



Operations Plan

Spring 2021



University of Nevada, Reno

CONTENTS

INTRODUCTION	1
EXECUTIVE SUMMARY	2
UNIVERSITY OF NEVADA, RENO SPRING 2021 OPERATIONS PLAN	7
Instruction Delivery.....	7
Student Health Center	9
Student Services.....	9
<i>Admissions and Records</i>	9
<i>Disability Resource Center</i>	9
<i>First-Generation Student Center</i>	10
<i>Office of International Students</i>	10
<i>Office for Prospective Students</i>	10
<i>Student Financial Aid</i>	11
<i>Veterans Services</i>	11
<i>Welcome Center</i>	11
<i>ASUN/Center for Student Engagement</i>	12
<i>Career Studio</i>	14
<i>The Center: Every Student, Every Story</i>	14
<i>Counseling Services</i>	15
<i>Dean of Students / New Student Initiatives / Fraternity and Sorority Life Office / Office of Student Conduct / Student Persistence Research</i>	15
<i>Residential Life, Housing and Food Service</i>	16
<i>E.L. Wiegand Fitness Center</i>	17
<i>Joe Crowley Student Union</i>	18
Nevada Athletics	19
APPENDIX.....	22

INTRODUCTION

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

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.
- 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.

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.
 - ~ 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.

- ~ The Provost's Office, in consultation with the Student Health Center, will assist with adjustments to classes.
- ~ Human Resources will assist with accommodations for faculty/staff affected by the positive case.
- ~ Police Services will be responsible for Clery Act reporting.
- ~ 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

- 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;
- Private gatherings: Limits on private gatherings to 10 attendees, with people from no more than two households.
- Public gatherings: Public gatherings are limited to no more than 50 people, or 25 percent of fire code capacity, whichever is less; and face coverings are required at all times in the company of people outside one's immediate household, including during private gatherings inside and outside.
- 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);
- 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.
- Supervisors must maintain a log of all individuals in the work area daily to support contact tracing;
- No more than two people can ride in a vehicle during work time;
- 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;

- 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;
- Plexiglass barriers are placed in areas of significant human interaction;
- 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;
- 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.
- 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.

VETERANS SERVICES

- Veteran and Military Center (PSAC 310) for study and social purposes, 9:00 a.m. – 4:00 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.
- 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;

- The athlete will need to be placed in our quarantine protocol.
- The athlete will be contacted twice daily by the sports med active infection team to make sure that their condition is not worsening.
- Representatives from athletics will also assure that food and other necessary supplies are available to the quarantined athlete.

- If the athlete's condition worsens a "house call" (virtual or in person) will be conducted by one of the team physicians and a disposition made.
- 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 have 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 2nd 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 2nd 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

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 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

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)

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 remain 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

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 & 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.

- Essential: Animal labs, protection of cell lines, fly lines, germ lines, and growth chambers, and access to vital computers and documents.
- 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.
- 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.
- 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:

- Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- Has been advised by a health care provider to self-quarantine related to COVID-19;
- Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
- Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
- 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
- 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

- COVID-19 Training for Research Laboratories and Creative Activities for personnel, as applicable;
- 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:

- Wear facial coverings, unless advised not to do so by a healthcare professional;
- Maintain a social distance of six feet or a distance stipulated by Governor Sisolak;
- Regularly wash hands;
- Disinfect all high-touch surfaces;
- Maintain social distancing in rest-rooms;
- Not use the breakroom except for washing hands, and that too if there is no one else in the breakroom;
- Ride the elevator alone; and
- 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.

- 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.
- 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.
- 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.
- 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.
- 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:

- Employees can work from home, if their position allows, until the president requests all employees back to campus.
- 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.
- EH&S personnel have their own offices may be allowed to return to campus, if needed.

- 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.

- 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.
- 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.
- 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.
- 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.
- All staff will be required to wear face masks, or cloth facial coverings except when alone in a private office.
- 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

- 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.
- Meetings will be held virtually or through teleconferences.
- 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

- Meeting room and shared office space capacities will be increased in accordance with UNR spring 2021 rules.
- Meetings will be conducted virtually or through teleconferences.
- Where conference rooms are utilized, appropriate limits on occupants will be observed and surfaces will be disinfected following each use.
- 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.
- 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

- 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.
- Appropriate social distancing will be observed.
- 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](#).
- To the extent possible, meetings will be conducted virtually or through teleconferences.
- Break rooms and kitchen areas will be utilized in accordance with UNR rules.

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 and 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 and 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

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.

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.

Services

- Veteran and Military Center (PSAC 310) for study and social purposes, 9:00 a.m. – 4:00 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.
- 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 and 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 and 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 and 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.

Dean of Students / New Student Initiatives / Fraternity and Sorority Life Office / Office of Student Conduct / Student Persistence Research

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 and 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

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 and 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

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](#). 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

Sport	Initial test	Practice Start Date
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](#), 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.



University of Nevada, Reno

unr.edu