



**CONFERENCE  
SERVICES**

# COVID-19 EVENT GUIDELINES

Updated 6/29/2021

*Exceptional made simple.*

## Event Activity Approval

- Youth events must complete the [Youth Activity Safety Policy](#) process. Part of the approval process this year will require Activity Sponsors/Directors to agree to comply with a series of health and safety measures.
- Adult events (19 and over) do not have a formal approval process but are responsible for abiding by local and state DHMs, UNL policies, and venue-specific policies. When guidance or expectations differ, the stricter guidance must be followed.
- Any activity or event with a total of 500 or more attendees (including staff) must submit an event plan to the [Lincoln-Lancaster County Health Department](#) for review and approval. These events may only take place with an approved event plan. The approved event plan must be submitted with the Youth Activity Safety Policy registration form for youth events. All UNL event venues must also receive a copy of the approved event plan.

## Expectations for All Attendees and Activity Workers

- All attendees and Activity Workers must comply with UNL's [Face Covering Policy](#). Individuals who are not fully vaccinated are expected to wear a facial covering (aka, mask) and practice social distancing at all times when indoors on university property. Youth under age 12 are required to wear face coverings while indoors. Face coverings must extend from the bridge of the nose to below the chin and fit snugly to the face without gaps. Reusable face coverings are acceptable, as are disposable paper masks. Per [CDC guidance](#), face shields are not acceptable alternatives to close face coverings unless they include a bottom or drape that provides fully enclosed coverage for the face and neck. Regardless of the type used, face coverings should not be designed with exhalation valves. The following are the only general exceptions to wearing a face covering:
  - o Being outdoors
  - o Actively eating or drinking (social distancing must be observed)
  - o In one's assigned residence hall room
  - o In the shower
  - o In a vehicle alone
  - o Exercising during a university-sponsored activity or engaged in vigorous exercise
- All attendees, including Activity Workers, must participate in good faith with a symptom screening at least once daily.
- 6 feet of physical distancing should be maintained by those who are not vaccinated.
- Frequent hand washing/sanitizing by all youth and adults is expected
  - o Before eating food (e.g., when entering the dining area)
  - o After being in contact with someone who may have been sick
  - o After touching a frequently touched surface (railings, doorknobs, counters, etc.)
  - o After using the restroom
  - o After using common items, such as sports equipment, computer keyboards and mice, craft supplies, etc.

## Expectations for All Attendees and Activity Workers (cont.)

- After coughing, sneezing, or blowing your nose
- All activity workers and attendees who are eligible for vaccination are strongly encouraged to be fully vaccinated prior to the start of the event. Full vaccination only occurs two weeks after the final dose. Vaccination helps reduce serious illness, infection, and transmission of COVID-19.

## Expectations for All Activity Sponsors/Directors

- Provide pre-event guidance for all attendees and activity workers that includes:
  - Strongly encourage being fully vaccinated (2 weeks after final dose) prior to traveling to the event,
  - Self-screening for the presence of symptoms (fever of 100.4 °F or greater, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, vomiting, etc.) within the past two weeks.
  - Determining if, within the past two weeks, the individual has traveled nationally or internationally.
  - Determining if the individual has been in close contact with a person who has been diagnosed with, tested for, or quarantined as a result of COVID-19.
- Communications
  - Develop a plan for communicating all expectations for youth, their families, and activity workers prior to the youth activity.
- Conduct a meeting at the start of the activity to review all health and safety measures with attendees and activity workers. Large events should consider delivering this information via smaller groups if finding a venue to appropriately distance everyone is challenging.
- Build in a daily time to provide updates to attendees on health and safety measures. This also serves as an opportunity for attendees to ask questions. Create a comfortable, low-risk environment conducive to dialogue, preferably in small groups.
- Discourage the use of shared items, especially those that are difficult to clean or clean regularly.
- Conduct daily symptoms screening (first one taking place upon arrival at check in).
  - The CDC's list of [COVID-19 symptoms](#) has been used by the Lincoln-Lancaster County Health Department to develop the screening criteria below.
    - Do you have one of the following: Fever of 100.4 or greater, new onset of dry cough, new onset of shortness of breath or difficulty breathing, new onset of loss of taste or smell?
    - Do you have two of the following: Chills lasting longer than 2 hours, congestion and/or runny nose, muscle pain, headache, sore throat, nausea, diarrhea, or vomiting?
    - Have you, or has anybody in your immediate family/household, had a known exposure to COVID-19 within the last 14 days?
  - If the answer to any of these questions is 'yes', the person must not participate in the event.

