

University of Oklahoma Health Sciences Center

COVID-19 Return Plan – Adopted May 1, 2020

Last Updated July 2, 2020

The return to full, normal operations in all areas of the University of Oklahoma Health Sciences Center campus will be a gradual, phased process. Effective May 1, 2020, **each dean and vice president is responsible for reviewing and distributing this Plan in their areas and for the specifics of the return process to be implemented for their areas**; 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 Specific Pathogens Preparedness Operations Team (SPPOT) and the OUHSC Emergency Operations Committee (EOC) will regularly evaluate the COVID-19 Return Plan and implement new or revised requirements for return when indicated.¹ Revised versions of this Plan will be distributed to appropriate campus groups and posted on the HSC COVID-19 Updates and Resources page: <https://www.ouhsc.edu/coronavirus>, also accessible from the OUHSC home page. This Plan applies to all OUHSC employees and students,² which includes residents and trainees and, for purposes of this Plan, volunteers. It includes the following sections:

- I. Telecommuting
- II. Reopening Common Areas, Resuming Services, & Returning Employees to Campus
- III. Social Distancing
- IV. Masks
- V. Building Access and Amenities
- VI. Sanitizing Facilities and Equipment
- VII. Testing, Isolation, and Contact Tracing
- VIII. Monitoring Workforce and Visitors for COVID-19 Symptoms
- IX. Travel
- X. Training
- XI. Research, Patient Care, Academics
- XII. Enforcement

I. Telecommuting

The Health Sciences Center campus encourages telecommuting where possible until further notice.

- 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 and area vice president (or their designees) are responsible for determining the telecommuting versus in-person staffing needs for their

¹ Effective June 18, 2020, revisions to this Plan will be documented on the last page.

² If an employee or student indicates compliance with a provision of this Plan 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 (Human Resources for employees; Accessibility & Disability Resource Center for students).

respective areas and will advise employees of scheduling and 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 consecutive 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 and Students to Campus**

The Health Sciences Center will comply with the following in reopening areas and resuming services on campus.

- A. Requirements to Reopen/Resume - Common areas that have been closed or have substantially reduced operations as a result of COVID-19, such as health clubs, eating areas, mass transit, and clinics/services, may 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 include at a minimum how it will meet the applicable requirements of each section of this Return Plan and how it will be communicated to those individuals it applies to. 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/EOC Exec Team has reviewed and approved the RTS Plan.
 3. Revisions – Substantive revisions to the RTS plan must be approved by the SPPOT/EOC Exec Team and communicated as described in the original RTS plan.
- B. Screening for Employees to Return to Campus - Employees who have been telecommuting or on administrative leave for 7 consecutive calendar days or more must complete the COVID-19 Screening and Reporting Tool <https://covidreporting.ouhsc.edu/> and submit it before returning to work on campus. They will be notified via email of their screening results. The employee must forward this return to work email to the employee's direct supervisor upon receipt.
- C. Screening for Students to Return to Campus - Students who have been away from on-site instruction at their assigned campus location or from an on-campus clinical rotation³ for 7 consecutive calendar days or more must complete the COVID-19 Screening and Reporting Tool <https://covidreporting.ouhsc.edu/>. Student & Employee Health Clinic will notify

³ For purposes of this policy, assigned hospital rotation sites are considered to be on-campus rotation sites.

students via email of their screening results, and the student will send the results to their campus' central Student Affairs office- HSC Student Affairs or OU-Tulsa Student Affairs - before attending a clinical rotation or on-site instruction. That office will forward information to college student services and/or the program director.

III. Social Distancing

Social Distancing refers to keeping a distance of at least 6 feet between individuals. According to the Centers for Disease Control and Prevention (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; in public settings, common areas, and shared spaces on campus; and at OUHSC 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. If the public setting, common area, or shared space is indoors, individuals must also wear a surgical-style mask (see Section IV below).
 2. 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 determined by the appropriate vice president to be necessary for a mission-critical function and additional precautionary measures will be taken, including at a minimum, those described in this Section III.

