



NEBRASKA

DEPARTMENT OF EDUCATION

Nebraska State Board of Education Meeting Protocol

Meeting date/time: Friday, September 4, 2020; 9:00 am.

Meeting location: Courtyard by Marriott Lincoln Downtown/Haymarket, 808 R Street, Lincoln, NE 68508, Scarlet Room

Purpose

The purpose of this document is to outline and detail measures and protocols that seek to protect and ensure the health, welfare, and safety of the public in light of the COVID-19 pandemic. For the purposes of this protocol document, “attendee” shall mean any individual person who is attending the meeting, but not limited to: state board members, Nebraska Department of Education staff members, other State of Nebraska employees, hearing respondents, and members of the public.

Maximum attendance

Maximum attendance at the meeting is limited to the rated capacity of the meeting room, which is regularly 200 (100 per Lincoln-Lancaster County Health Department Directed Health Measure 2020-07). However in order to maintain six feet of physical distancing between individuals, the room will be setup to accommodate seating for about 24 members of the public in addition to the eight state board members and limited NDE staff who will be in attendance. If there are more members of the public who attend than for which there is seating available, members of the public will be asked to wait in the lobby until seating becomes available.

Considerations for Attendees to Access Public Meetings

Attendees are asked to comply with the following directives:

- a. **Accessibility:** Entrance to the Scarlet Room will be restricted to the southwest entrance to the room (labeled Scarlet South). Members of the public will be asked to exit the meeting room at the far southwest corner of the room to the exterior courtyard. Board members and NDE staff will be asked to exit through the north or northwest door. If the board enters executive session, the room will be vacated except for board members and select staff and counsel. Other attendees may exit directly to the lobby through the southwest door at this time.
- b. **Masks:** Masks that cover the mouth and nose are required per the City of Lincoln Directed Health Measure in all indoor spaces unless six feet of distancing can be maintained at all times. Attendees will be required to wear a mask unless they are in their seat or are at the microphone providing comment, where they are still strongly encouraged to wear a mask. A limited supply of masks will be provided for attendees who do not have a mask.

- c. **Hand sanitizer:** Hand sanitizer will be provided at the entrance to the room, and at other locations throughout the room. Use of hand sanitizer is strongly recommended upon entrance to the meeting room and after attendees touch their face, cough, or sneeze.

- d. **Physical distancing:** The meeting room will be arranged to ensure that all attendees are able to practice physical distancing with a space of at least six feet between individuals. Arranged chairs and tables are not to be moved. Attendees should avoid shaking hands or making physical contact with other attendees. When members of the public leave the meeting room, occupied seats will be wiped with disinfecting sanitizer by an NDE staff member. After each use of the podium for public comment and other address to the board, an NDE staff person will wipe the surfaces with disinfecting sanitizer.

- e. **Personal questionnaire:** Attendees will be presented with the following questions on signage at the entrance to the meeting room and asked to self-identify responses of “Yes” or “No” to each question.
 - 1. Are you experiencing, or experienced any of the following symptoms in the last 14 days?
 - i. Fever or chills
 - ii. Cough
 - iii. Shortness of breath or difficulty breathing
 - iv. Fatigue
 - v. Muscle or body aches
 - vi. Headache
 - vii. New loss of taste or smell
 - viii. Sore throat
 - ix. Congestion or runny nose
 - x. Nausea or vomiting
 - xi. Diarrhea

 - 2. Have you been in physical contact with or in close proximity to anyone who tested positive for COVID-19 in the last 14 days?

 - 3. Have you traveled outside of the United States in the last 14 days?

 - 4. Have you been in physical contact with or in close proximity to anyone who has traveled outside of the country, or who has been ill?

 - 5. Do you have a temperature of greater than 100.4 degrees Fahrenheit?

Should an attendee be able to identify a “Yes” response to any of these question, the Attendee should self-select to not enter the meeting room and leave the hotel.