



## University of Nevada, Reno Extension's Roadmap to Recovery

Activity	Phase 1 (Starting May 18)	*Phase 2 (Starting May 29)
<b>Offices/Properties</b>	<ul style="list-style-type: none"><li>- Remain closed and locked.</li></ul>	<ul style="list-style-type: none"><li>- Adhere to <a href="#">Phase 2: Policies and procedures for on campus work</a>.</li><li>- Extension Educators must submit information to the Area Director for approval that articulates how they will follow the <a href="#">University policies and procedures</a> and Extension Guidelines in their facilities. Include an employee return to worksite schedule.</li><li>- Upon Area Director approval, offices will begin opening once they have been sanitized, PPE secured, and common areas prepared.</li><li>- Upon Area Director approval, offices/properties may open to the public. Floor markings direct traffic and indicate physical distancing practices.</li><li>- Common areas open but strict physical distancing and hygiene protocols enforced.</li><li>- A maximum of 2 people at a time in copy rooms, bathrooms, break rooms, storage areas or other confined spaces.</li><li>- Allow at least 15 minutes between groups in meeting rooms to minimize interactions and allow for cleaning.</li><li>- Social distancing of at least 6 feet must be maintained <b>at all times</b>.</li><li>- 4-H camp remains closed.</li></ul>
<b>Employees</b>	<ul style="list-style-type: none"><li>- All non-essential employees are to continue to work remotely until further notice.</li><li>- Essential employees must adhere to <a href="#">Phase 1: Policies and procedures for on campus work</a>.</li></ul>	<ul style="list-style-type: none"><li>- Adhere to <a href="#">Phase 2: Policies and procedures for on campus work</a>.</li><li>- All employees working on campus** are required to complete the University <a href="#">General COVID-19 Training for University Personnel</a>.</li></ul>



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	<ul style="list-style-type: none"><li>- All essential employees working on campus (which includes field work) must complete the University <a href="#">General COVID-19 Training for University Personnel</a>.</li><li>- All essential employees working on campus (which includes field work) must complete the University online <a href="#">Daily Health Self-Assessment</a>.</li></ul>	<ul style="list-style-type: none"><li>- Prior to returning to campus** all employees need to complete the <a href="#">Reentry to Campus Certification form</a>.</li><li>- An employee who believes they are unable to work on campus** may request approval of a proposed alternative work arrangement or leave in accordance with the University <a href="#">procedures</a>.</li></ul>
<b>Field Work</b>	<ul style="list-style-type: none"><li>- With approval of the Area Director, Extension Director, Dean and the VPRI essential, critical or time sensitive research activities and operations may resume. The online <a href="#">COVID-19 Restarting Research and Laboratory Operations Form</a> must be submitted, including for research previously approved.</li><li>- Take the University <a href="#">COVID-19 Training for Research Laboratories and Creative Activities</a> training (if appropriate).</li><li>- <a href="#">Phase 1: Policies and procedures for on campus work</a> must be followed.</li><li>- See <a href="#">Principles and Framework Guiding a Phased Approach to Restarting Research and Creative Activities</a>.</li></ul>	<ul style="list-style-type: none"><li>- Adhere to <a href="#">Phase 2: Policies and procedures for on campus work</a>.</li><li>- Complete the <a href="#">COVID-19 Restarting Research and Laboratory Operations Form</a>, if not completed previously.</li><li>- Take the University <a href="#">COVID-19 Training for Research Laboratories and Creative Activities</a> training (if appropriate). As appropriate, contracted employees and affiliates of the University who are working on campus** can take the training <a href="#">here</a>.</li><li>- Gatherings up to 25 people are allowed if social distancing is maintained.</li><li>- Clean shared equipment or supplies before and after use.</li><li>- Social distancing of at least 6 feet must be maintained at all times.</li></ul>
<b>Extension Activities</b>	<ul style="list-style-type: none"><li>- All activities remain either cancelled, postponed, or delivered online until further notice.</li></ul>	<ul style="list-style-type: none"><li>- Adhere to <a href="#">Phase 2: Policies and procedures for on campus work</a>.</li></ul>



