

National Weather Center “Reopening” FAQ

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What You Need to Know: “Reopening” OU and the NWC as of 8/3/20

The National Weather Center (NWC) functions as a critical national resource and will have additional policies during the 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 on or after August 3, 2020.

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

A. Yes. All OU employees and students will continue to be required to complete the Mandatory Screening form before returning to OU, if absent from campus (and/or the NWC building) for 7 consecutive calendar days or more, AND/OR each time certain scenarios occur. Detailed information can be found [here](#). The [tool/form](#) must be submitted before returning to work or academic responsibilities on campus or attending University-related functions. Employees and students will be notified via email of their screening results and are required to forward the email to their direct supervisor or appropriate Student Affairs office upon receipt. Supervisors of employees are responsible for reviewing the screening emails to ensure that employees have been cleared to return to work and enter OU buildings.

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

A. Yes. Approval is required for on-campus visits by visitors and vendors through completion of this [Screening and Reporting fillable PDF form](#) **before** arrival at the NWC.

- **Vendors** are required to submit their COVID-19 screening clearance and coordinate **entry to the NWC** with Kyle Sandidge (sandidge1@ou.edu), NWC Facility Manager.
- **Visitors** 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.

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.

Q4: Will pre-approval to enter the NWC, obtained through NOAA directors and NWC Management, continue to be mandatory?

A. Pre-approval for entry is mandatory through August 16, 2020. Effective August 17, 2020 pre-approval for entry will no longer be mandatory and NWC Security staff will no longer receive daily access lists from NWC/NOAA management for on-site or remote personnel and one-time entry.

Q5: What are the NWC entry guidelines effective August 17, 2020?

A: Entry to the NWC will be allowed to individuals **intended** to be in the building and cleared to be on campus who display and present approved credentials to NWC Security (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 to the NWC will be allowed to individuals **invited** to be in the building and cleared to be on campus. Invited individuals are **vendors or visitors** and must have a qualified POC escort (i.e., a resident of the NWC, someone who has an office in the NWC). The POC is responsible to ensure that the COVID-19 screening process as described in Q2 above has been completed.

Faculty and staff resident in the building are discouraged from inviting guests to the NWC building unless their visitors 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, or 2) they are attending class, or 3) they 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 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 will entry to the NWC be 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.

Access via the 2nd floor doors is for 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 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: Will measures 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. This 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) without requesting assistance 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: Common areas will be marked with capacity signage. Chairs will be removed or banded to identify that they should not be used. Distance markers will be placed in areas where lines might form.

Q11: How will seating areas in common spaces be managed – e.g., reception areas, NWC atrium and south patio? Will there be 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 will have furniture spaced in a manner consistent with physical distancing. Signage will be employed on doors leading to this area and in the patio vicinity.

The NWC Atrium will have no casual seating (couches, chairs). Instead small tables will be interspersed throughout the space and arranged for physical distancing. Only one chair per table will be available and signs will indicate to maintain physical distancing. Cleaning supplies

(disinfectant wipes) will be readily available and individuals using this area will be requested to clean the area before and after seating. **The Atrium will be designated as an academic space therefore no food or drink will be allowed in the area.**

Q12: How will seating areas in classrooms be managed?

A: Information has been provided to unit directors to arrange classrooms to maintain physical separation. The University is also providing spandex chair bands that read “Seat Unavailable” to mark chairs in classrooms that will not be available for use. These are expected to be in classroom spaces across campus prior to the beginning of classes.

Q13: How will the NWC Library, the NWC Observation Deck and the NWC Outreach Room be managed?

A: The NWC library will remain locked and will not be available as a study space until further notice. However, library personnel will be in the NWC Library on specific days/hours. Patrons can 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 can be arranged which will then be conducted following physical distancing requirements. At all times, stacks will be off limits for patrons and returned books/items will be quarantined for 72 hours before being recirculated. Details about the on-site hours of library personnel and contact information can be found at <https://www.ou.edu/nwc/library>.

The NWC Observation Deck and the NWC Outreach Room will be “off limits” with signs indicating this. NWC Security will continue to monitor these areas and direct unauthorized persons to vacate the areas.

