

STUDENT AFFAIRS

WORKPLACE GUIDANCE

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OVERVIEW AND GUIDING PRINCIPLES

COVID-19 has completely changed the world around us and how Student Affairs provides facilities, services, and resources to our students and the UNL community has been greatly impacted. Guidance for safely returning to campus for Student Affairs staff members is provided by several local, university, state and national sources:

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

Active planning and preparation utilizing these resources have led to the development of the operational plans and processes with two overarching goals:

1. Providing safe environment for staff within Student Affairs and users by minimizing risks associated with COVID-19
2. Carefully adhering and following CDC, state, and local policies, guidelines and principles.

For these priorities to be successful all individuals associated with Student Affairs must work together, maintain an open dialogue, and be flexible. In order to protect the health and safety of UNL's employees, students and visitors, all employees are expected to fully comply with the guidelines outlined in this document and other supplemental guidance documents. Failure to do so may result in corrective action.

Additionally, this document is intended to be fluid and will require adjustments and changes to policies/procedures, likely with limited notice, as the response to COVID-19 continues to evolve.

ILLNESS RESPONSE & SYMPTOM MONITORING REQUIREMENTS

The following processes and procedures have been put in place to minimize the risk for all Student Affairs staff members.

| Daily Screening Requirements/Coming to Work |

Staff must agree that they will not come to work if:

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

People with COVID-19 have a wide range of symptoms. Symptoms may appear 2-14 days after exposure to the virus. [Symptoms as defined by the CDC include:](#)

- Fever (over 100.4 degrees) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

All Student Affairs staff are required to complete the [University of Nebraska-Medical Center 1-Check COVID](#) process daily prior to coming to work. The 1-Check COVID app can be downloaded from most mobile app providers. Upon completing the 1-Check COVID process, only staff members that receive a 'Low' evaluation may report to work. Staff members that receive anything other than 'Low' should contact their supervisor and follow the steps below.

Staff that are unable to access the mobile 1-Check COVID App are required to ask themselves the following questions each day prior to reporting to work.

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

| Requirements of Staff Who Are Ill |

Staff members who either do not receive a 'Low' evaluation from the 1-Check COVID or answer 'yes' to the daily screening questions above are instructed not to report to work and must follow the following steps:

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

Staff members who become ill while at work with COVID-19 related symptoms as defined above are required to follow the following steps:

- Notify your supervisor immediately.
- Go home.
- Wear a cloth facial covering to avoid possible virus transmission to others.
- Staff who are exhibiting symptoms of COVID-19 but do not have a lab confirmation should:
 - Contact their primary doctor or University Health Center/CHI/Bryan/Nebraska Medicine call lines for further screenings, including

assessing your individual risk and for further care instructions. The doctor will help the staff member determine if they need to:

- Be seen at a clinic
 - Receive a COVID-19 test
 - Go to the emergency room
 - Or self-care at home
- Self-isolate until you are cleared to return to work. The amount of time spent in isolation will depend on the length of illness, presence of symptoms and medical provider's guidance. The individual must remain in quarantine/isolation until medically cleared.

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

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

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

| Leave Types |

The University of Nebraska is offering all employees access to emergency paid administrative leave for issues related to COVID-19. Announced in a March 26 email from Ted Carter, president of the NU system, quarantined care of an immediate family member, childcare resulting from school closures, or related scenarios. Use of the leave is subject to supervisor approval. In addition, an April 10 email from Associate Vice President for Human Resources Bruce Currin highlights the Families First Coronavirus Response Act (FFCRA), which offers university employees the opportunity to apply for an additional 80 hours of paid leave for qualifying reasons. Learn more on the [University of Nebraska system website](#).

RETURNING TO WORK & ALTERNATIVE ARRANGEMENTS

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

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

research, and service missions. Such flexibility may include a phased or gradual return to campus in which not all populations are expected to return at the same time and/or creative work assignments that enable faculty, staff, and student workers to work remotely in support of the university's mission.