IV. Masks

Until further notice, all individuals in indoor campus facilities must wear a disposable or cloth [surgical-style facemask](#).⁴ Masks must be worn by all passengers in University-provided transportation, such as shuttles, buses, police safety escorts, and University owned/leased vehicles. Drivers of any University vehicles must wear a mask when passengers are present. Masks must also be worn in outdoor campus spaces where social distancing cannot be maintained. Scarves, bandanas, and the like are not adequate. Masks must cover the nose and mouth.

⁴ Provided, however, that when individuals are in their own enclosed private workspace, are at least 6 feet from others, and are not interacting with others, they may remove their masks.

NOTE: 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 (Human Resources for employees; Accessibility & Disability Resource Center for students). If a patient states compliance is not possible due to medical reasons, contact the clinic manager for direction. **Cloth** face coverings should NOT be worn by children under the age of 2 or anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance, per the CDC.

- A. Masks for Students and Employees - The University will make masks available to employees and students appropriate to their on-campus responsibilities.
 - 1. Employees - Masks for employees outside of OU Physicians may be obtained from the central mask inventory. Managers should complete this [form](#) to obtain surgical-style masks for their employees. Masks for employees within OU Physicians will be obtained through the normal OU Physicians supply chain. Masks for clinical providers in the College of Dentistry will be provided through normal College of Dentistry supply chain.
 - 2. Students - Masks for students who are on campus may be obtained from the HSC Student Affairs or OU-Tulsa Student Affairs offices. Masks for students in Lawton, Weatherford, Ardmore, and Bartlesville may be obtained from the program coordinators. Students in off-campus rotations who need masks should contact HSC Student Affairs or OU-Tulsa Student Affairs, as applicable.
 - 3. Re-Use - 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, research, and clinical areas are subject to surgical, research, or department re-use policies.)
 - b. Cloth Masks – Cloth masks should be washed and fully dried after each day's wear. [Appropriate cleaning of the mask](#) is the responsibility of the wearer.
- B. Masks for Patients and Guests – When possible, patients should be asked to wear their own mask to their appointments and to advise their guests to do the same. 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.
- C. Masks for Vendors and Others - Vendors and other visitors are expected to provide their own masks when on campus. Departments should advise their visitors, vendors, and service providers of this requirement. Clinic staff may provide masks if sufficient supply is available.

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 must remain restricted until further notice or until expanded access is coordinated by Operations and the building coordinator and then approved by the appropriate dean or vice president. Expanded access may be granted only

if mitigation steps will be put in place to limit access to only those individuals intended or invited to be in the building.

1. Patient Care Buildings - Public entrances to patient care buildings must be attended, and current visitor policies must be observed. Vendors entering patient care buildings must enter through the main entrance. Other entrances must be restricted to key or card access.
 2. All Other Buildings - Entrances to other buildings must be restricted to key or card access or be attended.
 3. Food Delivery, All Buildings – Third party food delivery services may not enter or be given access to enter campus buildings. Individuals ordering from these services must arrange to meet the delivery person outside of the building.
- 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 – Generally, no more than four individuals may be in an elevator at one time;⁵ individuals must wear masks on elevators.
 2. Seating Areas - Seating at tables and benches is generally limited to one person per 6 feet.⁶
 3. Restrooms - Restroom facilities should not be used when social distancing cannot be maintained.
 4. Cleaning - Sanitization protocols must be in place for all departments and areas 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.
 6. Drinking Fountains - Use of drinking fountains that are not touch-free should be discouraged.
- C. Signage - University Operations personnel will place signs in common areas that address the requirements in Sections III, IV, and V, as appropriate. Departments and areas can obtain additional copies of these signs from University Operations or from this [folder](#).

