

Department of Mathematics COVID-19 Mitigation Plan and Traffic Flow Patterns

Last update: August 19, 2020

COVID-19 Site-Supervisor:

Tom Marley, Chair, Dept. of Mathematics

Office: Avery 206

Email: tmarley@unl.edu

Phone: (402) 472-7260

Overview and guiding principles: This COVID-19 Mitigation Plan (hereafter, Plan) is posted on the Department of Mathematics' web site and has been emailed to each faculty, graduate student, and staff member of the Department of Mathematics as well as to student workers who are affiliated with the Department of Mathematics. It will be reviewed regularly and revised as appropriate. Questions related to the Plan should be directed to the Department's COVID-19 supervisor (Tom Marley) or to David Pitts, chair of the Department's Covid Mitigation Committee.

The Plan has been reviewed at by all faculty, graduate students, and staff and each has been given an opportunity for input.

This Plan builds on all policies and procedures that apply to the UNL City Campus as posted on <http://covid19.unl.edu>. In particular, everyone is required to abide by the University's face covering policy and observe six-foot social distancing.

The intent of these policies is to keep our work environment as safe as possible, while still holding in-person instruction and having some semblance of a department community. Of course, that community experience will be far from the lively and vibrant department typical in a normal semester. All faculty and staff are encouraged to work remotely as much as practical, to help reduce the density of people in Avery.

A copy of this plan will be posted on the Department website: <http://www.math.unl.edu>.

Face coverings: Face coverings (masks or face shields) are required to be worn at all times while in Avery. The only exception is when you are in a room or office alone or with a roommate, and with the door either closed or perhaps very slightly cracked open. Of course, people should knock before entering, to allow time for the occupant(s) to put their masks on. In particular, this policy means that one should only eat meals while in their offices or outside the building.

Offices: Faculty, graduate students, and staff will be responsible for disinfecting their own offices. For those sharing an office (i.e., GTAs, emeriti faculty, and some lecturers), people should work out an arrangement with their officemates so that the office is not occupied by more than one person at a time. (Overlaps for short periods of time -- less than 10 minutes-- are okay.) Exceptions are made for some of the larger offices, which can have up to two occupants (but still subject to social distancing and masks). These offices are: 230, 232, 233, 311, 337, 341, and 344. Additional exceptions to this policy are granted for people who are currently sharing living arrangements. Avery 345, Avery 11, and Avery 18 will be available for graduate students (and faculty) for group work or informal collaborations without a reservation. Occupants should wipe down all surfaces when they are finished using the rooms. Cleaning supplies will be left in the room for this purpose. Everyone is strongly encouraged to use their offices as

their (and their officemates') own personal sanctuary and avoid having visitors enter their offices as much as possible.

Hallway areas: The common spaces on the second and third floor of Avery by the south stairwell as well as the ones outside 245 and 344 may be used by at most 3 people. The usual provisos regarding masks and distancing apply. Please clean these areas after use. All other spaces in the hallways should be kept clear.

Office hours: All instructors are strongly encouraged to hold office hours remotely. All in-person office hours should be conducted by appointment (i.e., not "walk-in") to reduce the number of people waiting in the hallways. Anyone sharing an office may not hold in-person office hours in their own offices.

Traffic flow: Signs and/or decals will be placed on hallway floors to direct foot traffic.

Seminars: Seminars may be held in-person or remotely. Avery 351 (max occupancy of 15, including presenter) and Avery 347 (max occupancy 18, including presenter) will be available for reservation for in-person seminars. As the other seminar rooms (Avery 345 and Avery 11) are reserved for informal interaction for graduate students, the department-owned space available for in-person seminars is limited, so please keep that in mind. Also, the windows in 351 and 347 do open, which allows for increased air flow.

Colloquia: We will still have a colloquium series, although we will be largely or entirely dependent on local speakers. Colloquia can be given either remotely or in hybrid fashion (but certainly it should be accessible to those who can't attend in person). As Avery 115 can only hold around 30 people safely, priority for in-person seating will be given to graduate students in their first two years.