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

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

Vulnerable Staff Alternative Work Arrangement - Process for Requesting and Implementing Alternative Work Arrangements

- Employees who want to be considered through Faculty/Staff Disability Services for an alternative work arrangement due to the COVID-19 pandemic based on any of the criteria set forth in the eligibility section document must submit their request using the [Accommodation Planning Request](#) form on the [Faculty/Staff Disability Services](#) website. Upon receiving the request, Faculty/Staff Disability Services will interact with the requesting employee and the employee's supervisors, taking into consideration such factors as the employee's essential

job duties and the operational needs of the unit, to determine what alternative work arrangement, if any, will best accommodate the employee's situation. Any health or medical information obtained by Faculty/Staff Disability Services as part of this process will be kept confidential to the fullest extent possible and will be disclosed only to the extent permitted under the law and necessary for the facilitation of the interactive process. If Faculty/Staff Disability Services determines that the employee is in need of an alternative work arrangement for one of the reasons set forth in the eligibility section of this document and further determines that the employee's position is conducive to an alternative work arrangement, Faculty/Staff Disability Services will prepare a written temporary assistance plan that will detail the specifics of, and the work expectations associated with, the alternative work arrangements for the Fall 2020 semester. If either the employee or the unit disagrees with the plan prepared by Faculty/Staff Disability Services, they may request that Faculty/Staff Disability Services reconsider or modify the plan.

- If the position does not allow for the employee to work from an alternative work site, other work arrangements should be considered, such as a flexible work schedule, job sharing and alternative work duties, and reduced schedules.
- The University reserves the right to modify or cancel any alternative work arrangements at any time based on operational needs, failure of the employee to meet work expectations or responsibilities while on an alternative work arrangement, changes in the health and safety factors associated with the COVID-19 pandemic, budgetary constraints, or other business-related factors. The affected employee shall be given advance, written notice of any such modifications or cancellations.

Alternative Work Schedules - Non-Vulnerable Employees

- Employees who do not fall within any of the criteria specified within the eligibility section, but who nevertheless would like to be considered for an alternative work arrangement for the Fall 2020 academic semester due to the COVID-19 pandemic may submit a request to their supervisor. These may include populations identified by the CDC as people who need extra precautions, including those who are breastfeeding, are experiencing homelessness, are in a racial or ethnic minority group, are in a newly resettled refugee population, or have childcare or senior care obligations that have arisen due to the COVID-19 pandemic. Upon receiving such requests, supervisors are expected to interact with the employee, the unit's administration and Human Resources to assess whether the employee's position is conducive to an alternative work

arrangement and, if so, what arrangement will best accommodate the employee's situation. Any alternative work arrangement that is reached must be detailed in the [COVID-19 Alternative Work Arrangement Request Form](#) that is reviewed and signed by both the employee and the supervisor and then forwarded to Human Resources. If the employee disagrees with the arrangement being proposed, the employee may request that Human Resources further review the arrangement.

- If the position does not allow for the employee to work from an alternative work site, other work arrangements should be considered, such as a flexible work schedule, job sharing and alternative work duties, and reduced schedules.
- The University reserves the right to modify or cancel any alternative work arrangements at any time based on operational needs, failure of the employee to meet work expectations or responsibilities while on an alternative work arrangement, changes in the health and safety factors associated with the COVID-19 pandemic, budgetary constraints, or other business-related factors. The affected employee shall be given advance, written notice of any such modifications or cancellations.

TEAM STAFFING OPTIONS

In accordance with the university guidelines of reducing the density of our campus, Student Affairs departments are encouraged to reduce the number of staff working on campus at any given time. Staff who can deliver the core functions of their jobs and can work remotely are encouraged to do so. When remote work is not possible, other work arrangements should be considered; flexible work schedule, job sharing, and alternative work duties are encouraged to decrease the number of individuals on campus and within Student Affairs. When possible, cohorts or team work is encouraged to limit the exposure throughout a team. Here are three work schedule types supervisors may consider to reduce the number of people reporting to a workplace:

| Partial Remote Work/Alternating Days |

With a supervisor's approval, team members able to work remotely could be asked to continue to do so for all or a part of their work schedule. In support of cohort or team work, this strategy could include a Team 1 and Team 2 who work on different weeks

| Staggered Reporting/Departure |

Staggering the reporting and departure times of individual team members by at least 30 minutes reduces traffic in common areas such as building entryways, lobbies and break rooms.

| Flexible Work Schedules |

Team members may be candidates for flexible work schedules to expand workdays into evening hours. In support of cohort or team work, this strategy should have teams working the same shifts consistently.

PERSONAL SAFETY PRACTICES

| Masks and Cloth Facial Coverings |

The [CDC recommends](#) wearing cloth facial coverings in public settings where other physical distancing measures are difficult to maintain, as cloth facial coverings may slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.

