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Avery 251 and Avery 248

Avery 251 is the main office of the CSMCE and Avery 248 is the CSMCE’s conference room. Avery 251 houses four CSMCE staff and several student workers. In addition, the CSMCE web developer is housed in Room 2 of the 501 Building. Faculty, staff and graduate students who are housed in an academic unit should be aware of and comply with the COVID-19 Mitigation Plan for unit where they are housed.

This COVID-19 Mitigation Plan (hereafter, Plan) is posted on the CSMCE website and has been emailed to each staff member of the CSMCE as well as to student workers and to faculty who are affiliated with the CSMCE. It will be reviewed regularly and revised as appropriate. Questions related to the Plan should be directed to the CSMCE Director or to Ms. Lindsay Augustyn, CSMCE Assistant Director.

The Plan has been discussed at a CSMCE staff meeting and the implementation of the plan will be discussed on a regular basis at future staff meetings. Ms. Augustyn is responsible for training student workers on the Plan.

This Plan builds on all policies and procedures that apply to the UNL City Campus. For example, staff, student workers and all visitors are required to wear a face mask unless they are working alone inside one three private offices, Avery 251A, 251B and 251C. Additional components of the Plan include:

Cleaning and Disinfecting

- All staff, student workers, and visitors to Avery 251 or 248 are expected to use hand sanitizer each time they enter the CSMCE office space. A sanitizing table has been placed immediately inside the front doors on the left hand side of the doors.
- Tables, desks, and similar areas should remain as clutter-free as possible to facilitate regular cleaning and disinfection.
- Shared keyboards, mice, copier controls, etc. will be covered with plastic to facilitate cleaning and disinfection between users.
- Shared eating utensils will be avoided.
- Food may be stored in the office refrigerator during the day, but the refrigerator should be left empty overnight to facilitate cleaning and disinfection. The refrigerator is now in Avery 248. It should be wiped down at the end of the day.
- Staff who bring lunch are encouraged to use an insulated bag and eat in their offices or elsewhere in Avery.
- The CSMCE microwave has been removed.
- Shared desks, tables, and the copy machine will be disinfected at the start and end of each day.
- The office will maintain a supply of hand sanitizer, cleaning and disinfection supplies, masks and gloves. Prior to the use of a product to clean or disinfect, the products will be reviewed to ensure that they are safe and appropriate for use.
Physical Distancing

The main CSMCE office space (Avery 251) had been reconfigured to ensure a safe workspace by maintaining a distance of at least six feet between occupants and to allow only infrequent passing within six feet of two individuals. The maximum occupancy of Avery 251 (not counting the offices Avery 251A, 251B, and 251C where staff may be working with their door closed) is three employees. To the degree possible, work schedules will be organized with the goal of having no more than two people working in the space at one time for most of the day.

Plexiglas sneeze guards or similar barriers have been installed at the main reception counter, our point-of-service location.

Signage is being used to remind staff of the separation needed to maintain 6 feet of social distancing when a worker is using the CSMCE copy machine or getting supplies from the storeroom. In addition, signage will be used to separate visitors. No more than two visitors will be permitted in Avery 251 at one time. Excess chairs are being removed from Avery 251 and 248 to avoid unintended use of space that does not maintain six foot separation. A log will be kept for all visitors to the work-site (maintain for 4 weeks), beginning August 17.

Three of the staff housed in Avery 251 have private offices. When in their office, they are encouraged to work with their door closed. The total density in the office complex should be no more than four and for the majority of the day it should be three or less.

While it is important that staff of the CSMCE are available throughout the work day to support faculty, staff and students from around the campus who are engaged in STEM education work, it is also important that this support be provided in the safest possible manner. Thus, most meetings will take place via Zoom and non-critical meetings will be postponed. UNL faculty, staff and students who need to visit the CSMCE Office are encouraged to schedule their visit in advance. To avoid the need for one-on-one meetings inside Avery 251, the seminar room, Avery 248 will be used as a location for one-on-one meetings.

Space for delivery of packages, supplies, etc. has been established just inside the front door next to the sanitizing station.

Office hours and staff availability

Teleworking (i.e. remote work options) will continue to be encouraged to reduce the number of staff in Avery Hall at one time. Staff schedules in Avery will be staggered to maximize office coverage but with a goal of having staff in Avery 251 for no more than 60 hours total per week.

Staff, student workers, and others working with CSMCE staff who may be ill or with COVID-19 symptoms should stay (or go) home and contact their healthcare provider: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html. Persons with close contacts of COVID-19 cases should also stay (or go) home. Signage will ask visitors to follow the same procedures.

Avery 251 will be open:

9:30 – 11:30 am    Monday - Friday
1:30 – 3:30 pm    Monday – Thursday

CSMCE staff are also available to meet by Zoom or in person throughout the day. To schedule a meeting, contact the person you want to meet with directly, or contact the CSMCE by email at scimath@unl.edu or phone 402-472-8979.
501 Building – Room 2

The CSMCE web developer is housed in Room 2 of the 501 Building. This room is approximately 16x36. The occupant will work with his door locked. Visitors to this office are infrequent and most of these visits are just to pick up or deliver an item. When these visits do occur, because of the size of the office, it is easy to implement a social distancing approach to brief meetings.

In the past, the primary exception to the above has occurred when a visitor needed one-on-one tutorial help with Mobius Assessment or Canvas. Because this requires close contact, during the pandemic this kind of in-person assistance will be suspended and assistance provided remotely using Zoom, email or other approaches.