Avery 347 (Lounge): For the time being, this will no longer be a communal area for informal gatherings. Its use will be by reservation only. Computer Science will have priority use on Mondays and Tuesday, as well as Wednesday before noon. Math will have priority use on Thursdays and Fridays, as well as Wednesdays after 12pm. A sign will be placed on the door indicating the room is available by reservation only. The microwaves and refrigerator in Avery 347 will be unavailable for use until further notice.

Math Resource Center (Avery 13): Math tutoring help will be exclusively online. The MRC will be used as a classroom for this fall.

Grad Lab (Avery 245): The grad lab should be occupied by no more than three people, and the copy room by no more than one person. Anyone using these rooms (including either copier or the printers) should wipe down the surfaces with a disinfectant wipe. (These will be available in the rooms.)

Copy Room: The copy room should be occupied by no more than one person at a time. The keypad and other surfaces should be cleaned with a disinfectant wipe (available in the room) after use. To avoid traffic with the copier, instructors are encouraged to have student workers do the copying for them. Send copy requests to math-office@unl.edu and include a cc to Rachelle at rjensen1@unl.edu. Include the following information in the request:

- date and time needed
- # of pages

- # of copies
- One or two sided
- stapled or not stapled
- color paper with color selection

Avery 18 (Undergraduate Lounge): This will be made available to graduate students and faculty, as well as undergraduate, for informal collaborations. Please disinfect surfaces after use.

Avery 202 (Conference room:) This will be available for use by reservation only. Maximum occupancy is four people. Please sanitize surfaces after use.

Avery 203 (Main Office): The main office will be open 9am to 4pm daily. The office space has 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. To the degree possible, work schedules will be organized with the goal of having no more than two staff members working in the space at one time for most of the day.

Because the main office is often a high traffic area, faculty and graduate students should enter the complex only when necessary, and promptly leave once their business is completed. One should enter through the main door (on the north side) and leave by the back door (on the west side). These doors will be left open during the times the office is open.

A sign will be posted at the entrance to Avery 203 asking that undergraduate students and other (non-department) visitors only enter the office complex if they have a scheduled appointment with one of the staff or faculty in the complex. For urgent matters, a bell will be placed outside the office and a staff member or student worker can attend to the matter.

In-person meetings lasting more than a few minutes should be held in Avery 202 (if available) rather than in one of the smaller offices inside Avery 203.

Additional policies:

- People are encouraged to retrieve their mail using the access from the hallway (if you've forgotten your combination, Rachelle Jensen can retrieve it for you).
- The microwave, Keurig, and refrigerator will not be available for use.
- A sign will be posted at the entrance to Avery 203 asking that undergraduate students and other visitors only enter the office complex if they have a scheduled appointment with one of the staff or faculty with an office in the complex. For urgent matters, a bell will be placed outside the office and a staff member or student worker can come address the matter.
- Undergraduate advising will be by zoom or in-person by appointment only (i.e., no walk-in visits). In-person advising appointments will be held in Avery 211, and not in the main office complex.
- Anyone entering Avery 203 is expected to use hand sanitizer upon entering the office complex. A sanitizing station has been set up immediately inside the front door of Avery 203. Tables, desks, and similar areas should be kept as clutter-free as possible to facilitate regular cleaning and disinfection.

- Shared keyboards, mice, copier controls, etc. should be covered with plastic to facilitate cleaning and disinfection between users.
- Shared desks and tables should be disinfected at the start of the 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 should be reviewed to ensure that they are safe and appropriate for use.
- Plexiglas sneeze guards or similar barriers have been installed at the main reception counter, our point-of-service location.
- Anyone needing supplies from the storage cabinet in Avery 203 are asked to contact by email the student workers at math-office@unl.edu or one of the staff members with your request and they will fill your request and place it in your mailbox. If the items you need do not fit in your mailbox, other arrangements will be made to get you what you need.
- A log will be kept of all non-department visitors (including all undergraduates) who enter Avery 203 to facilitate with contact tracing.



AVERY
2ND
FLOOR

- Computer Science**
- Mathematics**
- CSMCE**
- Statistics**

AVERY
3RD
FLOOR

