Campus Reopening Plan for Fall 2020

Background

The Peru State College Emergency Management Team (EMT) began meeting early in March to address the developing COVID-19 situation. The STudent Arrival and Return Team (START) was formed by the campus EMT to develop implementation plans for the return of students in the fall. The EMT has vetted the implementation plans described herein and is assisting START in coordinating their implementation.

Instructions or procedures may change as additional guidance is received from the Southeast District Health Department, the Nebraska State College System COVID-19 Guidelines or the State of Nebraska’s Directed Health Measures.

Additional Information may be found at [www.peru.edu/media/reopening](http://www.peru.edu/media/reopening).
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Cleaning Plan

- **Residence Hall Cleaning**
  - Cleaning will take place per CDC Guidelines.
  - Common areas in residence halls are cleaned daily – lounges, kitchens, laundry rooms.
  - High Traffic areas are cleaned multiple times per day: bathrooms, stairwell handrails, entry/exit doors.
  - High Traffic area cleaning schedule:
    - Early Morning- Facility Services
    - Early Afternoon- Facility Services
    - Evening- Facility Services
    - 8pm-Midnight- RAs on rounds (only stairwells and doors)
  - Students should contact their RA for cleaning supplies needed to clean their own space
  - Supplies will be restocked by Facility Services staff as needed during the day or evening.

2. **Classrooms Self-Cleaning**
   - (See “Academic Space/Classrooms”)

3. **Common Areas and Classrooms**
   - Custodial Daily Cleaning
     - Each building’s common areas and classrooms will be cleaned daily.
       - Floors swept and mopped
       - Desk and furniture disinfected
       - Trash cans emptied
   - Custodial Touch Points
     - A dedicated custodial team will be assigned to spray and disinfect all common area touch points three times per day.
       - Light switches
       - Door knobs
       - Elevator controls, walls, and doors
       - Handrails
       - Common area chairs
       - Vending machines
       - Other areas as needed
   - Restrooms in academic buildings and public areas
     - Cleaned and sanitized twice a day
     - Sanitized a third time.

4. **Procedures for ordering/restocking cleaning supplies and masks:**
   - Pick up masks from Facility Services Office.
   - Bring hand sanitizer empty bottle to Facility Services Office to be refilled.
   - Facility Services will continue to order supplies and work with suppliers on backorder timeframes.
   - Custodial Staff will check sanitizing locations daily and replenish as needed.
   - Call Monica Kohlleppel with Facility Services at x.2257 if supplies are needed.

5. **Procedures for cleaning when someone has been diagnosed (per CDC recommendations):**
   - Wait at least 24 hours before cleaning and disinfecting the room. If 24 hours is not feasible, wait as long as possible.
   - Custodial Staff will wear the following PPE N-95 mask, rubber gloves, disposable gowns, and eye protection.
   - Custodial Staff will enter the area with disinfectant spray, sanitizing wipes, and rags to clean and disinfect that space.
     - All used items will be sealed inside a trash bag prior to exiting room and removed and disposed of.
Face Coverings (Mask) Requirements

Our community is committed to protecting the health of others in the campus community. The best way to protect others is to wear a mask. The CDC advises that face coverings are one of the best ways to reduce the spread of COVID-19. The CDC recommends they be worn by everyone in a public setting with other preventive measures like social distancing, frequent handwashing and disinfecting of frequently touched surfaces.

1. Face coverings requirements
   - All faculty, staff, students and visitors will wear face coverings in the public spaces of all buildings.
     - Face coverings are required in all classrooms.
     - Public areas include entrances, lounges, kitchens, laundry rooms and hallways.
     - Face coverings may be removed in private space (e.g. a private office).
       - When more than two individuals are in a private space (e.g. a private office) face coverings will be required.
   - Face coverings are required outdoors when the six-foot social distancing requirement is not maintained.
   - Expectations for mask use will be clearly marked on buildings
   - Residence hall use of face coverings is as follows:
     - Residents are required to wear face coverings when in public areas of the residence halls and/or if they cannot maintain the six-foot social distancing requirement.
   - Contractors, service providers and other vendors will be required to comply with facemask regulations.

2. Mask availability
   - All faculty, staff, and students will be provided two Peru State branded cloth masks.
   - Additional disposable masks will be available in main office areas across campus and at the Facility Services Office from 8 a.m. to 5 p.m.
     - Faculty may direct students to their Dean’s Office.
   - Visitors to campus will also be provided masks.

3. Mask wear and care
   - Face coverings should cover the bridge of the nose and below the chin.
   - Cloth face coverings should be thoroughly washed with soap and water after each day of use.
   - Paper and other disposable masks should be discarded after use or when soiled.

4. Qualified masks must have no holes and are as follows:
   - Cloth mask with at least two layers of cloth.
   - N95 Mask or Respirator.
   - Surgical mask.
   - Other disposable masks rated for health use.

5. Exception to the mask requirement
   - Students who have a medical condition that is adversely affected by masks should contact the Educational Support and Disabilities Coordinator.
   - Employees who have a medical condition that is adversely affected by masks should contact the Director of HR.

NOTE: Additional protocols around mask requirements are still under discussion.
Building Space/PPE

1. **Directional Flow in Buildings**
   - Each Building will have directional flow signs posted on the floor and doors indicating the direction of travel.
     - Hallways that are two-way travel will be marked with walk lanes to provide maximum distance.
     - Building maps will be available showing the traffic direction.

