**OU-Tulsa COVID-19 Response Plan**

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

*most recent plan language updates (from 4/13/2021 ) are highlighted in yellow*

Deans, vice presidents, or department heads are responsible for reviewing and distributing this Plan in their areas and implementing the necessary steps for compliance within their areas.

As the nature of COVID-19 remains dynamic, the members of the Special Pathogens Preparedness Operations Team (SPPOT) and the OUHSC Emergency Operations Committee (EOC) will regularly evaluate the COVID-19 Response Plan and implement new or revised requirements for return when indicated. Revised versions of this Plan will be distributed to appropriate campus groups and posted on the OU-Tulsa COVID-19 Updates and Resources page ([http://ou.edu/tulsa/coronavirus](http://ou.edu/tulsa/coronavirus)) and is also accessible from the OU-Tulsa home page.

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 in response to COVID-19: Phase Out
II. Reopening Common Areas, Resuming Services
III. Social Distancing and Gatherings
IV. Masks and Protective Eyewear
V. Building Access and Amenities
VI. Cleaning Facilities and Equipment
VII. Testing, Isolation, and Contact Tracing
VIII. Monitoring Employees, Students, and Visitors for COVID-19 Symptoms - Mandatory Reporting Process
IX. Travel
X. Training
XI. Plans for Research / Patient Care / Academics
XII. Enforcement

---

**I. Telecommuting in response to COVID-19: Phase Out**

OU-Tulsa has encouraged telecommuting where possible since early 2020 as a mitigation strategy to minimize the risk of spread of COVID-19. With the wide availability of COVID-19 vaccines and the demonstrated effectiveness of other COVID-19 mitigation protocols on and off campus, in conjunction with the recommendations of infectious diseases and public health officials, telecommuting in OU-Tulsa based programs and areas will be phased out as described below.

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. **Health Sciences Center Programs/ Employees** – Telecommuting arrangements that were put into place as a COVID-19 mitigation or accommodation measure are to be phased out as follows:
1. **Telecommuting Phase-Out Schedule (HSC programs)**
   a. By June 2, 2021, at least 50% of the program’s/area’s workforce will have resumed their regular (pre-COVID) schedule on campus.
   b. By July 1, 2021, at least 75% of the program’s/area’s workforce will have resumed their regular (pre-COVID) schedule on campus.
   c. By August 1, 2021, 100% of the program’s/area’s workforce will have resumed their regular (pre-COVID) schedule on campus.

2. **Guidelines - Telecommuting** for purposes unrelated to COVID-19 that is otherwise consistent with the University’s guidelines is not affected by this telecommuting phase-out schedule.

3. **Staffing Plans** – During the telecommuting phase-out period, each college dean and area vice president (or their designees) will determine the telecommuting phase-in plan for their respective areas and will advise employees of their date of expected return from telecommuting, generally at least two work weeks prior, but not less than one work week prior, to that date.
   a. COVID-19 Resurgence - Each area must be prepared to slow or stop the telecommuting phase-out and/or to fully return to telecommuting as soon as possible, if the University deems it necessary.
   b. Screening – Employees returning from a telecommuting period who meet any of the instances described in Section VIII below must complete the online COVID-19 Screening and Reporting Tool https://covidreporting.ouhsc.edu/ and email the results to their immediate supervisor prior to returning to campus.

B. **Norman-based Programs/Employees** - All Norman-based employees are expected to return to working their full schedule on campus by August 2, 2021.
   1. Managers may notify employees to begin returning to their campus workspaces between June 7 and Aug. 2, if they have not already done so.
   2. The Executive Policy Group will conduct status checks for this return to campus fully in-person work plan on June 21 and July 19. Any changes to the current plan will be communicated by July 23.
   3. Any faculty or staff who had existing telecommuting agreements on file PRIOR to the onset of the pandemic will need to complete a new Remote Work Plan and receive requisite approvals on the date their existing telecommuting agreement expires. Remote Work Plans must be submitted to HR for review.

