



COVID-19 CAMPUS SAFETY



OKLAHOMA CITY



COVID-19 Campus Safety Guidelines

October 22, 2020

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COVID-19 Campus Safety Guidelines

Guidelines for On-Campus Operations

Safety is our primary concern at OSU-OKC, and flexibility, our guiding principle, is key to best serving our community. This guidance is provided to ensure that students, faculty, and staff have appropriate information and options for on-campus work and learning. As a public serving institution, we understand that all risk cannot be eliminated but together we can reasonably mitigate as much as possible. This flexible plan was developed from the input received in the re-opening survey and using the latest available federal, state and local COVID-19 guidance. This plan is subject to immediate change.

At the heart of this plan is the adoption of social distancing, public barriers to reduce aspirated particles, and sanitation within the culture of OSU-OKC so that Faculty, Staff and Students can, and will want to, work and learn with confidence in an environment of trust. It is only in partnership together that risk can be mitigated through social distancing and the required use of personal protective equipment (PPE).

The campus is implementing mobile computing to accommodate independent work. Each full-time employee, as appropriate, will be issued a laptop that contains the hardware and software to communicate and work remotely if necessary. If teleworking, employees must ensure safeguarding of information, equipment protection, and personal safety. Employees must provide adequate work conditions, including internet connection and space to work effectively. All campus office locations unless compromised, will remain available for independent work, as some positions are not conducive to teleworking arrangements. In addition specialized laboratory or instructional equipment may be needed that will be available only on campus.

General Guidelines

- High-Flex and hybrid online and in-classroom instruction reduce classroom occupancy to meet CDC recommendations and allow easier transition to fully online classwork if deemed necessary.
- No in-office visitations, and face to face interactions should be limited to transaction areas only where social distancing precautions are marked.
- Technology-enabled meetings are encouraged, however, room occupancy may allow for limited in-person meetings.
- Limited open seating or waiting areas due to social distancing recommendations, personal vehicle use between classes or events is encouraged.
- Narrow hallways or stairwells may become one way to allow for social distancing.
- Elevator occupancy is reduced to material transport with a preference to individuals with physical handicaps. General use is limited, and stairs are recommended for those who are able. Signage will indicate recommended use.



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- Conferences or room rentals shall be individually evaluated and approved based on guidance and strict adherence to safety protocols.
- Personal vehicle use for travel is encouraged, university vehicles are generally unavailable.
- Open labs and kiosks monitored and tables, chairs and computers must be sanitized with antimicrobial disinfectants after each use.
- Operational vehicles must be sanitized with antimicrobial disinfectants after each individual use, daily of single driver, one employee per vehicle.
- Entryways will be signed with social distancing and mask usage reminders.

Personal Health Requirements

Temperature Checks and Individual Health Questions

Everyone is asked to take seriously their role in helping protect themselves and others on campus. Faculty, staff, and students are required to self-monitor temperature and health and encouraged to stay home if temperature exceeds 100.4 degrees Fahrenheit, or if answering yes to any of the following questions:

- Have you exhibited any respiratory symptoms such as cough, shortness of breath, or fever in the last 14 days?
- Have you had close personal contact with someone that had a confirmed case of COVID-19 within the past 14 days?

COVID-19 incubation period is typically 5 days, the infectious period is 2 days prior to symptoms. Individuals are most infectious on the first day of signs and symptoms and lasts up to 10 days or more.

COVID19 Signs can include:

- Fever
- Increased breathing rate

COVID-19 symptoms can include any of the following:

- Dry cough
- Shortness of breath, or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache



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- Sore throat
- New loss of taste or smell
- A full list of [Symptoms of Coronavirus](#) is available from the CDC

Employees age 65 and older and vulnerable populations are encouraged to use additional precautions. Vulnerable citizens are individuals 65 or older and/or with serious underlying health conditions including: high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy.

Please reach out to your supervisor and HR for specific guidance.

All potential exposure or positive cases of COVID-19 must be reported to Human Resources immediately. DO NOT REPORT TO WORK or CLASS, call (405) 945-3298.

Human Resources and if necessary with the Oklahoma County Department of Health will provide contact tracing-based OSU-OKC compliance measures and compliant notification.

Reporting

- You will be asked to recall your interactions providing any rooms you were in for in for a total of 15 minutes or longer or face to face with individuals within 6 feet.
- You will be encouraged to be tested for COVID-19 and to isolate at home. Anyone that you and close contact with will be notified to isolate at home. If you do not test for COVID-19 or if the individual you were exposed to tests positive this period will last at least 14 days.
- If you test positive you will be quarantined for at least 10 days so long as 24 hours have passed since the last fever without the use of fever-reducing medications and symptoms have improved.

Offices, classrooms or enclosed indoor areas exposed for more than a total of 15 minutes will be unavailable and signed as closed per CDC recommendations for 48 hours.

Face Masks / Gloves

All Faculty, Staff and Students are required to wear a face mask on campus in any indoor space, or locations where social distancing cannot be maintained in support of the Oklahoma County Ordinance and as outlined in the August 13, 2020 Oklahoma State Department of Health Public Health Advisory.

- OSU-OKC will supply one cloth face mask per employee.
- Face masks, face shields and gloves will be provided for positions that require high levels of personal interaction or positions transient in nature and are required.



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- Exclusions include those who work in a professional office setting where there are no face-to-face interactions or social distancing can be maintained.
- Non-compliance is subject to appropriate employee conduct actions.

If a student elects not to wear a mask in class:

- The student will be asked by the instructor to put on a mask.
- If the student does not have a mask, the student will be offered a mask.
- If the student refuses to wear a mask, the student may be asked to leave the classroom or switch to an online class section.
- Non-compliance is subject to appropriate student conduct actions.

