UNO Faculty and Staff Preparedness Checklist

The month of August is an exciting time at UNO. While students will be returning to campus this fall in a safe, de-densified manner, our preparations for the start of the Fall 2020 Semester on Monday, Aug. 24, have been ongoing throughout the summer.

While this upcoming semester will undoubtedly look different than any previous semester in our university’s 112-year history, our commitment to your success, health, and professional development, as well as the success of our students, remains our guiding principle as we navigate the future.

To ensure you are set up for success this fall, please review and utilize this checklist, which lists key items to keep in mind as we prepare for the fall semester.

Go Mavs!

CAMPUS OPERATIONS

☐ BOOKMARK THE FALL FORWARD WEBSITE

UNO’s Fall Forward site is updated daily with new information that will keep you up to speed on the university’s response to COVID-19. Visit unomaha.edu/fall-forward to stay updated.

☐ CHECK THE CALENDAR

UNO’s academic calendar has important information for faculty and staff, including holidays, breaks, and deadlines. Be sure to make note of any dates that you think may impact you. Visit unomaha.edu/registrar/academic-calendar.php for more details.

☐ KNOW THE SYMPTOMS OF COVID-19

The quickest way to self-screen is with the 1-Check COVID app, which was developed by UNO students in partnership with Apple and the University of Nebraska Medical Center. The app is available for free on the Apple App Store or Google Play and can be used to quickly monitor any symptoms you have and give you guidance on how to stay well. No smart phone? Use the CDC’s self-check list at cdc.gov/coronavirus/2019-ncov.

☐ BRING OR OBTAIN ITEMS THAT WILL KEEP YOU HEALTHY AND SAFE

UNO is providing two reusable “Maverick Strong” face masks to every staff and faculty member. Face shields will also be provided for faculty teaching in-person classes. Disinfecting wipes will be available in classrooms and labs, and hand sanitizer stations will be available around campus. If you purchase your own hand sanitizer, the CDC recommends checking the product label to make sure it contains at least 60% alcohol.

☐ HAVE YOUR MAVCARD

As you come to campus, please make sure you have your MavCARD available. Don’t have a MavCARD yet? Visit the MavCARD Services page to learn how to obtain one. Learn more at mavcard.unomaha.edu.
MAKE PLANS FOR GETTING TO CAMPUS

Parking guidelines on campus will be more relaxed this year due to the de-densified nature of campus operations. To take advantage of these benefits, please make sure you purchase your 2020-2021 parking permit. Parking permits for the 2020-2021 academic year will be available for online purchase via MavPARK on August 1, 2020. You can explore other parking and campus transportation options at unomaha.edu/parking.

STAYING CONNECTED

READ THE MAVERICK DAILY

Whether it is COVID-19, important deadlines, virtual campus events, or professional development opportunities, the Maverick Daily campus newsletter will always have the most important campus news, delivered to your email inbox each morning.

SIGN UP FOR UNO ALERT

As a member of our campus community, we want to make sure you remain safe - especially during an emergency. UNO Alert will send a push notification directly to your phone or email in the event of urgent notices like campus closures or severe weather. Go to emergency.unomaha.edu to learn more.

FAMILIARIZE YOURSELF WITH YOUR CAMPUS REPRESENTATIVES

Whether it’s the UNO Faculty Senate or the UNO Staff Advisory Council, employees at UNO are represented by their peers as part of the university’s commitment to shared governance. Learn how to get involved:

Faculty Senate: unomaha.edu/faculty-senate or unofacultysenate@unomaha.edu

Staff Advisory Council: unomaha.edu/staff-advisory-council or unosac@unomaha.edu

KNOW WHERE TO GET HELP

It’s okay to not be okay. Benefit-eligible faculty and staff, as well as their eligible dependents, can seek out counseling services offered through the Faculty Employee Assistance Program (FEAP) to receive confidential counseling and referral services to cope with stress, personal wellness, and depression/anxiety. Visit the Human Resources page – where Ombudsman Services are also available – to make an appointment.

