Groups**

The following six working groups have been established to chart the path for a safe return to partial on-campus operations during the pandemic and normal operations after the end of the public health crisis:

1. **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.
2. **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.
3. **Academic Affairs** supports the university mission through effective policies and procedures for instruction, research, programming, and services that also account for the safety and well-being of students, faculty, and staff.
4. **Visitors and Access** establishes protocols and practices designed to preserve the health and safety of visitors to the campus community.
5. **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.

6. **Resumption of Normal Operations** is working to establish the benchmarks and procedures that will guide our eventual return to full on-campus operations, including incorporating lessons learned from the pandemic into our new “normal” operations.

## 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, always, is to promote and maintain a safe, healthy, and positive learning and working environment for all our students, faculty, staff, and visitors. 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 and other identified risks to health or safety. 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 to carry out 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 (NSHE).

3. Appropriate social distancing will remain in effect at least during the spring.
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. 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.



## **COVID-19 Ombudsman**

As the outbreak continues to evolve, a COVID-19 Ombudsman has been appointed, Director of Emergency Management Gregg Maye. 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 the co-chair of the IMT Steering Committee, ensuring that he keeps the university leadership updated and provides recommendations to inform decision-making processes. Faculty, students, staff, visitors, and other campus constituents may reach him through contact information that is posted publicly on the coronavirus website.

## **Building Safety**

The Facilities Management team has 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 have implemented CDC recommendations to introduce additional outside air and increase air filtration. High-efficiency air filters have been installed and replaced as recommended, and plexiglass barriers have been installed throughout transactional areas across campus. Facilities Management has also placed COVID-19 signage in building entrances, restrooms, elevators, and other high-traffic areas. Facilities Management also has removed furniture or blocked furniture to ensure social distancing is maintained in public spaces.

## **Enhanced Cleaning Protocols**

Corresponding with our assumptions regarding the safe resumption of campus-based operations, UNLV has implemented comprehensive building cleaning and disinfection protocols. Staff members from Custodial Services focus on sanitizing common areas in buildings and office suites, and they clean office suites at least once per day using EPA-approved cleaning supplies to disinfect door handles, reception counters, and work room counters. Restrooms are deep cleaned and disinfected by the evening shift. Classrooms also are cleaned daily.

The Division of Business Affairs continues to acquire the appropriate cleaning supplies for distribution to campus. Facilities staff have installed in excess of 750 hand sanitizer dispensers in various common locations in academic and administrative buildings, including lobbies and offices that provide walk-in services.

Centrally funded cleaning kits with disinfectant (either spray or wipes) and large hand sanitizer bottles are supplied to each work area within buildings. A web portal has been created to manage the distribution of cleaning supplies. All UNLV employees working on campus can order these supplies through the Business Affairs portal. Supplies are available for curbside pickup or delivery through UNLV Delivery Services.

## Campus Signage

Throughout the campus, prominent signage has been displayed to inform campus about reducing the risk of disease spread and digital screens have communicated safety information regularly. Signs are posted at campus entrances and at 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. Additional signage is available as needed for all campus sites, including the Maryland, Shadow Lane, and Paradise locations.

With expectations for continued safety and well-being protocols, Integrated Graphic Services has [created and distributed a catalog of products](#) to help with maintaining safety measures. These products are available to all campus units through an [online order system](#) at no cost to the ordering unit.

## Social Distancing

As part of the university's COVID-19 response plan, strict social distancing protocols have been implemented. Students, faculty, and staff on campus are expected to maintain approximately 6 feet 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

In line with official directives, UNLV has mandated the use of face coverings for faculty, staff, students, vendors, and visitors in all indoor and outdoor public spaces on campus. To help slow the spread of COVID-19, those on university property are required to wear face coverings even if they do not have symptoms. UNLV supplied two cloth face coverings to all employees. Disposable masks are also available for visitors who do not have their own.

Any student who needs an exception or requests an accommodation due to health concerns can do so by contacting the [Disability Resource Center](#). Any faculty or staff member who needs an exception or requests an accommodation due to health concerns may contact [Equal Employment and Title IX](#). Questions can be directed to the campus COVID-19 Ombudsman, Gregg Maye, as communicated on the university's [coronavirus website](#).

## Smoking

To maintain compliance with the mandate to wear a face covering or mask, UNLV has prohibited all on-campus tobacco use, including smoking, vaping, and chewing tobacco, during the pandemic.

## Training and Informational Resources

IMT working groups have collaborated on the development of [training and informational resources](#) to educate members of the UNLV community and campus visitors about how to protect themselves and others. These working groups created health and safety training for employees, informational videos for students, and [general guides](#) to proactively mitigate the risk of disease transmission. [All faculty and staff](#) were required to complete the employee training, which addresses social distancing, face coverings, hand washing, and strategies to safely handle social interactions.

To further promote campus wellness and safety, a visitor guide was created and a [visitor information webpage](#) was launched. These references have served to orient vendors, contractors, and others who visit the campus to the institution's new norms and expectations due to COVID-19. In departments that work regularly with visitors, employees have been encouraged to keep visitors informed through the placement of a special statement above their email signature line (e.g., *Please Note: All visitors to our campuses must adhere to the UNLV COVID-19 guidelines*).

This training will again be shared with all faculty, staff, and students prior to the start of the spring semester.

## 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 whether they should 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, students and visitors are required to complete a health assessment via the [RebelSAFE app](#) or through the [CDC Self-Checker](#) and take their temperature daily before coming to campus.

## Testing

Testing for active COVID-19 is a critical component of public health measures to prevent the spread of illness. The UNLV Student Health Center and the Faculty and Staff Treatment (FAST) Center both offer COVID-19 viral testing, though they prioritize testing for individuals with symptoms of potential COVID-

19 infection. Testing is also readily available through UMC on the Maryland campus. Any member of the UNLV community can make an appointment for testing either online or by phone. Testing is also available at a variety of locations across Southern Nevada, allowing individuals to choose a location convenient for them. UNLV has opted not to perform widespread testing except for with specific groups. (For example, Athletics is engaging in widespread testing.)

## Positive Test Results

The training for all faculty, staff, and students strongly encourages individuals who test positive for COVID-19 to voluntarily notify the university using an [intake form](#). The university handles all communication of positive test results as required under the Clery Act and takes appropriate actions to prevent the spread of illness as directed by the Southern Nevada Health District.

UNLV is a partner in contact tracing with the SNHD and actively investigates cases reported on its campuses. Individuals who are close contacts of someone with COVID-19 are personally notified and provided with specific instructions.

Positive cases for the UNLV campus are reported on an interactive COVID-19 [dashboard](#) with real-time updates. The number of cases per week is provided separately for students, staff, and faculty. The dashboard also indicates how many individuals were on-campus and off-campus while infectious. All cases are posted without identifying information.

All campuses at UNLV work closely with and follow directions 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 provides guidance regarding self-isolation; works with faculty and staff on communication needs; notifies housing to begin process for moving any residents into isolation and housing; arranges for space(s) to be cleaned according to health guidelines; notifies county and campus health officials, UNLV Human Resources, and UNLV General Counsel; and ensures that contact tracing practices are followed. In addition, the COVID-19 Ombudsman and Response Team address any other needs that may arise in the situation, including academic accommodations for students.

Anyone with a positive test result will be advised to self-isolate and avoid coming to campus. According to current CDC guidance, before the individual may return to campus, at least 10 days must have passed since symptoms first appeared, 24 hours without a fever (without the use of fever reducing medicine) and other symptoms are improving.

Public Affairs and Clery Act staff are responsible for contacting Human Resources and General Counsel to determine appropriate legal notification to the campus community, including those required under the Clery Act. Public Affairs will then coordinate with other units as needed.

## Unit Plans

In May 2020, prior to the resumption of limited on-site operations for the summer, the UNLV Provost 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 in-person activities. Completed plans were received from all major academic and administrative units and they were reviewed by the Director of Emergency Management. Units have continued to follow and adjust these plans in the intervening months. They continue to provide the unit-level operational procedures.

## Employee and Manager Responsibilities

Every employee has a personal responsibility to follow recommended public health measures and university policies. The Office of 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. These guidelines are available on the UNLV [coronavirus website](#).

## 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 utilization of protective barriers. These steps help to mitigate the risk of transmission in areas where there is higher workplace density.

Planning & Construction (P&C) fulfilled requests for office space modifications related to COVID-19, such as separators and furniture layout modifications. The unit installed protective barriers and plexiglass shields in numerous areas where employees provide face-to-face customer support. As offices were reconfigured, furniture in common spaces was often moved or removed to promote social distancing; UNLV Moving Services provided 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. As with the summer and fall semesters, instructors were able to request to teach their courses remotely.

Administrative faculty, classified staff, and other employees with personal or family health vulnerabilities have similar opportunities for a health-related accommodation. Other accommodations are available for employees who need to provide child or elder care during standard business hours. Individuals who require an accommodation may request to work from home, work under a flexible schedule, or use administrative leave under policies in accordance with gubernatorial directives and the Family First Coronavirus Response Act (FFCRA).

## **Common Spaces**

To reduce risk in common spaces, preventative actions include marking the floor for appropriate social distance in areas 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 have plexiglass barriers installed. Cleaning products, disinfectant wipes, and hand sanitizer are available for use. Also available are disposable masks for those who may not have one readily available.

Prominent signage is displayed to communicate the shared responsibility for maintaining community health. Signage clearly informs faculty, staff, students, and any admitted vendors and visitors that face coverings are mandatory, instructs them to maintain 6 feet of distance, and directs them to clean spaces before and after use.

## **Student Services**

Teleservices have been widely implemented to keep in-person visits as infrequent as possible. For students who visit in person, face coverings are required and social distancing protocols are enforced. Furthermore, Plexiglass and/or glass barriers have been installed in public-facing transactional spaces, hand sanitizer is widely available, and signage provides guidance on how to mitigate the risk of disease transmission.

## **Libraries**

As the Lied and Branch Libraries have reopened and maintained in-person operations, communication has been developed to inform students of protocols when using a library facility including mandatory face coverings, social distancing, and no food. These libraries are open to the Nevada academic communities (NSHE institutions), and a valid NSHE identification number or RebelCard are required for entry.

The Libraries will continue to have reduced seating in the computer and study areas to follow social distancing protocols. Study rooms are available for students who need a location for online classes. 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.

