

**Nebraska Center for Materials and Nanoscience
Site-Specific COVID-19 Prevention Plan
August 3, 2020**

Unit: Nebraska Center for Materials and Nanoscience

COVID-19 Site Supervisor: Shelli Krupicka (with assistance from Dr. Jacob John and Mr. Zhiguang Sun, if necessary)

Building/Offices Covered: NCMN Administrative Offices in the Voelte-Keegan Nanoscience Research Center (*Rooms N201, N201A, N201B, N201C and N201D*); NCMN Central Facilities in Jorgensen Hall (*Rooms 006, 006A, 008, 009, 009A, 011, 013, 013A and 033*) and in the Voelte-Keegan Nanoscience Research Center (*Rooms N101, N102, N102A, N102B, N116, N128, N214, N214A, N216 and N228*)

1. Management and Oversight

- a. A COVID-19 Site Supervisor, Shelli Krupicka, has been assigned to ensure all of the elements of the site-specific COVID-19 Prevention Plan are followed. Dr. Jacob John and Mr. Zhiguang Sun will serve as alternate contacts.
- b. The COVID-19 Site Supervisor will keep this site-specific plan updated and current with changes to COVID-19 guidelines, regulations and University policies.
- c. The COVID-19 Site Supervisor will keep the site-specific plan onsite in paper form so it will be available to all personnel. The Site Supervisor will also provide a copy of this document electronically to all personnel.
- d. The COVID-19 Site Supervisor will train personnel on the contents of the plan and updates made, if necessary.
- e. The COVID-19 Site Supervisor will be available to respond to issues and questions during work and class activities. In the event the COVID-19 Site Supervisor is working remotely, contact information will be posted on the door to the NCMN Administrative Offices. If the COVID-19 Site Supervisor cannot be reached, Dr. Jacob John and Mr. Zhiguang Sun will be the alternate contacts.

2. Physical Distancing

- a. In addition to the Director, only one (1) person will be allowed in the NCMN Administrative Office at any given time. This will maintain the University-mandated requirement of 1/3 staff physically present at all times. NCMN Central Facilities will follow similar physical distancing requirements in all facilities at all times.
- b. Unless it is necessary to be physically present in the office, those who are able to work remotely will continue to do so until such time as the University moves from Level 4 to a lower level.

- c. If it becomes necessary for several NCMN staff members to be physically present in the Administrative Office, shifts/break times/start times will be staggered to maintain only 1/3 staff (Director + 1 person) present at any given time.
- d. All staff will follow the NCMN Traffic Flow plan which establishes entrance/exit doors, foot traffic directions, etc. This plan has been circulated to all NCMN staff, and will be displayed on the counter in the NCMN Administrative Office, Room N201.
- e. At least 6 feet of distance will be maintained between occupants in all shared/common use areas at all times.
- f. Meetings will be conducted remotely (via phone, zoom, etc.), and non-critical in-person meetings have been postponed until further notice.
- g. To minimize the number of people in common work areas, breakrooms, restrooms, etc., only one (1) person in addition to the Director will be working in the Administrative Office at any time, as noted in 2-a above.
- h. All employees will utilize drop boxes or similar means to exchange mail, supplies, goods, etc. to minimize visitors to the NCMN Administrative Office. The Site Supervisor will distribute mail periodically to each staff member and facility supervisor in order to further minimize traffic in the NCMN Administrative Office and adjoining Mailroom.
- i. The above physical distancing requirements will be communicated to all relevant persons via posted signage, e-mails, and on-site listings for review.

3. Precautions for Sick Personnel

- a. All persons who may be ill or exhibit COVID-19 symptoms will be required to go home/stay home and contact their healthcare provider.
- b. All persons with close contact to anyone with a COVID-19 case will be required to go home/stay home.
- c. Daily symptom screening, which will be limited to visual observance of illness indicators, will be encouraged by all persons at the worksite.
- d. Enhanced cleaning and disinfection will be performed on areas used by persons who tested positive for COVID-19, and/or private areas used by the individual will be isolated.
- e. NCMN Administrative Office access will be limited to appointment only, doors will remain locked all other times, and only scheduled staff/Director will be located at the worksite.

4. Cleaning and Disinfecting

- a. Sharing of eating utensils and food storage/preparation devices is discouraged. Disposable cups/plates are located in the kitchen area; employees are

encouraged to bring a brown-bag meal, thermos, etc. After using the microwave or other kitchen appliances, employees are required to sanitize any handles, etc.

- b. Shared copier/printer controls, etc. will be cleaned/disinfected between users.
- c. The Site Supervisor will clean and disinfect Administrative Office high-touch surfaces daily, between uses, or when unclean. NCMN Facility Supervisors will do likewise in their respective facilities.
- d. Products used to clean and disinfect will include: an alcohol solution with at least 70% alcohol (includes wipes); a 5% bleach/water solution; and/or an EPA-registered disinfectant for use against SARS-CoV-2 (5813-124 Clorox Bleach Blanqueador), as required by UNL.
- e. When using products in (d) above, the following will be observed: review of safety data sheet (SDS) for each product; manufacturer's instructions for product use will be reviewed and followed, and personal protective equipment (masks and gloves) will be worn during cleaning.

5. Good Hygiene

- a. Soap/running water, hand sanitizer and/or wipes will be provided.
- b. Personnel are asked to avoid touching others, sharing personal items, and frequenting private work spaces (offices, cubicles) of others.
- c. Posters reinforcing good hygiene habits have been posted.

6. Personal Protective Equipment

- a. Surgical/medical masks or face coverings (cloth or disposable) must be worn at all times. UNL will provide two masks/face coverings per person. Expected delivery is approximately August 10, 2020.
- b. Prior to reporting to campus, all NCMN staff must complete instruction provided on use, care, cleaning, maintenance, removal, and disposal of the PPE items listed in (a) above by reviewing the CDC facial coverings guidelines at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>.

7. Communication and Training

- a. Prior to reporting to campus, all NCMN staff will complete the COVID-19 Awareness training at: <https://ehs.unl.edu/web-based-training# covid19> and review the CDC guidelines for the use and care of facial coverings at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html> (per 6-b above) and CDC-recommended social distancing practices at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>.
- b. This site-specific COVID-19 Prevention Plan will be initially communicated via e-mail, and updates will be communicated via e-mail as necessary. This Prevention

Plan will also be displayed on the counter of the NCMN Administrative Office, Room N201.

- c. Appropriate posters/signage have been installed and/or posted at strategic locations throughout the worksite.
- d. Information from the UNL COVID-19 webpage, including University policies related to COVID-19, will be communicated via e-mail to staff as needed.
- e. E-mail will be the primary means of communicating COVID-19 safety information, as in-person staff meetings have been suspended at this time.