2. **Face Coverings**
   - (See “Face Coverings (Mask) Requirements” section)

3. **Protective Equipment**
   - Proper protective gowns and e95 face coverings are available in the Facility Services Department.
   - Distribution of PPE will be made at time of need for Custodial, Residence Life, Security, or other staff required to enter an infected area.

4. **Barriers**
   - The following office spaces have been identified to receive Plexiglas shields:
     - Security Office
     - Computer Services
     - VPAF Counter
     - Admissions Counter
     - Library Counter X2
     - One Stop Counter X2
     - Residences Life Office Counter
     - Professional Studies Main Desk
     - Education Main Desk
     - Arts & Science Front Desk
     - Food Services for POS Systems
     - Coffee Shop
Academic Space/Classrooms

1. Face Coverings
   - (See “Face Coverings (Mask) Requirements” section)

2. Buildings
   - Arrival
     - Students are encouraged to enter the building and classroom n more than 10 minutes before their class starts.
     - Students should not sit on the floor outside classrooms due to cross contamination factors.
   - Social Distancing
     - Signage will be placed in hallways and common areas to remind all parties to social distance and wear face coverings.
     - Chairs and benches will be removed, covered or moved from common areas and hallways to help ensure physical social distancing when possible.
   - Cleaning
     - Additional sanitizing will take place throughout the day by custodial staff.

3. Classrooms
   - Cleaning
     - Faculty and students should pick-up their area when leaving their space.
     - Entering faculty and students will sanitize their immediate areas of usage within the classroom. This could include desks, podiums, microphones, and Plexiglas barriers. Light switches and door knobs should also be cleaned.
     - Due to the difference in classroom spaces (science lab, computer lab, lecture rooms, etc.), each space may require additional cleaning.
     - Faculty will remind students to observe social distancing when entering or exiting the classroom.
     - Cleaning materials will be made available for classroom use. If supplies are low, call Monica Kohleppel with Facility Services at #2257
   - Face Coverings
     - All faculty and students will wear face coverings during classes.
     - (See “Face Coverings (Mask) Requirements” section)
   - Faculty and students should avoid laying down face coverings on desks, floors, etc. to avoid cross contamination.
   - Deans’ offices will have masks and students should be directed there for a mask if they don’t have one.
   - Students who refuse to wear a mask should send the student to the Dean following the current Disruptive Student Policy.
   - Shared Materials
     - Students will limit shared materials, however when this is not possible shared equipment will be handled with an intermediate layer (i.e., gloves) and sanitized between usage. Gloves will be made available in these identified classrooms.
     - Handouts are acceptable to use in class. Alternatives to consider include the use of Blackboard or electronic dissemination as much as possible. Students could take pictures of work to submit if they are not able to scan electronically. Many students may have apps on their phones to scan documents that could be sent to instructors.
     - Faculty should leave lights and projectors on when leaving the room in order to reduce the contact for those items.
3. Classrooms (continued)
   • Directional Flow
     o In classrooms with more than one door, faculty and students will enter in one door and exit through the second door. This will eliminate congestion and cross contamination between the exiting class and entering class. Signs will be placed on each door for directional flow.
   • Seating & Attendance
     o Faculty will take attendance each class to determine when a student is absent. This will assist in determining when additional follow-up is needed for the absent student.
     o Faculty will also ask students to sit in the same seat for every class session. Both added measures will assist with contact tracing, if warranted.
     o Though we expect to provide classroom instruction face-to-face for the entire term, instructors should be prepared to provide instruction during a quarantine period.

4. Office/Meeting Spaces
   • Social Distancing
     o When faculty and staff are meeting, physical social distancing of six feet is recommended. This includes the use of conference rooms and offices.
     o If a larger space is needed to meet with students or families (for prospective student visits), consider using the Jindra conference room (141), Hoyt conference room (110), SPS conference room, TJ 300 (the SPS Dean’s office), the Faculty Center in the library, the Little Red Schoolhouse, or classrooms.
     o If meeting spaces are not available to accommodate social distancing measures, meetings should be held via Zoom or similar online method.
   • Cleaning
     o All faculty and staff will sanitize areas within their personal office, this includes office phones, keyboards, laptops, desks, chairs, tables, etc.
     o All faculty, students, and staff will sanitize meeting spaces prior to an event/meeting to include tables, chairs, and shared equipment.
     o Cleaning materials will be made available in each building. Materials for faculty members will be available in their Dean’s Office.
   • Office Hours
     o Faculty will continue to hold office hours. During meetings, face coverings will be required by all in attendance.
     o Students may have the option to schedule a virtual meeting with the professor during their office hour time if they are not comfortable with face-to-face interactions.
       o (See “Face Coverings (Mask) Requirements” section)

5. Travel
   • Travel is permitted only if necessary to achieve course learning outcomes or other academic activities. Instructors are encouraged to explore virtual opportunities instead of travel and will need Dean approval for any travel. Masks will be required and vehicle capacity limited. Questions or concerns should be directed to the appropriate dean.
     o Classes that use college vehicles for transportation require face coverings during travel.
     o Two individuals per bench seat and one per bucket seat is the maximum utilization for college vehicles for academic activities.