Plexiglass barriers have been installed at public service points and reception areas, and signage to encourage distancing and risk mitigation are displayed. The Libraries' robust online and digital collections are available 24x7 meeting many coursework and research needs. The physical library collections will be available for browsing with signage to encourage hand washing or hand sanitizer. Print reserve collections will be mostly replaced with online materials as library staff work 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 4-7 days depending on the material type. The Libraries actively seek to meet individual needs and will work to support feasible options.

## Computer Laboratories

Several computer labs will be open for student use during the spring semester. Computer labs will have student workers who check RebelCard identification and monitor usage and the premises to ensure that safety protocols are being followed. Occupancy of labs will be limited at up to 50 percent of the room capacity or with 6 feet of distance between individuals, whichever is lesser. Plexiglass barriers have been installed between 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

All non-essential in-person events and gatherings at UNLV have been cancelled until further notice. Virtual events are strongly recommended for the spring semester. However, a limited number of small, in-person events may be allowed upon approval. Any in-person event 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 for units that wish to request approval to hold an in-person gathering that is essential to the mission of UNLV and does not pose an undue risk to attendees.

Any proposed in-person event for the spring semester must be submitted by event organizers through a centralized web portal for review. This portal requests various details about the event for review by UNLV's COVID-19 Ombudsman and the IMT Health and Wellness working group. Events with outside community members are discouraged.

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

- Room will only be utilized up to 50 percent 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 COVID-19 Ombudsman will communicate any required modifications with the event organizers; in addition, he will communicate the final approval status of the event to the organizers and to the 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 currently endorse, and recommends against, in-person student and faculty/staff volunteerism.

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

The Student Union (SU) and Student Recreation and Wellness Center (SRWC) will remain open on a limited basis. Seating will be adapted to meet the current social distancing guidelines, and plexiglass barriers will be installed. Masks are required within these spaces. All group reservations will be approved through the proper channels and scheduled on an as needed basis. Both facilities are routinely cleaned and disinfected.

The Student Union will have limited food service available and will provide general services to those admitted to the building (lost and found, information desk, parking and bus pass services, etc.).

The SRWC will be open to recreational users with limited access to some spaces. Group exercise classes will be in person on the basketball courts to allow for physical distance between participants, exercise equipment will be spaced 10 feet apart, hand sanitizer stations and equipment cleaning solution will be placed around the facility for patrons to continuously disinfect. The aquatic facility will be open on a reservation only basis and private swim will be scheduled using instructor availability. All programming, information sessions, and educational workshops will be available online for remote users. Individuals needing the Student Health Center resources, Dental School, or Counseling and Psychological Services are recommended to call ahead and make an appointment.



## Residence Halls

In preparation of the spring semester, cleaning and disinfecting of all spaces will occur using hospital grade disinfectant. Air filters have been changed and will continue to be upgraded to MRV8 filters and replaced quarterly. Plexiglass and/or glass barriers have been installed in all public-facing and transactional spaces. Hand sanitizer is 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 has been completed 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 and no more than two guests per room at a time. 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.

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 to provide an isolation space in the event students become ill. Williams Hall will also be held open as a possible in case there is a large outbreak.

Detailed plans for residence halls have been developed for isolating students diagnosed with COVID-19 and quarantining those who have been exposed. Twenty-seven rooms are currently 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 isolated or quarantined. Aramark will deliver meals twice daily to the student's room, including continental breakfast with dinner each evening for the following morning. Wellness checks will be conducted by Residential Life staff virtually, and health and psychological support will be provided via Telemed. Mail delivery and trash pickup is also done daily. Students who have the option to recover locally at home will be encouraged to do so.

Students who reside in residence halls and who must be isolated or 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 spring semester. Aramark is working closely with Student Affairs to follow cleaning and disinfecting protocols for all spaces. Plexiglass has been 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) to decrease the potential spread of illness.

## **Instruction**

For the spring 2021 semester, UNLV is planning to provide a mix of online and in-person learning for students. Approximately 80 percent of courses will be offered online, with decisions about mode of instruction being made primarily at the department level with input from the individual instructors as to their preferred mode of instruction under these circumstances. We recognize the fluidity of the situation and will be prepared to make adjustments as needed.

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 on the UNLV [COVID-19 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 student expectations clear. Violations of public health mandates (e.g., refusal to wear a face covering) could result in disciplinary actions under the student conduct code.

In addition to limiting classes to no more than 50 persons in one classroom, classes will be scheduled to use approximately 50 percent of the room capacity and 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. Classrooms and teaching stations will be cleaned each evening, Monday through Friday.

A series of communications to students and faculty discussing the spring 2021 semester began in the early part of the fall 2020 semester and will continue through the end of the term. Additionally, FAQs for both students and instructors about spring courses can be found on the UNLV [COVID-19 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. These practices will continue in the spring. Academic advising centers have highlighted information on

their website about online appointment scheduling and have also included email contacts on their homepage so students can quickly access contact information and schedule appointments.

Drop-in advising will vary by center. Advising centers will follow safety protocols previously identified in this document if any staff need to work on campus.

## **Academic Accommodations**

Given the different modalities for learning and the potential for academic accommodations to be necessary, students are being directed to work with their advisors to be sure that their class format for spring 2021 is suitable for their needs. If a student is a member of a vulnerable population and the learning environment is face-to-face without an online option, then a substitute course or other appropriate remote option will be identified for undergraduate and graduate students to complete their degree requirement. The Disability Resource Center will continue to support students with disabilities to ensure that their individual needs are met.

As during the summer and fall 2020 terms, the need for cooperation and flexibility with students in isolation and quarantine has been made clear to faculty and instructors. Students who must be isolated or quarantined will not be able to attend in-person classes, but may continue with remote instruction. When isolated or quarantined, students will need to complete a [form](#) that will be routed to the Provost's Office and instructors in order to request alternate, short-term arrangements. Staff in the Provost's Office 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 (e.g., 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 for students infected with, or exposed to COVID-19.

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

To address the health and mental health needs of the campus community during the pandemic, the Student Health Center (SHC) and Student Counseling & Psychological Services will continue to provide extensive medical, counseling, psychiatry, and crisis intervention telehealth and in-person services. 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 in May 2020, which is expected to continue in the spring unless public health conditions preclude any on-site services. 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, nursing and physical therapy students. Extensive measures such as plexiglass 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 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 in June 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.

After the university began to resume some level of on-campus operations in summer 2020, 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 for Principal Investigators to restart their research, with the understanding that the process involves three steps. The first step included up to 30 percent of the research faculty starting. The second step will expand to include 50-70 percent of research faculty. During the final step, 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.

## **Intercollegiate Athletics**

Similarly, the Division of Athletics has developed its own comprehensive plans for continuing activity safely. 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 June 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 in June. 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.

UNLV Football entered into an eight-game Mountain West Conference season in mid-October by following a strict three COVID-19 test per week surveillance protocol in combination with the masking and social distancing when feasible. This has produced a level of mitigation that has kept the overall positivity rate below 0.5% within this program.

Men's and Women's Basketball both tipped off the 2020-21 season on November 25th, 2020. The UNLV Sports Medicine team have become licensed lab technicians along with creating an in-house state-certified laboratory to perform antigen tests in order to efficiently perform surveillance testing on all student-athletes and staff who are in their competitive season. Similar to the results of football, this will help immensely with the mitigation of COVID-19 while competing against other schools.

As we approach the spring semester, all teams will plan on having a competition season as indicated by the Mountain West Conference at the time of writing this update. Once full sport-specific interaction is required for competition, Athletics will implement the weekly COVID-19 surveillance testing program 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 continue to follow 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 quarantine restriction on UNLV employees returning from personal travel. University-based domestic travel will be allowed, provided that such travel is based on the established guidelines and approval processes. As travel increases one's 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 is currently not permitted. For those who travel internationally for personal reasons, UNLV employees must follow CDC recommendations. 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 one 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 uncertainty 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.

## 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 could 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 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 (Began August 10, 2020)**

In Step Two, the university called 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 were contacted by their managers in advance of their on-site reporting date. Depending on need, employees had variable on-campus reporting dates staggered throughout Step Two.

In addition to activities permitted in Step One, the following activities were 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 percent 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 included:

- 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 Mid- to Late-2021)**

Step three will represent our return to the new normal of campus operations. We are currently drafting guidelines for this return to relative normalcy. We do not anticipate this occurring any earlier than mid-2021.





## Spring 2021 Campus Operating Plan

*This document outlines the Desert Research Institute's (DRI) plan for safe and compliant operation of our Reno and Las Vegas campuses for the Spring 2021 semester.*



*Prepared by DRI Issues Management Group November 30, 2020*



## **Desert Research Institute**

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## General Operating Principles for Spring 2021 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 Southern Nevada Health District, the Nevada Division of Public and Behavioral Health, and the Nevada State Public Health Laboratory.

For the Spring 2021 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 Spring 2021 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, or at further reduced capacity based on Governor Sisolak's directives.
- 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 even if a Plexiglas barrier is in place.
- 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 campus 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) In addition to disinfection of high-touch surfaces by Facilities staff, all employees who occupy shared workspaces such as front desks, cubicles, etc. will be instructed to disinfect areas of frequent contact within their work area with an approved disinfectant prior to the end of their shift.
- 12) 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, or at further reduced capacity based on Governor Sisolak's directives.
- 13) Non-essential visitors are not allowed on campus.

## **Spring 2021 Campus Operations – Health and Safety Guidance for DRI Faculty, Students, and Staff Personal Safety Practices:**

### **Face Coverings**

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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 are 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

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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

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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. Carpooling may be allowed, up to two people per vehicle, if it is deemed safer than traveling alone due to the duration of the workday or the terrain that is being traveled. Employees who wish to carpool must seek and receive approval from their Division Director. They must wear face coverings while in the vehicle and turn off air recirculation in the vehicle, open the fresh air vent, and lower a window to improve air circulation. Employees should wipe down high-touch surfaces in the vehicle prior to and after use and should wash or sanitize hands after traveling in the vehicle. Employees must follow DRI's policy on carpooling or that of their sponsor, whichever is more stringent.
- 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

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Essential travel is authorized. 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

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

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

- Is COVID-19 spreading where you are going? You can get infected while traveling.
- Is COVID-19 spreading in your community? Even if you do not 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.



