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Introduction

COVID-19 has completely changed the world around us and how the College of Business can provide physical and virtual opportunities to build community on campus has been greatly impacted. Guidance for safely operating the College of Business is provided by a number of local, university, state and national sources:

- The Centers for Disease Control and Prevention (CDC) has provided guidance for [reopening public spaces](#) as well as guidance on [safely operating institutions of higher education](#).
- The [Department of Health and Human Services](#) is in the process of monitoring COVID-19 for the state of Nebraska and provides guidance on testing with local and federal partners, and providing guidance and resources to prevent, detect and respond to the occurrence of COVID-19 cases in Nebraska.
- The University of Nebraska and Nebraska Medicine have developed a [Higher Education COVID-19 Pandemic Recovery Guide](#) to aid the University of Nebraska-Lincoln and the College of Business COVID-19 recovery management strategies.
- 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-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 a safe environment for College of Business staff, departments, vendors and users of Howard L. Hawks Hall by minimizing risks associated with COVID-19 and (2) carefully adhering and following CDC, state and local policies, guidelines and principles.

In order for these priorities to be successful all individuals associated with the College of Business must work together, maintain an open dialogue and be flexible. Additionally, this document is intended to be fluid and will require adjustments and changes to policies/procedures, likely with limited notice, as the response to COVID-19 continues to evolve.

General Operating Policies and Procedures

Physical Distancing Measures

Six-Foot Physical Distancing Guidelines – The College of Business will closely adhere to [CDC](#) and [Nebraska Department of Health and Human Services](#) guidelines and recommendations regarding physical distancing – minimum of six feet between individuals whenever possible. All university activities, wherever they are performed (classrooms, common spaces, team breakout rooms, etc.), are expected to maintain physical distancing requirements of six feet between participants unless an exemption has been approved in advance. Physical distancing must be practiced even when facial coverings are also being used.

Service Area Plexiglass – Plexiglass barriers will be used at all point of sale locations, reception desks and high traffic areas where social distancing is difficult. Barriers will also be used in classrooms where six-foot social distancing could not be maintained. (Exemption statements are posted in such instances.)

Common Area Furniture – Common seating areas will be modified to meet or exceed current directed public health measures. Furniture should not be moved.

Traffic Flow Monitoring – Social distancing controls (signs, stanchions, etc.) will be at all College of Business classroom locations to manage line queuing and traffic flow.

College of Business Departments and Offices – In College of Business department and office areas, all workstations will maintain a minimum distance of six feet. When not possible, Plexiglas or other barriers in workspaces will be installed to create a physical divide between individuals. If more than one person is in any room, facial coverings should always be worn by all staff members. Facial coverings are not required if you are working alone in a confined office space, but partitioned work areas are considered open environments.

Elevator Usage – Individuals in College of Business facilities are encouraged to avoid elevators and use the stairs whenever possible because stairs are open areas. Individuals using the elevator, should wear facial coverings and avoid touching the elevator buttons with exposed hand/fingers, if possible. Individuals should wash your hands or use alcohol-based hand sanitizers upon departing the elevator or using railings in stairwells.

Facial Coverings

The [CDC recommends](#) wearing cloth facial coverings in public settings where other social 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. The [Cornhusker Commitment](#) provides members of the Husker community an opportunity to pledge commitment to take necessary steps to stay well and protect each other.

Facial Covering 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 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 Facial 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.
- Regardless of the type used, a facial covering 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 facial 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 facial covering is provided at the [Environmental Health & Safety website](#).

Facial Covering Compliance

If someone enters Hawks Hall without wearing a face covering or takes off the face covering once in the space, staff should take the following steps:

1. Inform the person of the face covering requirement of all individuals while on campus and ask them to please wear the face covering.
2. If the individual if they have forgotten or needs a face covering.