6. Response to Positive Test
   • (See “Screening/Testing/Response”)

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Screening/Testing/Response

1. Screening

- All students returning to campus will be screened before moving in.
  - (See “Residence Life”)
- Presage Screening App – The app will be prompted for download as students arrive.
  - Students will be encouraged to use the app daily for symptom screening.
  - Thermometers for daily temperature checks will be provided to all students.
  - If there are no symptoms, students are doing their part in keeping the community healthy.
  - If there are symptoms, students should be directed to Nemaha County Hospital, Health Center, their medical provider, or the COVID Support Team. The app review team (CIO, VPEMSA, Dean of Students, Head Athletic Trainer, Campus Nurse) will review the composite data and following up as applicable.

- Exposure to COVID-19 – Any student who has been directly and meaningfully exposed to a positive COVID-19 case will quarantine for 14 days regardless of test results per current CDC guidance.

- If any of the following symptoms are present, seek medical assistance immediately:
  - Difficulty breathing or shortness of breath
  - Persistent pain or pressure in the chest
  - Mental confusion
  - Bluish lips or face

2. Testing

- Entry Testing - an important part of protocols for students coming back. We have built in multiple layers to the College’s plans with regards to testing:
  - Prior to arrival – All students will be encouraged to utilize Test Nebraska or other methods in the days leading up to arrival.
  - On arrival days – Students who are symptomatic, have been exposed to COVID-19, or otherwise indicate the need for a test, will be sent to Auburn Family Health for a point-of-care rapid test with results in 15 minutes.
  - In addition, the College will work to test all students upon arrival.

- Ongoing Testing
  - Students who are symptomatic, have been exposed to COVID-19, or otherwise indicate the need for a test, will be sent to Auburn Family Health for a point-of-care rapid test with results in 15 minutes.
  - Athletic testing - In accordance with NAIA protocols, all athletes will be tested prior to the first competition.
  - We are working through the System Office and several state agencies, external entities, and the Governor’s team to obtain a supply of tests, PPE, and staffing to administer tests here on site.
  - Student who needs a test with no transportation- Dean of Student Life will ensure safe transportation of the student.
3. College Response to Symptoms and Testing

- Students that are symptomatic, but not yet tested:
  o The College will direct symptomatic students to visit a medical professional for the purpose of determining the need of COVID-19 testing.
  - Auburn Family Health offers rapid testing.
    i. This testing requires advance notice.
    ii. *The College has pending fee and insurance questions but anticipates a $50 cost for rapid testing.*
  - Additional possibility for testing through Test Nebraska
    i. Limited availability
    ii. Students may need additional transportation
  o College will request notice of test results from student.

- Symptomatic or possibly exposed students that are waiting on test results (not from rapid testing, e.g. Test Nebraska):
  o On-campus students should self-quarantine in their room.
  o Off-campus students should self-quarantine in their place of residence, or home residence.
  o From the CDC, “People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.”
    ✓ Students will temporarily suspend class attendance.
      I. Students will contact instructors about class absences as they would for any illness.
      II. Students will work with their instructors to maintain progress and make up any missing work.
    ✓ Students will stop visiting the dining hall and other campus amenities.
      I. Meals will be delivered to on-campus students during self-quarantine.
    ✓ Student Life will (twice daily) follow up to check on progress for both on-campus and off-campus students.
  o Student Life will communicate next steps for safe return to campus life.

- The College is working to determine what health information may be shared about self-quarantine and testing. The College will communicate positive cases to all of campus.
  o If a student is in self-quarantine, the following groups will be notified on campus:
    ✓ Academics
    ✓ The Dean of Students
    ✓ Residence Life for student in self quarantine on-campus.
    ✓ The Emergency Management Team
Screening/Testing/Response

4. College Response to Negative Test

- Under CDC guidance, a symptomatic or non-symptomatic student with direct exposure to a COVID-19 case, regardless of whether their personal test comes back negative, will be instructed to self-quarantine for fourteen days.
  - On-campus students should self-quarantine in their room.
  - Off-campus students should self-quarantine in their place of residence, or home residence.
  - From the CDC, “People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.”
    ✓ Students will temporarily suspend class attendance.
    I. Students will contact instructors about class absences as they would for any illness.
    II. Students will work with their instructors to maintain progress and make up any missing work.
  - From the CDC, “People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.”

- On-campus students should self-quarantine in their room.
- Off-campus students should self-quarantine in their place of residence, or home residence.
- From the CDC, “People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.”

5. College Response to Positive Test

- Student who has symptoms and tests positive for COVID-19:
  - Must self-isolate until fully recovered.
    ✓ From the CDC: “Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected.”
    ✓ From the CDC: “People who are in isolation should stay home until it’s safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific ‘sick room’ or area and using a separate bathroom (if available).”
    ✓ Stay isolated except to get medical care.
  - On-campus students will receive additional instruction about self-isolation from Residence Life.
    ✓ Residence Life will provide as much assistance as possible during this process.
  - Per CDC guidelines, if an individual has COVID-19, recovery status is assigned when:
    ✓ The individual remains fever-free without the use of fever reducers for 24 hours.
    ✓ Symptoms have improved.
    ✓ It has been 10 days since their symptoms first appeared.
    ✓ Additionally, a review from health provider is recommended.
5. College Response to Positive Test (Continued)

- Student who has no symptoms and tests positive for COVID-19:
  - Must self-isolate until fully recovered.
    - From the CDC: “Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected.”
    - From the CDC: “People who are in isolation should stay home until it’s safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).”
    - Stay isolated except to get medical care.
    - Students failing to self-isolate will be referred to Student Life and/or the Southeast District Health Department.
  - On-campus students will receive additional instruction about self-isolation from Residence Life.
  - From the CDC, " If you continue to have no symptoms, you can be with others after 10 days have passed since you had a positive viral test for COVID-19. Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results."
    - The CDC also advises “If you develop symptoms after testing positive, follow the guidance” for a student who has symptoms and tests positive for COVID-19.