## **Spring 2021: Workplace Operations and Policies**

### **Vulnerable/Absentee Policy**

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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**

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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:

### 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



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

# WEARING IS CARING.



Please wear a face covering in all shared spaces.

Daily symptom assessment for all DRI employees





## Childcare

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- DRI employees who have ongoing childcare issues may be permitted to work remotely or use leave in accordance with gubernatorial directives and federal legislation.
- 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.

## OSHA Guidance

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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

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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

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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.



## Daily Symptom 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.

## 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.

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

00:00 / 39:41

CONTINUE >



## Presumptive Positive COVID-19 Protocols

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- 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, for any new cases on campus during the Spring semester while also remaining in compliance with 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

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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

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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.



**NEVADA STATE**  
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Nevada State College

***Spring 2021***

***Campus Operations & Instruction Plan***



# Introduction

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, student health and safety, and instruction for Spring 2021.

Nevada State's Spring 2021 Campus Operations and Instruction Plan has been developed to provide a comprehensive approach for ensuring a safe and healthy campus for all faculty, staff, students, and the public.

Nevada State established a Campus Crisis Management Team in March 2020. This team continues to monitor campus operations for faculty, staff, students, and the public and make any changes as necessary.

Dr. Edith Fernandez, Vice President of College and Community Engagement, is designated as Nevada State College's ombudsman for addressing/coordinating COVID-19 reopening issues. Her information readily available for faculty, staff, students, and the public. She can be reached at [Edith.Fernandez@nsc.edu](mailto:Edith.Fernandez@nsc.edu).

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Guidelines for

Returning to the

Workplace





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Revised November 30, 2020



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# GUIDING PRINCIPLES

Nevada State College's policies and protocols for responding to the COVID-19 pandemic are 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 guidelines. Our plans also follow recommendations from the federal government, Centers for Disease Control and Prevention, Southern Nevada Health District (SNHD), and the Nevada Department of Health 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 environment.*

## 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. Also, after the winter break, renewed Clery Act notifications will need to occur as any new student/faculty positive COVID-19 cases are reported at campus locations during the Spring Semester.



# TRAINING REQUIREMENTS

## COVID-19 Prevention Training Requirement

All employees must complete the Nevada State COVID-19 Prevention Training prior to being on campus. Training is assigned via Canvas & instructions for accessing the course is communicated to employees via email.

## Symptom Monitoring Requirement:

All employees who are on spending time on campus 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 to 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 or 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 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 are 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.](#) Information is also available on the Nevada State State Safe App.

Positive COVID-19 test reports are kept in the strictest confidence and will only be shared with individuals with a need to 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 be 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> <p><i>(U.S. Department of Labor, Wage and Hour Division (WHD))</i></p> |
|---|--|

### ● 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 COVID-19-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) are 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. 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 #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 are 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 work on campus and have concerns about doing so due to being a member of a 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 [Telecommute Work Agreement Request Form](#). Requests must be submitted and approved prior to commencing a telecommute work arrangement.

## Phased Staffing

Nevada State College phased 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.

Nevada State will continue to 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, identify and develop appropriate plans and will make changes as necessary. Approved plans are 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:

There are several options departments continue to 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:** In order to support an alternating schedule, remote/telecommute work arrangements will continue to be required. All employees must, while working remotely, 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

**Facial Covering Requirement:** Appropriate use of facial coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. Facial coverings are not a substitute for social distancing.

**Facial coverings are mandatory for all employees, students, vendors, and visitors while on campus.**

Facial coverings must be worn at all times while in interior common spaces or outside. Common 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 facial coverings during the speaking portion of an in-person lecture.





Failure to abide by the facial 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 Nevada State 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 weeks 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, Nevada State HR Director and ADA Coordinator, via email at [Eric.Gilliland@nsc.edu](mailto:Eric.Gilliland@nsc.edu)

See details regarding facial coverings use and care below:

Type and Intended Use of Facial Coverings				
Type	Cloth Facial Covering 	Disposable Mask 	Medical-Grade Surgical Mask 	N95 Respirator 
Description	Home-made or commercially manufactured facial 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 wire 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.



Handwashing



Coughing

**Coughing/Sneezing Hygiene:** If you are in a public/private setting and do not have on your cloth facial 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. 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:** The Facilities team continues to diligently clean and disinfect 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:

#### Ongoing:

- All restrooms will be open daily and disinfected at least two times during each workday
- The cafe in RSC may be open on a limited basis including grab and go options, once open and in addition to standard cleaning, the cafeteria, serving areas, and cooking spaces will be disinfected nightly with NSF approved electrostatic spray
- Hand sanitizing stations are 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 facial 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.

#### Ongoing:

- All restrooms will be open daily and disinfected at least two times during each workday
- The cafe in RSC may be open on a limited basis including grab and go options, 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 facial 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/Nevada State Shuttle:** If you must take public transportation or use the Nevada State 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 after removing your facial covering.

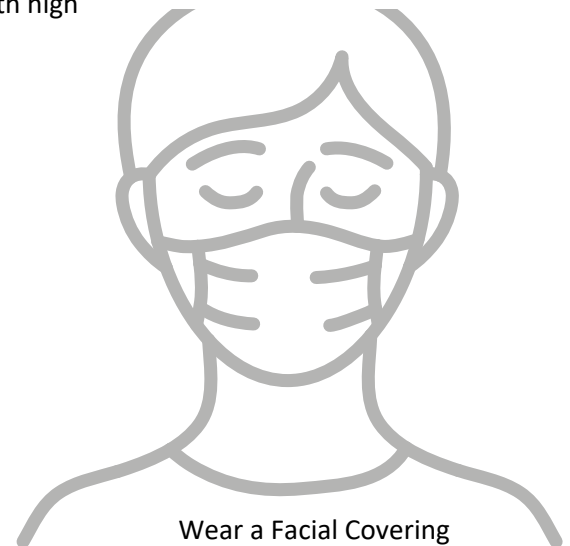
**Working in Office Environments:** If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible have at least one workspace separating you from another co-worker. You should wear a facial covering at all times while in a shared work space/room.

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 Nevada State 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 Nevada State 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. 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.

**Events:** Nevada State's Event protocol complies with local orders and ordinances of NSHE, the City of Henderson, Clark County, and the State of Nevada's guidelines. Our protocol also follows recommendations from the federal government, Centers for Disease Control and Prevention, Southern Nevada Health District (SNHD), and the Nevada Department of Health and Human Services (DHHS). An Events Exception Review Board completes an initial review of submissions and makes a recommendation. Final approval is made by the Executive Team dependent on health and safety priorities.

**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.

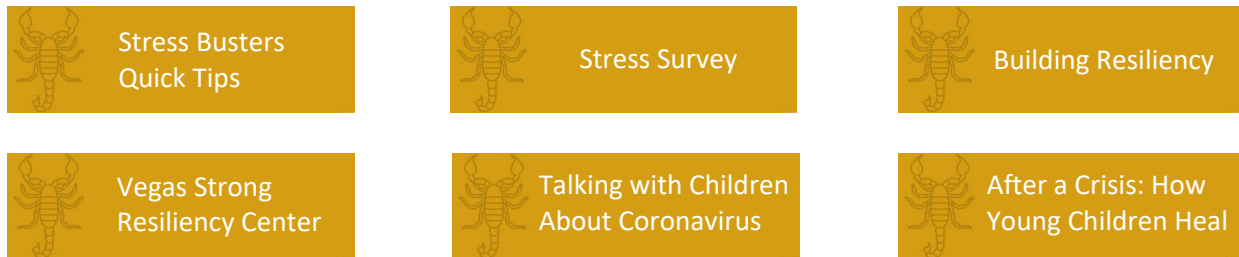
Thirty faculty members continue to participate in a two-semester course on effective online teaching that began in fall 2020. This course is designed and led by the Association of College & University Educators (ACUE), a non-profit organization that "prepares, credentials, and supports faculty to teach 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 Assistance 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. Employees 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

## Campus Expectations and Guidelines for Students

Attention All Scorpions!

We recognize the unprecedented circumstances students have been experiencing over the last several months. The health and safety of students, faculty and staff remain paramount. We appreciate your patience and cooperation during these challenging times.

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 work place for members of the Nevada State 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).

## Facial 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. Facial coverings are mandatory on campus, including all Nevada State buildings, classrooms, the plaza area, and all student services areas. All Nevada State students on campus must wear a facial covering. **Failure to do so may result in removal from campus for the semester or until the facial covering mandate has been lifted.**

Properly wearing a facial covering includes covering the nose and mouth. If you have to remove your facial 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 facial covering safely, please work with your academic advisor to request an online class schedule for the Spring semester.

Facial 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. 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 facial covering at home or in your car, disposable facial coverings will be available in Safety Stations. Safety Stations are located in all Nevada State 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 facial covering  
Watch your social distancing

### Scorpion Pledge

As a Nevada State College student wanting to be on campus, I pledge the following:

- I pledge to wear a facial covering when I am in my classes, in the plaza area, and in all Nevada State buildings.
- I pledge to practice social distancing at all times. I will stand at least 6 ft away from another individual while wearing a facial 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 safely be on the Nevada State campus. Failure to follow the stated guidelines and expectations may result in my immediate removal from campus.



Although the format of many classes have changed, the quality educational experience students have come to expect from Nevada State College 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 continue to emphasize the need for cooperation and flexibility during this time. Dr. Edith Fernandez, Vice President of College and Community Engagement, is Nevada State College's designated ombudsman. She has information readily available for students, faculty, and the public.

**Course Delivery:** Classes this spring 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 the Governor increases COVID-19 restrictions once again, any of these courses could easily move 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. To help maximize your likelihood of success, we created a resource page at: <https://nsc.edu/resourcesforstudents/>. It provides information about how to access our many student support offices. 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 them 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 an 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 Spring 2021. However, if students absolutely need a hybrid course to progress through their major or graduation, students can [complete a form](#) by January 8, 2021 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.

**Facial Coverings for Faculty & Students:** Facial coverings are 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 facial coverings during the speaking portion of an in-person lecture.

All course syllabus will specifically state, that facial coverings are mandatory for all faculty and students in the classroom. 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.

