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**TIMELINE FOR REOPENING**

OSU plans to have in-person classes on our beautiful campus this fall. Academic leadership and the Pandemic Response Committee are working on a range of plans to ensure the wellbeing of our community remains paramount. The plans consider classroom size, class structures and schedules, as well as protective equipment and methods for monitoring and maintaining our collective and individual health.

**Phase 1: May 1 – May 30 (Complete)**

## Campus Status

- Classes online
- Campus closed to visitors
- Limited Workforce (essential employees only in compliance with prescribed safety and distancing measures)
- Promotion of telecommuting where possible

## Key Planning Events/Activities:

- Campus recovery & reopening planning in core areas
- Promotion of social distancing, disinfection, and safety guidelines

**Phase 2: June 1 – July 6**

- Campus Status
- Classes online
- Campus closed to visitors
- Limited workforce (based on necessity of individual departments and in compliance with prescribed safety and distancing measures)
- Promotion of telecommuting where possible
- Launch of reopening plan (June 4)

## Key Planning Events/Activities:

- Procurement of anticipated supplies and materials
- Facility/classroom preparation
- Development of enhanced public health monitoring & response plan
- Development of faculty, staff student training
- Promotion of social distancing, disinfection and safety guidelines

**Phase 3: July 7– July 31**

- Campus Status
- Classes online
- Campus reopens to visitors
- Increased workforce presence (consider rotating shifts/staggered starts, compliance with prescribed safety and distancing measures)
- Promotion of telecommuting where possible

**Key Planning Events/Activities:**

- Piloting of enhanced health monitoring & response plan
- Continued procurement of anticipated supplies and materials
- Continued facility/classroom preparation
- Faculty and staff training on campus response
- Promotion of social distancing, disinfection and safety guidelines

**Phase 4: Aug. 1 – Aug. 17**

- Campus Status
- Return to in-person classes
- Campus open to visitors
- Increased workforce presence (consider rotating shifts/staggered starts, compliance with prescribed safety and distancing measures, telecommuting as needed)

**Key Planning Events/Activities:**

- Staggered move-in of residents and resumption of in-person classes (with safety measures)
- Enhanced public health promotion, education, and surveillance
- Faculty, staff student training on campus response
- Implementation of campus social distancing, infection control and safety guidelines for students

**Phase 5: Aug. 18 - Thanksgiving Break**

- Campus Status
- In-person classes on campus for fall semester

**Key Planning Events/Activities:**

- Continued campus health promotion, education, and public health awareness
- Collaboration with state and local health department on monitoring regional trends
- Flu vaccine distribution & influenza like illness (ILI) monitoring
- Preparation & planning for spring 2021 semester

**Phase 6: Nov. 30 - Dec. 11**

- Campus Status
- Pre Finals and Finals Week conducted online

**Key Planning Events/Activities**

- Friday, December 11- Graduate Commencement
- Saturday, December 12- Undergraduate Commencement
- Continued campus health promotion, education, and public health awareness
- Collaboration with state and local health department on monitoring regional trends
- Collection of assessment data on semester experience & public health response
- Public health guidance for students returning home in preparation for spring 2021

**GUIDANCE FOR RETURNING TO WORK**

As we close the spring semester and begin our summer plans, the following may assist us in preparing not only for the summer months but also for the fall semester.

Employees who have been working remotely will be notified by their unit leadership regarding return-to-campus timelines. This will be based upon the individual business needs of the unit.

For employees experiencing any COVID-19 symptoms, your supervisor will require you to stay home, and you should seek guidance from your healthcare provider. The university has leave policies that encourage faculty and staff to stay at home when they are sick, when household members are sick, or when they are required by a healthcare provider to isolate or quarantine themselves or a member of their household.

Managers and supervisors are reminded they have an obligation to protect the privacy of employee health information.

**High-Risk Employees**

Those who are in a vulnerable population are of the utmost concern. If your health is considered high risk, you provide care for a high-risk individual, have childcare disruption or require modifications to your work, please engage in individual discussions with your supervisor and/or HR Consultant. Potential modifications include, but are not limited to: telework, use of accrued leave or leave without pay, adjusted work hours to avoid or reduce contact with others and isolated workstations.