## Expectations for All Activity Sponsors/Directors (cont.)

- Regardless of the method for symptom screening, a record must be kept of daily screening results for 21 days after the end of the event. Ensure that every attendee and activity worker brings at least two reusable face coverings or a sufficient supply of disposable face coverings for their length of stay (at least 5 per day). Consider providing everyone with one or more reusable face coverings upon arrival. Laundry rooms in University Housing facilities operate at no cost to encourage daily washing of face coverings. To conserve energy and water, we ask that face coverings are washed with other laundry or in large groups.
- Assign attendees to small groups or cohorts of 8 or fewer. These small groups should remain consistent for the entire duration of short-term events. Room assignments should be made based on these small groups, as well as the structure around all daily event activities (including meals). It is recommended that members of a small group come from the same geographic area (community, town, city, or county).
- Health and safety measures may vary from facility to facility on campus. Ask about these and communicate them to all attendees and activity workers.
- Designate a COVID-19 point of contact that is communicating to all attendees, activity workers, and families of attendees. This point of contact is responsible for responding to COVID-19 concerns and will liaison with UNL staff as needed.
- Activity sponsor/director/workers are responsible for enforcing health and safety measures with all attendees.
- Develop and communicate a clear plan to handle all noncompliance with health and safety expectations by attendees and activity workers.
- Stay current on all DHMs for the State of Nebraska as well as Lincoln-Lancaster County.
- **An activity sponsor that becomes aware of two or more positive cases of COVID-19 within the last seven days amongst is participants shall immediately notify and cooperate with the Lincoln-Lancaster County Health Department.**

## Guests/Visitors of Attendees

- Attendees should not have guests/visitors who are not part of their event/activity to their room.
- Guests/visitors of attendees are allowed only in common areas in non-residential parts of the residence hall. An attendee can have no more than one guest in the building at any given time.
- Attendees are responsible for ensuring that their guests/visitors are aware of and abide by all health and safety measures. If one's guest/visitor is noncompliant, they will be removed, and the attendee may be removed.

## Conference Services Operational Plans

- Check-in/Out
  - o Activity directors/sponsors should allow additional time for check-in/out. No more than 75 people should be scheduled to check in per hour. For example, an event of 250 people should allow three and a half hours minimally for check in.
  - o Activity directors/sponsors should assign a specific window of time for check in for each attendee to intentionally spread out the check in and prevent long lines from forming.
  - o It is recommended that only one person enter the building at check in/out with each attendee. This will help to de-densify indoor spaces.
  - o Hand sanitizer stations will be available at all check ins. Attendees are expected to use them prior to starting the check in process.
- Front desk ops
  - o Plexiglass barriers will be in place at all front desks for the safety of staff and attendees.
  - o Residence hall front desks will not have cash to make change, nor will they collect payments of any kind.
- Meeting spaces
  - o **Most meeting and event spaces on campus have returned to 100% capacity. Exceptions do exist. These capacities may vary based on the current DHM and the venue.**
  - o Reservation length may be limited to allow for a complete air exchange to happen in the space, especially if physical exertion or heavy breathing is occurring in the space.
- Conference Services Staff Protocols
  - o All staff have received training on proper hand washing techniques, respiratory etiquette (cough and sneeze protection), refraining from touching their face, social distancing practices, how to properly don, doff, and care for facial coverings, and instruction not to report to work if they are ill or advised to self-quarantine or self-isolate. Opportunities to be vaccinated have been offered to all university employees.

## University Housing Operational Plans

- Engineering Controls
  - o Traditional Residence Halls: Each bedroom has an independent HVAC unit. No air is circulated between bedrooms. Common areas with centralized HVAC systems will be set to balance comfort with adequate introduction of fresh air in accordance with ASHRAE guidelines.
  - o Suite-/Apartment-Style Residence Halls: Each unit has an independent HVAC unit. No air is circulated between units. Common areas with centralized HVAC systems will be set to balance comfort with adequate introduction of fresh air in accordance with ASHRAE guidelines.

