



Oklahoma City
UNIVERSITY

COVID-19
Return to Work
Policies and Procedures

COVID-19 Return to Work Policies and Procedures

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.

After careful consideration, the University has decided to implement a phased return to work plan for campus employees beginning June 15, 2020. To protect our workforce, the University has implemented the following policies and procedures.

The support of all employees 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.

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.

Please visit okcu.edu/coronavirus for more information.



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Employee Training, Screening and Reporting Obligations

Training: All employees are required to complete training on COVID-19 and OCU-specific policies and procedures prior to returning to the campus from remote work.

Self-Assessment Questionnaire: Upon termination of the remote work plan and restricted campus access and/or notice of phased return to work, employees will be required to complete a Self-Assessment prior to returning to campus from remote work.

- Employees should access the [Employee Self-Assessment Questionnaire](#).
- Self-assessment(s) will be confidential and reviewed by Human Resources.
- Employees will be cleared to return to work based on responses and/or may be ordered not to return to the work until additional information is gathered.
- If an employee answers “Yes” on the self-assessment or conditions change and an employee’s answer becomes “Yes,” entry to any University location or worksite will be prohibited, and/or the employee may be asked to immediately leave the University location or worksite. Employees must notify Human Resources via hr@okcu.edu immediately for further instructions.
- An affirmative answer to any of these questions will result in the employee being advised to stay home 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)
 - Employee’s family member or other person with whom the employee has had close contact has symptoms and/or has tested positive for COVID-19
 - Employee tested positive for COVID-19
 - Employee has been advised to self-quarantine by a healthcare provider

Temperature Check Guidelines: Employees 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 employee with a temperature of 100.4° F (38° C) or greater or other symptoms should stay home, or if already on campus, they must leave work immediately.

Travel Restrictions/Reporting:

- Non-essential business travel is prohibited until further notice.
- Any business travel deemed essential must be pre-approved in writing by the EOC Policy Group.
- Any travel out of state or country, whether for personal or business reasons, must be reported and could result in an order to self-isolate for at least 14 days. Personal travel out of state or country could result in an unpaid order to self-isolate for at least 14 days.
- The clinic staff are reviewing COVID-19 statistics for all areas of travel that an employee indicates on their travel form. The clinic staff will also reach out to the employee 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 employee to self-isolate for 14 days upon return.
- Employees should get approval from their immediate supervisor to work from home upon their return BEFORE their travel. If this is not possible either due to the nature of the position or university business needs, the employee will need to use vacation and/or

- sick leave to remain in a paid status during the self-isolation period.
- The policy related to personal travel does not apply to essential university-approved travel. If an employee is required to self-isolate after essential university approved travel, the employee should work from home for the 14-day self-isolation period. If the employee is unable to perform work at home, the employee should be placed on paid administrative leave for the 14-day self-isolation period.

Employee and Staff 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 Human Resources at hr@okcu.edu and notify your supervisor before reporting to work if you are sick, or if you develop any of these symptoms while at work.
- 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.
- **Personal Protective Equipment.**
 - 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.
 - OCU will provide all employees and students a cloth face covering.
 - Specific types of positions are required to wear cloth face coverings or other personal protective equipment when performing essential functions of their jobs that require interaction with members of the campus community. Examples of these types of positions include food service, fitness center, police, campus technology, facilities, housing, clinic, and custodial staff.
- **Social distancing**
 - Maintain at least 6 feet from fellow employees.
 - Avoid physical contact with others (i.e., no handshakes).
- **Meetings/Appointments Guidance**
 - Postpone non-essential meetings.
 - Videoconferencing or teleconferencing should be used when possible for any

- o work-related meetings or appointments.
 - o Virtual or telephonic appointments are strongly encouraged for all administrative offices.
 - o Consider canceling, adjusting, or postponing large work-related meetings that can only occur in person.
 - o 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.
 - o If possible, provide a virtual attendance option for those attendees who prefer not to attend an in-person meeting.
 - o Employees 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.
- Employees should refrain from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
 - Employees are to remove shared candy dishes from their desks.
 - Common areas touched by employees 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 employee to disinfect their workspace daily, especially at the end of each workday.
 - Employees will be required to only use the restroom facilities closest to their office/workspace to assist with contact tracing related to illnesses and in consideration of decontamination efforts.
 - 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 and the Market, and Chick-fil-A. On campus food delivery is permitted but employees must meet delivery outside of the building when feasible. Employees are encouraged to eat in spaces that allow for proper social distancing.
 - Employee access to the on-campus fitness center is suspended for employees during the fall semester.
 - If employees use public transit, the University recommends the following:
 - o Avoid overcrowded public transportation.
 - o Wear face masks.
 - o Maintain a safe distance from other passengers.
 - o Use hand sanitizer when entering and exiting public transit.