An overarching principle to which the University of Nebraska–Lincoln ascribes is that Every Person and Every Interaction Matters. This facial covering policy has been established because we respect and care for ourselves and every person that we encounter on campus.

| Facial Coverings Requirements and Safety Steps for Use |

In accordance with [CDC guidelines](#) and [UNL policy](#), all members of the University of Nebraska-Lincoln community including faculty, staff, student, and visitors (including contractors, service providers, and others) are required to wear facial coverings when indoors on the UNL campus, with the following exceptions:

- When eating; however, social distancing practices must be observed
- When alone in a room
- When alone in a motor vehicle
- When an alternative is necessary as indicated by a medical professional during patient care
- When in one's assigned apartment or residence hall room

- When the task requires the use of a NIOSH-approved respirator
- When pertaining to children under the age of 2 years.

Facial coverings are also required in outdoor settings on the UNL campus if safe social distancing and gathering practices are not possible unless subject to an exception. This policy shall remain in effect until further guidance is provided from the Office of the Chancellor.

| What Constitutes a Face Covering? |

There are no universal design standards for facial coverings. However, the covering must extend from the bridge of the nose to below the chin.

- Reusable cloth facial coverings are acceptable, as are disposable paper masks.
- A face shield is an acceptable alternative.
- Regardless of the type used, a mask should not be designed with an exhalation valve.

| Wearing and Caring for One's Facial Covering |

Each individual is responsible to care for their own facial covering. Disposable facial coverings are to be discarded as ordinary refuse after a single day's use. Reusable cloth facial coverings should be washed regularly. Reusable face shields should be cleaned thoroughly with soap and hot water after each day's use. Facial coverings that are visibly soiled or in poor condition should not be used.

Instruction for properly caring for and donning (putting on) and doffing (taking off) a face mask is provided at the [Environmental Health & Safety website](#).

| Face Covering Compliance |

Any employee, student or visitor who fails to abide by these guidelines may be asked or directed to leave the campus space. Employees and students who are directed to leave a campus space for failure to comply with these guidelines may be taken off duty and/or subject to disciplinary action.

| Counteracting Existing Marginalization |

In implementing this policy, we must ensure protocols to optimize safety and provide a sense of wellbeing for all members of our community. We recognize

that a policy to wear facial coverings may exacerbate implicit biases and existing racial stereotypes. Thus, we will provide training and professional development for members of campus units regarding face coverings in order to prevent racial profiling and targeting.

| Physical Distancing |

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

Service Area Plexiglass – In Student Affairs facilities plexiglass barriers will be used at all point of sale locations, reception desks, and high traffic areas where social distancing is difficult.

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

Traffic Flow Monitoring - Physical distancing controls (floor stickers, stanchions, etc.) will be utilized in all Student Affairs facilities to manage line queuing and traffic flow. Traffic flow measures (one-way traffic) will be created, denoted by floor tape and appropriate signage to help control high traffic areas and maintain physical distancing as required.

| Environmental Facility Controls |

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

| Handwashing |

Student Affairs staff should wash their hands often with soap and water for at least 20 seconds especially after time in a public place, after blowing their nose, coughing, sneezing, or touching their face. If soap and water are not readily available, a hand sanitizer that contains at least 60 percent alcohol should be used. See the [CDC's When and How to Wash Your Hands](#).

- Handwashing should occur on the following occasions:
- Before, during, and after preparing food.
- Before eating food.
- Before and after caring for someone at home who is sick with vomiting or diarrhea.
- Before and after treating a cut or wound.
- After using the toilet.
- After changing diapers or cleaning up a child who has used the toilet.
- After blowing your nose, coughing or sneezing.
- After touching an animal, animal feed or animal waste.
- After handling pet food or pet treats.
- After touching garbage.

| Cough/Sneeze Hygiene |

Student Affairs staff should cover their sneeze or cough with their elbow or by using a disposable tissue. Cloth facial coverings further prevent the spread of the virus. Immediately after sneezing or coughing, team members should wash their hands for 20 seconds or use hand sanitizer.

| Cleaning/Disinfection |

Student Affairs operations staff will clean high-touch/high-traffic office and workspaces based on [CDC guidelines for disinfection](#). Also, all team members should wipe down commonly used surfaces before and after use with products that meet the EPA's criteria for use against COVID-19 and that are appropriate for the surface. This includes wiping down surfaces in any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.). Supervisors may want to consider checklists for cleaning shared spaces, like meeting rooms, and assign employees to rotate cleaning these spaces.