- If the individual has a face covering and forgot to put the facial covering on, give the individual an opportunity to put it on and thank them for being a great community member!
- If the individual doesn't have a mask, either provide them a disposable mask or direct them to the Bookstore where they can purchase one.
- 3. If the individual says they don't have a mask and they don't intend to wear one, remind them that it's university policy, review the requirements and explain the reason for the policy: healthy and safety of our community is our number one priority. Ask the individual to comply and offer them a disposable mask.
- 4. If the individual does not want to comply, kindly ask the individual to leave the space/building/environment immediately.
 - Gently remind the individual that their non-compliance is a violation of the university requirements.
 - For a student, not wearing a facial covering is a violation of the Student Code of Conduct and can be reported to the Office of Conduct & Community Standards.
 - For a staff member, a report can be made to Human Resources.
 - For a faculty member, a report can be made to Academic Affairs.
 - Let them know they are welcome back when they are prepared to follow University policy.
- 5. If the individual fails to comply or leave the building/space/environment immediately and becomes angry, follow these de-escalation tips:
 - Maintain a safe distance (6 feet physical distance)
 - Use active listening that allows individual to express their feelings.
 - Acknowledge that you understand the point of view then restate the policy and explain it is for the health and safety of the university community.
 - Agree that it is a fluid situation but that at this time this is the university's policy. Remind them this is temporary – they will not need to do this for the rest of their lives.
 - Clarify that the benefit of wearing facial coverings in public isn't to protect them from getting sick. It is to protect others from exposure if they are sick or an asymptomatic carrier. Suggest that instead of seeing it as an infringement on their freedom, consider it the simplest, easiest act of kindness that they can do every day for others.
 - Use a tone that communicates understanding; lower your voice and stay calm.
- 6. If the situation escalates and the individual's behavior becomes a verbal or physical threat or the individual becomes combative, contact University Police (402-472-2222). It is important to communicate to the individual that you are calling UNLPD because their behavior has become threatening to you and those around them.

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 facial coverings in order to prevent racial profiling and targeting.

Food Service

The Yes Chef Cafe will follow the latest [DHHS Directed Health Measures](#) and guidance from the Lincoln Lancaster County Health Department as it applies to restaurants and dining seating.

- In-person dining will be available, but tables and chairs in spaces intended for dining will be rearranged to limit the number of people seated at any one table to a maximum of eight individuals and to create six feet of physical distancing between tables.
- Queuing lines will be created with six-foot physical distancing spacing.

Additional protocols listed in the sections below will be incorporated into the plan for food service and dining spaces within the College of Business facilities.

Hours of Operation

Due to staffing restrictions, directed public health measures or other causes hours of operation may need to be adjusted. The College of Business will attempt to provide a minimum of two-weeks notice if a reduction of hours is necessary. Howard L. Hawks Hall will be closed for all major state/federal holidays, as well as designated shutdown periods for the University of Nebraska–Lincoln. ([see list here](#)).

Business Hours

Monday-Friday 8 a.m.-5 p.m.

Building Hours

Monday-Thursday 6:30 a.m.-10 p.m.

Friday 6:30 a.m.-7 p.m.

*Saturday-Sunday N Card Access Only for CoB Faculty, Staff and Students

*Howard L. Hawks Hall will be closed on home football game days.

Building Maintenance Request System

Building maintenance requests should be made using the online request form located on the College of Business website at: <https://business.unl.edu/it-services/forms/building-request/>. This includes requests for COVID-19 related equipment and supplies.

Facility Operational Plans

Hygiene Prevention Strategies

Hand Sanitizer – College of Business facilities will provide hand sanitizer upon entry, in high traffic areas of all buildings and in university department offices.

Hygiene Promotional Signage - Increase signage and availability of handwashing facilities and hand hygiene products in College of Business facilities. Signage will be posted at entrances of facilities indicating pathways, positions for standing, waiting, etc., where applicable.

Facilities Risk Minimization Strategies

The following strategies will be enacted until further notice to address potential risks from COVID-19:

- College of Business will ensure handwashing facilities are fully stocked and operational.
- High-touch items that can be removed (common pens, magazines in lounges/lobbies, business cards, etc.) will be eliminated from all College of Business facilities.
- Frequently touched items in College of Business facilities (doors, cabinets, etc.) will be evaluated and when feasible no/reduced touch options will be implemented.