## University Housing Operational Plans (cont.)

- Bedroom Occupancy
  - o Traditional Residence Halls: One or two attendees will be assigned per bedroom. Triple occupancy bedrooms will not be allowed under any circumstances. All beds in a shared bedroom will be positioned so there is at least 6 feet of distance, head-to-head, between attendees. Activity Director is responsible for ensuring that attendees do not reposition beds. Bunked beds are not permitted.
  - o Suite-/Apartment-Style Halls: One or two attendees will be assigned per bedroom. A maximum of 4 people will be assigned per unit. All beds in a shared bedroom will be positioned so there is at least 6 feet of distance, head-to-head, between attendees. Activity Director is responsible for ensuring that attendees do not reposition beds. Bunked beds are not permitted.
- Common Area Occupancy
  - o Elevators, study rooms, lounges and other common areas in the residence hall may have reduced capacities to encourage physical distancing. **Occupancy decals will be posted if the capacity is reduced.** The Activity Director is responsible for ensuring that these posted occupancy levels are not surpassed.
- Custodial and sanitation
  - o Hand sanitizing stations will be available in high traffic areas.
  - o Bathrooms in traditional residence halls will be cleaned twice daily.
  - o Bathrooms in suite-/apartment-style residence halls will be cleaned between events and once a month for long-term stays.
  - o Common areas and high touch surfaces in all halls will be cleaned frequently daily.
  - o There will be a 5-day window between different people staying in a bedroom. The bedroom will sit vacant for 3 days, followed by a 2-day period for cleaning.
- Maintenance and Custodial Staff Protocols
  - o All staff have received training on proper hand washing techniques, respiratory etiquette (cough and sneeze protection), refraining from touching their face, social distancing practices, how to properly don, doff, and care for facial coverings, and instruction not to report to work if they are ill or advised to self-quarantine or self-isolate.
  - o Staff responding to maintenance requests and custodial needs will be trained on health and safety protocols. **They will wear a face coverings if not vaccinated and disinfect the work area before leaving.**
  - o Opportunities to be vaccinated have been offered to all university employees.

## Dining Service Operational Plans

- Serving Style and Expectations
  - o Single-direction, self-service lines will be in place in dining center. Attendees will be expected to use the hand sanitizer station at the beginning of each food line before touching any plates, bowls, utensils, and drinkware. Serving utensils will be switched out every 30 minutes.
  - o Take-out will only be offered to events assigned to eat at Cather Dining Center. All other dining centers are eat-in only.
- Distancing
  - o Floor decals will be spaced at intervals of 6 feet. **Those who are not fully vaccinated are expected to maintain 6-feet of distancing.**
- Face Coverings
  - o **Those who are not fully vaccinated must wear a face covering at all times in the dining center unless seated and actively eating or drinking.**
- Capacities
  - o **Additional spacing may be added between tables. Tables and chairs must not be moved. Overall dining capacity may be reduced.** Depending on the expected number of people eating at a given meal, scheduled eating times may be assigned to event. It will be important for people to leave the dining center as soon as they are finished eating.
- Enhanced Cleaning
  - o Tables will be disinfected frequently, and the dining centers will close between meal periods for additional cleaning and disinfecting.
- Dining Service Staff Protocols
  - o All staff have received training on proper hand washing techniques, respiratory etiquette (cough and sneeze protection), refraining from touching their face, social distancing practices, how to properly don, doff, and care for facial coverings, and instruction not to report to work if they are ill or advised to self-quarantine or self-isolate.
  - o **Dining Services staff must pass a symptoms screening prior to the start of their shift.**
  - o Opportunities to be vaccinated have been offered to all university employees.
  - o Hand sanitizer stations will be readily available.

