OU-Tulsa
COVID-19 Return Plan
Effective May 6, 2020 from Combined Norman and Oklahoma City Guidance

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, and the 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 employees and students, which includes residents and trainees and, for purposes of this Plan, volunteers.

I. Telecommuting
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:

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

B. 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 location.

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 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 returning to campus.

II. Reopening Common Areas, Resuming Services, and Returning Employees 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, 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 the RTS Plan.

**B. Requirements for Employees to Return to Campus** - 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 self-screening questionnaire: https://covidreporting.ouhsc.edu/ and await a response before returning to work on campus. They will be notified via email of their screening results. Each employee should forward this screening result directly to their supervisor.

**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**

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.

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 other buildings or facilities must be restricted to keycard access or be attended. Some OU-Tulsa buildings and facilities may 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.
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** - 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 via the OU-Tulsa COVID-19 website.

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), 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 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/.

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/) 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**

A. **Monitoring** - Clinic employees must comply with the monitoring processes in place in their assigned clinics. For monitoring purposes, 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/ 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.

Patient and visitor monitoring in clinic facilities is conducted via temperature checks and other clinic screening tools.
B. **Symptomatic Individuals** - Employees or students who are experiencing *symptoms* (e.g., cough, loss of smell or taste, chills, headache, muscle pain, fever, shortness of breath) should contact OU-Tulsa Student/Employee Health via the COVID-19 Screening and Reporting Tool at [https://covidreporting.ouhsc.edu/](https://covidreporting.ouhsc.edu/).

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 non-clinical buildings or 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-19 symptoms** for at least 72 hours and they have been cleared by OU-Tulsa Student/Employee Health via the COVID-19 Screening and Reporting Tool at [https://covidreporting.ouhsc.edu/](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** - 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](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](https://hr.ou.edu/News/Coronavirus-COVID-19-Information).

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

A. The Return to Research Plan for laboratory research is available here: [https://research.ouhsc.edu/Resources/COVID-Research-Updates](https://research.ouhsc.edu/Resources/COVID-Research-Updates).

B. The Re-Opening Plan for OU Physicians-Tulsa clinics will be available from the OU Physicians Tulsa administrative offices and distributed separately to appropriate clinical faculty and staff.

C. For **OUHSC academic programs at OU-Tulsa**, the Return to On-Site Instruction Plan is housed at the top of the OUHSC Teach Anywhere page ([https://www.ouhsc.edu/teachanywhere/](https://www.ouhsc.edu/teachanywhere/)), or you can link directly to the document here: [Plan for Return to OUHSC On-Site Instruction](https://www.ouhsc.edu/teachanywhere/).

D. For Norman program researchers at OU-Tulsa, please complete the Return to Research Plan. Once complete, please email the complete 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. (added May 8, 2020)

XI. **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.