Event Policies and Procedures

Event policies within the COVID-19 pandemic have changed frequently and will likely continue to change. When possible, meetings should continue to be held using remote platforms such as Zoom, WebEx or another video conferencing tool.

When in person meetings and events are required, the College of Business will closely follow guidance from the [Lincoln Lancaster County Health Department](#), [DHHS](#), [University of Nebraska-Lincoln Event Guidelines](#) and the associate directed public health measures. Event organizers should note that these policies and procedures may change and effect event planning, perhaps with limited notice. This may include changes to capacities, room setups and building hours. The College of Business team will contact event organizers as soon as possible to help make the necessary changes. It is the intent of the College of Business to work closely with all for successful events within the required guidelines.

University of Nebraska-Lincoln Event Guidelines

The following [University of Nebraska campus-wide guidelines](#) for organizing, sponsoring and hosting university events, effective August 1, 2020 until further notice, are designed to help ensure the health and safety of the UNL community. These guidelines reinforce key elements of the university's Forward to Fall framework:

- Maintain six feet of physical distance between individuals.
- Wear facial coverings in indoor environments, and outdoors when physical distancing is not possible.
- De-densify the gathering of individuals through limitations of in-person group sizes and venue capacities.

- Utilize remote engagement whenever possible to reduce large gatherings, limit the traffic of visitors to and from campus and common spaces, and allow attendees with potential health risks to participate virtually.

In addition to the above guidelines for all events, events of more than 50 attendees (students, faculty, staff, visitors/guests) organized, hosted or sponsored by the University must have their respective Vice Chancellor's Office approval and have filed an Event Risk Assessment with the Vice Chancellor for Business and Finance prior to the date of the event.

This approval process is inclusive of any and all events hosted by university academic, research, and administrative units as well as student association and organization activities not already governed or managed by formal instructional space guidelines for COVID-19. Example of events include, but are not limited to symposia, seminars, lectures, campus visits/tours, camps, performances, entertainment, social programming, large meetings, etc. If an organizer is hosting multiple events that are similar in scope (e.g. movies shown at the Ross Theatre), filing one risk assessment to cover all similar events is sufficient.

The point of contact for the event must be on site for the event's duration to ensure that it is in compliance with all directed health measures. These guidelines may change as COVID-19 conditions evolve and in keeping with corresponding federal, state, and local measures. Any university event can be cancelled without notice at any time, even if previously approved, at the university's discretion in the interest of health and safety.

University Approval Process and Event Risk Assessment

Event organizers must submit an [Event Approval Request Form](#) to their respective Vice Chancellor's office no later than 14 days prior to the event for events with expected attendance of 50 individuals or more. The online form (see example) will require:

1. A completed Risk Assessment - available online.
2. Associate Dean Rik Barrera approval prior to routing to the respective Vice Chancellor's office

Alcohol Services Permit Applications will not be processed until an event has been approved.

University of Nebraska In-Person Event Guidance

In addition to published campus guidance, all facilities (College of Business, Campus Recreation facilities and housing facilities) and affiliated organizations (departments, facilities, student organizations including all RSOs, fraternity and sorority organizations, and sport clubs) should meet or exceed the following guidance and use of resources.

Event Risk Assessment - University entities hosting events are strongly encouraged to utilize the Risk Assessment Guide to assess and develop their event plans. This process is required of all events with estimated attendance of over 50 people as part of the University Event Approval Process.

Attendance and Card Swipe Readers - All events will track attendance at the event. Departments should use Husker Scan wherever possible or a comparable no-touch option.

When scanning IDs, participants should scan their own NUIDs. Event personnel will not handle NUIDs.

Events that are Open to the Public and Guests - Events that are open to the public and/or are inviting guests to campus are strongly discouraged for the fall 2020 semester.

