

University of Louisville
Camps and Conferences

Infectious Diseases Emergency Management Plan

2021 Summer Conferences

(All information is subject to change to comply with the CDC and State Guidelines)

Purpose

To continue with the safety precautions encouraged by the Centers for Disease Control and Prevention as well as the University of Louisville, Campus Housing will be practicing various safety procedures for the 2021 Summer Camps and Conferences season. Safety procedures will be implemented beginning May 10, 2021, to ensure the well-being of the community, guests, and housing employees.

Conference coordinators will be required to follow all procedures listed below and verify their understanding of the procedures by signing this document. Coordinators will also be responsible for ensuring that their participants adhere to the Covid-19 and infectious disease procedures outlined in this document as they may be modified from time to time. The guidelines contained in this and any future public health-based documents are applicable to all UofL staff and guests.

Covid-19 and Infectious Diseases Procedures

- Guarantee Meetings
 - *Scenario 1:* Groups hosted by UofL employees will have virtual meetings through Microsoft Teams.
 - *Scenario 2:* Non-affiliated UofL groups will have phone conferences or virtual meetings through Microsoft Teams. Non-affiliated groups will be added as guests to Microsoft Teams for both parties to have video communication.
- Occupancy
 - *Scenario 1:* Groups will be assigned to spaces based on their preferred choice of facility and room occupancy.
 - Available facilities include traditional, suite and apartment-style.
 - Single and double occupancy rooms are available in each style:
 - ❖ Traditional: 1 to 2 people
 - ❖ Suite: 2 to 8 people
 - ❖ Apartment: Occupancy 1 to 3 people
 - *Scenario 2:* All groups will be assigned to single occupancy rooms. Billing will reflect the double rates if the University decides to allow only single occupancy rooms.

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- Check Ins/Outs

- Check-Ins/Outs will be scheduled through appointments at the guarantee meetings with the Assistant Director of Summer Operations. Conference coordinators will be able to choose whether they prefer to perform their own check-ins and check-outs or if they prefer for housing employees to implement check-ins and check-outs procedures.
- *Scenario 1:* The Conference coordinator will sign out all keys and distribute them to their conference group. The keys will be distributed based on the assignments. The coordinator will be given the room assignments in advance, as well. If a room change occurs due to a maintenance issue, the original key will need to be returned by the coordinator, and a housing staff member will issue another key to a room next to the group. Key drop-offs and signatures will be made by the same individual.
 - This procedure will be solely up to the Camps and Conferences group and will have limited Campus Housing assistance.
- *Scenario 2:* For individual check ins/outs, Campus Housing will organize the operations through appointments that are limited to ten people at a time to maintain six feet distancing in the lobby areas. This procedure relates to Governor Andy Beshear's order conveyed on 7/20/2020. <https://governor.ky.gov/covid19>
- Guest(s) experiencing Covid-19 related symptoms are directed not to move in and report their health status to their conference coordinator. The coordinator should notify the Assistant Director of Summer Operations of the participant's status. Refunds will not be given.

- Linens

- Guests requesting a linen package would only receive the following items: 1 twin sheet, 1 fitted sheet, 1 fleece blanket, 1 hand towel, 1 washcloth, and 1 bath towel
- Pillows and pillowcases will not be given. Conference participants will have to provide their own pillow and pillowcases.
- Linen packages will be prepared by a third-party company and placed in the assigned rooms for the guests. After usage of the linens, guests will be required to place all linens in a bag outside of their room once they depart. Staff will collect the linens and place the linens in a centralized location for collection by the third-party company.