To help prepare for returning to work on campus, please review HR's employee guidance and this employee checklist.

**Leave Use:**

- Continue to work with your supervisor for scheduling leave such as annual leave or sick leave for doctors' appointments
- If you are working from home, please record hours of leave appropriately
- If you go on vacation to an area that is considered a "hot spot" for coronavirus infection, please note you may be asked to self-quarantine/self-isolate for up to 14 days upon return.

**When working on-campus:**

- If you are sick, stay home and contact your supervisor immediately
- Take your temperature prior to coming to work and upon returning home from work. If you are running a fever (100.4°F or higher), stay home and notify your supervisor immediately. Employees and supervisors should follow CDC guidelines to determine the appropriate time to return to work, while OSU asks returning employees to be symptom free and fever-free for at least 72 hours without fever-reducing medication before returning to work
- Maintain at least six feet of distance between one another
- Facial coverings are required in public spaces regardless of whether social distancing occurs or not. You may wear your own clean, well-maintained, and professional face covering or OSU will provide one for you. Please notify your supervisor if you need a face covering

- In-person meetings are discouraged. Use technology such as Skype for Business or Microsoft Teams when possible
- If an in-person meeting is required to accomplish the purpose of the meeting, it must be in a large room with attendees six feet away from each other and wearing cloth facial coverings
- Limit use and capacity within break rooms/lunchrooms to follow social distancing guidelines.
- Avoid the use of elevators when possible. Stairwells in each building will be designated as “up” or “down” pathways
- Continue good hygiene practices: wash hands with soap and water for at least 20 seconds frequently; do not shake hands; cover your cough/sneeze; clean all high-touch areas in your office; do not touch your eyes, nose or mouth with unwashed hands
- Visitors, including children, are not allowed in campus buildings until campus buildings are accessible to the public beginning on July 7.

**When working remotely:**

- Communicate regularly with your colleagues and your supervisor
- Notify your supervisor of what works and what does not work well while in remote working status
- Keep regular office hours when possible and take regular breaks – just as you would if you were working on-campus
- Continue good hygiene practices: wash hands with soap and water for at least 20 seconds frequently; cover your cough/sneeze; clean all high-touch areas in your home; do not touch your eyes, nose or mouth with unwashed hands

Are you in a highly vulnerable category (age 65 or older or have a serious health condition) or are you caring for a highly vulnerable person? Have you experienced childcare disruptions due to COVID-19 and need additional resources? If you fit into one of these categories and have questions about how this impacts your ability to return to your regular duties on campus, please contact your HR Consultant or your supervisor to discuss.

Please know that we are here to assist you. Ask questions. Even if we do not have the answers now, we will work to find them for you. Also, please remember there are resources to serve you and your household. The Employee Assistance Program can assist with many of your needs. Please use these confidential resources to take care of yourself and your household members. Further details here: <https://hr.okstate.edu/benefits/hrEAP>

By keeping these protocols and tips in mind, you will help OSU safely reopen its offices and keep them open in the midst of the COVID-19 pandemic.



Help us slow the spread of COVID-19.

# STAY WELL, COWBOYS.

**Wear  
a mask.**



**Wash  
your hands.**



**Stay 6 feet  
apart.**



**Don't touch  
your face.**



**Cowboys** Coming Back



## COVID 19 OPERATIONAL POLICY

### MASKS

As an employee of CEAT (whether you are student employed, faculty or staff), **you are required to wear a mask at all times** in hallways, classrooms, labs, public spaces and other common spaces.

- If you have an office, you may take your mask off. However if someone enters your office, please put your mask on.
- If you enter someone's office, please make sure you have a mask on.
- CEAT will provide all employees a cloth mask.
- Additionally, OSU FM will provide cloth masks (2 per employee) and disposable masks (8 per employee). Disposable masks will be distributed to each department starting Friday, June 19th.
- You should carry at least two face masks with you daily to ensure that you have a replacement if one becomes unusable while on campus.