Facility/Workspace Changes

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

- Public 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.
 - Conference rooms
 - Maximum occupancies for conference rooms will be reduced, and signs will be posted indicating the maximum number of people allowed in each conference room.
 - Breakrooms
 - Employees may not gather in breakrooms. Signs will be posted indicating the maximum number of people allowed in the breakroom at one time. Employees are only permitted to remain in breakroom to eat lunch. Only one employee is allowed per table.
 - Gathering during meals or breaks is prohibited.
 - Kitchens
 - Coffee makers, microwaves, and refrigerators remain available; however, employees must disinfect handles before and after use. Floor markings have been placed around the coffee maker, microwave, and refrigerator. Please maintain proper social distancing while using the kitchen.
 - Employees may not gather in the kitchen. Signs will be posted indicating the maximum number of people allowed in the kitchen at one time. Employees are only permitted to remain in breakroom to eat lunch. Only one employee is allowed per table.
 - Gathering during meals or breaks is prohibited.
 - Bathrooms
 - Employees should limit bathroom usage to the facilities closest to their workspace.
 - Soap and water, as well as hand sanitizer, remain readily available in bathrooms. Employees should wash hands for 20 seconds using warm water.
 - Employees should use a paper towel to open the door.
 - Gathering in bathrooms is prohibited.
- 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 Workspaces
 - The University has made changes to workspaces across campus. Measures implemented depend on the specific workspace, but may include:
 - Changes to open workspace configurations.
 - Increasing physical space between employees and/or workstations.
 - Plexiglas barriers in workspaces.
 - For specific information about changes to the physical configuration of your workspace, please contact your immediate supervisor.
- 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.

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.



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Visitors

- Visitors and/or meetings with outside vendors/agencies should be held via phone or tele-conference unless a face-to-face meeting is required for business purposes.
- No personal visitors are allowed in the office/worksite.
- Efforts should be made to provide information via phone, email, video conference, or other means before scheduling an in- person visit.
- Reduce the number of entrances (but maintaining code compliance) to direct visitors when entering University facilities.
- Signs will be posted at multiple, relevant locations in the entry sequence.
 - The signage at all entrances will warn against entry for anyone answering “Yes” to any of the following within the previous 14 days:
 - Flu-like or COVID-19 symptoms (cough, shortness of breath, fever, sore throat, muscle aches, loss of sense of smell or taste, or gastrointestinal issues)
 - Close contact with symptomatic family member(s) or other person(s) exhibiting symptoms
 - Tested positive for COVID-19
 - Exposure to someone who has tested positive
 - Been advised to self-quarantine by a healthcare provider
 - Travel outside the state
- Signs will be posted that outline office protocols on social distancing, no hand shaking, wearing of masks, etc.
- Visitors should be escorted by a University employee at all times. The University employee is responsible for explaining building access rules and other protocols that impact how occupants use and move throughout the building.
- Hand sanitizer is provided at entrances.
- All visitors shall be required to complete a Self-Assessment Form prior to entering any office. Entry to any office/facility shall be denied if any questions are answered “Yes” or if a visitor refuses to complete the self-assessment.
- Each visitor shall arrange visits ahead of time in order to provide ample time for completion, submission, and review of the Self-Assessment Form.
- All visitors will be asked to wear a disposable mask while in the office. A supply of disposable masks will be available.

The University's Responsibilities

- Clean and disinfect offices/worksites, 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 employees 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/worksite 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 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 employee training:
 - Reception personnel will be trained on safe interactions with visitors.
 - Employees will be trained on good workplace hygiene.
 - Training materials will be posted in common areas or on the intranet.
- Communicate regularly on COVID-19 planning.



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NOTICE OF COVID-19 DISABILITY POLICY AMENDMENT

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

The Oklahoma City University “Americans with Disabilities Act Policy for Employees and Applicants” is amended as follows:

Section II- Disability Defined

According to the CDC, certain people, including adults age 65 and older and those with specific CDC identified underlying health conditions, including 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 Human Resources Department prior to returning to work to discuss possible accommodations.

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 set out in Section II above, may request reasonable accommodations by contacting the Human Resources Department. Possible accommodations could include, but are not limited to:

- Continued telework arrangements if/when possible
- Leave of absence
- Increased social distancing measures within workspaces.

Employees with children displaced by school closure and/or lack of suitable care due to daycare/facility closure may contact the Human Resources Department to discuss possible accommodations.

The University may request documentation supporting any request for an accommodation.

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 employees 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 faculty member may choose to complete the remainder of the term under the accommodations provided during any portion of the term.