Q14: Will gatherings or events be 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 or 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.

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 will be placed on or near elevators with appropriate information (see [signage 3](#)).

The NWC atrium elevators will be specifically designated with the two outside elevators available only for OU faculty/staff/students/vendor/visitors and the **center elevator being 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 will beverage stations/drinking fountains/communal water coolers and coffee stations be managed? How will food/drink in academic spaces be 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.**

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.

Q19. How will operations be conducted in the Flying Cow Café (FCC)?

A. The FCC will operate 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 will be accepted. **The FCC will be 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 and have been cleared to return to campus** (refer to [Q5](#) 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/1zWd9dl5lv_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 - <https://ou.edu/scheduling/spaces/covid>

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

OU COVID-19 Venue occupancy - <https://ou.edu/scheduling/spaces/covid>

OU Mandatory screening - <https://www.ou.edu/coronavirus/coronavirus-faq#4.1>

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.ouhsc.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://www.ou.edu/content/dam/homepage/coronavirus/visitor-COVID-19-screening-and-reporting-form.pdf>

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

Top 5 Things to Know about Phase III - <https://www.ou.edu/insideou/articles/2020/july/top-5-things-to-know-about-phase-iii>

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, 325-3095/325-3037/397-9646
- **Heather Murphy**, NWC Manager Finance & Ops, hmurphy@ou.edu, 325-3095/325-3061/826-1404
- **Sterling Butler**, NOAA/NSSL, Security Facility Manager, Sterling.Butler@noaa.gov, 325-6686
- **Heather Bowers**, NWC Security Director, hbowers@ou.edu, 325-6137/618-3666
- **Kyle Sandidge**, NWC Facility Manager, sandidge1@ou.edu, 209-3200/325-1850
- **Claire Chastain**, NWC Event Manger, events@nwc.ou.edu, 325-3095/325-1819/760-8085
- **Greg Leffler**, NWC Dock Manager, gleffler@ou.edu, 325-1850/397-9644

NWC Director and AGS Dean

- **Berrien Moore, III**, berrien@ou.edu, 325-3095

AGS Executive Associate Dean

- **Petra Klein**, pkklein@ou.edu, 325-3095

NOAA/NSSL Director

- **Jack Kain**, jack.kain@noaa.gov, 325-6904

NOAA/NSSL Designated Official

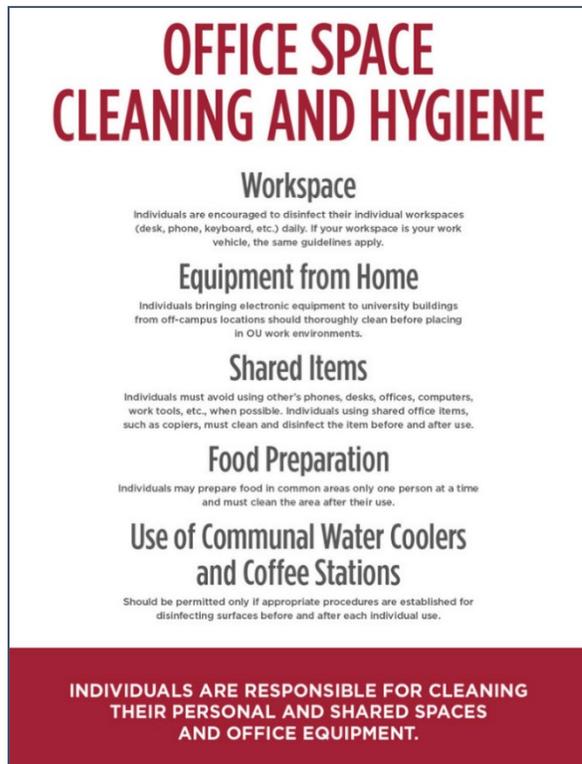
- **Kurt Hondl**, kurt.hondl@noaa.gov, 325-6907

SIGNAGE:

1 – drinking fountains



2 – office space cleaning and hygiene



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

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