



Oklahoma City
UNIVERSITY

COVID-19
Return to Campus
Policies and Procedures
for Students

COVID-19 Return to Campus Policies and Procedures for Students

As the COVID-19 pandemic continues to evolve, Oklahoma City University (the “University”) is actively monitoring best practices and updating its guidance based on the recommendations of the Centers for Disease Control and Prevention (“CDC”). The University is committed to complying with all federal, state and local laws, including without limitation the Families First Coronavirus Response Act (“FFCRA”), the Americans with Disabilities Act of 1990, as amended, the Family and Medical Leave Act (“FMLA”), and Occupational Safety and Health Administration (“OSHA”) regulations as applicable. In the event of a conflict, these policies and procedures will be subject to and enforced in accordance with applicable federal, state or local law or mandate.

To protect our campus community, the University has implemented the following policies and procedures. The support of our campus community is critical to the success of our plans. Everyone plays a critical role in ensuring we are doing everything we can to protect one another and the general public.

As the pandemic continues to evolve, the University will continue to make adjustments to the policies and procedures outlined herein. When CDC and public health guidance warrants, the University will modify protocols to reflect the applicable safety best practices. The University appreciates our campus community’s continued diligence and thoughtfulness in working to slow the spread to keep our community safe.

Safety Planning and Minimum Mitigation Standards

In preparation for employees and students returning to campus, the university’s Emergency Operations Center team established six minimum mitigation standards that must be implemented by all university schools and departments:

- Social distancing
- Access to testing and exposure response
- Cleaning and disinfecting
- Education and training
- Accommodating high risk members of our community
- Use of personal protective equipment.

All schools and departments have engaged in planning using these minimum mitigation standards to ensure their physical spaces, programs, and activities are aligned with current guidance, best practices in the discipline, and as safe as possible for employees and students.

The following information provides a comprehensive overview of the measures implemented by the university to maintain a safe and healthy learning, working, and living campus environment.

Additional information specific to each school, department, program and/or instructor will be provided by leadership from the relevant area.

Please visit okcu.edu/coronavirus for more information.

Student Training, Screening and Reporting Obligations

Training: All students are required to complete training on COVID-19 and OCU-specific policies and procedures prior to returning to the campus

Self-Assessment Questionnaire: Prior to return to campus, each student must complete the self-assessment questionnaire.

- Students may access the Student Self-Assessment Questionnaire at https://okcu.formstack.com/forms/confidential_student_self_assessment_.
- Self-assessment(s) will be confidential and reviewed by the Campus Clinic.
- Students will be cleared to return to campus based on responses and/or may be ordered not to return to the campus until additional information is gathered.
- If a student answers “Yes” on the self-assessment, or if conditions change and a student’s answer becomes “Yes,” entry to any campus location (except assigned campus housing) may be prohibited, and/or the student may be asked to immediately leave any campus location (except assigned campus housing). Students must notify the Campus Clinic immediately for further instructions.
- An affirmative answer to any of the following questions will result in the student being advised to stay home (off-campus, or in assigned campus housing) until additional information can be obtained
 - Symptoms (cough, shortness of breath, fever, sore throat, muscle aches, loss of sense of smell or taste, or gastrointestinal issues)
 - Student’s family member or other person with whom the student has had close contact has symptoms and/or has tested positive for COVID-19
 - Student tested positive for COVID-19
 - Student has been advised to self-quarantine by a healthcare provider

Temperature Check Guidelines: Students are encouraged to conduct daily temperature and other symptom self-screening. (cough, shortness of breath, sore throat, muscle aches, loss of sense of smell or taste, or gastrointestinal issues)

Any student with a temperature of 100.4° F (38° C) or greater or other symptoms must stay home (off-campus, or in assigned campus housing), or if already on campus, must return home (off-campus, or in assigned campus housing) immediately.

