

OU-Tulsa COVID-19 Response Plan

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

Last Updated and Approved on October 5, 2021

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

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>) and is also accessible from the OU-Tulsa home page. This Plan applies to all Tulsa-based OU and OUHSC students and employees.¹ 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
- II. **Events, Eating, Social Distancing and Gatherings**
- III. Obtaining Masks
- IV. Cleaning Facilities and Equipment
- V. **Testing, Isolation, and Contact Tracing**
- VI. COVID-19 Vaccine for Employees and Students
- VII. **Screening and Reporting - Vaccinated & Unvaccinated Students and Employees**
- VIII. Travel
- IX. Training
- X. Enforcement

I. Telecommuting in response to 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 in response to COVID was discontinued as of August 1, 2021. However, each area must be prepared to fully return to telecommuting as soon as possible, if the University deems it necessary based on COVID-related data.

- A. Telecommuting for Non-COVID Reasons - Telecommuting for purposes unrelated to COVID-19 that is otherwise consistent with the University’s guidelines is not affected by this policy. The current Remote Work guidelines are available [here](#). Telecommuting as a reasonable accommodation for individuals with a disability must be coordinated with Human Resources (for employees) or the Accessibility and Disability Resource Center (for students).

II. Events, Eating, Social Distancing, and Masking

- A. Events and social gatherings may resume on campus in accordance with all pre-COVID policies and in accordance with current CDC guidance.
 1. Indoor Eating -

¹ If an employee or student indicates compliance with a provision of this Plan 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).

- a. Meetings - Food may be served at indoor meetings. Meeting hosts will remind attendees that they are expected to mask during the meeting when they are not immediately eating or drinking.
 - b. Events - Food may be served at indoor events, such as receptions, parties, and recognition ceremonies, so long as guests will be reminded that they are expected to mask during the event when they are not immediately eating or drinking. Social distancing is encouraged where possible.
2. Outdoor Eating - Food may be consumed outdoors and at outdoor events; social distancing while eating is strongly encouraged.

B. Masking protocols:

Masks must be surgical style. Scarves, gaiters, and bandanas are not acceptable. Masks with vents may not be worn, unless a surgical style mask is worn over the vented mask. Masks must cover the nose and mouth.

1. General Facilities – The University expects masking for all individuals when inside general facilities, including OU-Tulsa’s academic and administrative facilities.
2. Health Care Facilities - OU-Tulsa continues to require masking for all individuals in patient-facing² settings, including in clinics, in clinical research participant and simulated patient areas, and in facilities and areas where patient care is the primary function, as determined by the dean, vice president, or department head for the facility or area.
3. Transportation - Riders on University-provided transportation, such as transit buses and shuttles must wear masks, in compliance with the Department of Transportation Mandates.
4. Classrooms - Masking is required in classrooms located in patient care areas and in facilities where the primary function is patient care. Masking is expected in all other classrooms.

Positive Cases in the Classroom - Faculty who become aware that a student who has been attending class in a non-patient care area³ has tested positive for COVID-19 two days before or after the last class meeting will:

- a. Continue holding in-person classes **and**
- b. Require all students in the class to wear masks for two weeks from the date of the positive student’s last attendance.

² For purposes of this policy, “patients” include clinic and hospital patients, mental health and allied health clients, human research participants in clinical protocols, simulated patients, and parents/guardians of patients who cannot give legal consent.

“Patient-facing responsibilities” include activities that are anticipated to necessitate direct contact or close physical proximity to a patient, as determined by each area’s manager.

³ It is presumed that students attending class in patient care areas/facilities where patient care is the primary function are already masking in accordance with this Response Plan.

The student who tested positive will observe the quarantine period established by Student & Employee Health.

- C. Disability Accommodation for Masking:
 - 1. 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).
 - 2. If a patient states compliance is not possible due to medical reasons, contact the clinic manager for direction.
 - 3. Masks 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
- D. Signage - University Operations will place signs in common areas that address the requirements in Sections II, III, and IV, as appropriate. Departments and areas can request additional copies of these signs from University Operations or Marketing & Communications.
- E. Third Party Events – Events unaffiliated with the University are allowed to be booked and hosted on campus. Contact [LaDeana Bolton](#) for more information.

