

Facility and Classroom Guidelines Overview - Fall 2020

Click [here](#) to view the complete [OU-Tulsa Return Plan](#)

Masks and Social Distancing

1. **Masks** are required on campus for all faculty, staff, students, visitors, contract workers, vendors, and patients. Masks must be worn at all times in indoor facilities, including in classes. The only exception to the masking policy is while actively eating/drinking, and while in your private, enclosed office space. For more information on masks, visit the [OU-Tulsa Covid-19 Return Plan](#).
2. Students, faculty, and staff are expected to maintain social distance of 6 feet at all times.

On-Site Classroom Instruction Guidelines

In order to provide for social distancing, the following class size requirements have been put into place for the Fall 2020 semester:

1. Class size for in-person classes may not exceed COVID-19 approved seating numbers for the assigned classroom/lecture hall/laboratory or simulation center. Masks must be worn in class and social distancing guidelines must be followed.
2. Refer to the [Return to On-site Instruction Plan \(HSC programs\)](#) or the [Safe and Resilient Instruction Plan \(Norman Campus programs\)](#) for additional instruction information.

Cleaning and Sanitization of Facilities

1. Daily Cleaning of Classrooms and Common Areas: All classrooms including desks and high touch common areas will be cleaned and disinfected nightly. High touch areas including bathrooms, stair bannisters, entrance and exit doors, door knobs in common areas will also be cleaned daily.
2. Weekly Electrostatic Cleaning: All classrooms and common areas will be electrostatically cleaned weekly.
3. Department/Area Responsibility: As was the case prior to COVID-19, faculty and staff will be responsible for obtaining cleaning supplies and cleaning personal offices, shared office equipment, furniture, surfaces and non-centrally scheduled conference rooms and break rooms.
4. Until further notice, janitorial services will not enter individual offices to clean. Trash cans should be left outside the door when you leave your office for the day.

Internal and External Meetings/Conferences/Research Meetings/Events

In-Person Meeting Size Limit - All gatherings and events on University property will be limited to 20 people or less due to COVID-19 maximum room capacity limits. Given the dynamic nature of COVID-19, this number is subject to change without notice based on guidance from University administration, the CDC, or State Department of Health. Unless mission critical, as determined and approved by the dean or appropriate vice president, meetings of more than 20 that generally need to be online including but are not limited to:

1. Academic meetings
2. Orientations
3. Grand Rounds

4. Research Conferences/Meetings (including both internal and external participants)
5. Trainings (including both internal and external participants)

No personal events (parties, wedding or baby showers, etc.) will be on campus.

For additional guidance related to your event, please submit [this form](#).

External Group Use – OU-Tulsa will not rent or allow the use of campus spaces for any external group for meetings or trainings or any other purpose through Dec. 31, 2020. No spaces may be scheduled for the Spring 2021 semester until further notice, per President Harroz.

External Participants – Internally hosted trainings/meetings may not include external participants unless the event is deemed mission critical by the appropriate vice president. If external participants are permitted, all participants will follow OU policies regarding masking and social distancing. Any external visitors to campus must complete the online Scheduled Visitor/Vendor COVID-19 Screening and Reporting Tool and receive clearance to be on campus from OU-Tulsa Student and Employee Health. The online “Visitor/Vendor Screening Form” can be found here:

<https://covidreporting.ouhsc.edu/guest> and must be submitted to TulsaStudentHealth@ouhsc.edu approximately 24-48 business hours prior to the date the vendor/visitor plans to be on campus.

Scheduled Visitor/Vendor FAQs are available here: <https://www.ouhsc.edu/coronavirus/Campus-Updates/Article/faq-visitorvendor-screening-1>

Campus Facilities

Classrooms – All classrooms will be physically arranged a for social distancing and certain tables and chairs will be marked “unavailable” for use. Furniture may not be moved at any time by other than Facilities Management.

Conference Rooms – Social distancing and masks are required in all conference rooms, including non-centrally scheduled conference rooms.

Common Areas – Common areas include individual and group study rooms, student spaces, computer labs, lab and simulation spaces, lounges, Schusterman Center Library, and other student areas. Faculty, staff, and students are required to maintain social distancing and wear masks at all times in common areas.

Outside Spaces – If social distancing cannot be maintained in outside spaces, faculty, staff, and students must wear a mask in those spaces.

Food Deliveries to All OU-Tulsa Buildings & Facilities

Third-party food delivery services and caterers may not enter or be given access to campus buildings. Individuals or departments ordering from these services must arrange to meet the delivery person outside of their respective buildings.

1. As the contracted food service provider for OU-Tulsa, Bill & Ruth’s employees are following the University’s COVID-19 screening and reporting standards and thus may deliver food within campus buildings.