Travel Restrictions/Reporting:

Any travel out of state or country must be reported and could result in an order to self-isolate for at least 14 days. <https://www.okcu.edu/main/coronavirus/policies/travel/students/>

University Health Clinic Staff are reviewing COVID-19 statistics for all areas of travel that a student indicates on their travel form. The clinic staff will also reach out to the student if they have specific questions related to their travel. Depending on the information, it is possible that the recommendation from the clinic will be for the student to self-isolate for 14-days upon return from travel.

Student Responsibilities

- **STAY HOME IF YOU ARE SICK**, especially if you are experiencing flu-like or COVID-19 symptoms such as a fever, cough, sore throat, shortness of breath, muscle aches, loss of sense of smell or taste, or gastrointestinal issues. Email the Campus Clinic at fhcmecc@okcu.edu and notify your instructors prior to the start time of class if you are sick, or if you develop any of these symptoms while on campus.
- Frequently wash hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth.
- Practice good respiratory etiquette, including coughing and sneezing into your elbow or a tissue and turning away from others when coughing or sneezing.
- **Cloth Face Coverings**
 - Masks or face coverings (must cover, at a minimum, nose and mouth) are required to be worn in shared spaces in campus buildings, including classrooms, labs, and other in-person instructional settings, and when moving throughout offices, in hallways, breakrooms, restrooms and common areas. Masks or face coverings are required in outdoor spaces any time social distancing of at least 6 feet is not possible, including on sidewalks and other outdoor spaces. Masks may be removed for eating and drinking while observing social distancing protocols.

The CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain. The purposes of the cloth face covering is to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings do not contain filtration systems that prevent particles from entering the lungs. Face shields that do not fit snugly around the nose and mouth do not provide the same level of protection for others, and should therefore only be used if in addition to a mask or face covering that covers the nose and mouth.

- OCU will provide all employees and students a cloth face covering.
- **Social distancing**
 - Maintain at least 6 feet from others. A greater distance may be required when engaged in movement.
 - Avoid physical contact with others (i.e., no handshakes, high fives, hugs, fist bumps).



- **Meetings/Appointments Guidance**
 - Postpone non-essential meetings.
 - Videoconferencing or teleconferencing should be used when possible for any campus meetings or appointments.
 - Virtual or telephonic appointments are strongly encouraged, including faculty office hours.
 - Consider canceling, adjusting, or postponing large campus meetings that can only occur in person.
 - When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces and observe social distancing of at least 6 feet and wear masks.
 - If possible, provide a virtual attendance option for those attendees who prefer not to attend an in-person meeting.
 - Students who need to conduct meetings off-campus should observe all social distancing requirements set forth herein, and should also comply with any additional social distancing requirements required at the venue/location where the off-campus meeting will be held.

- Students should refrain from using other's phones, desks, personal spaces, personal items, tools, and equipment.

- Common areas touched by students including but not limited to printer/copier, file cabinets, tables, etc. shall be cleaned with a disinfectant solution immediately before and after every use.

- Efforts shall be made by each student to disinfect their on-campus personal spaces daily.

- If students use public transit, the University recommends the following:
 - Avoid overcrowded public transportation.
 - Wear face masks.
 - Maintain a safe distance from other passengers.
 - Use hand sanitizer when entering and exiting public transit.



Academic Calendar

The University Academic Calendar for Fall 2020 has been modified*.

- The first day of non-law classes will be on Monday August 17, 2020.
- Classes will be in session on Labor Day, September 7, 2020.
- The University will not observe Fall Break
- The final day of in-person fall classes will be Wednesday November 18, 2020.
- Fall 2020 coursework, including final exams, will be completed by November 24, 2020.
- Final exams will be held on November 19, 20, 21, 23, and 24. The final examination period will include examinations on Saturday November 21.
- Residence halls will close at 3:00 p.m. on Wednesday November 25, 2020.
- No in-person student activities will be scheduled from Wednesday November 25, 2020 through Winter Break.
- *Students in Graduate programs and the School of Law should contact their programs for their Fall 2020 Academic Calendar.