**Remember, wearing your mask not only protects you, it protects others who may be immunocompromised.**

### SOCIAL DISTANCING

- Please follow the 6 feet (2m) social distancing guidelines **at all times**.

### WASHING YOUR HANDS AND USING HAND SANITIZER

- Regular handwashing is one of the best ways to remove germs, avoid getting sick, and prevent the spread of germs to others. Whether you are at home, at work, traveling, or out in the community.
- Washing hands with soap and warm water for 20 seconds is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer.  
CEAT will provide an 8 oz. hand sanitizer to all employees. We are working on the distribution process.
- Additionally, OSU FM will provide 2 oz. bottles of hand sanitizer (one per employee). We are working on the distribution process.

### WHAT TO DO IF YOU BECOME ILL OR SUSPECT YOU HAVE COVID-19

- If you are ill with COVID-19 symptoms, or if you believe you have been exposed to someone with the virus, you should contact University Health Services (UHS) at 405-744-7287 to receive guidance on the proper actions to take.
- If you are in Tulsa, contact the Occupational Health Nurse, Erika Teel at 918-281-2755 or [Erika.teel@okstate.edu](mailto:Erika.teel@okstate.edu).  
COVID-19 testing is available at UHS at no cost to the faculty, staff and students.
- UHS staff will assist with contacting anyone who may have been exposed if the test results come back positive.

**THIS IS CRITICAL TO CONTAIN ANY EXPOSURE AND HELP OTHERS GET EARLY TESTING AND MEDICAL CARE!**

- If you are sick, or suspect you have been exposed to someone with the virus, do not come to work.
- Contact your supervisor and inform them of the situation.
- Contact UHS at 405-744-7287.
- You may also contact your personal care physician.
- Supervisors are to respect the confidentiality of individuals who test positive or are ill with COVID-19 symptoms.
- Supervisors are to notify CEAT HR of the situation (ceathr@okstate.edu or 405-744-2627)
- If you receive a positive COVID-19 test, stay home and quarantine for at least 14 days avoiding public places and contact with others.

### **RETURNING TO WORK**

#### **If you think or know you had COVID-19, with symptoms you can return to work after:**

- 3 days with no fever and
- Symptoms improved and
- 10 days since symptoms first appeared

#### **If you tested positive for COVID-19 but had no symptoms, you can return to work after:**

- 10 days have passed since the test

#### **If you think you have been directly exposed to COVID-19:**

- If you think you have been in direct contact with a positive COVID-19 case, please contact UHS (405-744-7287). They will assist you with determining what your next steps are.

#### **If you are ill and do not suspect COVID-19:**

- Stay home until you are symptom free and fever-free for 72 hours (without fever-reducing medications).

### **FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)**

Effective June 1, 2020 all employees who need to use Families First Coronavirus Response Act (FFCRA) leave will need to submit appropriate documentation to substantiate the use of this type of leave.

A request can be made to [absence@okstate.edu](mailto:absence@okstate.edu) for the appropriate paperwork. This includes the use of FFCRA for childcare.

If employees are not able to return to work due to COVID-19 concerns and need an accommodation, please contact the Office of Equal Opportunity at

405-744-7607 or [eeo@okstate.edu](mailto:eeo@okstate.edu).

For more information go to: <https://hr.okstate.edu/documentation-required-ffcra-leave-effective-june-1-2020>

### **EEO-ACCOMMODATION**

If employees are not able to return to work due to COVID-19 concerns and need an accommodation, please contact the Office of Equal Opportunity at

405-744-7607 or [eeo@okstate.edu](mailto:eeo@okstate.edu).

Faculty can submit request to the EEO office now and staff can submit request to the EEO office starting June 22, 2020.

### **ADMINISTRATIVE LEAVE**

If you have employees that are not able to work due to the office being closed or limited work, impacted staff may be asked to work in another area within the university.

