

Management and Oversight

Ben Heinisch (ben.heinisch@unl.edu) is the COVID-19 supervisor assigned to ensure all of the elements of the site-specific COVID-19 Prevention Plan are followed. Dr. Heinisch will:

- Keep the site-specific plan updated and current with changes to COVID-19 guidelines, regulations and University policies.
- Keep the site-specific plan onsite electronically so it is available to all personnel.
- Train personnel on the contents of the plan and updates made.
- Be available to respond to issues and questions during work and class activities.

Physical Distancing

TLTE is implementing physical distancing requirements (maintaining 6+ feet spacing between people, minimizing opportunities for close contact between people) through the following:

- Remote work options
- Shifts/breaks times/start times staggered
- Maximum space capacity determined for all shared/common use areas to ensure at least 6' of distance between occupants
- Potential areas of congestion have been identified and controls implemented to reduce congestion (e.g., floor markings, establishing foot traffic direction, etc.):
 - Lobby in Henzlik 118
 - Corridors and stairways
 - Office Suites
 - Kitchen Henzlik 39
- Meetings are conducted remotely (phone, zoom, etc.)
- Spread out work areas/physically separate workstations to ensure at least 6' of distance between employees who are not in separate rooms
- Allow only infrequent/intermittent passing within 6 feet between personnel
- Scheduling, signage, and new policies implemented to minimize the number of people in common work areas, breakrooms, restrooms, etc.
- Sneeze guards or similar barriers installed at point-of-service locations where 6' of distance between persons is infeasible
- Tasks have been rescheduled
- Work tasks have been modified or reorganized to facilitate physical distancing
- Critical tasks not possible to be done while maintaining the 6-foot distance require unit head pre-approval.
- Additional efforts and/or exemptions:
 - New policy to limit 3 guests in 118
 - Reserve copy-making for staff only in 118
 - Reduce capacity of office suites
 - Remove 1 chair and 1 small table from 118 lobby
 - Signage in common areas reminding of social distancing

We are communicating physical distancing requirements to personnel, students, vendors, contractors and visitors through:

- Appropriate posters/signage/floor markings installed or posted.
- Communicating during staff meetings
- Email Communication
- Establishing policies and procedures
- Providing notice to vendors/contractors

Precautions for Sick Personnel

We are preventing people with symptoms from coming to the site and/or working while sick by:

- Encouraging daily symptom screening by all persons at the site
- Informing and requiring persons who may be ill or symptomatic to stay or go home
- Requiring close contacts of COVID-19 cases to stay or go home
- Providing instructors with assistance to shift to different mode of instruction if required to self-quarantine

Our practices for responding to suspected or confirmed COVID-19 cases include:

- Keeping a log of visitors to the work-site (maintain for 4 weeks)
- Informing persons with COVID-19 symptoms to stay home and contact their healthcare provider. <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Informing persons with suspect or confirmed COVID-19 to stay home
- Informing persons who have had close contact with someone with COVID-19 to stay home

Cleaning and Disinfecting

The means used to facilitate cleaning and disinfection and the procedures used to clean and disinfect general areas and high-touch surfaces are as follows:

- Sharing of eating utensils and food storage/preparation devices is discouraged (e.g., disposable cups/plates provided; persons encouraged to bring a brown-bag meal, thermos, etc.)
- Shared keyboards/mice covered with plastic to facilitate cleaning/disinfection between users
- Areas have been decluttered to facilitate cleaning and disinfection and difficult to clean/disinfect shared items have been removed or modified
- Cleaning and disinfection supplies are available
- Schedule and assignments made for cleaning and disinfecting high touch surfaces daily, between uses or when unclean
- Additional efforts and/or exemptions:
 - Remove shared coffee mugs, utensils, and coffee maker from common areas
 - Encourage faculty/staff to be mindful of remembering their keys to cut down on extra interactions/coming into the office
 - Discourage writing on the common white board by removing markers
 - Provide each instructor their own set of 2 dry-erase markers for their use in classrooms

Cleaning frequency/items to be cleaned:

- In the department offices of Henzlik 118, these tasks will be done daily:
 - Prop open main door to allow air flow
 - Ensure hand sanitizer on main desk is filled
 - Sanitize Henzlik key after every use
 - Wipe down:
 - door handles and light switches
 - all counters and hard surfaces of desks and common furniture
 - student worker side of main desk including keyboard/mouse and phone
 - printer buttons/touch screen and microwave
 - chairs in waiting area
- In the Henzlik Kitchen (Henzlik 39), these tasks will be done daily:
 - Ensure the door stays open during the day
 - Wipe down: door handles, light switches, fridge handles, faucet/sink, microwave buttons/handle, cupboard handles, and counters
- These tasks will be done weekly:
 - Clean out inside of microwaves
 - Clean out items left in fridges

The product(s) used to clean and disinfect are:

- Alcohol solution with at least 70% alcohol (includes wipes)
- Disinfectant spray (i.e. Lysol)
- 5% bleach/water solution

The safety precautions that are taken when using disinfectant(s):

- Reviewing safety data sheet (SDS) for each product
- Following manufacturer's instructions for products use
- Using personal protective equipment (gloves and face coverings)

Good Hygiene

Our methods used to encourage good hygiene practices include:

- Providing soap and running water
- Providing hand sanitizer and/or wipes/towelettes.
- Asking personnel to avoid touching others, sharing personal items, and frequenting private spaces of others
- Using posters to reinforce good hygiene habits.

Personal Protective Equipment

In TLTE we have access to personal protective equipment (PPE) and facial coverings and guidance on how to use the following:

- Face shields
- Face coverings (cloth or disposable)

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- Instruction provided on use, care, cleaning, maintenance, removal, and disposal of the above (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>)
- Gloves for cleaning tasks

Communication and Training

In TLTE we communicate safe practices through:

- Encouraging personnel to learn about COVID-19 safety risks (<https://covid19.unl.edu/health-guidance>)
- Providing documented safety training to personnel on site-specific COVID-19 Prevention Plan initially and updates communicated
- Appropriate posters/signage installed and/or posted at strategic locations throughout the worksite
- Email communications
- Covering COVID-19 safety information in staff meetings
- Sharing information from the UNL COVID-19 webpage, including University policies related to COVID-19

Once you have reviewed this plan, please sign that you are now familiar with and understand TLTE's site-specific policies and procedures for COVID-19 safety. Please send signed forms to Ben Heinisch (ben.heinisch@unl.edu).

Name: _____ Date: _____

If you have any questions or concerns relating to this site-specific plan or COVID-19 policies and procedures in general, please feel free to reach out to Ben Heinisch ben.heinisch@unl.edu and/or visit UNL's COVID-19 response site <https://covid19.unl.edu/>