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## What You Need to Know: OU and NWC COVID-19 Guidelines as of 10/20/20 (formerly known as “Reopening” 8/3/20)

The National Weather Center (NWC) functions as a critical national resource and will have additional policies during the COVID-19 pandemic that augment those on the OU Norman campus. Please familiarize yourself with the NWC-specific policies below as well as with the guidance provided by OU on the [OU Together](#) website and [guidance from NOAA](#). At the end of this document, you will also find links to additional resources including the [Norman Campus COVID-19 Phase III Return Plan](#) and the [OU Mask Policy](#). As the nature of COVID-19 remains dynamic, this Plan will remain dynamic. This Plan applies to all Norman faculty, staff, student employees, students, contractors, vendors, and invited visitors who will be on campus or in the NWC.

**Q1: Is it necessary for OU employees and students (including faculty and staff) to complete the COVID-19 screening process?**

A. Employees and students must complete the online **COVID-19 Screening and Reporting Tool** at [covidreporting.ou.edu](https://covidreporting.ou.edu) before resuming on-campus activity or responsibility **each time they answer YES to any of these three questions: 1) Are you experiencing symptoms that could be consistent with COVID-19? 2) Have you had close contact ..... with an individual diagnosed with or awaiting testing results for COVID-19 in the last 14 days? 3) Have you tested positive?** The employee or student will be notified via email of their screening results and will follow the instructions included for forwarding the email. NOTE: Individuals must also comply with the screening and reporting processes in place at their assigned locations. Detailed information and the full text of the three questions can be found [here](#).

**B. New OU Employees** – New employees who are unable to log into the [online reporting tool](#) [may access this form](#).

**Q2: Are vendors and visitors to the OU campus required to complete the COVID-19 screening process?**

A. Yes. Visitors and vendors who are scheduled to be on campus in a campus facility for more than 15 minutes must complete the [visitor/vendor COVID-19 Screening and Reporting Tool](#) **prior to their arrival on campus.**

- **Scheduled Vendors** performing work inside the NWC for more than 15 minutes are required to submit their COVID-19 screening clearance and coordinate **entry to the NWC** with Kyle Sandidge ([sandidge1@ou.edu](mailto:sandidge1@ou.edu)), NWC Facility Manager.
- **Scheduled Visitors** who will be inside the NWC for more than 15 minutes are required to submit their COVID-19 screening clearance and coordinate their **entry to the NWC** through their Point of Contact (POC) (i.e., a resident of the NWC, someone who has an office in the NWC).

For each visitor/vendor, the specific locations visited and people with whom close interactions occurred must be documented. Kyle Sandidge or other designated POC is responsible for documenting movements and contacts of visitors/vendors. The POC will be expected to provide documentation of NWC visitation details if requested in order to foster contact tracing and deep

cleaning of NWC areas that were visited. [Click here](#) to access **Frequently Asked Questions about the Scheduled Visitor/Vendor COVID-19 Screening and Reporting Tool**.

**Q3: Are NOAA employees required to complete the COVID-19 screening process?**

A. NOAA employees must adhere to the [US Department of Commerce COVID-19 Information](#) for Commerce Employees including referencing the [DOC self-certification screening](#). NOAA and CIMMS employees must follow all NOAA policies while inside NOAA facilities and follow NWC/OU policies while in common areas of the NWC. Norman Campus Guidelines specifically state this about **Tenants**: Tenants must adhere to University guidelines whenever in public areas on campus. Public areas include common areas in buildings (like hallways, public restrooms, building entries, community or shared kitchens, etc.), elevators, parking facilities, and other areas of public ingress and egress. Once inside your respective suite or leased premise, each company must follow its own COVID-19 protection and prevention protocols.

**Q4: Is pre-approval to enter the NWC obtained through NOAA directors and NWC Management mandatory?**

A. As of August 17, 2020 pre-approval for entry to the NWC was no longer mandatory and NWC Security staff no longer received daily access lists from NWC/NOAA management for on-site or remote personnel and one-time entry.