## Traveler Guidance

- International Travel
  - o International travelers will need to get tested (PCR or Antigen test) no more than 3 days before they travel by air into the United States (US) and show a negative result to the airline before they board the flight or be prepared to show documentation of recovery (proof of a recent positive viral test and a letter from a healthcare provider or a public health official stating that they were cleared to travel).
  - o Returning international travelers will need to be tested 3-5 days after travel AND stay home and self-quarantine for 7 days after travel.
    - If the test is positive, individuals need to isolate themselves to protect others from getting infected.
    - If an individual is not tested after returning from international travel, they need to stay home and self-quarantine for 10 days after travel into the US.
  - o International travelers need to avoid being around people who are at increased risk for severe illness for 14 days, whether they are tested or not. However, several countries are seeing increasing cases of COVID-19 and we continue to recommend that travelers practice strict social distancing and self-monitor for symptoms. If symptoms develop, individuals should isolate immediately.
- Domestic Travel
  - o Out-of-state travelers and others traveling within Nebraska who are not fully vaccinated should practice strict social distancing and self-monitor for symptoms consistent with COVID-19. Individuals that develop symptoms should immediately self-isolate.

## Quarantine and Isolation Services

- Quarantine is a public health strategy used to limit contact between who may have been exposed to the virus and other members of the community.
- Isolation is a public health strategy used to separate sick people with a contagious disease from those who are not sick.
- In traditional residence hall
  - o Individuals cannot quarantine or isolate in their assigned room.
  - o At least one floor of the building has been set aside for quarantine and isolation purposes.
  - o Call the front desk as soon as symptoms have been identified, someone has been determined to be a close contact or someone has tested positive, to make arrangements for them to move to the quarantine/isolation floor.
  - o Individuals staying on this floor should not leave the floor other than to go home.
  - o Conference Services will help arrange for an activity worker to take meals to the individuals.
  - o No overnight stays are allowed on this floor. It is only for use until the individual can go home or be relocated to a facility that is appropriate for a longer stay.
  - o Activity sponsors/directors for youth events should clearly communicate to families of youth that they should be prepared to come to campus and pick up the youth the same day that symptoms start, they are identified as a close contact, or a test result is positive.
  - o Activity sponsors/directors should have a backup plan, perhaps with a local hotel, if a family member is unable to pick up the youth the same day.
  - o There are no charges for the temporary use of quarantine/isolation services.
- In suite-/apartment-style residence halls
  - o Individuals may be able to quarantine in their assigned bedroom, but cannot isolate there. Separate quarantine and isolation spaces have been identified as needed.
  - o Call the front desk as soon as symptoms have been identified, someone has been determined to be a close contact or someone has tested positive, to make the appropriate arrangements in consultation with Conference Services.
  - o Overnight stays are not allowed in quarantine/isolation spaces for youth. It is only for use until the individual can go home that day or be relocated to a facility that is appropriate for a longer stay. Activity sponsors/directors for youth events should clearly communicate to families of youth that they should be prepared to come to campus and pick up the youth the same day that symptoms start, they are identified as a close contact, or a test result is positive. Activity sponsors/directors should have a backup plan, perhaps with a local hotel, if a family member is unable to pick up the youth the same day.
  - o Adults may stay in quarantine and isolation spaces overnight and until they've met appropriate release criteria.
  - o Conference Services will help arrange for meals for those in quarantine/isolation.
  - o No additional charges will apply to quarantine/isolation services unless the person needs to stay beyond the duration of the event/activity, or the event/activity was not already providing room or meals to the individual.