III. **Obtaining Masks**

- A. Masks for Students and Employees - The University will make masks available to employees and students appropriate to their on-campus responsibilities. In addition to requesting masks as defined below, masks are also available at many campus building entrances, including the main administration building (five locations), building 3, building 4/4W, the Learning Center (two locations), and the Library. Please contact [Student Affairs](#) if any of these mask stations are found to be empty.
 - 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.
- 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.

IV. **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 routine cleaning consistent with pre-COVID cleaning schedules. For campus areas where a positive COVID-19 case has been identified, refer to B.1. and B.2. below.
- 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.
 - 2. 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 **follow any instructions from** 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.

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

- A. Positive COVID-19 Tests - If an employee or student tests positive for COVID-19, they and the University will cooperate with the appropriate health department in its contact tracing efforts.
 - 1. All employees and students who test positive **at any testing location must report the positive test and** obtain clearance from the OU-Tulsa Student & Employee Health Clinic via [OU-Tulsa's Online COVID-19 Screening and Reporting Tool](#) upon receipt of testing results.
 - 2. Employees and student who test positive for COVID-19 are **expected to advise co-workers, classmates, faculty, and supervisors who they had close contact with, in accordance with instructions from Student & Employee Health.**
 - 3. **PLEASE NOTE: At this time, OU-Tulsa does not accept negative rapid COVID-19 antigen tests from any clinic or laboratory. We only accept negative test results that are PCR tests administered by a healthcare provider and sent off to a lab for processing; no self-administered or rapid negatives will be accepted. To receive a free test from OU-Tulsa Student & Employee Health, please complete the Screening Tool as instructed in V.A.1. above.**

VI. COVID-19 Vaccine for Employees and Students

The University recognizes that vaccine requirements in certain University settings, particularly in patient care settings, are both prudent and important. To that end, the COVID-19 vaccine has been added to the mandatory vaccines for individuals in certain campus groups. The declination process in place for other mandatory vaccines is in effect for this vaccine as well, as described in Paragraph E below. These requirements and processes will be updated as appropriate, based on guidance from public health agencies and officials.

- A. **Mandatory Vaccine:** Effective June 1, 2021, the following individuals (current and newly hired) are required to submit a completed COVID-19 Vaccine Documentation Form and proof of vaccine:
1. Faculty, staff, and students with patient-facing responsibility. For purposes of this policy, “patients” include clinical and hospital patients, mental health and allied health clients, clinical human research participants, simulated patients, and parents/guardians of patients who cannot provide legal consent. “Patient-facing responsibilities” include any activities that are anticipated to necessitate direct contact or close physical proximity to a patient. Supervisors are responsible for determining whether the individuals in their area have patient-facing responsibilities
 2. Individuals who will observe, shadow, or volunteer in an area where patients are reasonably expected to be.
 3. Faculty, staff, and students who are participating in an elective Study Abroad program should contact the Study Abroad office for current COVID-19 vaccine requirements of the University, and the country and program involved.
- B. **Documentation:**
1. At a minimum, vaccine documentation must include the recipient’s first and last name, recipient’s date of birth, vaccine manufacturer, date(s) for each dose, and healthcare professional or facility that administered each dose.
 2. The following documentation is acceptable as proof of vaccine-completion. Student Health (918-660-3102) can answer specific questions regarding documentation for students.
 - a. Documentation from [Oklahoma State Immunization Information System \(OSIIS\)](#) or other state vaccine registry⁴
 - b. A legible copy of the front side of a completed CDC Vaccine Record card
 - c. Documentation from the licensed health care facility that vaccinated the individual
 - d. Other official documentation that includes the information in VI.B.1. above.
 3. Documentation will be submitted as follows:
 - a. Students will follow the [Student Process for COVID-19 Documentation](#).
 - b. Employees and student employees will complete the [COVID-19 Vaccine Documentation Form](#) and follow the submission instructions on it.
- C. **Vaccine Availability:** The University strongly encourages all other faculty, staff, and students to complete a COVID-19 vaccine series. Vaccine is available at no cost to OU-Tulsa students and employees through the OU Health Physicians’ Tulsa Internal Medicine Clinic by [scheduling an appointment online](#), or check your [local health department website](#).
- D. **Vaccine Completion Dates:** During the implementation phase, current faculty, staff and students who had not yet completed a [World Health Organization \(WHO\) approved](#) COVID-

⁴ https://osiis.health.ok.gov/osiis_public/LoginPublicPortal.aspx

19 vaccine series had until June 30, 2021, to complete at least the first dose of or submit the declination form.