Student Accommodation

Certain health conditions or disabilities may make it difficult to adhere to the mask requirement.

Students requesting an accommodation from the face mask requirement will contact Disability Services and Diversity to identify reasonable accommodations to the face covering policy.

- Disability Services and Diversity Office
 - okc.accessibility@okstate.edu
 - (405) 945-3385
- Student will provide documentation from an appropriate medical professional listing the credentials of the evaluator, the student's condition, and the need for the accommodation.
- Possible examples of reasonable accommodations might include a loose face covering, or full face shield.

Barriers

Barriers or Sneeze Guards have been installed in areas that require close interactions including service lines and on the classroom instructor station. Barriers are only designed to reduce aspiration of a virus by cough or sneeze. Lines must maintain six feet (6') intervals between individuals. Queues are marked on the floor to maintain distance. Employees are asked to remind individuals of the distancing requirement. Barriers are only intended as a reminder to maintain social distance and to reduce transmission. To further reduce transmission, employee stations should be raised to meet standing position to prevent downward spread of particles.

Please contact the Facility Operations help desk if barrier becomes damaged or additional guards are required.



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Cleaning

Housekeeping will provide regular and more frequent cleaning and sanitization of high touch areas and common spaces. Frequent traffic/touch public areas will be cleaned on a daily basis. Employees in high-use public areas are encouraged to clean frequently used surfaces in their departments and offices. Cleaning supplies will be available - please contact your supervisor.

Instructional Spaces

Classroom

Classroom occupancy distance requirement is increased from 20 sq. ft. per occupant to 36 sq. ft. per occupant.

- Face masks are required in compliance of Oklahoma City Ordinance.
- Plexiglas shields are installed on each instructor station.
- Video camera, microphone and electronic tablet capabilities including Zoom or Canvas have been integrated in each classroom to accommodate in class and remote instruction.
- Each occupant must maintain six foot (6') distance, reducing seating capabilities and furnishing needs unless other mitigation strategies are in place and when aspiration is lower such as in testing conditions.
- Students and faculty are required to wear face masks.
- Instructional flexibility and preparedness is encouraged.
- Technology-aided group projects are encouraged.
- Tables, chairs, and computers will be sanitized with antimicrobial disinfectants each day.
- Students and/or faculty may need to self-isolate or quarantine upon notification of virus exposure.
- Following CDC recommendations, a classroom, building or location will be unavailable for a minimum of 48 hours after notification of positive COVID-19 diagnosis to allow for appropriate disinfection.

Laboratories

Laboratory occupancy standard of 50 sq. ft. per occupant complies with Social Distancing requirements, however, seating must maintain six foot (6') minimums.

- Each occupant must maintain six foot (6') distance, potentially reducing seating capabilities and furnishing needs.
- Technology aided or group projects with protocols including distancing and having no shared equipment should be followed.



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- Instructional flexibility and preparedness is encouraged.
- Students, lab assistants, and faculty are required to wear face masks per Oklahoma City ordinance and gloves if any items are shared.
- Tables, chairs, and computers must be sanitized with antimicrobial disinfectants each day.
- Instructional vehicles must be sanitized with antimicrobial disinfectants after each individual use. There is a limit of, one student and one instructor per vehicle.
- Open labs, kiosks, monitors tables, chairs, and computers must be sanitized with antimicrobial disinfectants after each use.
- Students and/or faculty may need to self-isolate or quarantine upon notification of virus exposure.
- Following CDC recommendations, a classroom, building or location will be unavailable for a minimum of 48 hours after notification of positive COVID-19 diagnosis to allow for appropriate disinfection.

Travel Guidelines

Out-of-State Travel

All travel for university-related business or academic purposes was suspended effective March 13 and will remain suspended until further notice, unless approved by administration for accreditation purposes.

In-State Travel

There are no current restrictions on in-state, university-related travel.

International Travel

OSU suspended all international travel for university-related business or academic purposes effective March 13 and until further notice.

Personal Travel

The university strongly encourages faculty, staff, and students to exercise caution with regard to personal travel. Individuals who return from out-of-state or international travel must complete the screening questions and be prepared to self-isolate up-to 14 days.



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References

CDC Considerations for Colleges, Universities, and Higher Learning

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>

CDC Considerations for Monitoring and Evacuation of Mitigation Strategies Implemented in Institutions of Higher Education. Updated October 21, 2020

<https://www.cdc.gov/coronavirus/2019-ncov/php/monitoring-evaluation-ihe.html>

CDC Considerations for Schools – May 19, 2020

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

CDC Interim Guidance Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

Johns Hopkins University of Medicine

<https://coronavirus.jhu.edu/>

National Emergency Proclamation

<https://www.whitehouse.gov/presidential-actions/proclamation-declaring-national-emergency-concerning-novel-coronavirus-disease-covid-19-outbreak/>

Oklahoma City Emergency Management

<https://www.okc.gov/residents/prepare-okc/know-what-to-do/epidemics-and-pandemics>

Oklahoma City Ordinance Amendment to Chapter 23 to expire September 8, 2020

<https://www.okc.gov/home/showdocument?id=19000>

Oklahoma County Department of Health

<https://www.occhd.org/eng>

Oklahoma State Department of Health

<https://coronavirus.health.ok.gov/>

Oklahoma State Department of Health COVID-19 Alert System

<https://coronavirus.health.ok.gov/covid-19-alert-system>



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Oklahoma State University Center for Health Sciences

<https://health.okstate.edu/news/coronavirus.html>

State of Oklahoma, Oklahoma State Department of Health Public Health Advisory

<file:///C:/Users/mike/Desktop/COVID%20Planning/OKSDH%20-%20COVID19%20Measures%208132020.pdf>

World Health Organization

https://www.who.int/health-topics/coronavirus#tab=tab_1