II. **Reopening Common Areas, Resuming Services**
Common areas and services that have been closed or had substantially reduced operations as a result of COVID-19, such as the fitness center, the dining room within Merkel Café, the Library, or campus computer labs, may not reopen/resume full services 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 include -- at a minimum -- how the area will meet the applicable requirements of each section of the Response Plan and how the RTS will be communicated to those individuals to
whom it applies. The RTS Plan (see checklist) should also address how services will be reduced or suspended if such is directed due to a resurgence of COVID-19.

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

Substantive revisions to the RTS plan must be approved by the SPPOT/EOC Exec Team and communicated to those the changes apply to, as described in the original RTS plan.

### III. Social Distancing and Gatherings

Social Distancing refers to keeping a **specified distance** 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 including in public settings, common areas, and shared spaces on campus and at OU-Tulsa events.

**A. Social Distancing on Campus (Excluding Patient Care and Eating Areas)** - When on campus, individuals must maintain a physical distance from others as described in this Paragraph or must implement additional mitigation, as described in paragraph B below. **NOTE:** Effective June 1, 2021, social distancing will be reduced in on-campus spaces to 3 feet in all but patient care and eating areas.

1. **Indoors:** Individuals must also wear a surgical-style mask (see Section IV below).
2. **Outdoors:** Individuals are strongly encouraged to wear a surgical-style mask. If social distancing cannot be maintained outside, individuals must wear a surgical-style mask.
3. **Tents:** – If the tent has side panels, it is considered an indoor space. Masking in the tent is mandatory, and social distancing must be observed. If the tent has no panels, it is considered an outdoor space. Masks are encouraged, and social distancing is mandatory.

**B. Social Distancing in Patient Care and Campus Eating Areas** – When in patient care areas or in campus eating spaces such as breakrooms and cafeterias, individuals must maintain a physical distance from others of at least six feet or must implement additional mitigation strategies.

**C. Social Distancing Alternatives** - When the mandated social distancing is not possible, 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.

**D. Organized Campus Gatherings** – All organized campus gatherings must comply with the requirements of this section. Classes will take priority for all classroom/meeting space and our largest capacity rooms are reserved exclusively for classes at this time.

**NOTE:** Those that cannot comply with the requirements of this paragraph must be submitted through Tulsa campus scheduling by clicking [here](#). The request will be reviewed by the OU-Tulsa campus event committee and referred to SPOTT/EOC if needed.
1. **Indoors** - Organized campus gatherings that are hosted indoors, including meetings, must not exceed the COVID capacity for the space, which must allow for current guidelines for social distancing between individuals. **Only packaged to-go food is permitted.** Masks must be worn. University-sponsored events held off campus must comply with that facility’s COVID requirements as well as those in a-e below.

All organized indoor campus gatherings must include precautionary measures including, at a minimum, these:

a. All attendees must comply with the masking requirements in Section IV: Masks and Protective Eyewear.

b. Hand sanitizer must be available at each door to the room.

c. If there are multiple entries to a room, one should be designated (signs posted) for entry and one for exit.

d. Extra masks must be available in the room.

e. The group managing the event must ensure the above requirements are met throughout the event; this may require reminder to attendees and a monitor at the door to maintain COVID Capacity. For assistance in determining COVID Capacity, click here to contact LaDeana Bolton.

2. **Outdoors** - Organized campus gatherings are limited to the number of individuals who can be in the event space while observing current guidelines for social distancing between individuals. For assistance in determining COVID capacity, click here to contact LaDeana Bolton. us must comply with the facility’s COVID requirements as well as those in a-c below.

a. Attendees must wear masks.

b. Hand sanitizer must be available at the gathering.

c. Extra masks must be available at the gathering.

d. **Food must be individually packaged and distributed without lines or groups forming.**

e. Eating spaces must be arranged for 6-foot distancing.

E. **Third Party Events** – Events unaffiliated with the University are prohibited through at least August 15, 2021. Reservations and commitments for space for events unaffiliated with the University may not be accepted until further notice.

