Administrative paid leave for COVID-19 will end after Thursday, July 2, 2020. Those employees who are unable to complete their job duties fully from home, as determined by their supervisor, will be required to return to work on campus beginning July 6, 2020 as described in this COVID-19 Phase II Return Plan (the Plan).¹

Employees who believe they have an underlying health condition that may prevent them from returning to campus and/or resuming their normal job duties are responsible for requesting accommodation through the university’s formal interactive Americans with Disabilities Act (ADA) process. Information on the university’s ADA policy is available here: [https://hr.ou.edu/Policies-Handbooks/ADA-Services-for-Faculty-Staff](https://hr.ou.edu/Policies-Handbooks/ADA-Services-for-Faculty-Staff)

As the nature of COVID-19 remains dynamic, this Plan must remain dynamic. It represents the best planning that experts in Health Sciences, Research, and University Operations can provide. This Plan applies to all Norman faculty, staff, student employees, contractors, and invited visitors who will be on campus between now and August 3, 2020, except for those who have been approved to return to campus under the VPRP research restart Phase I plan, or will be under a research Phase II plan to be announced soon.

We anticipate Phase III return to work will occur on Monday, August 3, 2020; additional information about Phase III will be communicated in early July.

¹Employees in OU-Tulsa Norman-based programs should refer to the OU-Tulsa Return Plan. The OU-Tulsa Return Plan is available here: [http://www.ou.edu/tulsa/coronavirus](http://www.ou.edu/tulsa/coronavirus).
I. Telecommuting

Telecommuting should continue where possible throughout Phase II. It is anticipated that during Phase II many employees may be able to work some from home and some from campus, depending on their job responsibilities.

A. Guidelines - Human Resources will continue to update the university’s Telecommuting Guidelines as appropriate. Those guidelines are available here: https://hr.ou.edu/News/Coronavirus-COVID-19-Information

B. Staffing Plans - Each college dean and/or vice president will approve telecommuting arrangements and varied work schedules. At least 48 hours’ notice must be given when these arrangements will change an employee’s current assigned schedule or work location.

II. Returning Employees to Campus

Before returning to work, employees who have been telecommuting or on administrative paid leave for COVID-19 must complete the COVID-19 Screening and Reporting Tool (https://covidreporting.ouhsc.edu/). They will be notified via email of their screening results. This email must 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.

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 social distance from others of at least six feet.
   a. If the public setting, common area, or shared space is indoors, individuals must also wear an appropriate face mask (see Section IV below).
   b. If the setting, area, or space is outdoors and individuals are unable to maintain a physical distance of at least six feet, an appropriate face mask must also be worn.

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:
   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.

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 III. A and B above.
IV. Masks

In Phase II, all individuals working on campus must wear fabric or disposable face masks that cover the individual’s nose and mouth. Bandanas and scarves are not acceptable. Masks must be worn by all passengers in university-provided transportation, such as campus shuttles, buses, police safety escorts, and motor pool/leased vehicles. Drivers must wear a mask when passengers are in the vehicle. Individuals may remove masks only if they are in their own enclosed private workspace with no one else present.

A. Masks for Employees - The university will make masks available to employees as appropriate for their on-campus responsibilities. Masks used for daily wear are expected to last five days.
   a. Employees - All employees will receive a Welcome Back bag placed on their desk or delivered to their areas before July 6, 2020. This Welcome Back bag will include:
      • (2) surgical-style fabric masks, one branded and one non-branded
      • (5) surgical-style disposable masks
      • (1) 8-ounce bottle of hand sanitizer for workspace use
      • (1) 2-ounce bottle for personal use
      • (40) hand/surface sanitization wipes
      Masks may be obtained from the campus’ central inventory. To obtain masks for their employees, managers should complete the Mask Request Form available here: https://apps.hr.ou.edu/dms/GetDocuments.aspx?q=793146616F4148683447666F415A32586375515725326267253364253364
      Masks will be delivered each Friday for employees’ use the following week.
   b. Re-Use - To conserve the university’s mask supply, employees must observe the following re-use guidelines:
      • Surgical-Style Disposable Masks - Disposable filtration surgical-style masks worn in nonclinical/non-surgical areas should be worn on campus for five consecutive days, or until soiled, whichever occurs first. (Those worn in research and clinical areas are subject to research department re-use policies.)

2 If an employee or student employee indicates compliance is not possible due to medical reasons, the individual should be referred to Human Resources to request accommodations on the basis of disability. Student employees seeking accommodations on the basis of disability outside of a university work environment should contact the Accessibility Resource Center.
• Surgical-Style Fabric Masks - Fabric masks should be washed and fully dried after each day’s wear. Individuals should follow the CDC guidance for washing cloth face masks available here: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html

Appropriate cleaning of the mask is the responsibility of the individual.

B. Masks for Visitors, Vendors, and Contractors - Visitors, vendors, and contractors must wear masks on campus and should be asked to bring their own. The university will make surgical-style masks available to visitors, vendors, and contractors who do not provide their own approved masks. During the Phase II Return Plan, masks may be obtained at the OU Police Department located at 2775 Monitor Avenue in Norman.

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 will remain restricted through Phase II or until expanded access is coordinated by University Operations and the building coordinator, and then approved by the appropriate dean or vice president. If expanded access is granted, mitigation steps must be put in place to limit access to only those individuals intended or invited to be in the building.

a. Food Delivery for 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 and safe hygiene practices, including at a minimum the following:

a. Elevators - Signs recommending that no more than 4 occupants per elevator will be placed on elevators with additional language that masks are required while using elevators.
b. Seating Areas - Generally, seating at tables and benches is limited to one person per 6 feet.  

c. Restrooms - Restroom facilities should not be used by more than one person at a time when social distancing cannot be maintained. Face masks should be used while in public restrooms.  

d. Cleaning - Custodial teams will use enhanced cleaning and sanitation procedures in all campus buildings.  

e. Hygiene - Hand sanitizer and wipes will be provided to all campus offices and departments through Facilities Management.  

f. Beverage Stations - Use of drinking fountains that are not touch-free should be discouraged. 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.  