- Off-Campus Communication:
  - Student Life will ensure that family was contacted by student regarding positive test.
    - Student Life will continue to communicate with parents/guardian throughout isolation, including steps to return to normal activity.
  - All positive cases will be reported to the Southeast District Health Department.
    - The College and Student Life will provide assistance for contact tracing.
    - In coordination with the Health Department, College personnel will take preliminary steps to stop the spread.

- On-Campus Communication
  - The College will assist Southeast District Health Department with contact tracing to best identify who needs to be informed of possible exposure.
  - Campus will be notified of positive cases through the Director of Marketing and Communication.
  - Additional information or instruction may be given to:
    - EMT Group (the President’s Cabinet and Dean of Student Life)
    - Academics
    - Dean of Students
    - Residence Life for student in self-isolation on campus.
6. Assistance for Students in Self-Quarantine or Self-Isolation

- The following resources are available for students in self-quarantine or self-isolation:
  - As needed, assistance updating faculty about student status and needs.
  - As needed, remote advising and registration for spring classes will be available.
  - Students may be eligible for late withdrawal or incomplete grades.
  - Faculty have been encouraged to offer virtual office hours.
  - Tutoring is available to all students.

- On-campus, self-isolating students will receive additional assistance from Residence Life.
  - For a student changing rooms to facilitate on-campus self-isolation, Residence Life staff may move essential belongings.
    - Residence Life will use personal protective equipment and other safety measures.
  - If student is returning home to self-isolate, they or representative will be accompanied by Residence Life staff (using PPE and other safety measures) to gather essentials to take with them.

- On-Campus Meals
  - For residential students, Residence Life will communicate each afternoon the options for the next day’s breakfast, lunch and dinner.
  - Meals will be delivered by Residence Life to that student’s room/apartment where isolating.
  - Resident Life will communicate times for all three meals.
    - Breakfast from 8 to 9 a.m.
    - Lunch 11 to 1 p.m.
    - Dinner 5 to 6 p.m.
  - Residence Life staff will coordinate with students before leaving meals.
    - Delivery will knock on student door to indicate meal is ready.
  - All meals for students must be in plastic for disposal.
Residence Life

1. **Student Move-In**
   - Limit number of individuals helping students move in.
     - Each student allowed up to two (2) helpers 18 years of age or older for scheduled time slot of one hour.
   - Establish designated flow in the halls.
     - Each stairwell will be marked. Map will be given to students before they arrive.
     - Elevator usage plan in place.
       - Top-Cat or RA will be assigned as attendant to elevator.
       - Items will be loaded in elevator and attendant will bring to floor.
       - Student and helpers use stairs to get to floor unless elevator is needed for accommodation.
   - Create additional time to adhere to numbers and social distancing guidelines.
     - Move-In times extended to 8am-5pm.
     - Each student will have a designated one-hour move-in time to help with flow.
     - Students will sign up for a one-hour time slot July 20-24. After July 24, all times will be assigned.
       - Move in Dates:
         | Date       | Group                          | Number |
         |------------|--------------------------------|--------|
         | August 5   | RAs                            | 14     |
         | August 6-7 | DROP OFF DAYS                  |        |
         | August 10  | Football, Volleyball, Bridge, Top Cats | 160    |
         | August 11-12| DROP OFF DAYS                  |        |
         | August 13  | Freshmen                       | 150    |
         | August 16  | Returners                      | 190    |

2. **Move-In Process**
   - When students arrive to campus, vehicles will be directed to COVID-19 screening area in Complex south parking lot.
   - Any symptomatic student during move-in process will be referred to Auburn Family Health for point of care test for result. If negative result, move-in can proceed. If positive test result, student will need isolation plan.
     - After cleared at screening area, students and helpers will be given a pass indicating their completed screening and their vehicle will be directed to residence hall.
   - Student will not be able to check in until designated time.
   - If student arrives early, items can be unloaded outside of residence hall.
   - Residence Life will provide tarps if needed.
   - Items can be marked and supervised by Top-Cats in unload zone if student is worried about security of belongings.
   - Student reports to check-in station outside of hall at their designated move-in time.
   - Student has one hour to complete move-in.
   - Student will provide cell phone number to check-in station for contact - add backup contact if possible.
   - Student will notify check-in station when move-in is completed.
   - If student has not completed move-in after 45 minutes, check-in station will contact student to verify status.
Residence Life (continued)

1. Residence Hall Policy/Procedure Changes
   • Residents are required to wear face coverings when in public areas of the residence halls, including lounges, kitchens, laundry rooms, and hallways.
     - (See “Face Coverings (Mask) Requirements” section)
   • No non-residential visitors will be allowed in the residence halls (except for move-in days) during the fall semester. In this case, “non-residential visitors” are defined as anyone who does not live in the residence halls, including Peru State College students. Additionally, no more than two (2) residential guests are allowed in a residence hall room, suite, or apartment at any time.
   • Residents will need to be mindful of social distancing in public areas. Equipment will not be available for check out from the front desks (pool sticks, ping pong paddles, cooking items, etc.), so residents should bring their own if planning to utilize these spaces.