**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 worked with a team to create a single-page set of guidelines and expectations for safely returning to campus, which was also distributed via multiple modalities (e.g., email, social media). We also collaborated with the Nevada State Student Alliance and Student Life to create videos that address the myths and facts of different safety precautions, including wearing facial coverings. Finally, the college hosted virtual student town halls 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 deescalate 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 Spring 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 Nevada State's Spring 2021 Campus Operations & Instruction Plan.

Student housing at Nevada State College is apartment-style with varying floor plans. The majority of the floor plans 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.

No student living on campus will be displaced or evicted due to a COVID-19 related financial hardship.



# COVID-19 REOPENING PLAN

## Operations Program





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## 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 facial 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	

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 facial 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 facial 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 café 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 café. 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



**Spring 2021**

**On-Campus Operations Update**

**This plan is tentative and subject to change based on state, federal and local health agency requirements, and guidance from the Nevada System of Higher Education.**

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## Summary

The following provides for the College of Southern Nevada's Spring 2021 Campus Operations Update. This document provides supplemental information to the Reopening Plan developed, approved and implemented for Fall 2020. CSN is committed and places as its highest priority the health, safety and wellbeing of all faculty, staff, students, vendors and visitors.

All planning including contingency and flexibility of operations and activities is guided by the most current health and science data and guidance and recommendations provided by federal and state government, national and local regulatory and health agencies, and the Nevada System of Higher Education. Established criteria during the spring and fall of 2020 ranged from full shut down of operations to a phased and limited resumption of activities. Activities on campus including capacity limitations and gathering size will continue in compliance with established State of Nevada requirements. Adherence to governor's directives and recommendations by federal and local health agencies will be a cornerstone of campus operations. 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.

While this plan serves as a supplement to our Return to Campus Operations Plan approved in Summer 2020 and the Fall 2020 Reopening Plan continued commitment to important areas and updates are provided.

Patty Charlton, Vice President/Provost Henderson Campus is designated as the point of contact/ombudsman for coordination, questions or issues related to COVID-19 at the College of Southern Nevada. This information is available to all faculty, staff, and students. She can be reached at [patty.charlton@csn.edu](mailto:patty.charlton@csn.edu).

**UPDATE:** *In November 2020 as the State of Nevada experienced high rates of COVID-19 transmission rates CSN has responded to the Stay At-Home 2.0 and Statewide Pause directive. While the Statewide Pause is anticipated to be in place through December 15, 2020, CSN planning and responsiveness for end of calendar year 2020 and the start of Spring 2021 will be determined based on state and local health and safety.*

## 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. Resumption of on-campus operations including 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 to mitigate the risk of transmission of COVID-19. Consistent with the Fall 2020

semester CSN will continue to operate on-campus instruction of courses and labs at an established 15% on campus and 85% remote.

COVID-19 has been an unprecedented pandemic throughout the globe. CSN continues its concern of the physical and mental well-being of students, faculty, staff and our greater community. 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 continues to fluctuate given changes in community, state, national and global transmission rates, 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 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: CSN will continue to maintain building operations, systems and water management protocols, CSN Facilities Management continues to monitor and support healthy and 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). The Facilities Management team continue to review updated CDC guidelines for best practices for 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 continues to be accomplished. Office and service areas utilized are cleaned daily and an increased frequency of disinfecting occurs 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, service areas, and building entrances. 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 located and 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.

Face Coverings: CSN requires the use of face coverings for all faculty, staff, students and the community. Coverings are required in accordance with Governor Directive 24 and NSHE requirements, including expectations when walking alone or with household members on campus and 6 feet of distance is maintained from others. 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. 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.

Any exception for accommodations due to health or other conditions should be addressed to campus Title IX Officer, in the Office of Institutional Equity.

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 comply with government regulations in all spaces including classrooms, laboratory, open and gathering spaces. These limitations 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 will 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): PPE is provided through centralized ordering and support administered through Facilities Management and Auxiliary Services. An order protocol for securing face masks/coverings, hand sanitizer, disinfecting wipes and area specific cleaning materials for specialized areas, gloves and appropriate requested PPE is available.

Health Screening: CSN requires 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 during a 24-hour period) with someone who has a laboratory-confirmed COVID-19 diagnosis in the past 14 days?
- Are you currently pending a COVID-19 test result?

The assessment is available via the CSN Mobile Safety App (COVID-19 Assessment Tool). In addition, faculty and staff must complete a mandatory training in advance of or on the first day back on campus administered through Human Resources. Students 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.

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 provides communication of policy, process, Governors Directives, and recommendations for the reporting of positive case results and/or close contact.

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 Case Management 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 and/or designee. College personnel work closely with the Southern Nevada Health District on positive COVID-19 on all positive test results.

Individuals who have tested positive are advised to self-isolate and may not come 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.

### Academic Planning

Academic Instruction: The spring 2021 semester is being planned consistent with delivery of courses from the fall 2020 through a mixture of instructional modalities to meet the needs of faculty and students. If a course can be delivered remotely, departments are encouraged to continue instruction accordingly. CSN estimates approximately 85% of instruction is provided through remote learning opportunities.

In-person		Hybrid		On-line	
Synchronous		Synchronous		Synchronous	
Onsite Only		Onsite and Remote		Meets via Teams, WebEx	
Labs, Clinics, select HELS		Canvas		Canvas	
Canvas		Staggered schedules			
Limited capacity		Limited capacity			

Prior to on campus delivery site visits for certain instructional classrooms, laboratory and clinical experiences were completed to address program specific requirements and instructor and/or student practices. Face covering, cleaning protocols, or additional PPE have been prescribed and required in conjunction with the Department of Environment, Health & Safety. Safety protocols are in place and provided to academic program leadership (program director, department chair and dean).

## **Campus Environment**

### ***Common Spaces***

Common spaces are anticipated to reopen in the spring 2021 under established safety protocols. In order to reduce risk and ensure social distancing furniture has been removed to enforce capacity limitations and mitigate gatherings. Social distance and safety signage is located throughout CSN at building entrances, throughout interior spaces and is communicated on bullet boards and internal communication system screens throughout the College to remind students and visitors of health and safety practices. Floor markings provide distance requirements for reminder of 6-foot spacing. Hand sanitizer, disinfecting wipes and disposable masks are available and provided should individuals not provide their own.

### ***Communication***

Campus-wide communication occurs on a regular and systematic manner including weekly Presidential Town Halls, Cabinet meetings, Incident Management Planning Team, constituent group leadership meetings (Faculty Senate, Nevada Faculty Alliance, Administrative Faculty Assembly, Classified Council, and Associated Students of CSN). Updates regarding COVID-19 responsiveness, planning, human resources related updates, and health and safety are shared with the college community.

### ***Computer Labs***

CSN computer labs located on each of the three campuses and specialized instructional spaces will remain operational with limited hours, currently 9:00am – 6:00pm Monday through Friday. Face coverings, capacity limitations and social distancing requirements are strictly enforced. Keyboard and peripherals are cleaned after each use with proper cleaning protocols. Computer stations continue to be taken offline by marking spaces that do not permit for social distancing. Technology available in the labs including touch panels, monitors, and workstations are cleaned between uses and maintained in accordance with manufacturer recommended cleaning processes.

### ***Events***

All non-essential events and activities have been cancelled until further notice. CSN implemented the COVID-19 Events and Activities procedure to guide the planning, review and approval process for any on-campus or CSN off-campus events and activities. This procedure provides for the limited events and activities that may be necessary in support of CSN and related programs and services. Events are limited both internally and externally and if necessary planning includes development of an activity safety protocols, facility walk through, capacity limitation, health assessment, and compliance with all state of Nevada requirements for gatherings. Proposals are provided to the COVID-19 Review Team for consideration, modifications and approval.

### ***Food Services***

CSN Auxiliary Services established hours of operation for food service with our service provider Culinart. Facility improvements have been implemented including 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.

Hours of operation and services will be completed prior to the spring 2021 semester dependent on the current state guidelines. At this time, food services have been discontinued in light of increased COVID transmission rates effective November 12, 2020.

Upon resumption of activities ordering can be accomplished remotely including menu availability via web or posted, no paper menus will be available. A comprehensive safety plan for employees is in place 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.

### ***Libraries***

On campus Libraries at each campus reopened and maintained in-person operations through mid-November 2020 in response to Stay At-Home 2.0 directive. Seating limitations were deployed in response to capacity requirements. Plexiglass has been installed at desk areas in which interaction between staff and students may occur. Services are available both in-person and through the virtual manner.

### ***Operational Plans***

Department, schools and unites completed reopening preparation plans consistent with resumption of activities for summer or fall of 2020. These plans include timeline for return to campus activities, staffing levels and planning, safety protocols, public and/or specialized spaces, contingency or transition elements, and other specific requirements if necessary. These plans will be reviewed and revised to include continuous improvement and lessons learned through the summer and fall 2020.

### ***Student Services***

Student Services is anticipated to continue to operate in a remote environment for a majority of services however, on campus operations will be consistent with the in-person student populations and student needs.

Service area walk throughs were completed for all areas with department management, campus leadership and Facilities Management to review staffing requirements, social distancing, and evaluation of work spaces. Plexiglass has been installed in areas of high public interaction. Floor markings have been placed to identify social distancing requirements. Signage posting throughout service areas has been installed to communicate health and safety requirements. Face coverings are required for all staff, students and visitors and will be enforced. Hand sanitizer is available for all staff and visitors. Disinfecting wipes are provided to clean and disinfect surface and touch areas in between services and frequently throughout the business day.