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, 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,

⁵ Reasonable exceptions include patient transport and freight elevators, patients using an elevator with their household members or caregivers, and emergency personnel. On occasion, it may be appropriate for additional passengers to ride, in order to avoid groups forming while waiting on elevators.

⁶ Reasonable exceptions are members of the same household sitting together and patients or students sitting with their caregivers.

increased placement of hand sanitizers, MERV -13 filters, and installation of additional University signs encouraging good hygiene.

- B. Department/Area Responsibility – As was the case prior to COVID-19, each department/area manager remains responsible for [obtaining appropriate cleaning supplies](#) and providing for the cleaning of shared office equipment, furniture, surfaces, and environment. Note these specific responsibilities related to cleaning, however:
1. 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: <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.
 2. COVID-19 Positive Individuals - Department/area managers must contact General Services (405-271-2311 or 918-660-3555) and the Environmental Health and Safety Office (EHSO) (405-271-1606 or 918-660-3878) for disinfecting assistance when made aware of an individual who has tested positive, if the individual had been on campus in the past 7 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 and EHSO.
 3. Environment - Increased ventilation (open doors, for example) and purchase and use of portable HEPA filters when possible, should be considered.
- C. Individual Responsibility – As was the case prior to COVID-19, 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 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 others’ phones, desks, offices, computers, work tools, etc., when possible. Individuals using shared office items, such as copiers, must clean and disinfect the items before and after use.
 4. Food Preparation - Individuals may prepare food in common areas, only one person at a time and must clean the area after their use.

VII. Testing, Isolation, and Contact Tracing

- A. Positive Tests - If an employee or student tests positive for COVID-19, they and 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 General Services and EHSO as described in Section VI.B.2 above for disinfecting assistance, if the individual was on campus in the past 7 days.
 2. All employees and students who have received a positive COVID-19 laboratory test must obtain clearance from the Student & Employee Health 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 Student & Employee Health Clinic via the COVID-19 Screening and Reporting Tool <https://covidreporting.ouhsc.edu/> and to follow the direction provided by the Clinic and by the health department involved (if any). That direction may require certain actions, such as to remain away from University property⁷ and from on- and off-campus events until approved for return by Student & Employee Health.

VIII. Monitoring Employees, Students, and Visitors for COVID-19 Symptoms -Mandatory Reporting Process

- A. Monitoring Employees and Students - Employees and students must complete the COVID-19 Screening and Reporting Tool at <https://covidreporting.ouhsc.edu/> each time any of the following applies. The Tool must be submitted before returning to work or academic responsibilities on campus or attending University-related functions. They will be notified via email of their screening results and will forward the email to their direct supervisor or appropriate Student Affairs office upon receipt.
1. Clinic employees – Clinic Employees must comply with the monitoring processes in place in their assigned clinics, if more stringent than those in items 2-7 below.
 2. Absence from Campus - Employees who have been present on campus and then are absent for any reason for 7 or more consecutive calendar days must complete the COVID-19 Screening and Reporting Tool. Students who have been away from on-site instruction at their assigned campus location or from an on-campus clinical rotation for 7 or more consecutive calendar days must complete the COVID-19 Screening and Reporting Tool.
 3. Travel – Employees and students who have traveled domestically or internationally must complete the COVID-19 Screening and Reporting Tool unless the traveler qualifies for the Commuter Process.⁸
 4. Events and Gatherings - Employees and students who attend an event, go to an entertainment venue, or participate in a group gathering of 10 or more people AND do not wear a mask and practice social distancing must complete the COVID-19

⁷ Excludes individuals who live in University Village Apartments (UVA). If any UVA residents test positive for COVID-19, they are encouraged to contact Joe Schmidt, HSC Student Affairs, at 405-271-2416 for assistance.