2. Programming
   • Programming will continue in the halls, using social distancing guidelines, to ensure an engaging campus experience for residential students.

3. Work Orders/Room Maintenance
   Work orders and room maintenance will be scheduled with students as much as possible. If facilities staff arrives at room and student is present, work will not be completed until student leaves room.

4. Residence Hall Cleaning Procedures
   • Common areas in residence halls are cleaned daily – Lounges, kitchens, laundry rooms.
   • High Traffic areas are cleaned multiple times per day: Bathrooms, stairwell handrails, entry/exit doors.
   • High Traffic area cleaning schedule:
     o Early Morning- Facility Services
     o Early Afternoon- Facility Services
     o Evening- Facility Services
     o 8pm-Midnight- RAs on rounds (only stairwells and doors)
   • Students should contact their RA for cleaning supplies needed to clean their own space.

5. Communication
   • Consistent signage will be placed in residence halls – Directional arrows, health tips, cleaning tips, policy changes, elevator usage.
   • Signage will match other signage on campus in design and content.

6. Quarantine/Isolation Plan
   **Rooms Available for Quarantine/Isolation:**

<table>
<thead>
<tr>
<th>Location</th>
<th>Bedrooms (2 beds per)</th>
<th>Beds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathews 32</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Mathews 33</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Mathews 34</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Oak Hill P1</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Oak Hill P2</td>
<td>2</td>
<td>4</td>
</tr>
</tbody>
</table>

   NOTE: Mathews units are suite-style (2 bedrooms, living room, bathroom). Oak Hill is apartment-style (2 bedrooms, living room, bathroom, kitchen). Additionally, when multiple roommates have been exposed, other Complex rooms will be utilized for quarantine/isolation.
7. Quarantine Room Cleaning
   • (See “Cleaning Plan Section”)

8. Quarantine Protocol
   • (See “Screening/Testing/Response”)
Athletic Protocol

1. Summer Camps
   - Facilities plan has been approved by Southeast District Health Department.
     - Extra cleaning by facility services
   - Athletes to be screened each day at check-in.
     - Temperature checks and symptom screen
     - Form to record screening results
     - Screeners wear face covering
   - COVID-19 waiver form will be required.
     - On camp website
   - Individual water bottles will be required for all athletes at all camps.
   - Coaches will plan for social distancing while standing around.
     - Specific, social distanced locations for bags and water bottles
     - Verbal instructions to social distance
   - Balls and other equipment will be sanitized between sessions.

2. Peru State Check-in Issues
   - Facilities plans will be updated with SEDHD.
   - Symptom check will be conducted with athletes 2-3 days before check-in.
     - App/Survey/Coaches call
     - Symptomatic advised to see doctor and not allowed to report

3. August 10 Check-In
   - Screening
     - On-campus Students – Report to Complex for screening
       - (See “Residence Life”)
     - Off-campus students - Report to AWAC for screening
   - Team check-in process
     - Must have been screened before checking in with coaches and Athletics staff
   - Testing
     - Test Nebraska will be utilized to test athletes on 8/10
     - National Guard will conduct the testing
     - Testing will be performed in the Oak Bowl stadium suites
       - Facility must remain empty for three days after testing

4. Fall Football and Volleyball practice
   - Athletes will be screened daily.
     - Using Presage app once it is available
     - Temperature and symptom check
     - If symptomatic, will need self-quarantine
       - (See “Screening/Testing/Response”)
   - Drinking water supply will not be shared.
     - Volleyball – Individual water bottle for each athlete
     - Football - Sanitize pumpers throughout practice
   - Locker rooms will be disinfected daily.
     - Provide disinfectant bottles in each locker room for athletes to clean their own space.
     - Have a grad student/assistant coach disinfect locker room daily.
     - Facility services will also be cleaning locker rooms and facilities per their schedule.
   - Athletic training facilities will use social distancing policy.
For football, have taping at old field house to spread out athletes.

Athletic Protocol (Continued)

5. All Other Sports
   - Athletes will be screened daily.
     - Using Presage app once it is available
     - Temperature and symptom check
     - If symptomatic, will need self-quarantine
       (See “Screening/Testing/Response”)
   - Sanitizer in all locker rooms and dugouts
   - Individual water bottle for each athlete

6. Physical Space/Capacity Limits
   - Spread treatment tables apart as much as possible to create six-foot distance.
   - Taping will be conducted in the gym and the old field house to keep athletes socially distanced.
   - Set capacity limits for athletic training rooms based on social distancing guidelines.

7. Procedural Changes
   - Face coverings will be required for staff and athletes in the athletic training room.
     - (See “Face Coverings (Mask) Requirements” section)
   - Athletes will schedule appointments for treatments/rehab using the Calendly app to limit the number of athletes in the athletic training room.

8. Games
   - Social distancing plan will be in place.
     - Assigned seating (digital) tickets will be sold to reduce interaction between fans and ticket staff.
       - Oak Bowl 618 seats; AWAC 544 seats
   - Signs with COVID-19 symptoms will be posted reminding fans to not enter if they have any symptoms.
Fitness Center / Weight Room

1. Capacity
   - Under guidance from Directed Health Measures, the Fitness Center and Weight Room are not open to the public.
   - Capacity of the Fitness Center and the Weight Room combined is 50 individuals.
   - Weight room supervisor will keep track of number of individuals and ask new individuals to wait to enter until a current user(s) leaves.