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	<ul style="list-style-type: none"><li>- Only community gardening activities may resume including Master Gardener under strict safety guidelines and with a signed waiver for all participants. <a href="#">Phase 1: Policies and procedures for on campus work</a> must be followed.</li></ul>	<ul style="list-style-type: none"><li>- All volunteers are required to complete the <a href="#">General COVID-19 Training for University of Nevada, Reno Affiliates</a> before participating in any activities.</li><li>- For community garden activities, volunteers must sign a registration form – see example <a href="#">here</a>.</li><li>- Extension activities limited and phased in.</li><li>- Classroom size may be no more than 25 so long as social distancing of at least 6 feet can be maintained at all times. Consider seating arrangements, class-arrival and class dismissal, breaks, and bathrooms.</li><li>- Larger-enrollment classes may be taught with up to 25 participants face-to-face and the rest online (synchronously) or broken into smaller classes.</li><li>- Offsite extension activities will follow the policy of the community partner. University employees and volunteers must follow the <a href="#">University policies and procedures</a> and Extension Guidelines.</li><li>- No food should be served at Extension Activities. Drinks ok.</li></ul>
<b>4-H/Extension Youth Activities</b>	<ul style="list-style-type: none"><li>- All activities remain either cancelled, postponed, or delivered online until further notice.</li></ul>	<b>Youth Activities and Programs</b> <ul style="list-style-type: none"><li>- Adhere to <a href="#">Phase 2: Policies and procedures for on campus work</a>.</li><li>- For additional requirements for 4-H Clubs, camps and Extension Youth Activities, please go to</li><li>- All adult volunteers working with Extension youth programs (including 4-H clubs, day camps, Junior Master Gardner, etc.) must complete the <a href="#">General COVID-19 Training for University of Nevada, Reno Affiliates</a> before participating in any activities.</li></ul>



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		<ul style="list-style-type: none"><li>- All volunteers must read the daily health self-assessment before participating in any activities. This form is located in the <a href="#">Youth Program Policies and Guidance for COVID-19 for Phase 2</a>.</li><li>- 4-H Groups (or Clubs) can begin meeting if the meetings are held outdoors. There will be NO meetings held indoors or in confined areas.</li><li>- Group size can be no more than 25 people, based on the ability to ensure physical distancing at all times (minimum 6 ft apart). The 25-person limit includes all volunteers, youth, parents, siblings, and guests.</li><li>- There will no overnight 4-H camps.</li><li>- Day Camps will be permissible if following the 25-person rule.</li></ul>
<b>Travel</b>	<ul style="list-style-type: none"><li>- No non-essential travel.</li><li>- All travel must be approved by the Dean.</li></ul>	<ul style="list-style-type: none"><li>- Adhere to <a href="#">Phase 2: Policies and procedures for on campus work</a>.</li></ul>
<b>Supervisors</b>	<ul style="list-style-type: none"><li>- Follow <a href="#">Phase 1: Policies and procedures for on campus work</a>.</li></ul>	<ul style="list-style-type: none"><li>- Follow <a href="#">Phase 2: Policies and procedures for on campus work</a>.</li><li>- See <a href="#">Procedures for implementing the provisions of the Families First Coronavirus Response Act</a>.</li></ul>
<b>PPE Required and other Restrictions</b>	<ul style="list-style-type: none"><li>- <a href="#">Phase 1: Policies and procedures for on campus work</a> must be followed.</li></ul>	<ul style="list-style-type: none"><li>- Adhere to <a href="#">Phase 2: Policies and procedures for on campus work</a>.</li><li>- Face coverings are required for all employees, volunteers, program participants, and visitors. Volunteers, program participants, and visitors are not required to wear face coverings while outdoors as long as they can maintain a</li></ul>



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		physical distance of greater than 10 feet from other people at all times.
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\*Phase 2 and 3 – If county guidelines differ contact the Extension Director for guidance.

\*\*On campus work refers to any work performed at any University office, property, field work or sponsored event.