Events with Youth/Minors in Attendance - Events that will have youth/minors in attendance are strongly discouraged for the fall 2020 semester. More information and guidelines about events involvement members can be found on the [UNL University Police website](#).

Events with Shared Objects - Events with any shared equipment are discouraged for fall 2020. If events to have shared objects, the following guidance and restrictions must be followed:

- Events with shared fabric items are prohibited
- Events such as board or video game activities may be held if there is no physical exchange of controllers, game pieces, cards, dice, or other objects
- Shared objects must be disinfected between users
- Hand sanitizer or hand washing stations should be readily available

Handouts and Giveaways - Handouts and giveaways at events and promotional tables are discouraged. If handouts or giveaways are provided, the following guidance and restrictions must be followed:

- Every item handed out or given away must be disinfected
- Any individual handling handouts or giveaways should wear gloves and facial coverings
- Individual attendees should pick up items directly from the table

When hosting in person, stricter physical distancing must be followed.

- Indoors:
 - o Must maintain 10' distancing with facial covering required.
 - o Events should not exceed 50 minutes in length followed by 50 minutes of "down-time." 50 minutes provides enough time for adequate air exchange. Additional down-time may be required by the facility for cleaning efforts.
- Outdoors:
 - o Must maintain 10' distancing with facial coverings optional

Performance Based Activities - A performance based activity is defined as an activity with performances that involve active performances such as singing, dancing, or playing instruments with the mouth. An event should be considered both for the performance as well as the activity of the audience.

College of Business Specific Event Modifications and Processes

Below are the current modifications to [College of Business event policies](#). Groups failing to follow the current College of Business meeting and event policy and procedures will be subject to a minimum \$100 fine and/or cancellation of all future reservations for the academic year. The College of Business appreciates all partnerships with our community to carefully follow these required policies and we look forward to collaborating on your event.

Modifications of Event Capacities- College of Business events spaces will be modified to meet or exceed the [Lincoln Lancaster County Health Department](#) and [DHHS](#) directed public health measures. The following event capacity modifications will have been applied to College of Business spaces.

- Gatherings/events will be limited to 50% of rated occupancy
- Groups within gatherings/events shall be no larger than 8 individuals
- Six feet separation between groups

Capacities for all event spaces in the College of Business can be found in Appendix of this document.

Cleaning and Disinfecting Between Events – Event organizers are responsible for cleaning and disinfecting all event space and equipment between meeting/events. Any straightening up and resetting of the space will extend the time needed between meetings/events. Due to this strict timeline, we will ask groups to leave promptly at their given ending time and to not arrive more than five minutes before their given start time.

Event Set-up and Moving of Event Equipment - The College of Business meeting/event space capacities and setups will be limited to a small number of event configurations. All seating will maintain a six-foot distance from each other, and attendees are expected to maintain this physical distance of 6 feet at all times. Unless otherwise specified, the meeting/event spaces will be either setup in a theater, classroom, or U-Shape conference setup with a maximum head table for three. We will not be using cocktail tables during this time. Maximum capacities found in the Appendix do not include tables for food or additional equipment/furniture. Capacities will be adjusted according to any of these additions.

All equipment will be setup by College of Business Operations staff, including any necessary microphones. For safety reasons, microphones will be placed on stands with the understanding attendees will approach the microphones instead of passing the microphones from person to person. Individual lapel microphones are available for use and will be cleaned and disinfected between each use.

Web cameras for Zoom or other similar format will be available upon request. The angle of the camera will vary depending on the room.

Promotional Tabling - Tabling inside and outside the College of Business will be limited, and specific locations will be assigned to each group. Promotional tables with social distancing measures will be set-up by College of Business staff members and may not be

moved. Only one (1) member of the sponsoring group will be allowed at a table at any given time and physical distance will be required.

Check-in Tables - To reduce congestion in hallways and between events, in most instances check-in tables will be required to be in event spaces. Outside event space check-in tables may be permitted on a case by case basis. The College of Business staff will work with event organizers on strategies to check-in participants within event spaces.