2. Cleaning
   - Users of the facility will be asked to use the sanitization wipes or disinfectant spray before and after use of equipment.
     o Wipes are available on both the fitness center and weight room side.
     o Spray disinfectant after use of weights and dumbbells.
   - Facility Services will provide daily cleaning.
   - Weight room supervisors are required to wipe down and spray equipment in the middle of their shift and at the end of their shift. This follows the guidance of equipment being sanitized every four hours.

3. Social Distancing
   - The weight machines are distanced enough for social distancing and are not marked off. Masks are required.
   - The weight room platforms are distanced enough for social distancing and are not marked off. Masks are required.
   - The dumbbells are distance enough from the outside platforms for social distancing. Masks are required.
   - Cardio equipment has been marked off for social distancing and will be rotated weekly. This is to insure that equipment is used evenly. Masks are not required while using cardio equipment.
Student Activities – Hosting Meetings and Events

1. Procedures to reserve rooms
   • All room reservations for spaces that can be reserved through the Booked room reservation page must be submitted (10) days prior for reservations with work orders and (48) hours prior for reservations without a work order.
   • Requestors must provide accurate numbers pertaining to space requested to ensure guidance for programming gathering.
   • All reservations for spaces not listed on the Booked room reservation page must be sent to the Department Project Coordinator/Office Assistant (10) days prior for reservations with work orders and (48) hours prior for reservations without a work order.
   • A confirmation or denial email will be sent once the request is reviewed
   • If a request is denied due to capacity issues, the requestor will be emailed and sent alternative locations suitable for their audience size.

2. Room set-up
   • All spaces will be adjusted to host six-foot distancing between attendees.
   • Capacity of each room will be reduced to accommodate 50% occupancy if six-foot social distancing can be maintained.

3. Cleaning Plan
   • (See “Cleaning Plan Section”)
   • Rooms which have been used will be cleaned daily by campus custodial staff.
   • Cleaning supplies will be available in all rooms. The expectation is that all participants entering the room sanitize their area before use and participants wipe down their area with the cleaning products when exiting.
   • If the supply is low or not available, contact 402-872-2257.

4. PPE & Contact Tracing
   • All meetings/events must require face coverings be worn throughout the duration.
   • If groups do not want to meet in person, they can be provided with a virtual meeting space to host their meeting/event.
   • Groups will be required to take attendance at all meetings/events. Attendance should include the date of the meeting/event, location and name of participants including event staff (sound/light technicians, dining staff etc.).

5. Communication
   • Signs will be placed in all meeting spaces with the new room capacities and anticipated cleaning schedule of facility services.
   • Information will be provided with procedures to self-clean areas.

6. Off-campus events for Students
   • Non-essential College-related in-state and out-of-state travel should be canceled or postponed.
   • Decisions regarding what travel pertains to required duties or curricular requirements and is approved shall be made by the appropriate vice president or academic dean.
     o When travel is necessary for: Established 3300 student organizations, 4050 organizations, class field trips or extracurricular activities funded through student fees; the appropriate authorizing staff notify the group of status and expectations to implement safe practices while traveling.
   • PPE use for travel will be the consistent College protocol.
Student Activities - Intramurals

1. Intramural - sports calendar will be adjusted to only include minimal contact sports activities.
   - Sports activities will be played individually, in pairs or in teams when there is minimal contact required.
   - Anticipated fall intramural schedule: 4 on 4 sand volleyball, Board game/card game competitions, kickball, Soccer Goal Kick competition, FIFA Tournament, Madden Tournament, Weekly sports trivia.

2. Intramural - Cleaning Plan
   - IM Student Supervisors and Club Sports coaches will be responsible for cleaning equipment before and after use by a group.
   - When teams must touch a ball/bat throughout the game play, the equipment will be cleaned between games.

3. Intramural - PPE & Contact Tracing
   - Attendance will be taken at all activities/practices.
   - After check-in, students will be provided hand sanitizer before participating in an activity.
   - All staff (supervisors & referees) will be required to wear face coverings if they do not have to use a whistle to complete their job. i.e. line judges, umpires, scorekeepers, game monitors.
   - Disposable face coverings will be available if staff/participants forget their uniform face covering.
   - When participants are not required to perform physical activity (video game competitions, activities that require minimal movement) face coverings must be worn.

4. Intramural - Communication
   - Teams will be provided the new COVID guidelines via email after they submit their team registration form for each sport.
   - Teams will be reminded of the guidelines at the Captain’s meeting for each competition.
   - Club teams will be provided with the new guidelines at the first team meeting.
Dining

1. **Procedural Items**
   - Occupancy limitations will be set by the current Directed Health Measure.
   - Six-feet social distancing will be implemented in serving area.
   - The requirement of face coverings will be observed in the serving area areas. Students must have a face covering to enter serving area.
     - (See “Face Coverings (Mask) Requirements” section)
   - No “self-service” will be permitted.
   - Face coverings are not required while sitting in the dining room and eating.
   - Tables in the dining area will be set-up to assist with distancing. This guidance may change as the year progresses. Additional seating will be available in Live Oak and in the Commuter Lounge.

