OU-Tulsa COVID-19 Return Plan

Effective May 6, 2020 from Combined Norman and Oklahoma City Guidance

Last Updated June 19, 2020

The return to full, normal operations in all areas of the University including the OU-Tulsa campus will be a gradual, phased process. Effective May 6, 2020, each dean, vice president, or department head is responsible for the specifics of the return process for their areas, recognizing timing will certainly vary some between Norman and HSC operations in Tulsa. The phases and timing for return must comply with the Oklahoma Open Up and Recover Safely Three-Phase Approach to Open Oklahoma’s Economy, as applicable, and the requirements in this COVID-19 Return Plan.

As the nature of COVID-19 remains dynamic, the university-wide Specific Pathogens Preparedness Operations Team (SPPOT) and OU-Tulsa leadership will regularly evaluate the COVID-19 Return Plan and implement new or revised requirements for return when indicated.

This Plan applies to all Tulsa-based OU and OUHSC students and employees. For the purpose of this plan, “employees” includes Residents, Fellows, trainees, and volunteers. The plan includes the following sections:

I. Telecommuting
II. Reopening Common Areas, Resuming Services, and Returning Employees/Students to Campus
III. Social Distancing
IV. Masks
V. Building Access and Amenities
VI. Sanitizing Facilities and Equipment
VII. Testing, Isolation, and Contact Tracing
VIII. Monitoring Workforce and Visitors for COVID-19 Symptoms - Mandatory Reporting Process
IX. Travel
X. Plans for Research / Patient Care / Academics
XI. Enforcement

I. Telecommuting

OU-Tulsa encourages telecommuting where possible until further notice. There are differences between our HSC programs and Norman programs in terms of return to work processes and timelines, but the basic guidance for each is outlined below.

A. Guidelines - Human Resources will continue to update the University’s telecommuting guidelines as appropriate. The current guidelines are available here.

B. OU-Tulsa Staffing Plan - Please refer to the following staffing plan guidelines for either the HSC or Norman campus, depending on your college, program, or department’s affiliation. Regardless of campus affiliation in Tulsa, items 1-3 below (Phased Return, Resurgence, and Screening) will apply to OU-Tulsa as a whole.

HSC Staffing Plan - Each college dean and area vice president (or their designees) are responsible for determining the telecommuting versus in-person staffing needs for their respective areas and will advise employees of scheduling and location changes, generally at least one work week prior, but not less than 48 hours prior, to a change in assigned work location.
**Norman Staffing Plan** - Administrative paid leave for COVID-19 will end after Thursday, July 2, 2020. Those employees who are unable to complete their job duties fully from home, as determined by their supervisor, will be required to return to work on campus beginning July 6, 2020. Employees who believe they have an underlying health condition that may prevent them from returning to campus and/or resuming their normal job duties are responsible for requesting accommodation through the university’s formal interactive Americans with Disabilities Act (ADA) process. Information on the university's ADA policy is available by clicking here.

**Considerations for Staffing -**

1. **Phased Return** - The return to work from telecommuting should be phased, when possible, to allow sufficient time to ensure the return is efficient, effective, and meets the requirements of this Return Plan.

2. **Resurgence** - Each area must be prepared to slow or stop the return to campus and/or to fully return to telecommuting as soon as possible, if the University deems it necessary.

3. **Screening** – Employees returning from a telecommuting period of 7 consecutive calendar days or more must complete the COVID-19 Screening and Reporting Tool [https://covidreporting.ouhsc.edu/](https://covidreporting.ouhsc.edu/) and email the results to their immediate supervisor prior to returning to campus. This screening form will need to be completed again, in other scenarios outlined below, even after a return to campus.

4. **Return to Campus Notification** – Any department that begins a phased return to work must contact Josh Davis by email to inform Student & Employee Health of plans and to ensure student and employee groups comply with COVID-19 Screening & Reporting measures before returning to campus.

**II. Reopening Common Areas, Resuming Services, and Returning Employees/Students to Campus**

OU-Tulsa will comply with federal, state, local governmental orders, and the items outlined in this plan when reopening areas and resuming services on the OU-Tulsa campus.

A. **Requirements to Reopen/Resume** - Common areas or buildings that have been closed and services that have been suspended as a result of COVID-19, such as the fitness center, the dining room within Merkel Café, the Library, or campus computer labs, will not reopen until both of the following have occurred:

1. **Dean/VP Approval** - The director or administrator over the area has submitted a written Return to Services (RTS) Plan for approval to the appropriate dean or vice president, and the RTS has been approved. The RTS Plan must outline the phases of return consistent with state and local safer-at-home or similar orders and must include the requirements of this Return Plan. The RTS Plan (see checklist) must address how services will be reduced or suspended if such is directed due to a resurgence of COVID-19.