### ***Student Union***

CSN Student Unions will be open in the spring 2021 and will operate within established protocols of capacity limitations, social distancing and health and safety protocols. Signage posting throughout the facility communicating safety requirements was implemented prior to fall 2020 resumption of operations. 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 are in place at Associated Students of College of Southern Nevada (ASCSN) reception desks for increased protection due to high volume traffic and support. Face coverings are 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: Fall 2020 Resumption Plan**



**Resumption of Campus Activity**  
**A Plan for Resuming On-Campus Operations**

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## **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>
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Zero - Red	Campuses are closed. Essential personnel authorized to access facilities must maintain strict 6-foot 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-foot 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-foot 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 Health 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-foot 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
Dan Gutierrez/Karli McFarline-Kelly	Student Government

(\*) Member representation reflects transition. AFA – June 1; Classified – June 1; Faculty Senate – July 1


## **APPENDIX B: Signage**


**STOP THE SPREAD OF COVID-19**

 Face covering required when around others	 Maintain social distancing of 6 feet from others
 Frequently wash your hands or use hand sanitizer	 Maximum 2 people in an elevator
 Regularly clean commonly touched surfaces	 Avoid touching your mouth, nose and eyes

 **CSN**  
COLLEGE OF SOUTHERN NEVADA

**THANK YOU FOR PRACTICING SOCIAL DISTANCING**



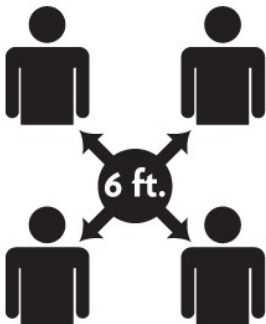
 **CSN**  
COLLEGE OF SOUTHERN NEVADA


**STOP THE SPREAD OF COVID-19**

 Face covering required when around others	 Maintain social distancing of 6 feet from others
 Frequently wash your hands or use hand sanitizer	 Maximum 2 people in an elevator
 Regularly clean commonly touched surfaces	 Avoid touching your mouth, nose and eyes

 **CSN**  
COLLEGE OF SOUTHERN NEVADA

**THANK YOU FOR PRACTICING SOCIAL DISTANCING**



 **CSN**  
COLLEGE OF SOUTHERN NEVADA

# 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 massgatherings.
- 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).

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Student Acknowledgement

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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 (hand washing)</b>	3 bottles
<b>Gloves (latex &amp; latex free)</b>	10* boxes of each in (S,M,L)	<b>Towels (for spray products)</b>	36 per week CH & NLV / 20 per week HN
<b>Electronics Sanitizing Wipes (screens)</b>	3 tubs	<b>Air Dusters (keyboards) (canned air)</b>	12 bottles
<b>Handheld people counters</b>	3 (if capacity being enforced)	<b>Official CSN approved signage*</b>	tbd

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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





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
				
<b>Description</b>	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.
<b>Intended use</b>	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 not 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**
- 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**
- 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).*

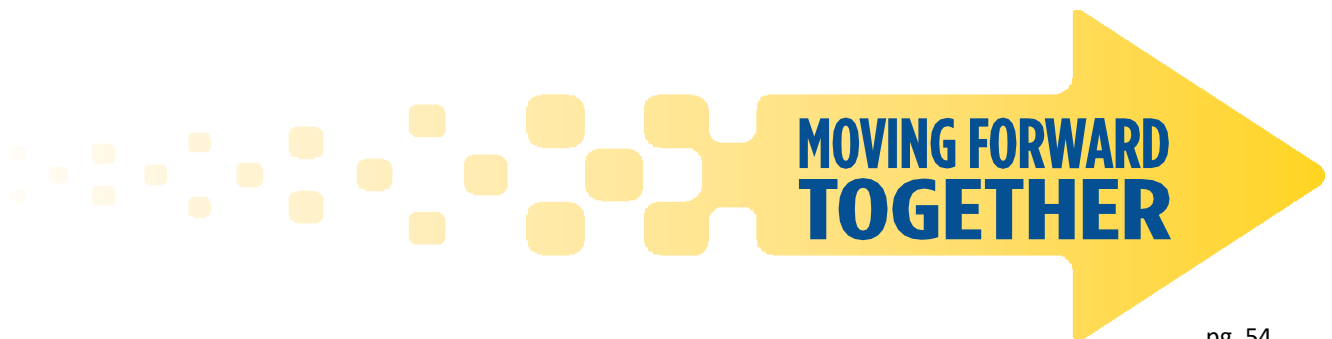
(2) *State of Nevada, Declaration of Emergency, Directive 021, Phase Two Reopening Plan, May 28, 2020.*

## **APPENDIX H: CSN Student Campus Safety Guide**



## Student Guidelines

# CAMPUS SAFETY GUIDE





## ***Guiding Principles***

The College of Southern Nevada (CSN) is committed to the health and safety of our students, faculty, staff, vendors and community members that visit CSN campuses, sites, and locations.

The primary goals for CSN’s response to the COVID-19 pandemic are to protect the health and safety of all members of the CSN family and to continue to empower our students and communities to achieve, succeed and prosper.

CSN is taking a data informed and phased approach in returning to college operations, instruction, services and activities. CSN’s plans will be aligned and consistent with guidance from the State of Nevada’s phased reopening guidelines and the Nevada System of Higher Education (NSHE) guidance. Our plan will also follow recommendations from the federal government (opening guidelines), Centers for Disease Control and Prevention (CDC), Southern Nevada Health District (SNHD), and Nevada Occupational Safety and Health Administration (NVOSHA).

***Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated as appropriate as more information becomes available.***

# CAMPUS SAFETY GUIDE

## Campus Expectations & Guidelines

All students 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 learning environment.

## Symptom Monitoring Requirement

Students are required to complete a daily health self-assessment via the CSN Mobile Safety App (<https://www.csn.edu/csn-mobile-apps>) prior to coming to campus. The app is a screening tool and will not record any answers or personal health information. If a student answers “yes” to any of the screening questions, they should not come to campus. Follow up with [wellness@csn.edu](mailto:wellness@csn.edu) for guidance on returning to campus. If a student is unable to access 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 a student is sick or experiencing any symptoms related to COVID-19 (even minor symptoms), they should not come to campus. The student should contact their instructor for alternative assignments and follow up with [wellness@csn.edu](mailto:wellness@csn.edu) for guidance on returning to campus.***



## Reporting Procedures

**Reporting COVID-19 Exposure or Diagnosis:** If a student 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. CSN's Department of Environmental Health & Safety will follow a defined protocol to contact the student to ascertain the status of the student as well as give information to assist them in the proper next steps in communicating with instructors.

**If a Student Feels Sick on Campus:** If a student is not feeling well or is experiencing symptoms related to COVID-19, the student should immediately leave campus and report this to [wellness@csn.edu](mailto:wellness@csn.edu). If a student took public transportation to campus or is unable to leave campus immediately, they should go to the designated self-isolation area on campus. The locations for isolation are:

- ◆ Charleston Campus: Building E, Room 131
- ◆ Henderson Campus: Building B, Room 117
- ◆ North Las Vegas Campus: Building S, Room 107

Isolation rooms are areas where a student may wait for public transportation or a ride. These rooms are not staffed nor will they have medical personnel present. The areas the student 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 student confidentiality and informing the campus community of possible cases. CSN will inform the campus community of the general characteristics of the possible infection, while Environmental Health & Safety conducts information gathering as required by the Clery Act. General information will be provided, for example, where and when the individual was last on campus.

For example, *"A student notified CSN of a confirmed positive COVID-19 test on September 1. The individual is currently self-quarantined. They were last at the Charleston campus on August 30. Those who have come into close contact with this individual may be notified by the Southern Nevada Health District's disease surveillance team who investigate all positive cases of COVID-19."*

Individuals with potential exposure may be contacted by the Southern Nevada Health District's disease surveillance team.

## 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
- ◆ Cancer
- ◆ Chronic Obstructive Pulmonary Disease (COPD)
- ◆ Serious heart conditions, such as heart failure, coronary artery disease or cardiomyopathies
- ◆ Being Immunocompromised
- ◆ Obesity (BMI of 30 or higher)
- ◆ Type 2 Diabetes
- ◆ Chronic kidney disease being treated with dialysis

COVID-19 is a new disease. Currently there are limited data and information about the impact of underlying medical conditions and whether they increase the risk for severe illness from COVID-19. Based on what is known at this time, people with the following conditions **might be at an increased risk** for severe illness from COVID-19: asthma, Cystic Fibrosis, hypertension or high blood pressure, neurological conditions, Type 1 Diabetes, liver disease, pregnancy, and smokers.

# HEALTH & SAFETY GUIDANCE

## Personal Safety Practices

**Face Masks or Cloth Face Coverings:** Face masks or face coverings must be worn by all students 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. Students 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. A face shield is not a substitute for a face mask.

Disposable masks will be provided by CSN, if needed. Disposable masks can be obtained on each campus at any of the locations outlined below. Disposable masks may only be worn for one day and then must be disposed of in the trash.

### ◆ Charleston Campus

- Information Desk – located in Building D near front entrance
- Students First Desk – located in Building D student services area
- ASCSN Student Government Desk – located in the Student Union Building

### ◆ Henderson Campus

- Information Desk – located in Building C near front entrance
- Students First Desk – located in Building B student services area
- ASCSN Student Government Desk – located in the Student Union Building





### ◆ North Las Vegas Campus

- Information Desk – located in the Main Building near front entrance, next to bookstore
- Students First Desk – located in the East Main Building between Financial Aid and Testing Center
- ASCSN Student Government Desk – located in the Student Union Building

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. Having a week's supply of cloth face coverings can reduce the need for daily laundering.

See details regarding mask use and care on the following page.



Type and Intended Use of Face Coverings/Masks				
<b>Type</b>	<b>Cloth Face Covering</b>	<b>Disposable Mask</b>	<b>Medical-Grade Surgical Mask</b>	<b>N95 Respirator</b>
				
<b>Description</b>	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.
<b>Intended use</b>	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).	



**A Note About Vented Face Coverings:** Masks with exhalation valves or vents should NOT be worn. The purpose of a mask or face covering is to keep respiratory droplets from reaching other people. Masks with vents allow air to be exhaled through the hole in the material and does not prevent the person wearing the mask from spreading COVID-19 to others.

### 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. Students 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

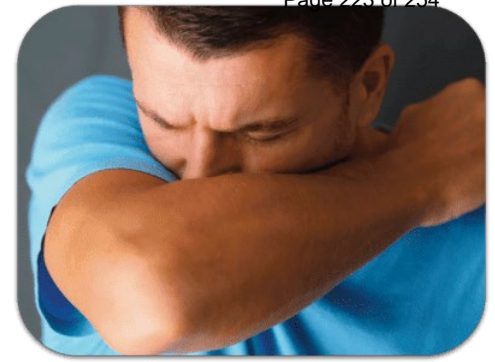


**Handwashing:** Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60 percent 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.

**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, CSN faculty and staff may wipe down commonly used surfaces and areas. 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 **within the U.S.**, as well as worldwide **Travel Health Notices**.
- ◆ Monitor yourself for symptoms after travel. Do not return to work if you become ill.