2. **Physical Items**
   - Hand sanitizers at entry, and throughout dining/serving area.
   - Designated area for text-to-dine pick-up.
   - Stanchions to direct flow of service/entry.
   - Separate points of entry and exit.

3. **Symptomatic/Positive Student Procedure for Meal Service**
   - Residence life will determine the need for meal service and delivery if a student is confirmed COVID-19 case.
   - See “Screening/Testing/Response”
   - The student will be able to order remotely through “Fresh-X” app.
   - Meals will be packaged in disposables.

4. **Fresh Ideas Safety Protocols**
   - All Fresh Ideas staffed will be screened upon arrival daily.
   - Front-line associates will be required to wear face coverings.
   - Tables will be sanitized with peroxide based disinfectant.
   - Staff will be required to document handwashing every hour.
Computer Services

1. Remote Work
   - In order to reduce the amount of “travel” around campus, Campus Services will attempt to solve problems remotely. Computer Services will provide support through remote sessions, through K-Box helpdesk tickets, over the phone or through other electronic communication.
   - The preferred method to report a problem or to request help is through the helpdesk at helpdesk.peru.edu.
     - Logging into helpdesk.peru.edu requires the same username and password as the email and computer logins.
     - Enter as much detail about the problem in the helpdesk ticket as possible. Describe.
     - In many cases, staff will be able to provide a solution through a helpdesk comment. However, when a remote session is required, staff may direct users to supportcall.peru.edu. This tool allows Computer Services to view and manipulate desktops through the remote session.
   - If staff are unable to resolve a technical issue remotely and it is determined some procedure requiring direct interaction with the computer hardware is required, users may be advised to bring the computer to the Computer Services Office in the Campus Services Building, room 204.
     - There is a table outside of the Computer Services area where the computer can be placed.
     - The table is in full view of the Computer Services helpdesk office.
     - Computer Services will sanitize the surfaces of the system before staff performs any work.
   - Do not transport equipment to the Computer Services office unless directed to do so through a helpdesk ticket. The helpdesk is the tool for scheduling work and practicing social distancing.

2. Office Visits
   - When Computer Services staff visit other offices to train or perform work that cannot be performed remotely, staff will wear face masks and, if interacting with other people’s computers, wear gloves.
Library

1. **Physical Procedures**
   - **Remember** you are in a library even if you may not be studying. Please respect those that are studying by monitoring the level of noise you create. Thank you!
   - **Social distancing**: Practice social distancing of staying six feet away from individuals.
   - **Face masks** are required to be worn by all individuals in the Library especially when social distancing cannot be observed. Masks may be removed when eating or drinking.
   - **Hand washing**: Wash your hands often with soap and water for at least 20 seconds especially after you have been handling library items, been in a public place (e.g. computer lab), or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not available, use hand sanitizer.
     - To wash your hands, there are unisex restrooms on the Main Floor, restrooms on the Lower Level, and a sink in the kitchen/craft area off the children’s area on the Curriculum Level. The Parking Level does not have a location for you to wash your hands.
   - **Cleaning and Disinfection**: Facilities will clean the library based on CDC guidelines. However library employees will assist with wiping down commonly used surfaces after use. This includes shared spaces (e.g. Front Desk), equipment (e.g. computers, printers), tables and chairs, door handles, elevator buttons, and other locations on a checklist to be done during each shift.
   - **Disinfectant Supply Stations** are set up on each of the lower floors, in the computer lab, at the Front Desk, and beside the copier and printer near the Front Desk. Please use items to clean your space.
   - **Seating Signs** are at the COVID-19 table in front of the Front Desk. Please take one if you plan to use any seating space/computer. When you leave, place the sign where you were so we know your spot needs to be cleaned. If you clean your space before you leave, please return the sign to the Front Desk, and thank you for helping us to keep the library clean.
   - **Coughing and Sneezing Hygiene**: Always cover your mouth and nose when you cough or sneeze especially if not wearing a face mask. Use a tissue that you throw away immediately, or use the inside of your elbow. Immediately wash your hands for 20 seconds. If soap and water is not available, use hand sanitizer.
   - **Entrance**: The front entrance has a designated entry and exit. If you need to use the handicap system to exit, you may use the entry side. The back door on the Parking Level will also be an exit door but the handicap system will be turned off. Patrons needing to enter from the back door may call the Front Desk (402-872-2311) for assistance.
   - **Visual cues (Directional flow)**: Signs and markers have been installed to keep movement in the library compatible with guidelines. Follow the flow even if it means going out of your way to move to a specific location.
   - **Front Desk** has Plexiglas shields installed as well as a tape off area in front. Please stay behind the shield and tape at the request of the library employee.
   - **Covid-19 information table** is in front of the desk with library registration forms if you need to register to use your College ID as your library card, with citation guides, and with seating signs. When you plan to stay in the Library, please take a seating sign to leave at the space you use when you leave. This will help the library employees to ensure your space is cleaned before the next person uses it. If you clean your space, return the sign to the Front Desk.
   - **Course reserves and required textbooks**: During the pandemic, course reserves and required textbooks will be closed because of the inability to safely disinfect the books and other materials without being placed in a 96-hour quarantine.
   - **Returned items** (not on Reserve) will be quarantined for 96 hours or four days.
   - **Staplers** are hands-free, electric that can staple up to 20 pages. If you need to staple more pages, ask at the Front Desk.
   - **A 3-hole punch** will be available at the Front Desk. Other 3-hole punches and paper cutters will be available by asking at the Front Desk.
Library (Continued)