⁸ **COMMUTER PROCESS** – If, as part of an individual's University employment or required academic curriculum, the individual must travel on a daily or similarly regular basis in a personal vehicle (either alone or with other household members) back and forth across Oklahoma state lines, he or she may not be required to complete the Screening and Reporting Tool each time he/she leaves the state (unless they meet one of the other screening and reporting criteria). For example – A student who lives 10 miles over the Oklahoma border and travels daily in her personal vehicle to an OUHSC assigned clinical experience may not have to complete the Tool with each commute. Individuals MUST check with their supervisor or student dean for further information regarding an exemption; they will consider factors such as method and frequency of travel, and necessity and origin of travel. Supervisors/deans must report all approved exemptions to employee-health@ouhsc.edu. Those approved must notify Student/Employee Health if they begin experiencing symptoms or if their commuting details change.

Screening and Reporting Tool. (Household members do not count toward the number of 10 or more.)

5. Close Contact - Employees and students who have had close contact with an individual diagnosed with COVID-19 or who has had symptoms of COVID-19 in the last 14 days must complete the COVID-19 Screening and Reporting Tool.
 6. Experiencing Symptoms- Employees and students experiencing symptoms that could be consistent with COVID-19, such as fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, recent loss of taste or smell, and/or extreme fatigue, must complete the COVID-19 Screening and Reporting Tool. They should also contact their health care provider regarding specific symptoms.
 7. Positive Test – Employees and students who test positive for COVID-19 may not return to campus until they have been cleared by Student & Employee Health to return. Clearance may require a negative test or tests.
 8. Positive Household Member – Employees and students with a household member who has tested positive for COVID-19 in the past 60 days must complete the COVID-19 Screening and Reporting Tool.
- B. Monitoring Patients and Invited Visitors –
1. Patients and Their Visitors – Patients and accompanying visitors will be monitored via temperature checks and other clinic screening tools.
 2. Invited Visitors⁹ – Visitors invited to campus for mission critical business, such as certain job candidates and speakers, will be directed to complete the Vendor/Visitor COVID-19 Screening and Reporting [Tool](#) prior to their arrival on campus. They will be advised to notify the individual who invited them to campus if they begin to experience COVID-19 symptoms during their visit.
- 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 other buildings/areas.
1. Employees - Employees with an elevated temperature (100.4F and above) may not return to campus 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 Student& Employee Health via the COVID-19 Screening and Reporting Tool at <https://covidreporting.ouhsc.edu/>.
 2. Patients - Patients with an elevated temperature (100.4F and above) at screening will be managed in accordance with clinic protocol.

IX. Travel

- A. Travel Guidance – Except as provided in Section VIII.A.3 above, all employees, students, and visitors will comply with the travel guidance for their campus:
https://students.ouhsc.edu/Portals/1352a/Assets/documents/coronavirus/University%20Update%20on%20Travel%20Guidance_03102020_355pm.pdf.

⁹ Third party food vendors, as identified in Section V.A.3 above, and other vendors who are on campus solely to make deliveries or perform outdoor services are not required to complete the Tool.

X. Training

A. The SPOT/EOC Exec Team will coordinate training materials and opportunities for departments/areas, employees, and students to learn about COVID-19 and related campus policies.

B. Each college, clinic, and department will ensure its employees and students also receive COVID-19 training specific to their areas on an ongoing basis.

XI. Research, Patient Care, Academics – Return to Service Plans

A. Return to Research Plans

1. The Return to Research Plan for laboratory research is available here:

<https://research.ouhsc.edu/Resources/COVID-Research-Updates>.

2. The Return to Research plan for human subjects research is available here:

<https://compliance.ouhsc.edu/HRPP/COVID-19-Information>.

B. Clinics – The Return to Service plans for OU Physicians, the College of Dentistry, Keys Speech and Hearing, and others are available from the appropriate administrative office

C. Instruction - The Return to On-Site Instruction Plan is at the top of the **OUHSC Teach**

Anywhere page: <https://www.ouhsc.edu/teachanywhere/>.

D. Other Plans – Other Return to Service plans are available from the vice president responsible for the particular area.

XII. 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 (Human Resources for employees; Accessibility & Disability Resource Center 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.