**Q5: What are the NWC entry guidelines pertaining to OU faculty/staff and NOAA/CIMMS employees?**

A: Entry to the NWC is allowed by individuals **intended** to be in the building and cleared to be on campus who display and present to NWC Security approved credentials (OU/NOAA/Research Campus IDs **and** NWC approved lanyards). **Intended** individuals are those faculty/staff/NOAA/CIMMS employees working, taking classes, or conducting business in the NWC. **Entry to NOAA spaces will remain restricted and governed by [NOAA policy](#)**.

Entry guidelines for scheduled **vendors and/or visitors** are found in [Q2](#) above. Faculty, staff, and NOAA tenants are discouraged from inviting guests to the NWC unless visits are deemed mission critical.

**Q6: What are the NWC entry guidelines pertaining to OU students?**

A: OU Students will be allowed entry to the NWC only if 1) they have an office in which they are working/studying, 2) are attending class, or 3) are attending to other authorized education or business purposes such as advising, counseling, or instruction.

According to the [Centers for Disease Control \(CDC\)](#), one of the most effective methods of avoiding infection and reducing the spread of COVID-19 is social distancing. Therefore, social distancing requirements apply in all settings on campus, as well as in public settings, common areas, and shared spaces. Accordingly, it is not possible to offer OU students certain privileges they might have become accustomed to in pre-COVID-19 days such as gathering in NWC areas including student lounges, the NWC Library, and the NWC atrium. All students are required to follow guidance provided on information signs found throughout the NWC related to access restrictions and capacity limits.

### Q7: How is entry to the NWC controlled?

A: Exterior doors are locked at all hours and locations with the following exception: 1) The first-floor north entrance will be unlocked Monday through Friday 7am-7pm and entry anytime outside these days/hours will require card swipe access. Graduate and undergraduate students will have their card access disabled on evenings and weekends unless a formal exception request is provided to NWC Facility Management by an NWC or AGS unit Director.

Ingress and egress via the 2<sup>nd</sup> floor doors are limited to NOAA-NWS, CIMMS employees/contractors with offices in federal space, and FEDERAL WORKSHOP participants ONLY (except in the event of an emergency). All non-NOAA-NWS, CIMMS employees with offices not in federal space, and OU faculty/staff/students are required to enter at first floor entry points only.

Signage will be placed at the NWC first and second floor doors indicating that people entering/exiting should stay to their right (the center and west doors are ENTRY ONLY and the east doors are EXIT ONLY).

### Q8: What measures are suggested to be taken to track the locations visited by faculty/staff/students entering the NWC?

A: Everyone entering the NWC is strongly encouraged to document specific locations they visit and people with whom they have close contact during each visit. Faculty, staff, and students are responsible for documenting their own movement and contacts. Such documentation may be used to direct deep cleaning in potentially infected areas. Supervisors are responsible for strongly encouraging this contact tracing protocol with people and in locations they oversee.

### Q9: What mitigation measures should be considered to reduce the spread of COVID-19 in areas that don't allow a physical distance of at least 6 feet between individuals (e.g., at reception desks, in graduate student offices, and/or in other shared office space)?

A: When physical distancing of at least 6 feet is not possible in a public setting, common area, or shared space, additional mitigation options must be implemented where possible. **It is the responsibility of each unit to determine best options for this implementation.**

**Suggestions include:**

- a. staggered breaks or shifts
- b. reconfigured physical space
- c. reconfigured seating designations
- d. revised workflow processes
- e. flexible meeting formats, such as video or telephone conferencing.

Occupants of the NWC are not to move fixed furniture (e.g., smart desk furniture, file cabinets, furniture not on wheels or easily moved). A request for assistance should be made via the NWC Trouble Report (<https://intranet.nwc.ou.edu/>).

### Q10: What steps are being taken to discourage the congregation of students and individuals to mitigate or reduce the spread of COVID-19?

A: Chairs have been removed or banded to identify that they should not be used. Distance markers are in place in areas where lines might form.

