OU-Tulsa COVID-19 Phased Return Plan FAQ
5/5/20

What do I need to do if I am a Norman program researcher at OU-Tulsa? (added May 8, 2020)

For Norman program researchers at OU-Tulsa, please complete the [Return to Research Plan](mailto:sluss@ou.edu) Once complete, please email the completed form to Dean Jim Sluss at sluss@ou.edu and copy AVPR Kent Teague at Kent-Teague@ouhsc.edu for approval, prior to restarting research operations.

How long will telecommuting and COVID-19 leave be in place?

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

- **Guidelines:** Human Resources will continue to update the University’s telecommuting guidelines as appropriate. The current guidelines are available [here](https://covidreporting.ouhsc.edu/).

- **Staffing Plans:** Each college dean, area vice president, area manager (or their designees) are responsible for determining the telecommuting versus in-person staffing needs for their respective areas and will advise employees of scheduling location changes, generally at least one work week prior, but not less than 48 hours prior, to a change in assigned work.

  - **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.

  - **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.

  - **Screening** - Employees returning from a telecommuting period of 7 calendar days or more must complete the [COVID-19 Screening and Reporting Tool](https://covidreporting.ouhsc.edu/) and email the results to their immediate supervisor prior to return to campus.

Do I need to do anything before I return to campus for work?

All OU-Tulsa employees who have been off-campus on administrative leave or telecommuting seven consecutive calendar days or more must complete the online [COVID-19 Screening and Reporting Tool](https://covidreporting.ouhsc.edu/) and submit it before returning to work on campus. Each employee will be notified via email of their screening results. This return to work email should be forwarded to the employee’s direct supervisor upon receipt.

*While this is an online form housed on the OUHSC website, both Norman (4x4) and HSC (username) login credentials will be accepted.*

Will I have to be screened and/or have my temperature taken before I enter the building?

Clinic employees must comply with the monitoring processes in place in their assigned clinics. Patient and visitor monitoring in clinic facilities is conducted via temperature checks and other clinic screening tools.

All employees who have been away from campus for any reason for 7 or more consecutive calendar days must complete the COVID-19 Screening and Reporting Tool at [https://covidreporting.ouhsc.edu/](https://covidreporting.ouhsc.edu/)
and submit it before returning to work on campus. They will be notified via email of their screening results and will forward the email to their direct supervisor upon receipt.

**Do I have to wear a mask if I am on campus?**

Effective May 6, 2020 and until further notice, all individuals in campus facilities must wear disposable or fabric **surgical-style facemasks**. 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.

**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.

**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.

**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.

**Can I schedule a meeting or event at OU-Tulsa?**

This policy is in effect until July 31, 2020 unless otherwise directed.

**External Events**

At this time OU-Tulsa is not allowing any external events to be scheduled on the campus. This also includes trainings or computer testing that involves the general public.
Internal Events

- Room use is reserved for academic purposes only.
- No meetings with more than 10 attendees. Room used must allow for social distancing.
- Both computer labs require approval of IT before scheduling to ensure proper technical support is available.

Limited access Buildings – These buildings will only be used for classes and instructional exams

- Learning Center
- Building 3/Classroom Building
- Building 4/4W

Open Buildings

- Administration Building
- Tandy (scheduled only through SCM staff)
- Schusterman Library (limited opening after May 18 – contact Director for usage policy)

What are the social distancing guidelines on campus?

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 OUHSC 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, Merkel Cafe, libraries, and break rooms - individuals must maintain a physical distance from others of at least six feet.
   a. If the public setting, common area, or shared space is indoors, individuals must also wear a surgical-style
   b. 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 A and B above.
What buildings on campus are currently open?

All buildings at OU-Tulsa will remain restricted until further notice.

Limited access Buildings – These buildings will only be used for classes and instructional exams

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In open buildings, the following guidelines have been put in place to provide for social distancing and safe hygiene:

1. Elevators - 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.
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.

How is the University sanitizing and cleaning the facility?

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), 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.

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-started/equipment-sanitization](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 the Operations department.

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.

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.

**What if I am exposed to someone who is positive for COVID-19 outside of work?**

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.

**What do I need to do if I test positive for COVID-19?**

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

• 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/.

Is the University travel guidance policy still in place?

A. Travel Guidance - All employees, students, and visitors will comply with the travel guidance for their campus, maintained here: http://www.ou.edu/coronavirus-new/coronavirus-faq#travel.

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.

How will these guidelines be enforced?

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.