

University of Louisville
Camps and Conferences

Infectious Diseases Emergency Management Plan

2022 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, University Housing will be practicing various safety procedures for the 2022 Summer Camps and Conferences season. These safety procedures are implemented 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 agreeing to the terms listed. 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: Guarantee meetings can be completed by any of the options below
 - *Scenario 1*: Groups hosted by UofL employees may elect to have virtual meetings through Microsoft Teams.
 - *Scenario 2*: Non-affiliated UofL groups may elect to 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 access.
 - *Scenario 3*: In person meetings are not preferred at this time but will be available upon request.
- Occupancy
 - 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

University of Louisville
Camps and Conferences

- 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, if available. Key drop-offs and signatures must 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 allow residents to maintain six feet distancing in the lobby areas during check in/out.
- 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

- Furniture will be removed or arranged to be at least six feet (two meters) apart. Capacity limits for meeting rooms may be enforced based on the area of the room.

University of Louisville
Camps and Conferences

- Guests are prohibited from rearranging the furniture.
- 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 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.

University of Louisville
Camps and Conferences

- Covid-19 Supplies

- Conference groups are required to bring and wear their own masks throughout their stay in the residential halls.
- University Housing may be able to supply masks to Camps and Conferences groups for an additional charge.
- University Housing staff are required to wear their own masks. Camps and Conferences will provide gloves to the University 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. Any guests that have been exposed to someone testing positive for Covid-19 are also highly encouraged to seek testing. Any guest or staff that feels ill or has been exposed to someone testing positive for Covid-19 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.
- Individuals that are exposed to or in close contact with anyone testing positive for Covid-19 shall be subject to the following procedures:
 - Individuals that share a living space with someone who tested positive will be required to vacate their space and leave campus regardless of their vaccination status.
 - Individuals that have tested negative but display symptoms (and who did not share a living space with someone who tested positive) will be required to vacate their living space and leave campus. CDC guidance recommends that exposed individuals self-isolate away from others, however, the university does not have the ability to offer isolated housing to individuals. If the CDC-recommended isolation period is completed while the participant's group is still on campus, the participant is welcome to return to campus.

University of Louisville
Camps and Conferences

- Individuals that have tested negative and do not display symptoms are welcome to stay in their room assignment.
- Individuals that fall under either of these categories must vacate the space and leave campus within 24 hours.
- All positives and exposure cases will be tracked for safety precautions.
- 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>