**Q11: How are seating areas in common spaces being managed – e.g., reception areas, NWC atrium and south patio? Is furniture in the NWC Atrium available for use?**

A: Generally, seating at tables and benches is limited to one person per 6 feet (reasonable exceptions include members of the same household sitting together).

The NWC Patio furniture has been spaced in a manner consistent with physical distancing. Signage has been employed on doors leading to this area and in the patio vicinity.

The NWC Atrium has no casual seating (couches, chairs). Instead small tables are interspersed throughout the space and arranged for physical distancing. Only one chair per table is available and signs are in place indicating to maintain physical distancing. Cleaning supplies (disinfectant wipes) are readily available and individuals using this area are requested to clean the area before and after seating. **The Atrium is designated as an academic space therefore no food or drink is allowed in the area.** See [Q17](#) for more information.

**Q12: How are seating areas in classrooms being managed?**

A: Information was provided to unit directors to assist in arrangement of classrooms to maintain physical separation. The University also provided chair bands that read “Seat Unavailable” to mark chairs in classrooms that are unavailable for use.

**Q13: How are the NWC Library, the NWC Observation Deck and the NWC Outreach Room being managed?**

A: The NWC library will remain locked and unavailable as a study space until further notice. However, library personnel are in the NWC Library on specific days/hours. Patrons may request materials online or via the phone and library personnel will arrange safe pick-up and drop-off options for any requested/returned materials. For detailed reference questions, individual meetings with library personnel may be arranged. At all times, stacks will be off limits for patrons and returned books/items will be quarantined for 72 hours before being recirculated. Additional information about the NWC Library is found at <https://www.ou.edu/nwc/library>.

The NWC Observation Deck and the NWC Outreach Room is “off limits” until further notice. NWC Security continually monitors these areas and will direct unauthorized persons to vacate the areas.

**Q14: Are gatherings or events allowed on the OU campus and/or in the NWC?**

A: All gatherings and events on University property must adhere to the [COVID-19 capacity limits](#) as determined for each venue. The type and date of an event can impact capacity limits. All gatherings and events must also observe the University’s masking and physical distancing guidelines. Third-party events unaffiliated with the University are prohibited through at least Dec. 31, 2020 unless approved by the Campus Scheduling Office. Reservations and commitments for events unaffiliated with the University may not be accepted for calendar year 2021 until further notice. Refer to the [Phase III COVID-19 Return Plan](#) for detailed information.

Based on recent COVID-19 space assessments of the NWC, the maximum capacity for any one event is limited to 40 individuals. Questions regarding events in the NWC may be addressed to the NWC Event Manager, [events@nwc.ou.edu](mailto:events@nwc.ou.edu).

### Q15: What are the policies for NWC elevator use?

A: [OU Mask policies](#) apply to elevator use. Additionally, recommended occupancy is no more than 4 occupants per elevator. Signs are in place on or near elevators with appropriate information (see [signage 3](#)).

The NWC atrium elevators are specifically designated with the two outside elevators available only for OU faculty/staff/students/vendor/visitors and the **center elevator available ONLY for NOAA employees**. The NWC freight elevator located north of the Flying Cow Café is available only on an as needed basis to haul freight and materials. It should not be used for individual transport.

### Q16: What is the University/NWC responsibility for sanitizing facilities and equipment?

A: **University Responsibility** - Taking into consideration applicable government and industry cleaning and safety standards, the university will provide increased cleaning and sanitizing of frequently used facilities and common areas, including elevators, restrooms, classrooms/lecture halls, and other high-traffic spaces with the use of EPA-approved cleaning agents. For high-traffic areas within facilities, the university will also provide, when possible, no-touch disposal receptacles, increased volume of hand sanitizers throughout campus, and installation of additional signage encouraging good hygiene.

The University is utilizing electrostatic cleaning in classrooms, restrooms, and elevators once per week. Daytime custodial crews will provide regular cleaning during the day (630am-3pm), and night crews will disinfect high touch point areas throughout campus.

University Operations has increased outside air where possible and converted HVAC systems with hospital-grade filters (MERV 13).

