

# COVID-19 Mitigation Plan

## Department of Entomology

2020

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## **COVID-19 Prevention Plan Access and Site Supervisor**

*Chair of the Safety and Emergency Management Committee for the Entomology Department will serve as Site Supervisor, with one or more designated staff, faculty, or graduate students serving as on-site Support Supervisors.*

### ***Site Supervisor and Plan Access***

- Creates and revises electronic version of COVID-19 mitigation plan for the Entomology Department. It is kept in a Box folder and updated as needed.
- Copies of the completed plan, which outlines all procedures for the department, are emailed to faculty, staff, and students. When this person is not present in the building, a designee will frequently be available in the facility.
- When the plan is updated, the new plan will be sent to faculty with revisions highlighted in red. Faculty are responsible for making sure that their staff and students are trained.

### ***On-site Support Supervisor***

- This role will be fulfilled by one or more departmental members who are regularly on-site (at least once a week).
- The Site Supervisor and Support Supervisor will regularly monitor compliance with COVID policies in shared building areas. Other Safety and Emergency Management Committee members and the Bruner Club will assist as needed. They will monitor appropriate placement and use of PPE and sanitizer, signage placement in correct locations, etc. One or more departmental designees (appointed by department head) will monitor hand sanitizer use in the building and coordinate replacement sanitizer orders.

### ***Local Supervision***

- Lab supervisors and classroom instructors will be responsible for making sure their individual classrooms and labs continue to have the needed PPE and supplies. They will report any pending needs to the Site Supervisor or member of the Safety Committee.
- The Bruner Club (graduate student entomology club) will provide general “eyes on the ground” and check overall compliance in the building, reporting once a month to the Site Supervisor unless an issue is immediate.

### ***Communication of Policies and Procedures***

- All COVID-19 procedures, PPE, sanitation requirements, social distancing, etc. will be discussed during staff/faculty/student meetings, and disseminated via regular emails to

all faculty, staff, and students with COVID-19 updates. In addition, UNL COVID-19 policies and websites will be shared through emails and the departmental newsletter.

- For external visitors, signage in the building will be used to control flow and occupancy, and to inform of safety practices. The point of contact is in the front office.

## **Entomology Hall Policies**

### ***Disinfecting and Hand Sanitizing Supplies***

- Large standing hand sanitizing stations are posted at both West and East entrances of Entomology Hall. Signage reminding to use sanitizer before touching door handles will be posted by entrances.
- Disinfectant wipes/hand sanitizer, gloves, and other supplies will be available in the main office, classrooms, and labs. Additional supplies (masks, face shields, hand sanitizer, disinfectant) are available from <https://marketplace.unl.edu/covid19wellnesssupplies/hand-sanitizer>.
- Needs for replenishing hand sanitizer or disinfectant should be reported to Site Supervisor or Support Supervisor.

### ***Face Coverings***

- All Entomology department personnel have been given 10 washable cloth masks for use while in the building. Additional masks may be available if needed.
- Face shields will be provided for instructors while teaching when it's more difficult to wear a mask.

### ***Hygiene and Surface Disinfection***

- Restrooms, labs, and some classrooms have sinks with running water and soap available. Signs will be placed near sinks encouraging good hygiene.
- Tables, chairs, surfaces in shared spaces will be cleaned between classes and after individuals have used lab spaces.

### ***Social Distancing***

- Everyone in the Entomology Department who can work remotely is encouraged to do so. Those with on-site work or teaching are encouraged to work remotely during times they are not required to be on campus.
- All Entomology Department personnel and visitors to Entomology Hall will be required to sign in and out on the paper form on the first floor of the building. In addition, any personnel who will be in the building for more than 30 minutes will be required to

schedule their time in the building using the shared Outlook building calendar. This ensures that we have limited persons in the building at any one time. This allows for contact tracing information should it become necessary. All personnel must wear masks when in the building, unless they are in their personal office with no contact with other people.

- Signs will be posted on all rooms with indicated maximum capacity (classrooms, conference rooms, restrooms, labs, elevator). Stickers indicating 6-foot distance on floors will be placed outside classroom areas. “Do Not Enter” signs can be placed once a room is at capacity.
- Labs, main office, and cubicle spaces (i.e., grad student rooms) will be set up to distance 6 feet between workers, including plexiglass dividers and signs on doors indicating capacity. Personnel occupancy will be scheduled and staggered to limit occupancy in the space at any time. Appropriate PPEs will be worn at all times.
- Chairs exceeding maximum safe room occupancy have been removed from classrooms and conference rooms.

*Meetings:* All faculty, student, staff meetings, seminars, and other larger group (typically 4 or more) meetings will be conducted remotely.

*Vehicles:* With the exception of cohabiting individuals, all personnel traveling on official UNL work will be limited to one person per vehicle per UNL protocol.