2. **Final Approval** - The SPPOT/OU-Tulsa leadership has reviewed and approved an RTS-equivalent Plan.

B. **Screening for Employees to Return to Campus** - All OU-Tulsa employees (HSC & Norman-affiliated) who have been off-campus on administrative leave or telecommuting for 7 consecutive calendar days or more must submit the online COVID-19 Screening and Reporting Tool [https://covidreporting.ouhsc.edu/](https://covidreporting.ouhsc.edu/) and await a response before returning.
to work on campus. Employees will be notified via email of their screening result. Each employee must forward this return to work email to their direct supervisor upon receipt.

C. **Screening for Students to Return to Campus** - All OU-Tulsa students (HSC and Norman academic programs) who have been away from on-site instruction or on-campus clinical rotations for 7 consecutive calendar days or more must complete the COVID-19 Screening and Reporting Tool ([https://covidreporting.ouhsc.edu](https://covidreporting.ouhsc.edu)). The Student & Employee Health Clinic will notify student via email of their screening results, and the student will send these results to OU-Tulsa Student Affairs at TulsaSA@ou.edu prior to attending any clinical rotations or on-site instruction. OU-Tulsa Student Affairs will forward information to college student service offices and/or program directors and support staff, as directed.

### III. Social Distancing

Social Distancing refers to keeping a distance of at least 6 feet between individuals. According to the Centers for Disease Control (CDC), it is one of the most effective methods of avoiding infection and reducing the spread of COVID-19. Social distancing requirements apply in all workplace settings on campus, as well as in public settings, common areas, and shared spaces on campus and at OU-Tulsa events.

A. **Public Settings, Common Areas, Shared Spaces** - When in public settings, common areas, and shared spaces on campus - such as classrooms/lecture halls, labs, areas of ingress and egress, food courts, libraries, and break rooms - individuals must maintain a physical distance from others of at least six feet.

   1. **Indoors**: If the public setting, common area, or shared space is indoors, individuals must also wear a surgical-style mask.

   2. **Outdoors**: If the setting, area, or space is outdoors, individuals are strongly encouraged to wear a surgical-style mask.

B. **Social Distancing Alternatives** - When social distancing of at least six feet is not possible in an indoor or outdoor public setting, common area, or shared space, a mask must be worn and additional mitigation, such as the following options, must be implemented where possible:

   - staggered breaks or shifts
   - re-configured physical space
   - re-configured seating designations
   - revised workflow processes (e.g., drive through, partitions, curbside pickup)
   - flexible meeting formats, such as video or telephone conferencing.

C. **Large Groups** - Gatherings of more than 10 people, including for meetings, must be avoided unless the gathering is necessary for a mission-critical function and additional precautionary measures are taken, including at a minimum, those described in III.A and B above.

### IV. Masks

**Until further notice**, all individuals in campus facilities must wear disposable or fabric surgical-style facemasks, covering both the nose and mouth. Masks must be worn by all passengers in University-provided transportation, such as campus shuttles, buses, police safety escorts, and motor pool/leased vehicles. Drivers must wear a mask when passengers are in the vehicle.

Masks must also be worn in outdoor campus spaces where social distancing cannot be maintained. Scarves, bandanas, and the like are not adequate. Individuals may only remove their masks while on campus if all of the following three conditions are met:
1. they are within their enclosed private workspace, and
2. they are consistently at least 6 feet from others, and
3. they are not interacting with others.

If an employee or student indicates compliance is not possible due to medical reasons, the individual should be referred to the appropriate University office to request accommodations on the basis of disability (Human Resources at 918-660-3190 for employees; Accessibility & Disability Resource Center at 405-325-3852 or adrc@ou.edu for students).