Outdoor Events - Events and activities are encouraged to be scheduled outside. Events and activities occurring outside the College of Business and other University Green Spaces will require physical distancing. Each event will be reviewed on an event by event basis.

Catering and Event Food Service - Meeting and events wishing to have food or beverages at meetings within the College of Business will need to follow the [University Wide Food Policy](#) and [College of Business Catering and Food Policies](#) with the following additions to help minimize the risks associated with COVID-19.

- Food and beverages must be served in “single serve” containers or individually wrapped. This includes but is not limited to food such as meat and cheese trays, veggie trays, bags or bowls of chips with dips, and beverages in multi-serve containers. Individual bottles or cans will be required for beverages. Coffee or hot tea would need to be served in individual cups with lids which were prepared by an approved food vendor.
- All utensils need to be single wrapped, one-time use.
- Buffets will not be allowed unless special arrangements to have catering staff serve the food have been made with one of the University’s contracted caterers.
- Served meals from an approved caterer will be allowed as long as plating and serving procedures are in place.
- Bake sales which include homemade food will not be allowed. Recognized Student Organizations (RSO) wanting to have a bake sale will need to purchase commercially produced baked goods or work with an approved University food vendor to provide baked goods. All baked goods will need to be individually pre-packaged via commercial methods or by the approved food vendor. Individuals from the RSO will not be allowed to prepare and package the food/beverages themselves.
- Grill Outs will not be allowed unless the food is prepared and served by approved food vendors.

Yes Chef Catering is the exclusive caterer for the College of Business. All groups, including Recognized Student Organizations, will be expected to use Yes Chef.

Event Entrance/Exit - When possible, an entrance and exit will be clearly marked for the meeting/event space. Doors are to remain open before and after the event. Individuals arriving early/late where the doors are not open are encouraged to use hand sanitizer that will be available in all meeting rooms.

Early Openings and Late Closures - Due to cleaning and sanitizing schedules early openings and late closures for events will be considered on a case by case basis. Groups are encouraged to host events during business hours. Groups that may be approved to have events outside of business hours will be required to pay early open/late closure fees per the standard [College of Business event fee schedule](#).

Health and Safety Requirements

Health and Safety Requirements – Coming to Work/Campus

The following processes and procedures have been put in place to minimize the risk for all staff and members of the College of Business community. Staff must agree that they will not come to work at College of Business facilities if:

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

Daily Screening Requirements

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, vomiting or diarrhea

All faculty and staff are encouraged 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 had known exposure to COVID-19 within the last 14 days?

Incident Response Plans

Responding to Illness and Confirmed Case of COVID-19

Department/Vendor Responsibilities - Departments and vendors that have staff that become ill while at work or staff suspected or confirmed of having COVID-19 must notify the College of Business Associate Dean Rik Barrera immediately. Cleaning, disinfecting, and potential closure of spaces will be reviewed and evaluated on a case by case basis based on the guidelines below.

Cleaning and Disinfecting of Spaces - The College of Business will follow guidance from UNL Environmental Health and Safety regarding cleaning and disinfecting areas with known or suspected of having been continuously used or occupied by a person infected with COVID-19 for greater than 30 minutes and restrooms used by persons known or suspected of being infected with COVID-19.

Confirmed COVID-19 Case - In the event of a confirmed case of COVID-19 by a member of the College of Business staff or an individual that has continuously used or occupied spaces in the College of Business, the following processes will be followed:

- Notification Process - The Lincoln Lancaster County Health Department will be contacted immediately.
- Notification - Notification and contact tracing will follow the approved UNL Campus COVID-19 Campus Notification process.
- Clean and Disinfect - The College of Business will be cleaned and disinfected following [CDC guidelines](#).
- Period of Closure and Reopening - College of Business facilities or specific areas in the building may be closed for longer periods based on recommendations from the Lancaster County Health Department or UNL Environmental Health and Safety. Following cleaning, disinfecting, and potential closures College of Business facilities will reopen for individuals that are not directly impacted by the confirmed case or were identified as a close contact.