## Guidance for Specific Workplace Scenarios

**Public Transportation:** If you must take public transportation, 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.

**Campus Environments:** Facilities Management and departments will assess open campus areas 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 more than one person is in a room, masks or face coverings should be worn at all times.

**Using Restrooms:** Individuals 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.

STOP THE SPREAD OF COVID-19	
 <p>Face covering encourage when around others</p>	 <p>Maintain social distancing of 6 feet from others</p>
 <p>Frequently wash your hands or use hand sanitizer</p>	 <p>Maximum 2 people in an elevator</p>
 <p>Regularly clean commonly touched surfaces</p>	 <p>Avoid touching your mouth, nose and eyes</p>

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**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 and students 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 instructors and classmates 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.

**Building Access:** Entry into buildings will be regulated and monitored as needed during the phased return of the campus personnel. Some areas and buildings may remain closed, and 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:** Students 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

**Counseling and Psychological Services (CAPS):** It is the mission of Counseling and Psychological Services (CAPS) to offer a variety of free and confidential psychological services aimed to help students in their emotional, relational and behavioral growth. CAPS provides sessions by video, telephone, and in-person (once campus is re-opened and safety concerns addressed). Please contact any of the three main campus locations for additional information:

- ◆ Charleston Campus
  - Building D, Room 104
  - Phone: 702-651-5518
- ◆ Henderson Campus
  - Building B, Room 136
  - Phone: 702-651-3099
- ◆ North Las Vegas Campus
  - Main Building, Room 120E
  - Phone: 702-651-4099

## Additional Resources and Contacts

- **CSN COVID-19 Website**
- 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**
- 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.*



## Great Basin College Spring 2021 Campus Plan

GBC continues to review 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.

### Personnel

On November 16, 2020, GBC returned to our alternate staffing plan, which will continue through at least January 15, 2021. Most administrative employees will alternate occupying their office area and remote work during this time. 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 or other approved circumstances continue to work remotely under approved agreements between the employee, Human Resources and the supervisor. 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.

GBC Human Resources and the Vice President for Business Affairs will work with 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. GBC will review any extension, new acts or directives after December 31, 2020 as they are released.

All new employees must complete the General COVID-19 training and other COVID-19 trainings as appropriate. 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 is available online at [https://www.gbcnv.edu/committees/campus\\_advisory\\_covid/docs/covid\\_cert\\_form.pdf](https://www.gbcnv.edu/committees/campus_advisory_covid/docs/covid_cert_form.pdf)

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 and/or student'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 and as brief as possible. Interviews will continue to be conducted online. Break areas should not be used by more than one person at a time if social distancing cannot 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 have been fabricated in house as well as outsourced, and installed to interact with employees, students, and the public in high traffic areas. These barriers have been 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 is 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 are 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 are locked, or minimal entrances open to help control traffic in and out of the buildings. 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 have been evaluated for appropriate class size based upon occupancy. Excess chairs and tables have been removed from the general classroom area or marked off for appropriate spacing between students. Tiered classrooms have empty seats/rows between students to provide for appropriate social distancing. Office areas that accommodate multiple employees have been reconfigured or barriers added for appropriate spacing. Daily sign in sheets are required to be completed by all employees in their work areas and all students and instructors in classrooms and lab areas. There is 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. 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 the academic/fiscal year 2021. 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 reviewing plans, guidelines, and monitoring the ongoing pandemic situation, while considering options for Spring commencement ceremonies.

### **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 are in place for deep cleaning and sanitizing. Students are provided training on new guidelines and provided support for new behaviors. Increased inspections are occurring to ensure that protocols are being followed. Furnishings in common areas have been adjusted. Professional cleaning has been increased to ensure compliance with OSHA and residency standards. Isolation or self-quarantine areas have been 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. Housing provided Thanksgiving meals that were individually packaged and prepared by Albertsons to students on November 23<sup>rd</sup>. The Housing Coordinator works closely with all students and no student living in student housing will be displaced or evicted due to a COVID-19 hardship. Alternative payment plans will be set up as needed on an individual basis.

### **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 reopened in mid-August. Additional sanitization equipment has been installed and available specifically for the child center. Classroom furnishings have been adjusted for appropriate distancing and class sizes reduced based upon occupancy limits. Toys and other items in the center are cleaned daily. Restrooms are 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 is 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 are 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 have signed an acknowledgement and disclosure form. Child Center employees have signed a special work condition acknowledgement and disclosure form. Protocols are reviewed and updated as guidance becomes available from the state and industry.

### **Academic Success and Testing Center**

The Academic Success and Testing Center is open to administer nationwide standardized exams and meet proctoring needs for students. All employees will wear face coverings and all test candidates will be asked to wear one also. No more than ten people are 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 are checked when they 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. Most of the tutoring and proctoring takes place online.

### **Library**

The library will continue with primary access to online resources only. For the Spring 2021 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.

### **Spring 2021 classes and services**

Services for students will continue to be offered remotely, online, and/or by appointment if current guidance allows. GBC recognizes that students are encountering more stressors than ever during the pandemic, including health, financial, childcare/k-12 education, emotional including grief. Instructors are flexible with students with regards to their classes and competing needs. The Disability Resource Center has information regarding many types of services, including mental health tele-counseling. GBC has food pantries in multiple locations and has started to include, with the help of the Student Government Association, personal hygiene items as part of the pantries. Center Directors and other staff also provide students with services that are available in their local communities. The Veterans' Resource Center provides gift cards to local stores for students to purchase groceries. Financial Aid and the GBC Foundation also have some financial resources available to students in emergency situations. The GBC Student Government Association is looking at setting aside funding on a long-term basis to be used to assist students in an emergency who may be affected by disasters, whether it be the current pandemic, wildfire, hurricane, tornado, or other.

GBC will facilitate a hybrid spring semester. Employees will continue to stagger their start/end times and time in the office/remote work in order to reduce the population density in any area or building. The start of Career and Technical Education classes has been moved from January 4, 2021 to January 19, 2021. Most other classes start on January 25, 2021. The compression of the Spring semester with the

elimination of Spring Break is currently being reviewed, with a decision to be made by the end of November.

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 Spring 2021 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 offers 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 and other concerns, issues, and questions. The Vice President for Business Affairs will be responsible for Clery Act notifications occurring as any new student/faculty positive COVID-19 cases are reported at GBC locations during the Spring 2021 semester. The GBC Campus Advisory COVID-19 Committee has been established. Members of the committee are the Senior Human Resources Generalist, Facilities Director, the Director of Environmental Health, Safety and Security, Director of the Veteran's Resource Center, the Faculty Senate Vice Chair, NSHE Specialist I (classified staff representative) and a student representative. Other appropriate individuals will be involved as needed. The committee has an online form in which students and employees can submit concerns or comments

[https://docs.google.com/forms/d/e/1FAIpQLSfFpsPmX\\_6y2YWg8MWFbalkh7QFaUdRIV\\_2KWmsnOWdtV2y2Q/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfFpsPmX_6y2YWg8MWFbalkh7QFaUdRIV_2KWmsnOWdtV2y2Q/viewform) .

An email address has also been setup for the committee, [gbc-covid@gbcnv.edu](mailto:gbc-covid@gbcnv.edu)

### **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.

GBC will continue to monitor and work with public health officials and medical providers in our areas as changes in guidance occur with regards to testing and return to work/school.

The goal of GBC is continuing a successful year 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.



## Spring 2021 Operations Plan

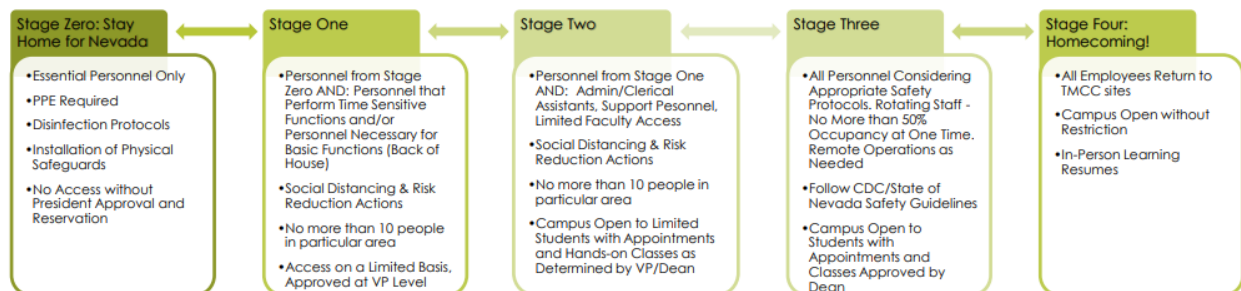
TMCC recognizes that a successful transition back to in-person instruction requires the continued cooperation and flexibility of all members of our campus community. As TMCC navigates the continuing changes, we remain keenly aware of the importance of each member of our campus community and the personal 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 related operations and monitoring. His contact information is listed on TMCC’s COVID-19 Resource page ([tmcc.edu/environmental-health-safety/coronavirus](http://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 are also available on the website.

### General Overview

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/Director and TMCC’s Environmental Health & Safety Officer, each department developed its own individual operational plan for each stage. Individual plans have been modified as necessary to best adapt to student and faculty needs as TMCC transitions to more face to face interactions and courses.

### TMCC Re-opening Stages



### **Stage Zero: Stay Home for Nevada**

- Essential Personnel Only
- PPE Required
- Disinfection Protocols
- Installation of Physical Safeguards
- No Access without President Approval and Reservation

### **Stage One**

- Personnel from Stage Zero AND personnel that perform time-sensitive functions and/or personnel necessary for basic functions (back of the house)
- Social distancing & risk reduction actions
- No more than 10 people in a particular area, classrooms limited to no more than 50 people or 50% of max capacity; 6' social distance maintained; risk reduction protocols in place
- Access on a limited basis, recommended by vertical VP and approved by VPFA and Facilities Department

### **Stage Two**

- Personnel from Stage One AND: Admin/Clerical Assistants, Support Personnel, Limited Faculty Access with VP approval; Leadership Team, Deans and Directors present on campus on a rotating basis to comply with low density
- Social distance & risk reduction actions
- No more than 10 people in a particular area; classrooms limited to no more than 50 people or 50% of max capacity; 6' social distance maintained; risk reduction protocols in place
- Campus open to limited students with appointments and hands-on classes as determined by VP/Dean

### **Stage Three**

- All personnel considering appropriate safety protocols, rotating staff - no more than 50% occupancy at one time; remote operations as needed
- Follow CDC/State of Nevada Safety Guidelines
- Campus open to students with appointments and classes approved by Dean

### **Stage Four: Homecoming!**

- All employees return to TMCC sites
- Campus open without restriction
- In-person learning resumes

## **Safety Protocols and Procedures**

### *HVACR*

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.