### IV. Masks and Protective Eyewear

#### Masks

A. **Indoors Masking:** Until further notice, all individuals in campus facilities must wear disposable or cloth surgical-style facemasks. Provided, however, that when individuals are in their own enclosed private workspace, are appropriately socially distanced from others, and are not interacting with others, they may remove their masks. For purposes of the masking policy, a cubicle is not considered “enclosed.” An office is considered “enclosed” if the door is closed or only slightly ajar. Non-medical grade masks that have exhalation valves with or without filters may not be worn on campus unless a surgical-style mask is worn over it. Scarves, bandanas, gaiters, buffs, and the like are not acceptable.
B. **Masking in Vehicles:** 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.

C. **Outdoors Masking:** Masks must be worn in outdoor campus spaces where social distancing cannot be maintained and when otherwise required by the University, such as for certain events.

D. **Disability Accommodation:** If an employee or student indicates compliance with the masking policy 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). If a patient states compliance is not possible due to medical reasons, contact the clinic manager for direction. Cloth face coverings should NOT be worn by children under the age of 2 or anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance, per the CDC.

### Obtaining Masks

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 clinical areas may be obtained from the central inventory. Managers should complete this form to obtain surgical-style masks for their employees; managers should select “OU-Tulsa” as the campus location within the online form. Masks for employees within clinical areas should be obtained through the normal clinic supply chain.

2. **Students** - Masks for students who are on campus may be obtained from OU-Tulsa Student Affairs during normal operating hours. Students in off-campus rotations who need masks should contact OU-Tulsa Student Affairs, as applicable.

3. **Re-Use** - To conserve the University’s mask supply, employees and students must observe the following re-use guidelines:
   - **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, research, and clinical areas are subject to clinical, research, or surgical department re-use policies.)
   - **Cloth Masks** - Cloth masks should be washed and fully dried after each day’s wear. Appropriate cleaning of the mask is the responsibility of the wearer.

B. **Masks for Patients and Guests** - When possible, patients should be asked to wear their own mask to their appointments and to advise their guests to do the same. If sufficient supply is available, the University clinics will make surgical-style masks available to patients and their guests who do not bring their own approved masks.

C. **Masks for Contract Workers, Vendors and Visitors** - Departments should advise their visitors, vendors, and service providers that they are expected to provide their own masks when on campus. Staff may provide masks if sufficient supply is available.
Protective Eyewear

A. Approved Eyewear: Employees, students, and trainees providing direct patient care responsibilities in OU Physicians Health facilities must wear approved protective eyewear, in addition to a surgical-style mask, to protect against exposure to respiratory secretions during patient care. Protective eyewear will be made available by the hospital or clinic; individuals who elect to provide their own must comply with the following paragraph B.

Protective eyewear must wrap around the front and side of the eyes. Acceptable protective eyewear includes:

- Goggles
- Face shields that cover the front and sides of the face (thicker sides/arms; not like eyeglasses)
- Other protective eyewear such as safety glasses or trauma glasses - these must not have gaps between the frame of the glasses and the face. If there are gaps, they likely do not protect the eyes from all splashes and sprays.

Prescription eyewear, reading glasses, and sunglasses are not considered protective eyewear due to the openings around the side of the frames.

B. Respirator Compatibility: Individuals must ensure eye protection is compatible with the respirator they wear so there is not interference with proper positioning of the eye protection or with the fit or seal of the respirator.

C. Accommodation: 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 for employees; Accessibility & Disability Resource Center for students).

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 to key or swipe card access or entrances will be monitored until further notice. Classroom buildings, such as the Schusterman Learning Center and Building 3, will be open during classroom hours.

1. Academic, Administrative & Support Buildings - Access to some OU-Tulsa buildings and facilities will remain restricted to key or card access or will have entrances monitored for the present time; access will be continually regularly reevaluated by OU-Tulsa administration 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 or attended access.