A. **Masks for Students and Employees** - The University will make masks available to employees and students appropriate to their on-campus, non-clinical responsibilities.
   1. **Employees** - Masks for employees outside of OU Physicians-Tulsa may be obtained from the central inventory. Managers should complete this form to obtain surgical-style masks for their employees; please make sure to select “OU-Tulsa” as your campus location within the online form. Masks for employees within OU Physicians-Tulsa clinical areas should be obtained through the normal OU Physicians-Tulsa supply chain.
   2. **Students** - Masks for students who are on campus may be obtained from OU-Tulsa Student Affairs during normal operating hours.
   3. **Re-Use** - To conserve the University’s mask supply, employees and students must observe the following re-use guidelines:
      a. **Disposable Masks** - Disposable filtration surgical-style masks worn in non-clinical/non-surgical areas should be worn on campus for five consecutive days, or until soiled, whichever occurs first. (Those worn in surgical and clinical areas are subject to clinical or surgical department re-use policies.)
      b. **Fabric Masks** - Fabric masks should be washed and fully dried, as needed, but at least once per work week. *Appropriate cleaning of the mask* is the responsibility of the wearer.

B. **Masks for Contract Workers, Vendors and Visitors** - These groups are expected to provide their own masks when on campus. Clinic staff may provide masks if sufficient supply is available.

C. **Masks for Patients and Guests** - The University will make surgical-style masks available to patients and their guests who do not bring their own approved masks. Information regarding obtaining masks for patients and accompanying family members or caregivers who do not have their own masks is available from clinic staff.

V. **Building Access and Amenities**

Building access and amenities must be managed in a manner that minimizes the risk of infection and spread of COVID-19.

A. **Building Access** - Access to campus buildings will remain restricted until further notice.
   1. **Academic, Administrative & Support Buildings** - Entrances to campus buildings or facilities must be restricted to keycard access or be attended. Some OU-Tulsa buildings and facilities will remain closed for the present time, and will be continually reevaluated moving forward.
   2. **Patient Care Buildings** - Public entrances to patient care buildings must be attended, and visitor policies must be observed. Vendors entering patient care buildings must
enter through the main entrance. All other entrances must be restricted to keycard access.

3. **Food Delivery to all Campus Buildings** - Third-party food delivery services may not enter or be given access to enter campus buildings. Individuals ordering from these services must arrange to meet the delivery person outside of their respective building.

**B. Building Amenities** - All common areas must be maintained in a manner that provides for social distancing (see Section III above) and safe hygiene practices.

1. **Elevators** - Generally, no more than two individuals may be in an elevator at one time; individuals must wear masks on elevators.
2. **Seating Areas** - Seating at tables and benches is limited to one person per 6 feet.
3. **Restrooms** - Restroom facilities should not be used when social distancing cannot be maintained.
4. **Cleaning** - Sanitization protocols must be in place in all departments and offices and must include, at a minimum, the items in Section VI below.
5. **Hygiene** - Hand sanitizer should be made available if soap and water are not readily available in the area. If you identify a dispenser that is out of sanitizer or is otherwise malfunctioning, please contact OU-Tulsa Student Affairs (918-660-3100) for the hands-free mobile Purell dispensers or the OU-Tulsa Operations Department (918-660-3555) for the wall-mounted canisters.
6. **Drinking Fountains** - Use of drinking fountains that are not touch-free is discouraged.

**C. Signage** - OU-Tulsa Operations Department personnel will place signs in common areas that address the requirements in III.A and III.B, as appropriate. Departments and areas may also obtain downloaded versions of this signage here.

**VI. Sanitizing Facilities and Equipment**

Clean facilities and equipment require a commitment from all levels of the University community. Everyone has an important role and responsibility in maintaining a healthy work environment.

A. **University Responsibility** - The University will provide increased cleaning and sanitizing of frequently used facilities and common areas, including elevators, restrooms, classrooms/lecture halls (when utilized), lounges, and other high-traffic spaces with the use of BPA-approved cleaners that meet CDC guidelines for disinfecting COVID-19. For high-traffic areas within facilities, the University will also provide, when possible, no-touch disposal receptacles, increased placement of hand sanitizers, and installation of additional University signs encouraging good hygiene.

B. **Department/Area Responsibility** - Each department/area manager remains responsible for obtaining appropriate cleaning supplies and providing for the cleaning of its shared office equipment, furniture, surfaces, and environment (to include non-centrally-scheduled conference rooms).

1. **Office Electronics** – These must also be cleaned according to the following: Cleaning instructions for many types of common in-office computers and peripheral devices, including University-owned equipment for individual use as well as shared-use equipment, are available here: [http://www.ou.edu/ouit/workanywhere/get-](http://www.ou.edu/ouit/workanywhere/get-).
started/equipment-sanitization. For equipment not listed on the webpage above, individuals should refer to the manufacturer’s recommended instructions or contact the OU-Tulsa IT Helpdesk at 918-660-3550.