### *Mandatory Safety Training*



Before returning to any TMCC site, 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 and passing the graded modules, completion is documented with the Environmental Health and Safety office. This will continue to be a requirement for all staff returning to campus regardless of stage.

#### *Facial Coverings*

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.

#### *Building Access*

Entry into each building/facility is limited to specific doors. Signage indicating mandatory face coverings are posted at each entrance, as well as high traffic areas throughout each TMCC location, along with reminders about other safety protocols. Additional signage has been added to identify COVID-19 Site Coordinators including contact information for the Coordinator and the EH&S Officer, Ben Davis.

#### *Cleaning Protocols & Safety Measures*

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. Cleaning supplies have been stocked in classrooms with signage outlining detailed instructions on cleaning procedures to occur before instruction starts. Instructors have received the same guidance and work with students during the first five minutes of each class to clean classroom desks, seats, and high-touch points such as door handles and light switches.

#### *Exemptions and Accommodations for Personnel*

For those who consider themselves to be a member of a vulnerable population (as defined by the CDC) or meet the guidelines of Governor's Directive No. 24 (issues June 24, 2020). Faculty and staff requests can be directed to the Human Resources Office and student requests can be addressed through the Disability Resource Center (DRC).

### *Gathering Sizes Limited*

In Stages one, two and three, gatherings are limited to no more than 10 people. Classrooms cannot exceed 50% of the maximum room capacity or maximum occupancy practicing 6 feet of social/physical distancing, whichever is lesser.

### *Procedures of Presumptively Positive COVID-19 Test Notification*

In the case of a presumptively positive COVID-19 test notification at a TMCC location, the following protocol is in place:

- COVID-19 Coordinators are notified and immediately notify Environmental Health & Safety (EHS) Officer. EHS Officer reports the case to Washoe County Health District.
- If the individual is on campus, he/she is 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, initiated. This includes third party contractors for deep cleaning.
- If contact tracing shows contamination or a positive case outbreak at TMCC, the Washoe County Health District notified the EHS Officer.
- The EHS Officer serves on the NSHE COVID-19 Advisory Committee, which reports to the Chancellor. All reporting of positive cases goes through the committee, per CGC Joe Reynolds. For the purposes of the Clery Act, the EHS Officer will also notify MCO, Human Resources, and Legal Counsel.
- Clery Act notifications will occur as any new student/faculty positive COVID-19 cases are reported at campus locations during the Spring Semester.

## Current Operations

TMCC started the Fall 2020 semester in **Stage Two** opening up TMCC sites to more in-person classes, approximately 30% of all instruction was face to face. To date TMCC has seen 88 positive cases of those who contracted the COVID-19 virus, 6 Faculty, 9 Staff, and 73 Students. 40 of the cases at the time of the report had been to a TMCC property within the past 14 days of the notification to the College. During the last 30 days TMCC, mirroring the community, has seen an increase of those infected with a total of 51 reported cases, 2 Faculty, 5 Staff, and 44 Students. TMCC was performing proactive weekly testing of the Athletics and CNA program over the course of 7 weeks. During that time TMCC identified 12 pre-symptomatic or asymptomatic cases, allowing us to exclude and quarantine individuals before disease transmission.

This increase in community-wide virus spread caused TMCC to move from **Stage Two** into a modified **Stage One**, allowing limited personnel to return to each site and finish required face to face and hands-on coursework on Monday, November 16<sup>th</sup>. A full rollback to **Stage One** is expected from the Thanksgiving break through the end of the semester.

**Currently, TMCC site access is as follows:**

- William N. Pennington Applied Technology Center—Open for CTE courses requiring hands-on labs.
- Meadowood Center— Open with limited capacity for the following:
  - Certified Nursing Assistant (CNA), Electrocardiogram (EKG) Technicians, Massage, Clinical Medical Assistant, and Veterinary Nursing
  - Educational Programs Inspiring the Community (EPIC) classes are offered under strict health and safety guidelines provided by the CDC, State, and NSHE.
  - Partial staffing for Adult Basic Education with some courses held on-site under strict health and safety guidelines provided by the CDC, State, and NSHE. These include English Language Learner (ELL), High School Equivalency (HSE), and basic literacy small groups and tutoring. Remote options are available for all programs.
  - Career Hub is offering all services remotely, including workshops and individual appointments.
  - Veteran’s Upward Bound is offering all services remotely, including workshops and individual appointments.
- William N. Pennington Health Science Center— Open for health careers courses requiring hands-on labs. All labs conducted in compliance with capacity and safety guidelines.
- Dandini Campus— Open, with limited capacity, for the following:
  - Lab-based classes are offered in compliance with capacity and safety guidelines, including, but not limited to, Dental Hygiene and some science labs.
  - Learning Commons has limited staffing with some in-person services available by appointment only. Tutoring and other services are offered virtually. Limited access is available, by appointment or drop-in (dependent on space), for socially distanced studying during hours of operation.
  - The Bookstore is open from 9 am to 4 pm, with curbside drop off/pick up by appointment. In-person assistance is available by appointment only.
  - E.L Cord Child Care Center is open.
  - Welcome Center is open, by appointment, for testing and photo IDs on Monday & Friday, 8 am to 5 pm. Other services and testing options are available remotely.
  - Study Center (in the Student Center) is available for drop-in, Monday-Friday, 8 am-5 pm, following social distancing requirements. Students must sign in to use the area.
  - Financial Aid Office is providing virtual appointments for students, with all other services available remotely.
  - Admissions & Records is open for in-person assistance by appointment only. Remote options are also available.

- Advising is providing virtual appointments.
- TMCC High School is holding in-person classes each day with physical attendance of enrolled students limited to 50% or less each day.
- On-site professional staffing is limited based on division/department needs.

After Thanksgiving break, site occupancy will significantly decline as TMCC transitions all face-to-face classes that do not require lab work for course completion to return to online instruction for the remainder of the semester.

## Spring 2021 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. TMCC will offer Spring classes in no more than the “Stage Three modality,” as defined by each departments’ re-opening plan, for the entirety of the Spring semester. In the Stage Three scenario, nearly 60% 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 continues its social media and email campaign titled, “How to Be Successful Online”. After reviewing results from the Fall semester COVID-19 student survey, more faculty will be offering synchronous, or WebLive, courses that will occur at the specified date and time, to emulate in-person instruction.

The dual credit JumpStart program will continue synchronous online delivery for the Spring 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, professional development courses will continue to be offered to provide knowledge, skills, and tools for navigating instruction in a non-traditional environment. Additionally, a Faculty COVID-19 Committee facilitated collaboratively by the Vice President of Academic Affairs and representatives from the Faculty Senate will continue to meet regularly throughout the semester to address a wide range of academic topics to help mitigate the impacts 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 online training modules before returning to campus.
- TMCC face to face courses require training programs for students that address face coverings, cleaning protocols, 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 facial coverings 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 with limited staffing 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 in public spaces outlining risk reduction protocols, disinfection protocols, and how to contact a Site Coordinator for assistance.
- Clery Act notifications will occur as any new student/faculty positive COVID-19 cases are reported at campus locations during the Spring Semester.

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 Spring semester, the weekly COVID-19 Bulletin will continue to be distributed to ensure information is readily available to all faculty and staff.

Town Hall meetings will continue 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 optimal learning environments for students and ensure that each member of our campus community feels included, connected, and supported. Vamos Verdes!



# *Western Nevada College*

## **INSTRUCTIONAL PLAN SPRING 2021**

Updated Dec. 1, 2020

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## Overview

In response to the recent pandemic, the 2020-2021 academic year will look different due to the implementation of precautionary measures designed to mitigate the spread of the COVID-19 virus. WNC will offer onsite and online credit and non-credit classes during the fall 2020 term.

Instruction will follow the [college's overall return](http://wnc.edu) (wnc.edu) to campus plans. Classroom space has been 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.

### Course Offerings Profile Spring 2021

- Sections: 698
- Online: 240
- Zoom Sections: 71
- In-Person: 379
- Other (independent studies, field work, etc.): 7
- Faculty (FT/PT): 51/108

### Class Offering Modalities

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

### **College COVID-19 Reopening Preparation**

Pursuant to the State and NSHE COVID-19 Reopening Plan Review Task Force recommendations, the following statements and protocols will be followed in the 2020-2021 academic year.

*Note: NSHE COVID-19 Task Force information is labeled "NSHE COVID #".*

- **General Information**
  - The campus community (faculty, staff and students) will maintain flexibility and cooperation during the transition back to in-person instruction due to the changing nature of the external environment. (NSHE COVID 1)
  - All onsite instruction, regardless of the number of hours onsite, will have a backup/contingency plan to continue to deliver instruction remotely should additional COVID-19 restrictions be put in place. (NSHE COVID 2)
  - 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. (NSHE COVID 7)
  - 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. (NSHE COVID 8)
  - Training for returning students, as well as faculty and staff on COVID-19 requirements will be conducted. (NSHE COVID 9)

- Signs will be posted at campus entry points, classrooms, electronic boards and other public areas that face masks are required. (NSHE COVID 7)
- Classrooms will have proper engineering controls as set forth by Nevada OSHA including high-efficiency air filters, adequate ventilation, and plastic barriers. (NSHE COVID 10)
- PPE Stations will be located near each classroom for people to wipe down teacher and student surfaces prior to class start.
- Trained custodial staff clean and disinfect frequently touched surfaces throughout the college no less than daily, with disinfections typically occurring in between each class multiple times daily. (NSHE COVID 4.2)
- Faculty teaching remotely (high schools, etc.) may be provided a “mobile PPE kit.”
- Faculty may use remote technology to conduct office hours in the coming year. If you choose to do this, please provide information to students in at least these three ways: syllabus, Canvas and a card/sign on your office door.
- 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. (NSHE COVID 4.3 & 4.4)
- Due to healthcare and student privacy rights (FERPA and HIPA), information about a student or an employee who is sick or has tested positive (or any other health or student information) may not be shared with others.
- The college has dedicated certain areas as remote learning spaces. Select classrooms on the Carson, Fallon, and Douglas campuses will be designated as Remote Learning Spaces where students can connect to their Zoom classes. Students will be able to reserve a seat ahead of time and connect their personal devices to the college’s Wi-Fi. Students are encouraged to bring headphones, as

these spaces will be set up as a “come and go” environment and students may be sharing the space with other students attending different classes.