3. Food Delivery to all Campus Buildings - Third-party food delivery services and caterers may not enter or be given access to 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 four individuals may be in an elevator at one time; individuals must wear masks on elevators. Reasonable exceptions include patient transport and freight elevators, patients using an elevator with their household members or caregivers, and emergency personnel. For smaller elevators, a smaller number of occupants may be preferred. In addition, it may be appropriate for additional passengers to ride, in order to avoid groups forming while waiting on elevators. **Individuals must wear masks on elevators.**

2. **Common Areas** - Seating at tables and benches is limited to one person per 3 feet, except in patient care and eating areas. Reasonable exceptions include members of the same household sitting together and patients or students sitting with their caregivers or aides.

3. **Hygiene** - Hand sanitizer should be made available if soap and water are not readily available in the area. Individuals who identify a dispenser that is out of sanitizer or is otherwise malfunctioning should 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.

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 interested in additional signage should contact Tracy Kennedy in OU-Tulsa Marketing and Communications by email.

VI. **Cleaning 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 appropriate cleaning 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 approved cleaners that meet. For high-traffic areas within facilities, the University will also provide, when possible, increased placement of hand sanitizers, and installation of additional University signs encouraging good hygiene.

B. **Department/Area Responsibility** – As was the case prior to COVID-19, 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. **COVID-19 Positive Individuals** - Department/area managers who are notified that a COVID-19 positive individual was in their space in the past 24 hours should contact the OU-Tulsa Operations Department at 918-660-3555 to confirm when disinfecting the space last occurred. If the positive individual has been in the space since it was last disinfected, the OU-Tulsa Operations Department will, in consultation with EHSO, assess what, if any, interim disinfecting is appropriate. The supervisor should close off affected areas and/or open outside doors and windows, if instructed by the OU-Tulsa Operations Department/EHSO while the assessment is pending. This
procedure should be followed in off-campus leased spaces as well, by contacting the leasing agent or building maintenance team.

C. Individual Responsibility - As was the case prior to COVID-19, individuals are responsible for cleaning their personal and shared spaces and office equipment.

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. All employees and students who have received a positive COVID-19 laboratory test must obtain clearance from the OU-Tulsa Student & Employee Health Clinic via the Online COVID-19 Screening and Reporting Tool before returning to on-campus University responsibilities. Clearance may require proof of a negative COVID-19 test. PLEASE NOTE: At this time, the University does not accept negative rapid COVID-19 antigen tests from any clinic or laboratory.

B. Confirmed Exposures - This reporting is required, even if the employee or student has received the complete COVID-19 vaccine series. Employees and students who know they were exposed to a laboratory-confirmed COVID-19 positive individual are expected to notify the OU-Tulsa Student/Employee Health via the Online COVID-19 Screening and Reporting Tool and to follow the direction provided by the Clinic and by the applicable 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 Employees, Students, and Visitors for COVID-19 Symptoms - Mandatory Reporting Process

A. Monitoring Employees and Students – This reporting is required, even if the employee or student has received the complete COVID-19 vaccine series. Employees and students must complete the Online COVID-19 Screening & Reporting Tool before resuming on-campus activity or responsibility each time they answer YES to any of the questions below. The individual will be notified via email of their screening results and will follow the instructions included for forwarding the email.

1. Are you 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? (Please also contact a health care provider regarding specific symptoms.)

2. Do you have COVID-19 test results pending following an exposure or symptoms, or did you test positive for COVID-19 within the last 14 days?

3. Have you had close contact (been within 6 feet, for approximately 15 minutes or more) with an individual diagnosed with COVID-19 in the last 14 days or with someone who has been tested for COVID-19 and whose results are pending in the last 14 days?

4. Do you have a household member who has tested positive for COVID-19 in the last 14 days?
5. Have you traveled internationally? If so, in addition to completing the Screening and Reporting Tool within 48 hours of your return, you must self-quarantine away from campus for the period directed by Student & Employee Health.

6. Have you taken a domestic or international cruise? If so, in addition to completing the Screening and Reporting Tool within 48 hours of your return if you were not fully vaccinated at least 14 day prior to your travel, you must self-quarantine away from campus for the period directed by Student & Employee Health.

NOTE: Individuals must also comply with the screening and reporting processes in place at their assigned locations/rotations.

