



HUMAN RESOURCES

The UNIVERSITY of OKLAHOMA

Safe Travel During COVID-19

Many people may be considering travel over Memorial Day or this summer. As more employees return to their on-campus worksite, it's important for all employees to continue observing guidelines put in place regarding travel, social distancing, and general safety both on-campus and while away from campus. Employees are strongly encouraged to maintain awareness of all [CDC COVID-19](#), [State of Oklahoma](#), and [OU](#) travel related guidance as the Memorial Day holiday and summer months approach.

Returning to On-Campus Worksite After Travel

All OU employees, student employees, residents, and invited visitors returning from domestic or international travel within the last 14 days must complete the COVID-19 Screening & Reporting tool PRIOR to returning to campus, or to being assigned to on-campus University duties. Additionally, HSC's Return to Campus guidelines state that employees, student employees, and residents must be screened again if they have been away from campus (telecommuting or on leave) for 7 consecutive calendar days. The COVID-19 Screening & Reporting tool form can be found here: <https://covidreporting.ouhsc.edu/>.

Screening results may require the employee to remain away from campus and from on- or off-campus events for up to 14 days before returning to their on-campus worksite. Employees who are directed to remain away from campus from on- or off-campus events because of personal travel should telecommute, if possible, or use Paid Time Off (PTO) during this period. Find more information about telecommuting here: <https://hr.ou.edu/News/Coronavirus-COVID-19-Information#80991585-telecommuting>.

For employees who are currently working on campus, remember social distancing guidelines are still in place.

Responsibilities for Workplace Wellness

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. Employees are expected to follow all screening and safety procedures applicable to their work environment. If an employee reports an illness or a fever while at work, their manager may ask them to leave the workplace, consult Employee Health, and take PTO; managers may not provide medical advice. Additional information can be found here: <https://hr.ou.edu/News/Coronavirus-COVID-19-Information#80991589-workplace-wellness>

Symptomatic Individuals

Employees who are experiencing symptoms known to be associated with COVID-19 such as chills, cough, fever, muscle pain, new loss of taste or smell, repeated shaking with chills, shortness of breath, difficulty breathing, or sore throat should contact the Employee Health clinic on their campus and call their personal primary care physician:

Norman Campus: (405) 325-8732

OUHSC: (405) 271-9675 or employee-health@ouhsc.edu

OU-Tulsa: (918) 660-3102 or TulsaStudentHealth@ouhsc.edu

Questions?

The University continues to assess and monitor the situation and post new information here:

<http://www.ou.edu/coronavirus> for Norman employees and

<https://www.ouhsc.edu/coronavirus> for HSC employees. For additional HR information,

employees should speak to their supervisor, Human Resources, or visit the HR website:

<https://hr.ou.edu/News/Coronavirus-COVID-19-Information>.

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