unomaha.edu/human-resources/employee-relations/feap.php

FACULTY

GET PREPARED ON MAVLINK

UNO is offering flexible course delivery options to help keep you and your students healthy, safe, and on track toward academic goals. Make sure you are comfortable with each class and modality you will be engaged with this semester. Visit mavlink.unomaha.edu for details.
FALL FORWARD 2020-2021

POPULATE CANVAS

In the weeks leading up to the start of classes, students will begin checking their Canvas sites for information that will help them plan for the semester. The sooner you are able to connect with your students through Canvas, the more reassured they will feel about their ability to navigate these unusual times. Visit canvas.unomaha.edu to get engaged. Remember: Aug. 20 is the deadline to upload your syllabus to Canvas.

PLAN AND BE FLEXIBLE

Much like Spring 2020, there remains much that we cannot predict or anticipate about how the fall semester will ultimately play out. As you prepare your courses for fall, please build in alternative plans for remote delivery if you are not already teaching remotely or asynchronously this semester. Additionally, work with your department chair, school director, or dean on contingency plans in the event you or someone you know need to self-quarantine for a long period of time.

FAMILIARIZE YOURSELF WITH “KEEP TEACHING” RESOURCES

When UNO moved to remote learning this spring, we wanted to ensure that our faculty had all the tools they needed to be successful in a digital environment. No matter how your courses look this fall, our Keep Teaching page will be an important resource. Visit keepteaching.unomaha.edu to see the full list of resources.

STAFF

TALK WITH YOUR SUPERVISOR

As the start of the fall semester approaches, you may be asked to once again work on campus or have meetings that require an on-campus presence. Take the time before classes start on Aug. 24 to develop a successful working arrangement within your college or unit.

FAMILIARIZE YOURSELF WITH “KEEP WORKING” RESOURCES

When UNO moved to remote learning this spring, we wanted to ensure that our employees had all the tools they needed to be successful. No matter how your job has been impacted by COVID-19, this resource page compiled by UNO Human Resources can help you navigate any needs or questions you may have. Visit keepworking.unomaha.edu to see the full list of resources.

CAMPUS RESOURCES

No matter your need, the Maverick community stands ready to help. As you prepare to return to campus, please make note of the following campus resources and support offices:

**CAMPUS RECREATION:** State-of-the-art facilities with discount memberships for faculty and staff.

**CENTER FOR FACULTY EXCELLENCE:** A resource for all faculty, offering training, faculty development and course improvement. Educational sessions and events happen throughout the year.

**ACCESSIBILITY SERVICES CENTER:** Get familiar with the accessibility resources available to faculty and staff.
COVID-19 ALTERNATIVE WORK ARRANGEMENT REQUEST FORM: You may desire or be asked to make alternative work arrangements. If that is the case, please contact your supervisor or Human Resources to discuss your situation.

EMERGENCY PAID ADMINISTRATIVE LEAVE: As a result of COVID-19, the University of Nebraska is allowing employees to take 80 hours of paid administrative leave in the event of self-quarantine, quarantine or care of an immediate family member, childcare resulting from school closures, or other related scenarios. If you have questions, please contact Human Resources.

HUMAN RESOURCES: A resource for all UNO employees with important tools to manage your benefits and compensation details; access to wellness initiatives; and job or internship opportunities on campus.

OFFICE OF HEALTH SECURITY: A new office developed this summer to help prepare and navigate large-scale health issues that may impact campus. You can contact the Office of Health Security at unohealthsecurity@unomaha.edu.

OFFICE OF RESEARCH AND CREATIVE ACTIVITY: Providing leadership and support for all faculty, staff and students as they develop research programs, creative collaboration opportunities, community engagement initiatives, including training on how to secure grants and funding partnerships.

PUBLIC SAFETY: Offering a range of services to keep everyone at UNO safe. Call 402.554.2911 for an emergency or 402.554.2648 for a non-emergency.