2. **COVID-19 Positive Individuals** - Department/area managers must contact the OU-Tulsa Operations Department at 918-660-3555 for assistance when they are made aware of an individual who has tested positive, if the individual had been on campus in the previous four days. The supervisor should close off areas that the individual visited and open outside doors and windows, if possible, to increase air circulation in the area until it can be assessed by General Services.

3. **Environment** - Increased ventilation (open doors, for example) and purchase and use of portable HEPA filters when possible, should be considered to help promote a clean, healthy work environment.

C. **Individual Responsibility** - Individuals are responsible for cleaning their personal and shared spaces and office equipment.

1. **Workspace** - Individuals are encouraged to disinfect their individual workspaces (desk, phone, keyboard, etc.) daily.

2. **Equipment from Home** - Individuals bringing electronic equipment including cell phones to University buildings from off-campus locations must first clean all equipment following the instructions in Section VI.B.1 above.

3. **Shared Items** - Individuals must avoid using other’s phones, desks, offices, computers, work tools, etc., when possible. Individuals using shared office items, such as copiers, must clean and disinfect the item before and after use.

4. **Food Preparation** - Individuals may prepare personal food in common areas only one person at a time and must clean the area after each use.

VII. **Testing, Isolation, and Contact Tracing**

A. **Positive Tests** - If an employee or student tests positive for COVID-19, the University will cooperate with the appropriate health department in its contact tracing efforts.

1. Supervisors who are made aware that an individual in their area has tested positive must contact the OU-Tulsa Operations Department at 918-660-3555 for disinfecting assistance, if the individual was in the area within the last four days.

2. All employees who have received a positive COVID-19 laboratory test must obtain clearance from the OU-Tulsa Student/Employee Health Clinic before returning to on-campus University responsibilities via the COVID-19 Screening and Reporting Tool: [https://covidreporting.ouhsc.edu/](https://covidreporting.ouhsc.edu/).

B. **Confirmed Exposures** - Employees and students who were exposed to a laboratory-confirmed COVID-19 positive individual are expected to notify the OU-Tulsa Student/Employee Health via the COVID-19 Screening and Reporting Tool ([https://covidreporting.ouhsc.edu/](https://covidreporting.ouhsc.edu/)) and to follow the direction provided by the Clinic and by the Tulsa Health Department. That direction may require certain actions, such as to remain away from University property and from on- and off-campus events until approved for return by Student/Employee Health.

VIII. **Monitoring Workforce and Visitors for COVID-19 Symptoms** - Mandatory Reporting Process
A. Monitoring Employees - Employees and students must complete the COVID-19 Screening & Reporting Tool at https://covidreporting.ouhsc.edu/ each time any of the following outlined situations applies. The Tool must be submitted before returning to work or academic responsibilities on campus or attending University-related functions. They will be notified via email of their screening results and will forward the email to their direct supervisor upon receipt.

1. Clinic Employees - Clinic employees must comply with the monitoring processes in place in their assigned clinics, if more stringent than those in items 2-7 below.

2. Absence from Campus - Employees who have been present on campus and then are absent for any reason for 7 or more consecutive calendar days must complete the COVID-19 Screening and Reporting Tool. Students who have been away from on-site instruction or on-campus clinical rotation for 7 or more consecutive days must complete the COVID-19 Screening and Reporting Tool.

3. Travel - Employees and student who have traveled domestically (outside the state of Oklahoma) or internationally (including any cruise) must complete the COVID-19 Screening and Reporting Tool, unless the traveler qualifies for the Commuter Process.
   a. Commuter Process - If, as part of an individual’s University employment or required academic curriculum, the individual must travel on a daily or similarly regular basis in a personal vehicle (either alone or with other household members) back and forth across Oklahoma state lines, he or she may not be required to complete the Screening and Reporting Tool each time he/she leaves the state (unless they meet one of the other screening and reporting criteria). For example - A student who lives 10 miles over the Oklahoma border and travels daily in her personal vehicle to an OUHSC assigned clinical experience may not have to complete the Tool with each commute. Individuals MUST check with their supervisor or student dean for further information regarding an exemption; they will consider factors such as method and frequency of travel, and necessity and origin of travel. Supervisors/deans must report all approved exemptions to TulsaStudentHealth@ouhsc.edu. Those approved must notify Student/Employee Health if they begin experiencing symptoms or if their commuting details change.