1. Current faculty, staff, and students who had completed only the first dose of a 2-dose WHO-approved vaccine series as of June 30 had until July 31, 2021, to complete the series and provide documentation via the COVID-19 Vaccine Documentation Form. As of August 1, a completed COVID-19 Vaccine Documentation Form must be on file for all individuals described in Paragraph A 1-3 above.
 2. Faculty, staff, and students who are hired or begin classes after June 1 must complete the first does of a 2-dose WHO-approved series or a single series dose of a WHO-approved vaccine within 30 days of appointment (employees, volunteers) or of the first day of classes (students) and must complete the series no later than 60 days from then. Students should confirm specific dates and deadlines with their college/program.
- E. Declination: Faculty, staff, and students with patient-facing responsibility who decline to be vaccinated must complete and submit the appropriate Declination of COVID-19 Vaccination Form and comply with any preventive measures directed by the facility where the individual will perform academic or employment responsibilities. Process and forms are available here:
1. Employees and student employees:
https://apps.hr.ou.edu/DMS/documents/files/COVID-19_Declination_Form/COVID_Declination_06012021.pdf
 2. Students: <https://students.ouhsc.edu/Current-Students/Student-Wellbeing/Health-Clinic/required-immunizations>

VII. Screening & Reporting - Vaccinated and Unvaccinated Employees & Students

For purposes of this Response Plan, the following definitions apply:

Vaccinated Person - Defined

- A person who completed the second dose of a two-dose World Health [Organization \(WHO\)-approved COVID-19 vaccine](#) series at least 14 days ago.
- A person who completed a one-dose WHO-approved COVID-19 vaccine series at least 14 days ago

Unvaccinated Person - Defined

- A person who has not received any [Organization \(WHO\)-approved COVID-19 vaccine](#) doses.
- A person who has received only one dose of a two-dose WHO-approved COVID-19 vaccine series.
- A person who is not at least 14 days past receipt of the second dose of a two-dose WHO-approved COVID-19 vaccine series.
- A person who is not at least 14 days past receipt of a one-dose WHO-approved COVID-19 vaccine series.
- A person who has completed a non WHO-approved COVID-19 vaccine series.

The online Screening and Reporting tool <https://tulsacovidreporting.ouhsc.edu/> **must** be completed each time any of the following scenarios are experienced, for assessment **and** clearance **before** an employee or student may return to assigned University work location or obligation.

A. Vaccinated Person – Reporting Requirement:

- You have symptoms that are consistent with COVID-19. For a list of symptoms, [click here](#).
- You have tested positive for COVID-19 within the past 14 days or are awaiting COVID-19 test results from a facility outside of OUHSC.
- You have been in close contact within the past 14 days with someone who is COVID-19 positive or who is awaiting COVID-19 results. **Note: Healthcare workers who are treating COVID-19 patients and wearing appropriate PPE are not required to report exposures.**

B. Unvaccinated Person – Reporting Requirement:

- You have symptoms that are consistent with COVID-19. For a list of symptoms, [click here](#).
- You have tested positive for COVID-19 within the past 14 days or are awaiting COVID-19 test results from a facility outside of OU Health.
- You have been in close contact within the past 14 days with someone who is COVID-19 positive or who is awaiting COVID-19 results.
- You have a household member who has tested positive for COVID-19 in the past 14 days.

NOTE: Vaccinated **and** unvaccinated individuals must also comply with the screening and reporting processes in place at their assigned off-campus locations/rotations.

VIII. Travel

The University's Travel and Screening Committee 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 by unvaccinated employees and students requires completion of the online COVID-19 Screening and Reporting Tool.
- 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](#).

IX. 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.

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. 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 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.