**Department/Area Responsibility** - OU department/area managers are responsible for obtaining cleaning supplies from OU Facilities Management (OUFM) that have been EPA/CDC approved and providing for the cleaning of its shared office equipment, furniture, surfaces, and environment (see [signage 4](#)). **OUFM cleaning supplies can be requested [here](#)**. NOAA department/area managers should work through the NOAA Designated Official to obtain supplies (NOAA DO will contact OU Real Estate Services).

**a. 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](#). For equipment not listed previously, individuals should refer to the manufacturer's recommended instructions or contact their local IT support personnel.

**b. COVID-19 Positive Individuals** – NWC Department managers made aware of an individual who has tested positive and has been in the NWC within seven days of becoming ill, may contact Kyle Sandidge who will coordinate disinfecting arrangements with OUFM and EHSO.

### Q17: How are beverage stations/drinking fountains/communal water coolers and coffee stations being managed? How are food/drink in academic spaces managed?

A: **Use of drinking fountains** that are not touch-free should be discouraged (see [signage 1](#)). Use of communal water coolers and coffee stations should be permitted only if appropriate

procedures are established for disinfecting surfaces before and after each individual use (see [signage 2](#)).

**Food and drink are not allowed in academic classrooms/spaces.** Consuming food in learning spaces is a significant concern for transmission of illness and therefore is prohibited. Students that may need to eat for health reasons, such as blood sugar regulation, should step outside the classroom to a social distanced location.

Drinking in classes is generally discouraged. It is acceptable in longer course formats (e.g., exceeding an hour), for students to take a sip from a water bottle or cup with a lid by momentarily removing their mask and immediately replacing it after each sip. Instructors may also need to take sips of water while they are teaching. Discretion should be used while drinking in the classroom and temporary removal of a mask should always be momentary and replaced after the sip.

**Q18: May individuals who reside in the NWC have food delivered to the building?**

A: Yes, but individuals ordering food from third party food delivery services must arrange to meet the delivery person outside of the building. Third party food delivery services may not enter or be given access to enter OU campus buildings. Questions regarding food delivery for mission critical events may be addressed to the NWC Event Manager, [events@nwc.ou.edu](mailto:events@nwc.ou.edu).

**Q19. How are operations being conducted in the Flying Cow Café (FCC)?**

A. The FCC is operating in a scaled service mode with a limited menu available for pick-up only with no on-site seating options. The FCC will not accept cash in order to reduce contact during payment. Credit/debit cards, meal plans, and Sooner Sense are accepted. **The FCC is available to serve only those individuals who are intended** (approved faculty/staff/students and NOAA employees) **or invited** (approved vendors/visitors with a qualified POC) **to be in the NWC** (refer to [Q2](#) for more information).

## WEBSITE RESOURCES:

Center for Disease Control (CDC) - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

NOAA Guidance/Policy folder (NOAA access only) - <https://drive.google.com/drive/folders/1x0mY0mSClrxSKHMDIUPKYYbOO5fFpUi1?usp=sharing>

NOAA Self-Certification PDF (NOAA access only)- [https://drive.google.com/file/d/1zWd9dI5lv\\_PCafko\\_BgHO5MaBhiuq-z\\_/view?usp=sharing](https://drive.google.com/file/d/1zWd9dI5lv_PCafko_BgHO5MaBhiuq-z_/view?usp=sharing)

NWC Intranet (access only in NWC or via VPN) - <https://intranet.nwc.ou.edu/>

NWC Library - <https://www.ou.edu/nwc/library>

OU Adjusted Space Capacities and Venue Occupancy - <https://ou.edu/scheduling/spaces/covid>

OU COVID-19 Frequently Asked Questions - <https://www.ou.edu/coronavirus/coronavirus-faq>

OU Mask policy - <https://ou.edu/coronavirus/masking-policy>

OU Norman Campus COVID-19 Phase III Return Plan - <https://ou.edu/together/norman-phase-iii>

OU Screening and Reporting login - <https://covidreporting.ou.edu/accounts/login/?next=/>