Classes and Flexibility of Attendance

Each school on campus has spent months planning for our students' return. Plans have been developed at the program level, to ensure that the needs of each course are considered in the design of classes during the ongoing pandemic.

Our smaller class sizes and individualized instruction serve us well in adapting the learning environment to the needs of our students. We will continue to nimbly navigate and adjust our efforts to continue providing an excellent instruction, while safely navigating the changing conditions the pandemic presents.

- In-person classes may be modified to provide appropriate social distancing space between students. Possible modifications include:
 - Configuration of the classroom to maximize the space between students, to provide at least 6 feet between students.
 - Staggering class sessions among enrolled students to limit the number of students attending class in-person at the same time
 - Providing an online attendance option for students to attend and participate virtually, whether synchronous or asynchronous, when not attending class in-person.
- If you are sick or experiencing symptoms of COVID-19, you are expected to stay home (off-campus or in assigned campus housing).
- Class attendance policies will not penalize students for absences from class meetings or other required activities when students are following Oklahoma City University policies for limiting the spread of COVID-19.
- Faculty members will plan and offer to students reasonable opportunities to receive instruction, complete assignments, or take examinations at times when students are not able to attend class meetings or other required activities while following Oklahoma City University policies for limiting the spread of COVID-19. These opportunities will be described in the course syllabus.
- Additional information will be shared by the deans, directors, faculty, and instructors from each school.
- For specific information about modifications to your in-person classes, please see the syllabi for each instructor.

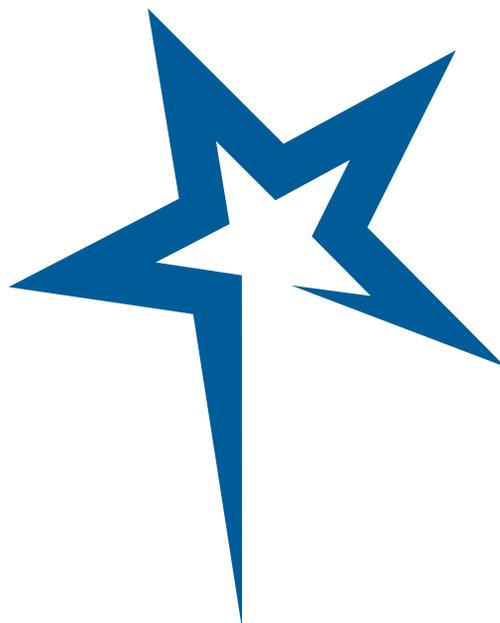
Campus Space and Facility Changes

The University has implemented the following measures in an effort to encourage social distancing and to avoid COVID-19 transmission on campus. In implementing these measures, the University remains committed to compliance with all applicable building codes, laws and necessary security measures.

- Public and Common Spaces
 - Conference rooms, kitchens, breakrooms, and other communal spaces are subject to social distancing rules. To limit common touchpoints, access to these communal spaces is limited.
 - Classrooms and Conference rooms
 - Maximum occupancies for classrooms and conference rooms will be reduced, and signs will be posted indicating the maximum number of people allowed.
 - Common Areas
 - Signs will be posted indicating the maximum number of people allowed in a campus space at one time. Students may use seating in common areas as posted in the space, for example, one person per table, or one person per seating area.
- Elevators/Stairwells
 - While waiting for elevators, please maintain social distancing of at least 6 feet from other passengers.
 - Signs are posted regarding healthy elevator use protocols including passenger limits and safe distances in the elevator.
 - The University has reviewed elevator cleaning processes and updated the cleaning process to ensure ongoing cleaning of high-touch surfaces such as elevator panels/buttons.
 - Signs are posted regarding safe use of the stairs.
- Physical Configuration of Campus Spaces
 - The University has made changes to spaces across campus. Measures implemented depend on the specific campus space, but may include:
 - Changes to open space configurations.
 - Increasing physical space between desks, seating, and queue lines.
 - Plexiglas barriers in campus spaces.
 - For specific information about changes to the physical configuration of a specific campus space, please contact the Building Manager.
- Access Issues
 - The University has restricted public access to campus. See “Visitors” section, below for more information.
 - Some buildings have limited designated entrance and exit access points, identified by signage.
 - Additional directional signage is posted in campus buildings indicating restrictions on access.

