University of Oklahoma Health Sciences Center

COVID-19 Return Plan – May 4, 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. Each dean and vice president is responsible for the specifics of the return process 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.

This Plan applies to all OUHSC employees and students, which includes residents and trainees and, for purposes of this Plan, volunteers.

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 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 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 to Campus
The Health Sciences Center will comply with federal, state, and local governmental orders in reopening areas and resuming services on campus.

A. Requirements to Reopen/Resume - Common areas that have been closed and services that have been suspended as a result of COVID-19, such as health clubs, eating areas, and mass transit, 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 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/EOC Exec Team has reviewed and approved the 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. This return to work email should be forwarded to the employee’s direct supervisor upon receipt.

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 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 III 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 necessary for a mission-critical function and additional precautionary measures are taken, including at a minimum, those described in II.A and B above.
IV. Masks

Effective May 6, 2020, until further notice, all individuals in campus facilities must wear disposable or fabric surgical-style facemask masks.¹ Masks must also be worn in outdoor campus spaces where social distancing cannot be maintained. Scarves, bandanas, and the like are not adequate.

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 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.
   2. Students - Masks for students who are on campus may be obtained from the HSC Student Affairs or OU-Tulsa Student Affairs offices.
   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 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.

C. Masks for Vendors and Others - Vendors and other visitors are expected to provide their own masks when on campus. Clinic staff may provide masks if sufficient supply is available.

IV. 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.
   1. Patient Care Buildings - Public entrances to patient care buildings must be attended, and visitor policies (https://www.covidoumedicine.com/patients-and-families/visitor-policy/) 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.

¹ 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.
B. **Building Amenities** - All common areas must be maintained in a manner that provides for social distancing (see Section II 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 University colleges and departments 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 III.A and III.B, as appropriate. Departments and areas can obtain copies of these signs from University Operations.

V. **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](https://www.cdc.gov). 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 their local IT support personnel.

   2. Positive Individuals - Department/area managers must contact General Services (405-271-2311 or 918-660-3555) for disinfecting assistance when 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 to University buildings from off-campus locations must first clean all equipment following the instructions in Section III.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 item 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.

VI. 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 General Services at 405-271-2311 or 918-660-3555 for disinfecting assistance, if the individual was in the area within the last four 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 self-screening questionnaire 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 property² and from on- and off-campus events until approved for return by Student/Employee Health.

VII. 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, for non-clinic 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 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.

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² 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.
**Patient and visitor** monitoring 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 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 other buildings/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 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.

VIII. **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#travel](http://www.ou.edu/coronavirus#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).

IX. **Research, Patient Care**

   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 clinics is available from the OU Physicians administrative office.

   C. The Return to On-Site Instruction Plan is under review and will be posted when final.

X. **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.