## Testing & Healthcare

- Per recommendation from the Lincoln-Lancaster County Health Department, a negative COVID-19 test will not be required as attendees arrive to campus. A negative symptom screening upon arrival will be considered sufficient.
- Testing for those who develop symptoms will be available from the following sources. Costs and availability may vary.
  - o TestNebraska: Free community testing for COVID-19 is currently available through [TestNebraska](#). Appointments are required and can be scheduled via phone or website. Currently appointments are available Monday – Saturday from 8 am – 6 pm. If you are not a Nebraska resident, please use your temporary address at UNL when signing up for an appointment. The TestNebraska location in Lincoln is in the parking lot of Gateway Shopping Center at 6400 O Street, Lincoln, NE 68505. The availability of this resource is subject to change as conditions of the pandemic change. Please visit the [TestNebraska](#) website for the latest information. Results are typically provided within 24-48 hours, but processing time will vary based on a number of factors. **THIS SERVICE IS NOT AVAILABLE AFTER JULY 15.**
  - o University Health Center: The [University Health Center](#), operated by Nebraska Medicine, is available for a wide variety of healthcare needs, including those related to COVID-19. The University Health Center is located on UNL’s City Campus at 550 North 19<sup>th</sup> Street, Lincoln, NE 68508. Their summer hours are 8 am – 5 pm Monday through Friday. They will be closed on Memorial Day and July 5<sup>th</sup>. All appointments must be scheduled in advance by calling 402-472-5000. Appointments are available via both telehealth and in-person. To speed the treatment of youth, they should have a copy of their parent’s insurance card. Parents/guardians will need to provide consent to treat youth (anyone 18 or younger).
  - o MedExpress Urgent Care: The closest urgent care clinic to both UNL campuses is the [Lincoln MedExpress Urgent Care](#). The address is 5000 North 26<sup>th</sup> Street, Lincoln, NE 68521. They are open 7 days a week from 8 am to 8 pm. Their phone number is 402-435-9078.
  - o Emergency Care: The closest emergency room to UNL City Campus is the [Emergency Department at the Bryan West Campus](#). The address is 2300 South 16<sup>th</sup> Street, Lincoln, NE 68502. The phone number is 402-481-5142. The closest emergency room to UNL East Campus is the [Emergency Department at the Bryan East Campus](#). The address is 1600 South 48<sup>th</sup> Street, Lincoln, NE 68506. The phone number is 402-481-3142. Both emergency rooms are open 24/7.
- UNL offices and departments sponsoring events may add event attendees as UNL affiliates. Affiliates are eligible for UNL testing resources, including use of the Safer Community app for scheduling testing and receiving results. Once the attendees are added as affiliates, this [form](#) must be completed to add them to the eligible testing population. It is the responsibility of the sponsoring UNL office/department to complete the necessary paperwork to add attendees as affiliates and to the eligible testing pool, as well as providing instruction on use of the Safer Community app.

## Compliance

- Communication and enforcement of all content in this document is the responsibility of the Activity Director and Activity Workers. If UNL staff witness isolated and/or minor instances of noncompliance, they will remind the attendee of the expectation. Immediate compliance is required. If UNL staff witness wide-spread and/or significant instances of noncompliance, they will notify an Activity Worker or Activity Director. Immediate compliance is required. Pervasive or serious issues with noncompliance could result in immediate removal from residence halls, dining halls, or other UNL facilities.

## Changes to Guidance & Expectations

- This document will be revised as new information is made available from public health officials and university administrators. Each revision will contain the date it was updated, Changes from the previous version will be in a different color font so they are easily identifiable.
- Activity Directors/Sponsors should commit to staying abreast of state and local DHMs.
- If UNL expectations or local DHMs change, it is expected that Activity Directors/Sponsors adapt and comply immediately. Failure to comply could result in cancellation of some or all event services.

## Conference Services Agreement & Fees

- The event agreement (aka 'contract') has been modified to include significant language around protections related to the pandemic and the need to comply with COVID-19 health and safety measures.
- For summer of 2021 only, the cancellation terms and fee structure have been changed to allow ultimate flexibility for event sponsors. There are no cancellation fees if the event is cancelled at any point up to 14 days prior to the event.
- For summer 2021 only, the attrition clause has been removed from the agreement. You will not be penalized if your guarantee number is lower than the number in the agreement.
- There will not be any fees assessed for additional cleaning or sanitation provided by University Housing, Conference Services, or Dining Services.
- Any event can be cancelled without notice at any time, even if previously approved, at the university's discretion in the interest of health and safety.

## Additional Resources

- The American Camp Association [Field Guide for Camps](#)
- Centers for Disease Control [Guidance for Operating Youth Camps](#) suggestions for Youth and Summer Camps
- Centers for Disease Control [Guidance for Operating Youth and Summer Camps: Readiness and Planning Tool](#) suggestions for Youth Programs and Camps: Readiness and Planning Tool
- State of Nebraska Department of Health and Human Services [Coronavirus Disease](#)
- Lincoln-Lancaster County Health Department [COVID-19 Response](#)