Cafeteria

- Seating in campus dining spaces will be spaced out to provide appropriate social distancing.
- Queue lines will be configured to provide appropriate social distancing space between students.
- In addition to in-person cafeteria service, students will also have the option to pick up or carry out cafeteria meals and prepackaged meals to be enjoyed in another campus space.
- Partitions will be in place, as appropriate.
- The University may establish assigned dining hours and maximum occupancy guidelines to limit the number of students in the campus dining spaces at one time.
- Self-serve stations will not be utilized.
- Campus dining staff will serve, plate, and/or pour all non-packaged food items according to approved safety protocol.
- Disposable dishware, flatware, and cups will be utilized.
- Card readers will be swiped by the student rather than by campus dining staff.
- Some stations may offer altered menu items to improve the efficiency of traffic flow in the cafeteria space.
- The cafeteria space will be cleaned frequently throughout meal shifts, with particular attention to high-traffic and frequently touched surfaces.
- Masks are required in all dining spaces except when you are seated and eating.
- Campus dining staff will be required to wear appropriate personal protective equipment.
- Campus dining staff will be required to complete a self-assessment questionnaire prior to coming to work on-campus to screen for COVID-19 symptoms or illness.
- On campus food delivery is permitted but students must meet delivery outside of the building when feasible. Students are encouraged to eat in spaces that allow for proper social distancing.
- Breakfast and lunch on-campus dine-in options are suspended for employees during the fall semester. Employees may access grab and go options from the Caf, the Market, and Chick-fil-A. Exceptions may apply for certain recruitment meetings in the cafeteria.



Campus Market

- Queue lines will be configured to provide appropriate social distancing space between students.
- Capacity in the Market will be limited.
- Partitions will be in place, as appropriate.
- To-go item selection will be expanded.
- Coffee items will be made to order after payment, and the student will wait outside the market until the item is prepared.
- Card readers will be installed for students to swipe their cards rather than by Market staff.
- The Market space will be cleaned frequently throughout the day, with particular attention to high-traffic and frequently touched surfaces.
- Market staff will be required to wear appropriate personal protective equipment.
- Market staff will be required to complete a self-assessment questionnaire prior to coming to work on-campus to screen for COVID-19 symptoms or illness.

Chick-Fil-A

- Queue lines will be configured to provide appropriate social distancing space between students.
- Capacity in the Chick-Fil-A space will be limited.
- Partitions will be in place, as appropriate.
- Card readers will be swiped by the student rather than by Chick-Fil-A staff.
- The Chick-Fil-A space will be cleaned frequently throughout the day, with particular attention to high-traffic and frequently touched surfaces.
- Chick-Fil-A staff will be required to wear appropriate personal protective equipment.
- Chick-Fil-A staff will be required to complete a self-assessment questionnaire prior to coming to work on-campus to screen for COVID-19 symptoms or illness.

Campus Bookstore

- The campus bookstore will be open for limited in-person capacity.
- Masks must be worn in the campus bookstore at all times.
- The campus bookstore will provide online ordering options for course materials.
- Online orders may be picked up in-person at the bookstore, or may be delivered to an on-campus residence, by appointment.