All are responsible for cleaning and disinfecting in areas that are not public, particularly those with limited service by custodial staff (e.g. offices, residence hall bedrooms, etc.).

Student Affairs operations staff and UNL Facilities Maintenance & Operations will be working to obtain additional cleaning materials to provide to individual departments. However, individuals are allowed to supplement cleaning efforts in their individual areas where possible with self-provided supplies.

Work with your supervisor to determine if there are department funds that can pay for additional cleaning supplies. A supervisor may contact Facilities to request additional cleaning supplies.

| Guidance for Working in the Office |

If you work in an open environment, even if partitions are constructed, be sure to maintain at least 6 feet of distance from co-workers. If possible, have at least one workspace separating you from another team member.

If you work in a closed office, no more than one person should be in your office unless the required 6 feet of distancing can be consistently maintained.

If more than one person is in any room, facial coverings should always be worn by all team members. Facial coverings are not required if you are working alone in a confined office space, but partitioned work areas are considered open environments.

Facial coverings should be worn by any team member in a reception/receiving area and when walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.

When present, follow safety signage and directions posted throughout university facilities.

| Restroom Use |

Use of restrooms should take into consideration any limits based on restroom size to ensure at least 6 feet of distance between individuals. Wash your hands thoroughly for 20 seconds afterward to reduce the potential transmission of the virus. If paper towels are available, use a clean one to turn off the water and a clean one to open the door. Dispose of the paper towel(s) when exiting the restroom.

| Elevator and Stair Use |

Avoid elevators and use the stairs whenever possible because stairs offer a more open area.

If you are using the elevator, wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible.

Wash your hands or use alcohol-based hand sanitizers upon departing the elevator or using railings in stairwells.

| Meetings |

When possible, meetings should continue to be held using remote platforms such as Zoom, WebEx or another video conferencing tool. Additionally, 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.

If you use a shared meeting place, be sure to maintain the 6-foot physical distance and wear your mask or face covering. In addition to returning the room to its proper order, please clean the table surfaces and any equipment used such as a keyboard, mouse, phone, etc.

| Meals |

Before and after eating, you should wash your hands thoroughly for 20 seconds using soap and water to reduce the potential transmission of the virus.

Wear your facial covering if dining on campus when obtaining food and prior to sitting down to eat. Follow all physical distancing guidelines and safety signage in a dining facility. Team members are encouraged to take food back to their office area or eat outside.

If you are eating in your work environment (break room, office, etc.), maintain 6 feet of distance between you and others. Only remove your mask or face covering in order to eat, then put it back on. Breakrooms should be rearranged to allow for proper physical distancing. Follow any safety instructions on signage. Wipe all surfaces, including table, refrigerator handles, coffee machine, etc. prior to leaving the common area.

| University Vehicle Use |

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

- Wearing of facial covering.
- If weather permits, open windows.
- If possible, set the HVAC controls to bring in outside air rather than recirculating.
- Limit the time of shared occupancy in the vehicle to 15 minutes or less, unless otherwise authorized by your supervisor.

| Signage |

Departments are asked to display signage throughout the workplace reminding employees of guidance from the CDC on entering the workplace. Team members reporting to a UNL facilities are expected to comply with safety signage.

University Communication has developed a variety of educational posters for all campus units' use on public hygiene topics such as signs and symptoms of COVID-19, reminders to stay home when ill, elevator etiquette, and more. Unit leaders may access [safety signage](#) for posting in their buildings or facilities.

| University Trainings |

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

- [COVID-19 Awareness - Campus Procedures & Self Care](#)
- [COVID-19 Module 2 - University Operations Customer Service Procedures](#)

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

| Flu Vaccination |

All students, faculty, and staff are strongly encouraged to receive a flu vaccination in the fall. The University Health Center has ordered over 6,000 doses and will be holding flu clinics conveniently located across the campus for students. When flu vaccines become available, staff members may schedule an appointment with the University Health Center or choose to obtain a vaccine at another location as desired.

| Testing and Contact Tracing |

During the fall 2020 semester, viral testing will be available in significant quantity to test any member of the UNL community who presents symptoms. In addition, UNL plans to implement targeted testing of populations, for example, in residential housing or when hot spots or surges of infection occur. UNL will work with state and county health organizations to ensure that contact tracing is available to manage cases for the UNL community. UNL will make use of institutional data and analytics to streamline the contact-tracing process as appropriate. UNL will provide quarantine and isolation for students living on campus. In addition, UNL case managers will manage quarantine and isolation for members of the community. Moving into spring 2021, large-scale availability of viral testing kits will continue and UNL will consider capacity for antibody testing when the data can be used for controlling viral spread.

| Travel |

Non-essential travel should be minimized. Anyone coming to campus from international locations should self-quarantine for 14 days or follow current [CDC guidelines](#).