- **Remote Learning Spaces**

Select classrooms on the Carson, Fallon, and Douglas campuses have been designated as Remote Learning Spaces where students can connect to their Zoom classes. Students can reserve a seat ahead of time and connect their personal devices to the college’s Wi-Fi. Students are encouraged to bring headphones, as these spaces are set up as a “come-and-go” environment and students may be sharing the space with other students attending different classes. Students can reserve a space [online](#).

- **Library & Academic Coaching**

Services will be available in person at the Carson campus, Fallon campus, and online. While some academic coaching can be scheduled in person, most coaches will be available online. Students can access online academic coaching through [wnc.mywconline.com](http://wnc.mywconline.com), the library homepage at [library.wnc.edu](http://library.wnc.edu), and the NetTutor link in Canvas. Librarians can be reached through [refdesk@wnc.edu](mailto:refdesk@wnc.edu) or by calling the main line at (775) 445-3229 (Carson) and (775) 423-5330 x2241 (Fallon).

- **Testing Centers (Carson, Douglas, Fallon)**

All testing centers will follow social distancing and PPE protocols (masks must be worn at all times). Stations are disinfected after each use.

Administration of exams will be by appointment only. No walk-ins. No exceptions. Appointments should be scheduled 24 hours prior to the exam. Availability is limited, therefore, no guarantees of preferred time.

Due to limited space/time at each testing center, please consider a longer examination window.

Please schedule your exam at least two weeks prior to the exam window. Testing center hours and link to request proctoring are posted [online](#)

- **Faculty Guidance: Students Who May Be Sick**

The purpose of this information is to:

- Provide clarity for faculty about how to handle situations where a student is suspected or confirmed of having COVID-19
- Provide guidance on the information that will be needed to be communicated to the WNC EHS and/or Academic Director offices

If a student contacts a faculty member and states he/she is not feeling well, may be sick, have been exposed, or similar statements, the faculty member should:

- Tell the student to stay home
- Work with the student to allow him/her to keep pace with the class
- NOT share with the class that a student has stated he/she may be sick (there are privacy concerns here)
- NOT cancel class without speaking to their Director or the Provost
  - Any changes that affect operations (closures, etc) will be made by the WNC President or designee
- Stay in contact with the student
- Contact WNC's EH&S Office to share basic info and updates on the situation
  - Craig Robinson, Coordinator, Environmental Health & Safety (EHS), (775) 445-3327; [ehs@wnc.edu](mailto:ehs@wnc.edu)
  
- If the student decides to get a test for COVID-19 and:
  - Tests Positive: see Faculty Guidance: Students Have Tested Positive
  - Tests Negative: Once cleared by a doctor student may return to campus
  - Note: the local health department will take the lead on tracing and information dissemination as needed
  
- Faculty members should provide the following information to their Director and the Provost:
  - Whether other individuals have been in close contact with the COVID-19 positive individual
    - Per CDC, close contact is defined as within 6 feet for more than 15 minutes
  - Whether or not the COVID-19 positive individual and all others were wearing facial coverings
  - Determine when the positive individual was last in the classroom, office, or lab
  - Classroom schematic or office layout
  - Other relevant information as available
  
- **Faculty Guidance: Faculty and/or Students Who Have Tested Positive for COVID-19 Positive Test Results**
  - In the event a faculty member or student has tested positive for COVID-19 or if he/she are exhibiting symptoms, they should:

- Isolate 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. (NSHE COVID 4.1)
- Contact a 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 campus. If you have already reported to campus, 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 campus. If you have already reported to campus, immediately notify your instructor(s) by email or phone and leave the campus.
  - Students may contact the WNC Disability Support Services to discuss temporary accommodations. Contact Susan Trist, Program Director, (775) 445-4459; [susan.trist@wnc.edu](mailto:susan.trist@wnc.edu)
  - Faculty members will contact their supervisor or Craig Robinson, Coordinator, Environmental Health & Safety, (775) 445-3327; [ehs@wnc.edu](mailto:ehs@wnc.edu)
- **Faculty Guidance: Response to Students who Identify as Positive or Likely Positive**

Send your supervisor/provost/EHS the name of the student and any other information you have. We can share this amongst ourselves to respond to the situation but NOT with other faculty, staff or students.

Send your class a notice that you will be moving to remote for the coming week. We will revisit mid week after the environmental health and safety office works with the county to research. Here is text you can use:

*"I am writing to let you know we are moving this class to an online/remote learning environment beginning on DATE for the coming week. This is a cautionary measure at this time and we will notify you when the class is to return to an in-person environment."*

Please follow the above with any information you have on how to access course materials, etc. I imagine they are fairly familiar with the "how" but it's good to reinforce it.

Once you send this you are likely to get a barrage of questions. Because we need to gather more information (social distancing followed, mask use, etc) we will be unable to provide details at this time and will most likely not be able to with the exception of one-on-one contact with classmates as deemed appropriate.

- **Faculty should share the following guidance with their students:**
  - For the health and well-being of those around you, don't go to class if you are experiencing any of the following symptoms that cannot be attributed to an unrelated health condition. These symptoms include:
    - Fever of 100.4
    - Chills
    - Cough, shortness of breath or difficulty breathing (excluding symptoms from a previous condition)
    - Fatigue
    - Muscle or body aches
    - Headache
    - New loss of taste or smell
    - Sore throat
    - Congestion or runny nose,
    - Nausea, vomiting or diarrhea.
    - Have you been in close proximity to, or had physical contact in the past 14 days, with an individual who has tested positive or is suspected to be positive for COVID-19?

- Have you been told to quarantine or self-isolate by a physician or government agent due to COVID-19?
  
- **Face Coverings (NSHE COVID 5)**
  - All employees and students will continue to be required to wear either a reusable cloth face covering or a single-use disposable mask while present in any area within campus buildings unless working alone in a laboratory or office space
  - The use of a reusable cloth face covering, or a single-use disposable mask is meant to supplement not replace physical distancing, good hygiene and self-monitoring for COVID-19 symptoms which remain the most effective measures to reduce the spread of the virus in the workplace.
  - A “face covering” is defined as a “covering that fully covers a person’s nose and mouth, including without limitation, cloth face mask, surgical mask, towels, scarves, and bandanas” (State of Nevada Emergency Directive 024). A face covering is not a face shield exclusively.
  - Exceptions or requests for health-related accommodations should be addressed to:
    - Faculty and staff: the Coordinator of Environmental Health and Safety or the Human Resources Office
    - Students must contact the Disability Student Services Office.
  - Course syllabi should specifically state that face coverings are mandatory for all faculty and students in the classroom. (NSHE COVID 6)
  - 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.
  
- **Face Covering Enforcement in the Classroom (NSHE COVID 5)**
  - Instructors should advise students of the above requirements on the first class meeting.
  - Any student who shows up to class without a mask on (worn properly) should be advised of proper wear or provided a mask
  - If a student refuses to wear a mask, the instructor should advise the student to leave the classroom.
  - If student claims medical exemption, they must have this verified through Disability Support Services Office in advance.
  - If student does not claim medical they should be advised that they can attend class via alternative method if available

- If student refuses to leave and causes a disturbance, the instructor should call Campus Police Services (775-230-1952)
  - The officer will ask if the student was notified of the requirements, has claimed a medical exception (verified), and was asked to leave the classroom/informed of other options and that he/she is causing a disturbance.
- The student will be asked to leave the classroom by the officer and if necessary escorted out of the room.
- **Statements for Syllabi:**
  - The following information must be included in WNC syllabi:
    - **Changes in Class Format**
      - Any class that is being conducted onsite may have to be switched to remote or online at any point during the semester based on public health concerns as directed by the State of Nevada.
    - **Statement on COVID-19 Face Coverings**
      - In response to COVID-19, face coverings are required at all times while on campus, except when alone in a private office. This includes the classroom, laboratory, studio, creative space, library, or any type of in-person instructional activity, and public spaces. This action is in line with and in alignment with the State of Nevada Governor Executive Orders, Roadmap to Recovery for Nevada plans, Nevada System of Higher Education directives, WNC President directives, and local, state, and national health official guidelines. (NSHE COVID 6)
      - A “face covering” is defined as a “covering that fully covers a person’s nose and mouth, including without limitation, cloth face mask, surgical mask, towels, scarves, and bandanas” (State of Nevada Emergency Directive 024). Students who cannot wear a face covering due to a medical condition or disability, or who are unable to remove a mask without assistance may seek an accommodation through Disability Support Services.



- Face coverings are not a substitute for social distancing and should be used in conjunction with social distancing measures.
- **Statement on COVID-19 Social Distancing**
  - Students must observe current social distancing guidelines while in the classroom, laboratory, studio, library space and in public spaces. Students should avoid congregating around entrances before or after class sessions. If spaces have designated entrance and exit doors or traffic flow indicators, students are required to navigate these as posted. Students should exit the instructional space immediately after the end of instruction to help ensure social distancing and allow for the persons attending the next scheduled class session to enter.
- **Classes with Mandatory Attendance**
  - Instructors who include attendance as part of the class grade should work with students who do not attend a class due to a COVID-related event. Instructors should emphasize that it is the student's responsibility to contact his/her instructor to make arrangements. Students who do not make contact within a reasonable amount of time will be subject to regular grading policies. This information should be in the syllabus.
- **Questions**
  - College reopening issues and questions should be addressed to: (NSHE COVID 3)
    - 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)

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***Western Nevada College will comply all Clery Act reporting requirements. Our aim as a college is to provide transparency in our reporting so that items of importance to the college community are conveyed in a timely manner. In the spring 2021 session we will reestablish the reporting requirements as defined in the Clery Act, and will resend notifications related to COVID once when and if we are made aware of new reports of COVID 19 by campus site at WNC.***