Fitness Center

The Fitness Center will be closed until the University assesses the safety of resuming operations. When operations resume, the following protocols will be followed:

- Masks are required when entering and exiting the Fitness Center.
- Masks are encouraged at all times.
- Capacity in the fitness center will be reduced to provide appropriate social distancing space between students.
- Time limits may be imposed in the fitness center to maximize efficiency of use.
- Equipment may be moved, reconfigured, or disabled to provide appropriate social distancing space between students.
- Towel service will not be provided.
- Lockers and showers will remain closed.
- The fitness center will operate cardio and weight machines only. Yoga mats, free weights, jump ropes, and other individual exercise items will not be available.
- Students are required to clean exercise equipment before and after use, with provided cleaning supplies.
- The Fitness Center will be cleaned frequently by staff throughout the day, with particular attention to high-traffic and frequently touched surfaces.
- Partitions will be in place, as appropriate.
- Fitness Center staff will be required to wear appropriate personal protective equipment.
- Fitness Center staff will be required to complete a self-assessment questionnaire prior to coming to work on-campus to screen for COVID-19 symptoms or illness.
- Employee access to the on-campus fitness center is suspended for employees during the fall semester.

Open Gym nights in the Henry J. Freede Wellness Center and the Abe Lemons Arena are canceled this Fall.

Campus Housing

The following protocols apply to all housing facilities on-campus.

- Move-in dates will be expanded and will be structured, by appointment, to provide appropriate social distancing.
- Common areas will limit capacity to provide appropriate social distancing, or will close if necessary.
- Cleaning supplies will be provided for use in common areas.
- Enhanced cleaning protocols will be implemented, including high-traffic areas like stairwells, elevators, and hallways.
- Residents of suite rooms are encouraged to wear personal face coverings outside of the resident's own personal living space.
- Residents are encouraged to frequently clean shared spaces, such as in-suite shared bathrooms and in-suite shared common areas.
- University staff are required to wear face coverings when entering housing units.
- Off-campus visitors are not permitted in any of the residence halls or apartments. Residents will be allowed one on-campus guest at a time. Overnight guests are not permitted.

Exposure/Positive Case in Campus Housing

- Students who test positive for or who are exposed to COVID-19, as identified through appropriate contact tracing, will either be required to self-isolate in the assigned campus housing unit, or will be moved to an isolated space, either on-campus or off-campus.
- Rooms that have been contaminated with COVID-19 exposure will be cleaned and sanitized, according to recognized cleaning protocols.
- Isolated rooms in a residence hall have been identified to house students who have tested positive or have been exposed and require self-isolation. The university has standing MOUs with local hotels in the event residential space on campus is fully utilized. A service plan to continue medical care, food service, and other essential services is in place.

Additional specific information for each campus housing facility will be provided to residents prior to move-in.

Student Organization Activities

- All student organization activities must be approved by the Office of Student Engagement via Engage.
- Law student organization events must be approved by Law Student Services at the law school.
- Student organization events must adhere to the University's Events Policy <https://myok-cuedu.sharepoint.com/COVID19/Shared%20Documents/Policy%20and%20Protocol/Final%20Events%20Policy%207.15.2020.pdf>
- Food and/or beverages may not be served or sold at any event unless such items are either prepackaged or are prepared and served by campus catering or other professional catering providers, according to applicable safety protocols.

Visitors

- No off-campus personal visitors are allowed on campus.
- Campus access is limited to members of the campus community, including currently enrolled OCU students, OCU employees, and OCU-approved vendors/contractors.
- Exceptions may be made for library access for approved patrons, by appointment.



Immunizations

Oklahoma law requires all students – no matter what year or program (undergraduate, graduate and law students) – to be vaccinated against the following:

- **Hepatitis B**
- **MMR** (Measles, Mumps, Rubella)
- **TB Skin** test for all international students
- **Meningitis** vaccination for all students living on campus

The Campus Clinic manages the university's immunization compliance program. In addition to required immunizations, the Campus Clinic administers flu shots annually. In light of the on-going pandemic, this year campus community members are highly encouraged to get a flu shot. Flu Shot clinics will be frequent and easily accessible for the campus community this fall.

Voluntary COVID-19 Testing Programs

All members of the campus community have access to testing on campus through the campus health clinic or through local public health agencies. Testing at the Campus Clinic generally has a 24-hour turnaround time. All patients that present with known symptoms of COVID-19 or are concerned will be tested and contact tracing initiated in partnership with local and state agencies.