HEALTH AND WELL-BEING

| Employee Assistance Program |

UNL is committed to supporting your overall health and well-being and offers an [Employee Assistance Program \(EAP\)](#) to all faculty and staff. This benefit even extends to your spouse, dependents and other household members. EAP offers emotional, work/life and wellness support during this stressful period. Telephone or video counseling is available, and you can access this service using most smartphones, tablets and computers.

NON-HEALTHCARE EMPLOYEE SCREENING GUIDE

PUBLISHED BY CAMPUS HEALTH SERVICES AND ENVIRONMENTAL HEALTH AND SAFETY

Scenario	Can I come to work?	Send home if at work?	Self-Isolate?	Do I need to be tested?	Where do I go for care?
<p>Employee has completed 1-Check COVID Employee has completed the 1-Check COVID process and received a result other than 'low'</p>	<p>NO Stay at Home</p>	<p>N/A</p>	<p>VARIES Contact Primary Care Physician</p>	<p>VARIES Contact Primary Care Physician</p>	<p>Primary Care Physician</p>
<p>Employee has symptoms of COVID-19: fever (100.4 degrees or higher), cough, new loss of taste or smell, sore throat, nausea, vomiting, or diarrhea.</p>	<p>NO Stay at Home</p>	<p>YES Consult with Supervisor or Department HR</p>	<p>VARIES Contact Primary Care Physician</p>	<p>VARIES Contact Primary Care Physician</p>	<p>Primary Care Physician or University Health Center <i>Call before going to office.</i></p>
<p>Employee tested COVID-Positive You have been tested by your doctor or health department and have been informed you have tested positive</p>	<p>NO Employee will need to stay home until return to work criteria of symptom-based (return to work/end of self isolation documentation from physician or testing center required) or test based strategy is met</p>	<p>YES Consult with Supervisor or Department HR</p>	<p>YES</p>	<p>YES</p>	<p>If your symptoms are getting worse, you can contact University Health Center, Primary Care Physician or local emergency room. <i>Call before going to office.</i></p>
<p>Employee's household contact tests positive Someone the employee lives with, roommate, or significant other tests positive for COVID-19</p>	<p>NO Employee will need to self-isolate for 14 days after last exposure.</p>	<p>YES Consult with Supervisor or Department HR</p>	<p>YES</p>	<p>YES Family members of confirmed-positive cases should be tested</p>	<p>Primary Care Physician or University Health Center</p>
<p>Employee's close contact tests positive for COVID-19 Someone the employee spent more than 15 minutes in close contact with, within 6 feet, repeatedly over the course of one day, or many days since they developed symptoms OR a positive case who the Lincoln Lancaster County or University Emergency Management identify the employee as a potential exposed, direct contact.</p>	<p>NO Employee should initially work from home while case details are reviewed to determine the need for quarantine from date of last exposure</p>	<p>YES Consult with Supervisor or Department HR</p>	<p>YES</p>	<p>YES</p>	<p>No care needed if you do not have symptoms. You should self-monitor your symptoms and temperature twice daily for 14 days, looking for fever >100.4°.</p>
<p>Co-Worker or friend of positive (Non-close contact) Someone who the employee walked by or were around, but more than 6 feet away. Someone the employee was in the same room with, but not within 6 feet for more than 15 minutes.</p>	<p>YES Employee work, as long as you do not have symptoms</p>	<p>NO</p>	<p>NO</p>	<p>NO Unless the employee develops symptoms.</p>	<p>No care needed if you do not have symptoms. You should self-monitor your symptoms every day for 14 days.</p>
<p>Friend of a friend test positive Your best friend's mother, your spouse's coworker</p>	<p>YES Employee work, as long as you do not have symptoms</p>	<p>NO</p>	<p>NO</p>	<p>NO Unless the employee develops symptoms.</p>	<p>You should take general precautions given the community spread of COVID</p>



STUDENT AFFAIRS

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