

| Overview |

This document is intended to serve as a supplement to aid supervisors within Student Affairs in managing their areas related to COVID-19. In addition to this reference information, additional and updated guidance for safely returning to campus for the Spring 2021 semester can be found by referencing the comprehensive return to work document for all staff within Student Affairs at the University of Nebraska-Lincoln.

HOW CAN I MINIMIZE AN OUTBREAK IN MY OFFICE OR WORK ENVIRONMENT?

| TEAM STAFFING OPTIONS |

In accordance with the university guidelines to reduce the density of our campus, Student Affairs departments are encouraged to reduce the number of staff working on campus at any time while keeping offices open and services available. 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 teamwork is encouraged to limit the exposure throughout a team. Here are three work schedule types supervisors may consider reducing 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 teamwork, this strategy could include a Team 1 and Team 2 who work 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 teamwork, this strategy should have teams working the same shifts consistently.

| Meetings with Staff |

All meetings with staff, including one on one meetings, are encouraged to be held virtually to limit possible contact and exposure. Due to the nature of the subject matter of the meeting and attendees, if a meeting must be attended in person, individuals attending the meeting must be at least 6 feet apart, all individuals have facial coverings for the entirety of the meeting, and in-person meetings are encouraged to be as short as possible.

| Breaks/Meal Periods |

Meals have been demonstrated to be a significant factor in the of spread of COVID-19 both at the university and throughout the community. Staff should be encouraged to take breaks and eat meals individually while at work. Breaks and meals should be scheduled to allow staff to take time away from their job functions individually to avoid periods of time where staff are interacting with each other while not wearing a facial covering.

WHAT SHOULD I DO IF A STAFF MEMBER HAS AN ISSUE RELATED TO COVID-19?

| Staff Reporting COVID-19 Symptoms or a Positive Test (Self or Close Contact) |

Staff reporting symptoms of COVID-19, have been identified as a close contact to somebody that tested positive, or have tested positive are not permitted to return to work until certain return to work criteria are met. These criteria are dependent upon the situation.

Supervisors are required to provide information and report individuals who have tested positive to the UNL Public Health Advocacy Team. A comprehensive toolbox for supervisors including a screening guide for various scenarios, response guidance for emails or conversations with staff and students (e.g. COVID-19 symptoms, exposure, or lab-confirmed diagnosis), and a supervisor FAQ provides detailed information and response language/processes.

| Staff Testing Positive - Contact Tracing |

Following a staff member testing positive and the reporting of the positive test to the UNL Public Health Advocacy Team (PHAT), the staff member who

tested positive will be contacted by a member of PHAT. Supervisors may also be contacted by the PHAT team if more information is needed regarding close contacts. Individuals identified as close contacts will receive an email letting them know they were identified and need to quarantine immediately, following the instructions contained in the email.

Close contacts are individuals where **ALL** of the criteria below are met:

- ✓ Contact with an individual who tested positive within the past 48 hours whether symptomatic or asymptomatic
- ✓ One or both individuals were not wearing a facial covering
- ✓ Contact was for more than 15 minutes

Note: 15 minutes is cumulative within 24 hours (meaning people may have had repeated close contact with positive individuals throughout the day)

- ✓ Closer than 6 feet

| Staff Leave Types |

There are a variety of leave types available for staff members that encounter the following issues related to COVID-19:

- Self-quarantine
- Quarantine or care of an immediate family member
- Childcare resulting from school closures
- Other scenarios related to COVID-19
- These leave types include:
 - University of Nebraska Emergency Administrative Leave
 - Families First Coronavirus Response Act (FFCRA) paid leave options for staff impacted by COVID-19
 - 'Standard' Family & Medical Leave

Detailed information, including a flow chart of the types of leave to use and the order they should be used, can be found on the University of Nebraska system website.

Office/Department Space Status Following a Staff Member Testing Positive

In cases where staff members have tested positive and have been in department/office areas within 48 hours of their positive test, department directors should contact their facility manager (various depending on department location) to determine the steps needed to temporarily close or clean/disinfect spaces to allow them to remain open to the public. If you are unsure of who to contact for your department/area, please email Ryan Lahne, rlahne2@unl.edu and/or Josh Overocker, joverocker12@unl.edu. Student Affairs and UNL Facilities staff have been trained and will follow UNL Environmental Health and Safety guidelines regarding cleaning and disinfecting spaces with known COVID-19 cases.

WHO DO I CONTACT IF NEED HELP OBTAINING SUPPLIES OR HAVE QUESTIONS?

| COVID-19 Safety Supplies |

The university has provided hand sanitizer, spray disinfectant, plexiglass partitions and other supplies and items intended to help protect the university community. If your area is in need of additional supplies or protection items, department directors should contact their facility manager (various depending on department location). If you are unsure of who to contact for your department/area, please email Ryan Lahne, rlahne2@unl.edu and/or Josh Overocker, joverocker12@unl.edu.

| Student Affairs COVID-19 Resources |

Supervisors and department directors who may have questions regarding items related to COVID-19 are encouraged to contact any of the following individuals with questions.

- General COVID-19 University and Staff Response
 - Ryan Lahne - rlahne2@unl.edu
 - Josh Overocker - joverocker12@unl.edu
- Testing Requirements/Contact Tracing
 - Tony Rathgeber - trathgeber@unl.edu
- Student Affairs Human Resource Items
 - Jenny Seamans - jseamans4@unl.edu