C. Signage - University Operations personnel will placing signs during Phase II in common areas that address these and other requirements for social distancing.  

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 - 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.  

3 Reasonable exceptions include members of the same household sitting together and patients or students sitting with their caregiver or aide.
B. Department/Area Responsibility - 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: [https://ousurvey.qualtrics.com/jfe/form/SV_8wvGlcZuXw8Mbbf](https://ousurvey.qualtrics.com/jfe/form/SV_8wvGlcZuXw8Mbbf)
   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: [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.
   b. 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.
      i. Norman Campus: Facilities Management, (405) 325-3060 / EHSO, (405) 325-5147
   c. Environment - University Operations will continue upgrades to hospital-grade filtration systems throughout Phase II.

C. Individual Responsibility - As was the case prior to COVID-19, individuals are responsible for cleaning their personal and shared spaces and office equipment.
   a. Workspace - Individuals are encouraged to disinfect their individual workspaces (desk, phone, keyboard, etc.) daily. If your workspace is your work vehicle, the same guidelines apply.
   b. Equipment from Home - Individuals bringing electronic equipment to university buildings from off-campus locations should thoroughly clean before placing in OU work environments.
   c. Shared Items - Individuals must avoid using other’s 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.
   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 employee tests positive for COVID-19, the university will cooperate with the appropriate health department in its contact tracing efforts.
   
a. Supervisors who are made aware that an individual in their area has tested positive must contact Facilities Management and the EHSO for disinfecting assistance, if the individual was in the area within the last seven days.

b. All employees and students who have received a positive COVID-19 laboratory test must obtain clearance from Goddard Health Center before returning to on-campus responsibilities via the COVID-19 Screening and Reporting Tool (https://covidreporting.ouhsc.edu/). Goddard Health Center will not issue a clearance until any required isolation time has passed and the individual meets other clearance requirements.
VIII. Monitoring Workforce and Visitors for COVID-19 Symptoms – Mandatory Reporting Process

A. **Monitoring Employees** - Employees and student employees must complete the COVID-19 Screening and Reporting Tool ([https://covidreporting.ouhsc.edu/](https://covidreporting.ouhsc.edu/)) each time any of the below 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 must forward the email to their direct supervisor upon receipt.

a. 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.

b. Travel - Employees who have traveled domestically or internationally must complete the COVID-19 Screening and Reporting Tool unless the traveler qualifies for the Commuter Process.\(^4\)

c. Large Events - Employees who attend an event or entertainment venue with more than 50 people present must complete the COVID-19 Screening and Reporting Tool if the employee did not wear a mask and practice social distancing (maintaining 6 feet between individuals) during the attendance.

d. Close Contact - Employees who have had close contact with an individual diagnosed with COVID-19 must complete the COVID-19 Screening and Reporting Tool.

e. Experiencing Symptoms - Employees 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

\(^4\)COMMUTER PROCESS – If, as part of an individual’s 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 his/her personal vehicle may not have to complete the Tool with each commute. Individuals MUST check with their supervisor/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 Goddard Health clinic. Those approved must notify Student/Employee Health if they begin experiencing symptoms or if their commuting details change.
extreme fatigue, must complete the COVID-19 Screening and Reporting Tool. They should also contact their health care provider regarding specific symptoms.

f. Positive Household Member - Employees with a household member who has tested positive for COVID-19 must complete the COVID-19 Screening and Reporting Tool.

g. Invited Visitors - Visitors invited to campus for mission-critical business will be directed to complete the 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.5

B. Temperature Checks – Departments planning to require temperature checks must obtain prior approval from the Office of Human Resources. Employees with an elevated temperature may not return to work until they have had no elevated temperature and no evidence of COVID-19 symptoms (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) 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/.

IX. Travel

A. Travel Guidance - Except as provided in the Commuter Process above, all employees and visitors will comply with the travel guidance maintained here: http://www.ou.edu/coronavirus/coronavirus-faq#travel

5 Third party food vendors, as identified in Section V.A.1 above, who are on campus to deliver food are not required to complete the Tool.
X. Research and Academics – Return to Service

A. **Research** - The Return to Research Plan is available here:  
   [http://www.ou.edu/content/dam/research-norman/docs/covid19/framework-for-restarting.pdf](http://www.ou.edu/content/dam/research-norman/docs/covid19/framework-for-restarting.pdf)

B. A second phase of the research restart program will be announced shortly that will apply to Norman campus faculty, students and research support staff who participate in that program.

C. **Academics** - The Safe and Resilient Instructional Plan is available here:  
   [http://ou.edu/safeandresilient](http://ou.edu/safeandresilient)
XI. Enforcement

Employees who refuse to comply with this Return Plan are subject to disciplinary action, in accordance with the applicable faculty or staff handbook policy. Employees can refer to the Communicating Care: Conversation Tips During COVID-19 guide when they see others taking actions that are not consistent with university policy: https://apps.hr.ou.edu/dms/GetDocuments.aspx?q=7A4F56373035783048754779654647362532625A6F747767253364253364

If an employee or student employee indicates compliance is not possible due to medical reasons, the individual should be referred to Human Resources to request accommodations on the basis of disability. Student employees seeking accommodations on the basis of disability outside of a university work environment should contact the Accessibility Resource Center.

Vendors, visitors, and patients who refuse to comply with this Return Plan are subject to having their access to campus suspended or terminated.

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