Patient insurance will be billed by the campus health clinic for any testing conducted.

COVID-19 Positive and Exposure Response Protocol

OCU has specific protocol in place in the event of a confirmed person with COVID-19 on campus. The protocol includes but is not limited to coordinating with local health officials to isolate and initiate contact tracing, determining appropriate level of campus response, communicating with campus community as appropriate, and cleaning and disinfecting.

Return to Campus Protocol

Individuals who have tested positive or who have exhibited symptoms of COVID-19 should not return to campus until they have satisfied the criteria set by the CDC for being around others. At the time of publication of this protocol, the guidance is:

I think or know I had COVID-19, and I had symptoms:

You can be with others after

- 3 days with no fever and
- Respiratory symptoms have improved (e.g. cough, shortness of breath) and
- 10 days since symptoms first appeared

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have

no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

I tested positive for COVID-19 but had no symptoms:

If you continue to have no symptoms, you can be with others after:

- 10 days have passed since test

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others after you receive two negative test results in a row, at least 24 hours apart.

If you develop symptoms after testing positive, follow the guidance above for "I think or know I had COVID, and I had symptoms."

The University's Responsibilities

- Clean and disinfect campus classrooms, common areas, offices, and facilities regularly, particularly common and high-traffic areas (such as bathroom and break rooms), at least daily.
- Clean high-contact areas, such as door handles and elevator buttons, frequently during the workday.
- Actively monitor symptoms and illnesses and notify the campus community of any potential exposure.
- Thoroughly clean, sanitize, and decontaminate any areas related to known or presumed COVID-19 diagnosis or illness.
- Monitor and maintain a supply of disinfecting supplies and protective equipment, including hand sanitizer, and other cleaning supplies.
- Develop and maintain a plan to clean and sanitize the office/worksites as appropriate.
- Provide hand sanitizer at all building/office entrances and common areas such as hallways and bathrooms. Ensure provision of soap and towels at all handwashing areas.
- Post signs advising clients, visitors, and vendors that if they are ill or have a temperature above 100.40 F (38.0 C) that they are not allowed at the work site.
- Post signs reminding people of the need for frequent hand washing and the need for appropriate social distancing measures.
- Enforce social distancing and compliance with all required precautionary measures as stated in these policies and procedures.
- Provide student training:
 - o Training materials will be posted in common areas or on the intranet.
- Communicate regularly on COVID-19 planning.



COVID-19 DISABILITY POLICY AMENDMENT

Students at Higher Risk for Severe Illness due to the COVID-19 Pandemic

The Oklahoma City University “Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Disability Policy for Students” is amended as follows:

Section II- Disability Defined

According to the CDC, certain people, including older adults (65 and older) and those with underlying health conditions such as heart or lung disease or diabetes, are at higher risk for developing more serious complications from COVID-19.

Individuals who are at higher risk for severe illness, as defined by the Center for Disease Control (“CDC”) (<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/groups-at-higher-risk.html>) may elect to contact the Student Disability Services office to discuss a possible accommodation.

Section III- Reasonable Accommodation Defined

Individuals eligible to receive an accommodation under this policy by virtue of being at a higher risk for severe illness, as defined by the CDC during the COVID-19 pandemic, may engage in alternative methods of course participation, which may include, but are not limited to, remote and/or online participation in course activities, modified assignments, and modified assignment submission protocols, as arranged with the course instructor, through the University’s interactive process, as set forth in the policy.

Effective Dates of Amendment

This amendment becomes effective June 1, 2020, and shall remain in effect so long as conditions surrounding the COVID-19 pandemic necessitate the provision of accommodations to students who are at a higher risk for severe illness. In determining the length of applicability of this amendment, the University will consult guidance from the CDC, as well as local and state public health recommendations. In the event this amendment is withdrawn mid-term, an accommodated student may choose to complete the remainder of the term under the accommodations provided during any portion of the term.