Confirmed COVID-19 Case - Staff Return to the College of Business - Individuals that have confirmed COVID-19 must follow the [CDC recommendations](#) for discontinuing isolation prior to returning to the College of Business. Individuals must follow the symptom-based strategy or the test-based strategy prior to returning to work.

APPENDIX

Alternative Instructional Spaces for Fall 2020

Room	Days Available	Times Available	Physical Distancing Capacity	Available Technology	Venue Point of Contact
Outdoor Spaces	Varies	Varies	Varies	Varies	Carrie Jackson, Assistant Director, Nebraska Unions Cjackson2@unl.edu
Nebraska Union: Auditorium	M-F	8-5	50 students	Projector, In-Room PC, Connectivity for Laptop, Web Conferencing Instructor Only (W)	Ryan Lahne, Director Nebraska Unions ryanlahne@unl.edu
Jackie Gaughan Multicultural Center: Room 212	M-F	8-5	28 students	Projector, In-Room PC, Connectivity for Laptop, Web Conferencing with Student Participation (WSP)	Ryan Lahne, Director Nebraska Unions ryanlahne@unl.edu
Willa Cather Dining Center: Pioneers Room	M-F	8-5	20 students	Projector, In-Room PC, Connectivity for Laptop, Web Conferencing Instructor Only (W)	Tony Rathgeber, Assistant Director, Housing trathgeber@unl.edu
Nebraska East Union: Arbor Suite	M-F	8-5	26 students	Projector, In-Room PC, Connectivity for Laptop, Web Conferencing Instructor Only (W)	Ryan Lahne, Director Nebraska Unions ryanlahne@unl.edu
Lied Center for Performing Arts: Auditorium	M-F	8-2	165 students	No Wifi. Projector, Portable Teaching Station, Connectivity for Laptop	Mark Moore, Associate Director Lied Center Mmoore57@unl.edu
Kauffman Residential Center: Great Hall, Room 122	M	12:30-2	42 students	Projector, In-Room PC, Connectivity for Laptop, Automatic Capture	Kylie Penner, Events and Project Coordinator, Raikes Kpenner2@unl.edu

How to Request an Alternative Instructional Space

As a reminder when selecting an alternative instructional space in CLSS. Enter the section total enrollment capacity in CLSS and select to use an alternative space. In the comments, enter a rationale for the instructional use of the space. Add to the comments how many students you intend to have physically present in the space if using one of the ‘Split’ instructional structures. If you need a room that has web conferencing (Zoom) capabilities for instructor only, choose ‘AV Web Conferencing’ as a room attribute. For web-conferencing with student participation capabilities, choose ‘AV Web Conferencing with Student Participation.’ For a room that is enabled for lecture capture, choose ‘AV Lecture Capture.’ These requests will be routed to the college dean’s and EVC Offices for additional approval prior to being assigned. If you would

like to submit a more detailed proposal or have questions about the process, please contact Steve Booton.

Special Considerations for Outdoor Spaces

Please follow the same processes outlined above for requesting an alternative instruction space. However, for outdoor spaces, there are two additional steps. First, in CLSS, set up a new meeting pattern for the dates that the course is scheduled to be hosted outside versus in the indoor space. Second, OUR will route the request to Carrie Jackson, Assistant Director, Nebraska Unions to work with the point of contact, Facilities, Landscape Services, UNL PD, Campus Planning, Business and Finance, College Deans Offices, EVC Office and others on all aspects of securing an outdoor space (e.g. rentals, noise, etc.). The next step will be processing through the College Dean's Offices and EVC Offices for approval before the space is assigned.

Questions

Questions about the space or technology should be directed to the venue point of contact. To view the updated general purpose classroom capacities and planned equipment capabilities, including the list of alternative instructional spaces for Fall 2020 - visit go.unl.edu/gp-classrooms.

Updated 6.29.20