OU Signage Order Form (after OU single sign on (sso) login) - <https://printingstorefront.ou.edu/ou/catalog.cgi>

OU Student Return Plan - <https://ou.edu/together/students>

OU Together - <https://ou.edu/together>

OU Vendor/Visitor Screening and Reporting form - <https://covidreporting.ou.edu/quest>

OUFM COVID-19 Resources (cleaning supplies) - <https://www.ou.edu/facilities>

US Department of Commerce COVID-19 Information - <https://www.commerce.gov/covid19employeeupdates>

## QUICK REFERENCE:

### NWC Facility Management Team

- **Tanya Guthrie**, NWC Director Admin/Finance/Ops, [tguthrie@ou.edu](mailto:tguthrie@ou.edu), 325-3095/325-3037/397-9646
- **Sterling Butler**, NOAA/NSSL, Security Facility Manager, [Sterling.Butler@noaa.gov](mailto:Sterling.Butler@noaa.gov), 325-6686
- **Heather Bowers**, NWC Security Director, [hbowers@ou.edu](mailto:hbowers@ou.edu), 325-6137/618-3666
- **Kyle Sandidge**, NWC Facility Manager, [sandidge1@ou.edu](mailto:sandidge1@ou.edu), 209-3200/325-1850
- **Claire Chastain**, NWC Event Manger, [events@nwc.ou.edu](mailto:events@nwc.ou.edu), 325-3095/325-1819/760-8085
- **Greg Leffler**, NWC Dock Manager, [gleffler@ou.edu](mailto:gleffler@ou.edu), 325-1850/397-9644



NWC Director and AGS Dean

- **Berrien Moore, III**, [berrien@ou.edu](mailto:berrien@ou.edu), 325-3095

AGS Executive Associate Dean

- **Petra Klein**, [pkklein@ou.edu](mailto:pkklein@ou.edu), 325-3095

NOAA/NSSL Director

- **Jack Kain**, [jack.kain@noaa.gov](mailto:jack.kain@noaa.gov), 325-6904

NOAA/NSSL Designated Official

- **Kurt Hondl**, [kurt.hondl@noaa.gov](mailto:kurt.hondl@noaa.gov), 325-6907

SIGNAGE:

**1 – drinking fountains**



**2 – office space cleaning and hygiene**

**OFFICE SPACE  
CLEANING AND HYGIENE**

**Workspace**  
Individuals are encouraged to disinfect their individual workspaces (desk, phone, keyboard, etc.) daily. If your workspace is your work vehicle, the same guidelines apply.

**Equipment from Home**  
Individuals bringing electronic equipment to university buildings from off-campus locations should thoroughly clean before placing in OU work environments.

**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.

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

**Use of Communal Water Coolers  
and Coffee Stations**  
Should be permitted only if appropriate procedures are established for disinfecting surfaces before and after each individual use.

**INDIVIDUALS ARE RESPONSIBLE FOR CLEANING  
THEIR PERSONAL AND SHARED SPACES  
AND OFFICE EQUIPMENT.**

### 3 – elevators

**NO MORE THAN  
FOUR PEOPLE  
IN AN ELEVATOR  
AT A TIME.**



**FACE MASKS MUST BE WORN  
WHILE ON CAMPUS.**

### 4 – department/area responsibility

**DEPARTMENT/AREA  
RESPONSIBILITY**

**Office Electronics**

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:  
[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 their local IT support personnel.

**COVID-19 Positive Individuals**

Department managers must contact Facilities Management and the Environmental Health and Safety Office (EHSO) for disinfecting assistance when made aware of an individual who has tested positive and has been on campus within the last seven days.

NORMAN CAMPUS  
Facilities Management: (405) 325-3060  
EHSO: (405) 325-5147

Each department/area manager is responsible for obtaining cleaning supplies from Facilities Management that have been EPA-approved and providing for the cleaning of its shared office equipment, furniture, surfaces, and environment. These cleaning supplies can be requested here:  
[www.ou.edu/facilities](http://www.ou.edu/facilities)