1. Physical Procedures (Continued)

- **Seating and Study areas**: The Library has been broken into 13 seating/studying areas. Maximum occupancy of each area follows the current DHM (Directed Health Measures) requirements from the state of Nebraska.
- **Restrooms**: Wash your hands thoroughly to reduce the spread of the virus.
- **Stairwells** will not be directional because each one goes to different levels of the library. Wear a mask in the stairwells in case you cannot maintain social distancing.
- **Elevators**: Use of elevators should be limited to avoid close proximity with others. After using an elevator, wash your hands or use hand sanitizer.
- **Computer Lab**: To observe social distancing, only nine computers are available in the computer lab. Seven computers have been moved to study carrels on the Main Floor that may also be used. Laptops are available to check out at the Front Desk to be used in the library; they cannot leave the library. Laptops will be disinfected or placed in 96-hour quarantine when returned.
- **Study Rooms** will be available with the same first come, first serve basis. Maximum occupancy will be set by the DHM requirements.
- **Archives** will be closed during the pandemic. If you need information from Archives, please ask a library employee for assistance. Give us plenty of time to find the information you need.
- **The Roasterie (coffee shop)** follow the procedures set by Fresh Ideas.

2. For Faculty

- **Reservations of library spaces** will not be taken during the pandemic and while social distancing is encouraged.
- **Classes in the Library**: To assist with staying within required maximum occupancy and to encourage social distancing, faculty may wish not to bring their classes to the library.
- **Library instruction** will be provided in the classroom (preferable) or by Zoom. There will be no library tours.

3. Service Procedures

- **Check out materials**
  - Stay behind the taped off area in front of the Desk.
  - Wait for the library employee to move back for you to place your items at the desk.
  - Move back behind the tape to keep social distancing.
  - To find your library account, you will be asked for your NUID and then your name to confirm that the correct record is being used.
  - After items have been checked out, the library employee will place them close to the edge of the desk and step back so you may approach to take your items.

- **Returning materials (not laptops, headphones, or calculators)**
  - Place all books, DVDs, etc. in the interior book return at the Front Desk or in the exterior book return at the back entrance.
  - Do not place items on the desk and leave.
  - All checked in items will be quarantined for 96 hours before being returned to the shelves.

- **Course Reserves and Textbooks** will be closed during the pandemic because of the inability to safely disinfect items without being placed in 96-hour quarantine.
Library (Continued)

3. Service Procedures (continued)

- **Checking out Laptops, Headphones, Calculators**
  - Stay behind the tape area for social distancing and ask for the specific item.
  - For laptops, you will be asked to provide your College ID or library card since they are a high priced item and we want to ensure it is being checked out to the correct patron.
  - The library employee will tell you when you may approach the desk with your ID.
  - Item will be checked out to you and placed at the edge of the desk.
  - The library employee will inform you when you may approach the desk.

- **Returning Laptops, Headphones, Calculators**
  - Bring the item to the Front Desk.
  - The library employee will inform you when you may approach to place the item on the desk.
  - After you place the item on the desk and in the security of a library employee, you may leave.
  - Returned laptops, headphones, and calculators will be disinfected with a wipe or placed in 96-hour quarantine.

- **Puzzles, games, and other reserve items** that cannot be disinfected with wipes or sprays will not circulate until the pandemic is over.

- **Interlibrary Loan** will be available.
  - Physical items will be requested as long as the campus remains open to students. If students are sent home as was done in March 2020, physical items will not be requested.
  - Copies and articles may be requested throughout the pandemic.

- **Ask for Help**: Library employees will continue to answer questions and assist you with your research, citations, locating items in the collection, and basic tech questions. We will try to maintain social distancing during these interactions. If social distancing is impossible, please wear a mask. Library employees will be strongly encouraged to always wear a mask in the public areas.

- **Cleaning the Library**
  - Besides Facilities cleaning the Library, library employees will clean at the start of each shift or every two hours during longer shifts.
  - When you enter the Library and plan to use a space in the Library, take a seating sign from the COVID-19 table in front of the Desk.
  - When you are done using the space, either leave the sign at your space so library employees know that it needs to be cleaned or clean your space using the supplies at the disinfectant station (if you clean your space return the seating sign to the Front Desk).
  - Wash your hands or use hand sanitizer before you leave the library or as soon as you can after exiting the building.

4. **Schedule**

- **The library hours will be**:
  - Monday-Wednesday 7:30 a.m.to 11:00 p.m.
  - Thursday 7:30 a.m.to 10:00 p.m.
  - Friday 7:30 a.m.to 5:00 p.m.
  - Saturday 1:00 p.m. to 5:00 p.m.
  - Sunday 3:00 p.m. to 11:00 p.m.
  - Hours are subject to change in accordance with COVID-19 guidelines. They will be updated on the Library’s homepage (https://www.peru.edu/library/). Click the button for the library calendar to view expected hours for the entire school year.

- **Exceptions**
  - Labor Day weekend
    - Closed Saturday and Sunday, September 5-6
- Monday, September 7, 6:00 p.m. to 11:00 p.m.
  - Homecoming - Saturday, October 3 – to be determined
  - Extended hours during week prior to Finals and during Finals – to be determined