4. Large Events - Employees and students who attend a non-University event or entertainment venue of greater than 50 people present at which the employee or student did not wear a mask and did not practice social distancing (maintaining 6 feet between individuals) during the event.

5. Close Contact - Employees and students who have had close contact with an individual diagnosed with COVID-19 or someone who has symptoms that could be consistent with COVID-19 must complete the COVID-19 Screening and Reporting Tool. Typical symptoms are fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, new loss of taste or smell, and/or extreme fatigue.

6. Experiencing Symptoms - Employees and students experiencing symptoms that could be consistent with COVID-19, such as fever, cough, shortness of breath, or difficulty breathing, chills, muscle pain, sore throat, recent loss of taste or smell,
and/or extreme fatigue, must complete the COVID-19 Screening and Reporting Tool. They should also contact their health care provider regarding specific symptoms. For a complete list of symptoms, please visit the Centers for Disease Control and Prevention webpage.

7. **COVID-Positive Household Member** - Employees and students with a household member who has tested positive for COVID-19 must complete the COVID-19 Screening and Reporting Tool.

**B. Monitoring Patients & Visitors** -

1. **Patients and Their Visitors/Guests** - Patients and accompanying guests will be monitored via temperature checks and other clinic screening tools.

2. **Invited Visitors/Vendors** - Visitors/vendors invited to campus for mission critical business will be directed to complete the COVID-19 Screening and Reporting Tool prior to their arrival on campus. They will be advised to notify the individual who invited them to campus if they begin to experience COVID-19 symptoms during their visit.
   
   a. **Third Party Food Vendors Exemption** - As identified in Section V.A.3. above, third party food vendor who are on campus to deliver food are not required to complete the Tool. Also as outlined above, these individuals should not enter or otherwise be granted access to campus buildings.

**C. Temperature Checks** - Temperature checks may be required only for individuals entering buildings/areas where patient care is provided. Employees in these buildings/areas may be required to check their temperatures at home or upon entry. Prior approval from the Office of Human Resources is required for employee temperature checks in any other buildings/areas.

   1. **Employees** - Employees with an elevated temperature may not return to work until they have had no elevated temperature and no evidence of COVID-10 symptoms for at least 72 hours and they have been cleared by the OU-Tulsa Student/Employee Health Clinic via the COVID-19 Screening and Reporting Tool at https://covidreporting.ouhsc.edu/.

   2. **Patients** - Patients with an elevated temperature at screening will be managed in accordance with clinic protocol.

**IX. Travel**

A. **Travel Guidance** - Except as provided in Section VIII.A.3 above, all employees, students, and visitors will comply with the travel guidance for their campus, maintained here.

B. **Illness Post Travel** - If employees or students become sick while traveling out of the state or country, they must follow the guidance from Human Resources, available here: https://hr.ou.edu/News/Coronavirus-COVID-19-Information.

**X. Plans for Research / Patient Care / Academics**

A. **Return to Research Plans**

   1. **OUHSC Return to Research Plans**:

      a. The OUHSC Return to Research Plan for laboratory research is available here.

      b. The OUHSC Return to Research Plan for Human Subjects is available here.
2. **Norman Return to Research Plan:**
   a. Tulsa programs affiliated with the Norman campus - please complete the form linked [here](#) and submit to Jim Sluss via [email](#) for review and approval.
   b. Norman campus will announce a second phase of the research restart program shortly that will apply to Norman campus faculty, students, and research support staff who participate in that program.

B. **Clinics**
   The OU Physicians-Tulsa Reopening Considerations and Plan can be found [here](#).

C. **Academic Instruction Plans**
   1. **OUHSC academic programs** -
      The [*Return to On-Site Instruction Plan*](#) is housed at the top of the [OUHSC Teach Anywhere website](#) or you can link directly to the document here: [*Plan for Return to OUHSC On-Site Instruction*](#).
   2. **Norman academic programs at OU-Tulsa**: The Norman campus Safe and Resilient Instructional Plan is available [here](#).

X. **Enforcement**
   Employees and students who refuse to comply with this Return Plan are subject to disciplinary action, in accordance with the applicable faculty, staff, or student handbook policy. If an employee or student indicates compliance is not possible due to medical reasons, the individual should be referred to the appropriate University office to request accommodations on the basis of disability office (OU-Tulsa Human Resources at 918-660-3190 for employees or the Accessibility & Disability Resource Center at 405-325-3852 for students). Vendors, visitors, and patients who refuse to comply with this Return Plan are subject to having their access to campus suspended or terminated.