*Visitors for Insect Dropoffs:* A drop box for insect specimens for the Insect Diagnostician or others will be available outside of Entomology Hall so that visitors do not need to enter the building.

*Package pickup:* Packages for Entomology Hall will be delivered to a central receiving area per UNL protocol. Package recipients will be notified of arrival and can arrange pick up.

## ***Building Specifics***

### **Entrance to and Exit from Entomology Hall**

- West entrance (by East Campus Mall) will be used as the main “entrance.”
- East entrance (by Union) will be used as the main “exit.”
- Arrow signs pointing from West to East indicate flow of traffic.
- The basement door will be used only for bringing heavy and/or large objects into the building, and for building access by those with disabilities. Normal foot traffic should not use that door.

### **Restrooms**

- Maximum occupancy will be 3 people for the basement men’s bathroom and 2<sup>nd</sup> floor women’s bathroom. Signs are posted on bathroom doors indicating such.

## **Classrooms**

- Maximum occupancy will be posted outside classrooms, and will be 12 students in ENTO 202, and 9 students each in ENTO 204 and ENTO 310. Stickers indicating 6-foot seating distances will be placed accordingly on desks/tables.
- Students arriving for class will enter Entomology Hall through the West door and go upstairs to classroom (ENTO Room 202) when stairwell is vacated; students exiting the class will descend the stairs immediately after class concludes when stairwell is vacated.
- For classes being held in ENTO Room 202), students will enter through the room’s back (south) door and exit from the front of the room (north). Signs will be posted for which doors to use to enter and exit.
- Stickers indicating 6-foot distance will be on floors outside classroom areas for students waiting for class to begin; for back-to-back classes.
- A sign by the stairs will indicate to wait for others coming down the stairs before going up.

## **Labs**

- “Vacant/Occupied” signs have been posted on rooms without windows that indicate when labs are in use. They should be used by personnel of the spaces to indicate occupancy. Maximum occupancy also will be indicated by signs.
- Disinfectant should be used on all surfaces before leaving the lab, and appropriate PPEs should be worn at all times while in the lab.

## **Elevator**

- Two people will be allowed in the elevator at one time (standing in corners diagonally from one another). Front riders will need to face forward to encourage social distancing.

## **Conference rooms**

- 103B: Maximum capacity of 3 people, 6 ft apart. Masks are to be worn at all times.
- 110: Maximum capacity of 12 people, 6 ft apart. Masks are to be worn at all times.

## **Collaboration Room (ENTO 006; in basement)**

- The Collaboration room will have a maximum capacity of 4 and cannot be used as a sit-and-eat location. Excess chairs will be removed to discourage sitting at tables.

- Users may microwave food but must wipe down areas touched. No food is to be stored in the refrigerator.
- No community food will be allowed (i.e. bringing in cookies, brownies, etc. to share with others).

## **COVID-19 Monitoring**

- Daily self-health checks should be conducted by all personnel. Anyone expressing COVID-19 symptoms (cough, fever, headache, sore throat, fatigue, congestion/runny nose, shortness of breath) is to stay home and self-monitor. They can use the [1-Check COVID-19](#) screening app to check symptoms. They are also strongly encouraged to be tested for COVID-19, and to remain at home until symptoms pass or test results are negative (see [CDC guidelines](#)). Students/staff/faculty must inform the Entomology department head, their instructor, or direct supervisor if they test positive so that contact tracing can begin. Names of infected persons are not to be released.
- Signs listing symptoms will be posted in classrooms and bathrooms.
- Instructors should outline symptoms in class at the beginning of lectures and/or include relevant information in syllabi.
- Sign in and out sheets for faculty/staff/students and attendance records for classes will be kept so if someone tests positive, UNL can contact trace by checking the log and ensure any contacts are notified.
- If someone in the building receives a positive diagnosis, Facilities will need to do a deep cleaning of the area where the infected person has been (classroom, etc.) per UNL protocol.
- More health guidance is here: <https://covid19.unl.edu/health-guidance>

## **Resources**

**University of Nebraska – Lincoln Environmental Health and Safety office training:** (Visit <https://ehs.unl.edu/web-based-training>, then choose “Covid-19 Awareness - Campus Procedures & Self-Care” link under “Training Menu.”) – **Required training for all personnel**

**WHO (World Health Organization) online COVID training:**  
<https://openwho.org/channels/covid-19>

- Emerging Respiratory Viruses, including COVID-19 (Record of Achievement Available)
- eProtect Respiratory Infections (Record of Achievement Available)

**University of Nebraska – Lincoln COVID-19 Guidance:** <https://covid19.unl.edu/docs/F2F-Guiding-Framework.pdf>

**University of Nebraska – Lincoln COVID-19 Training:**

<https://news.unl.edu/newsrooms/today/article/covid-19-training-available-to-students-instructors-staff/>