Norman Campus Return to Work FAQs

1. What are the dates of each phase for Norman campus return to work?

   Phase II Return to Work will begin on Monday, July 6. On this date, Administrative Leave with pay for COVID-19 will end, and all employees who are unable to work remotely as determined by their supervisor will return to work on the Norman Campus. Please click here for guidelines that must be followed prior to returning to work on campus.

   Phase III Return to work is expected to begin Monday, August 3. Additional information about plans for Phase III will be communicated in July.

2. What if I want to return to campus earlier than my supervisor tells me I can?

   You should not return to campus until directed to do so by your supervisor. Departmental leadership is asked to determine return to campus timelines for faculty and staff based on several different factors, but most importantly, promoting a healthy campus work environment. Your supervisor will communicate an appropriate timeline for your return to campus, which should be adhered to.

3. What if I am in a high-risk group for COVID-19 or care for a household family member who is at high-risk and I feel uncomfortable returning to campus?

   Once you have been directed to resume your normal job duties on campus, you are expected to return on the date determined by your supervisor. If an employee has concerns about returning to on-campus work and considers themselves to be high-risk for COVID-19 based on current CDC guidelines or cares for a household family member who is considered to be at high-risk, the employee should contact Human Resources to request a possible accommodation through the interactive ADA process or discuss the option of FMLA. Unless and until advised that they qualify for an accommodation or for FMLA, employees should return to campus as scheduled.

4. What if I don’t have an underlying medical condition, but I don’t feel safe about returning to campus to work?

   Employees should bring their concerns to their supervisor and discuss whether options are available to support the work needing to be done while also addressing concerns of employees, where appropriate. HR can also provide support in facilitating conversations with supervisors and employees to determine whether appropriate options are available, given these unprecedented times. In some cases, continued telecommuting may be an option; however, not all positions are appropriate for long-term telecommuting so, in certain situations, it may not be an option.

5. What do I need to do before returning to campus for work?
Employees must have received return-to-campus instructions from their supervisors, and ALL employees must complete the COVID-19 Screening and Reporting Tool before returning to campus.

6. **Will face coverings or masks be required while at work or on campus?**

   Please refer to the Phase II Return to Work Plan for masking requirements.

7. **If I travel out of state, will I have to self-isolate for 14 days?**

   No, traveling outside the state of Oklahoma will not result in an automatic self-isolation period of 14 days. There are other factors that will be considered, such as your mode of transportation, whether you practiced social distancing while traveling, and whether you and those around you were wearing masks during travel and the activities you participated in on your trip.

8. **If an employee becomes sick while traveling out of the state or country, what should they do?**

   Any time you experience symptoms that could be consistent with COVID-19 such as fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, new loss of taste or smell, and/or extreme fatigue, please contact Employee Health for guidance concerning your specific symptoms.

9. **Will employees be allowed to travel for business purposes during the return to on-campus work phases?**

   Non-essential business domestic and international travel is not allowed through the summer. Any mission-critical exceptions for university travel must be approved in advance by the appropriate senior administrator. We continue to monitor all federal or state mandates regarding travel both international and domestic and will provide updates as needed. Current travel guidance available [here](#).

10. **What if I have childcare issues that prevent me from reporting to on-campus work when requested?**

    Employees should communicate with their supervisors to identify any available options in these situations. In some cases, supervisors may permit such employees to continue working remotely or allow the employees the option to take PTO, if available. Employees may also contact Human Resources to determine if they are eligible for COVID-19 Expanded FMLA. Employees may not bring their children to the workplace as a substitute for child care.
11. What should an employee do if they believe a co-worker is exhibiting COVID-19 symptoms?

It takes effort from everyone to limit the spread of COVID-19. Employees should take Paid Time Off (PTO) and not report to work if they are ill, if they have a fever or COVID-19 symptoms, or if they live with someone who has symptoms. If an employee reports an illness or a fever while at work, the manager may ask them to leave the workplace, consult Employee Health, and take PTO. To be compliant with university and federal regulations, managers must require employees to follow the screening and safety procedures applicable to their work environment. Managers must not provide medical advice, speculate about an employee’s medical status, ask employees health-related questions, or require submission of medical documentation beyond the approved screening and safety requirements. We encourage managers to support their employees who need to be absent for health reasons.

12. When is it okay for student workers to return to on-campus work?

Student workers likely will not return to on-campus work until Phase III (August 3), at the earliest.

13. What if one of my co-workers isn’t complying with our departmental social distancing and/or masking requirements?

Employees and students who refuse to comply with the university’s outlined return plan are subject to disciplinary action, in accordance with the applicable faculty, staff, or student handbook policy. If an employee 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). Vendors, visitors, and patients who refuse to comply with the university’s return plan are subject to having their access to campus suspended or terminated.

14. Where can I get a mask to wear in the workplace and/or order masks for my employees?

Masks may be obtained from the campus’ central inventory. Managers should complete this form to obtain surgical-style masks for their employees. Masks will be delivered each Friday for employees’ use the following week.

16. Will COVID-19 PTO and COVID-19 FMLA under the Families First Coronavirus Relief Act (FFCRA) still be an option after July 6?

Yes, the Families First Coronavirus Response Act (FFCRA) will be in effect until December 31, 2020.

17. What should I do if a visitor enters my worksite without a mask or doesn’t keep six feet of distance with other people?
OU encourages students, faculty, and staff to take positive steps when they see others taking actions that are not consistent with university policy. Because it’s not always easy to have a conversation that may appear accusatory or confrontational, HSC Student Affairs and Human Resources have developed some helpful conversation tips, which can be found here. How you say something is just as important as what you say. Empathy and compassion are helpful communication styles and can be an effective approach during these challenging times.

However, it is important to note that vendors, visitors, and patients who refuse to comply with the university’s outlined return plan are subject to having their access to campus suspended or terminated.