B. Monitoring Patients & Scheduled Visitors/Vendors -

1. Patients and Their Visitors - Patients and accompanying guests may be monitored via temperature checks or other clinic screening tools. NOTE: OU-Tulsa, OU Physicians, and OUMI employees who are accompanying family or friends on patient visits are considered to be visitors and must comply with the clinic’s screening process.

2. Scheduled Visitors/Vendors - Visitors who are scheduled to be on campus for mission critical business, such as certain job candidates and speakers, and vendors who will be in campus facilities for more than pick-up and delivery (typically 15 minutes) will be directed by the department scheduling the visit to complete the online Scheduled Visitor/Vendor COVID-19 Screening and Reporting Tool at least 24 hours prior to their scheduled arrival on campus. They will be advised to notify the individual who scheduled them to be on campus if they begin to experience COVID-19 symptoms during their visit. See the Scheduled Visitors/Vendors FAQ page here for more information.

   a. Third Party Food Vendors - As identified in Section V.A.3. above, third party food vendors who are on campus to deliver food are not required to complete the Tool. However, as also outlined above, these individuals should not enter or otherwise be granted access inside campus buildings.

IX. Travel

The University’s Travel and Screening Committee will advise on proposed domestic and international travel for University purposes and will provide recommendations for COVID-19 mitigation strategies for travel that is approved as mission-critical.

A. University Domestic and International Travel - Domestic and international air travel by OU-Tulsa employees for University-related business or academic purposes is permitted only if the travel is considered mission-critical to the University. International travel requires completion of the online COVID-19 Screening and Reporting Tool upon return - regardless of vaccine status - and may result in a mandatory period of quarantine from campus upon return to the state, as described in Section VIII.A above.

B. Mission-critical Travel, Defined - Mission-critical travel is travel that is necessary to the University’s ability to meet its core academic, research, or operations functions. More specifically, the purpose and timing of the travel must be such that if the travel does not occur as scheduled, the University’s ability to meet its core academic, research, or
operations functions is significantly impaired. Individuals who believe domestic or international travel is mission critical must contact their Dean/Vice President, who will consider factors such as timing, State Department/CDC travel advisories for the destination(s), impact on competitive advantage, and actions of peer institutions, and make a written recommendation to the Senior Vice President and Provost for Norman or Health Science Center campuses and the OU-Tulsa President for approval.

C. Frequently Asked Questions - FAQs on domestic and international are available on the OUHSC website, linked here.

X. Training

A. Campus-Level - The SPPOT/EOC Exec Team will assist with and coordinate training materials and opportunities for departments/areas, employees, and students to learn about COVID-19 and related campus policies.

B. Other - Each college, clinic, and department will ensure its employees and students also receive COVID-19 training specific to their areas as needed.

XI. Plans for Research / Patient Care / Academics

A. Return to Research Plans

   1. OUHSC Return to Research Plans:

      a. The OUHSC Return to Research Plans for laboratory research are available here; OUHSC researchers on the Tulsa campus will follow this plan.

      b. The OUHSC Return to Research Plan for Human Subjects is available here.

   2. Norman Return to Research Plan:

      a. Prior to the July 30, 2020 plan update, Tulsa programs affiliated with the Norman campus were required to complete the form linked here and submit to Jim Sluss, PhD, Associate Vice President for Academic Affairs, via email for review and approval.

      b. Norman campus researchers on the Tulsa campus will follow and adhere to the directions set forth in this Norman campus Phase III memo linked here. No additional Tulsa campus Conduct of Operations plans beyond those already in existence will be required to access on-campus research laboratories and field sites at this time, but may be in the future if conditions change.

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 by clicking 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.

D. Other Return to Service Plans - Other Return to Service plans are available from the Vice President responsible for the particular areas or the SPPOT/EOC Exec group.

E. Other Campus Plans -
1. Norman campus: https://www.ou.edu/together/norman-phase-iii
2. Oklahoma City campus: https://ouhsc.edu/coronavirus

XII. 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. Managers may consult with Human Resources for additional information.

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 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.