- Community/Rental Spaces

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- *Scenario 1:* Furniture will be removed or arranged to be at least six feet (two meters) apart. Reduced or limited capacity will be conveyed based on the area of the room.
 - Guests are prohibited from rearranging the furniture.
- *Scenario 2:* All common area spaces including computer labs, game rooms, study rooms, laundry rooms, conference/meeting rooms will be closed for Summer 2021.
 - Signs will be posted from the Summer Operations Team stating that the area is closed.
 - Kitchen accessibility is limited to microwave and ice machine usage (if available). Only one person will be permitted in the kitchen area at a time
 - Groups requesting laundry access will be directed to utilize local laundry facilities at their leisure.
- Elevators
 - Limited to one-to-two conference participants at a time depending on the building.
 - Participants from different conference groups will not be allowed to share the elevators.
 - Scheduled remaining groups will not overlap.
- Cleaning
 - Traditional-style bathrooms will be cleaned three times daily.
 - All areas will be disinfected in the mornings, at noon, and right before the close of business for maintenance (roughly at 3:00pm).
 - Entryways – All door handles, door frames and glass (inside and outside) will be cleaned with a cleaning solution then sprayed with a hospital-grade disinfectant and left to dry.
 - Elevators –A water-based stainless steel solution will be applied to perform the initial cleaning from top to bottom. A hospital-grade disinfectant will be sprayed onto a microfiber rag, and each number button will be swiped individually. Spraying directly on the number buttons could damage the electrical components of the elevator, so maintenance will proceed with a wipe-down.
 - Kitchens – All kitchen spaces will be thoroughly cleaned. These include but are not limited to the following: cabinets, counter tops, sinks etc. The hospital-grade disinfectant will be applied to all surfaces and left to dry. The floors will be swept and followed up with a floor cleaner.
 - Water fountains – All water fountains will be cleaned in the bowl area then thoroughly cleaned around the water exit area. A hospital-grade disinfectant will be sprayed around

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the water fountain and left to dry. Staff and guests will only be allowed to use the water bottle dispenser.

- Other common spaces including study lounges, computer labs, conference rooms and laundry rooms will be cleaned with a cleaning solution. Then, all surfaces will be sprayed with a hospital-grade disinfectant and left to dry.
- Maintenance
 - Guests may be asked to wait outside of their rooms or the building until maintenance completes their work orders.
 - Staff members are required to wear masks to the room(s) and while working.
 - Staff members are required to wash their hands before and after rendering service.
- Covid-19 Supplies
 - Conference groups are required to bring and wear their own masks throughout their stay in the residential halls.
 - Campus Housing may be able to supply masks to Camps and Conferences groups for an additional charge.
 - Campus Housing staff are required to wear their own masks. Camps and Conferences will provide gloves to the Campus Housing staff for safety purposes.
- Covid-19 Testing & Cases
 - All guests and staff who are experiencing Covid-19 symptoms will have access to both rapid antigen and rapid polymerase chain reaction (PCR) testing. Once a guest or staff feels ill, they are highly encouraged to contact UofL Campus Health at 502.852.6479 during their business hours to receive testing. Guests or staff should also contact their coordinator or supervisor to convey their status. While waiting on the results, the guest and staff will be required to isolate in their assigned room.
 - For assistance after hours and over the weekend, guests and staff are encouraged to seek hospital attention.
 - Individuals who test positive will be required to vacate their space and leave campus.
 - Those identified as exposed by contact tracing measures will be contacted and highly encouraged to seek testing. Exposed individuals will also have to leave.
 - Guests who test negative for Covid-19 but still feel ill will be asked to self-isolate in their designated room assignment until the end of their conference stay.
 - All positives and exposure cases will be tracked for safety precautions.

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- Standard Guidelines
 - Masks are required for everyone (guests and staff).
 - Stay at least six feet (two meters) from other people.
 - Do not gather in groups of more than ten people in the halls.
 - Avoid crowded places and mass gatherings.
 - Follow proper hand-washing techniques outlined by the CDC.
 - Staff will be asked to wash their hands before, during, and after reporting to work.

Relevant Resources

<https://governor.ky.gov/covid19>

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/>

<https://www.cdc.gov/coronavirus/2019-ncov/community/shared-congregate-house/guidance-shared-congregate-housing.html>

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