In some cases, staff must be prepared to do work that may be different than that for which they were originally hired. If work is available and you are asked to support that department or division while work is not otherwise available in your regular position, administrative leave will **no longer be available for use**.

If the employee unable to work due to outside obligations or planned absences, then they should utilize annual leave.

If you are in a highly vulnerable category (age 65 or older or have a serious health condition), caring for a highly vulnerable person, or childcare disruptions due to COVID-19, please contact your HR Consultant or your supervisor to discuss options.

For more information, go to: <https://hr.okstate.edu/use-administrative-leave>

### **COWBOYS COMING BACK PLAN**

Please familiarize yourself with the “Cowboys Coming Back” plan:

<https://go.okstate.edu/site-files/docs/covid-19-announcement/ccb-plan-updated-2020.pdf>

### **WE'RE ALL IN THIS TOGETHER!**

Remember, we're all in this together!

If you have any questions or concerns, you can email [ceatcovid@okstate.edu](mailto:ceatcovid@okstate.edu) or visit <https://ceat.okstate.edu/covid19.html> for any CEAT specific updates.

[ceat.okstate.edu](http://ceat.okstate.edu)

College of Engineering, Architecture and Technology

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Stillwater, Oklahoma 74078

## ACADEMIC DELIVERY OF ON-CAMPUS COURSES AND SUPPORT

### Instruction

Every effort is being made for faculty to maximize in-person instruction for all students on campus this fall. It is especially important that many first-year classes be taught face-to-face with social distancing maintained. However, hybrid and online options may be used to accommodate challenges in scheduling. In all cases, faculty should remain socially distanced from students while teaching.

Laboratory groups of six or less that cannot maintain social distancing for pedagogical or safety purposes must wear additional PPE to provide reasonable health safety (e.g., face shields, gloves, surgical masks).

**Class Schedule.** The University will utilize the entire existing course timeframe from 7:30 am to 9:30 pm for MWF and TR courses. Nonstandard scheduled classes in general university and large college classrooms will be minimized. Common Examination periods will be eliminated.

**Classrooms.** Locations not generally utilized for classes will be used. Some examples include the Student Union ballroom, the Alumni Center, and the Watkins Center. Social distancing will reduce the capacity of traditional classrooms and using these alternative spaces will increase our ability to deliver face-to-face classes.

Assigned seating with seating charts will be required in all classes so that effective tracing of positive cases can be enhanced. Classes will be set up and maintained following social distancing guidelines.

**Office Hours.** Faculty will offer office hours online to eliminate crowding in offices and hallways. Students are asked to respect posted virtual hours of all faculty and Teaching Assistants. Teaching Assistants will be providing recitation sections and virtual office hours to work problems and answer questions.

**Pre Finals and Finals Weeks.** In-class instruction and in-person exams will be completed by Thanksgiving break:

- During Prefinals week (Nov 30 – Dec 4), lectures and reviews will be offered virtually.
- During Finals week (Dec 7 – 11), exams will be offered on-line and synchronously, with proctoring in order to minimize academic integrity concerns.
- On-campus services and project labs will remain open for students.

**December Commencement.** The Class of 2020 Commencement (December 11-12) will be in-person as scheduled. This plan will be continually evaluated as the fall semester proceeds.

**Library.** Library business hours will be reduced during the fall semester to allow time for overnight cleaning and sanitizing. Furniture in public spaces will be arranged to ensure appropriate social distancing and barriers or shields will be erected to allow more than one user at library tables. When possible, library services will continue to include options for users who are unable to come into the library. For example, curbside pick-up for books and library laptops and chat reference assistance. The Library Browsing Room and Reading Room will not be available for events or public gatherings until social distancing requirements are no longer in place.

**Graduate Students.** In-person defenses are anticipated to return in fall 2020. A virtual format may be used as necessary with notification of the Graduate College. Guidance for virtual defenses is provided in the

Best Practices document in the Graduate Faculty Canvas Community. This format still requires all advisory committee members participate or be replaced with available Graduate Faculty members. Non-coursework Exams (e.g., qualifying, preliminary, comprehensive) are typically for a very small number of individuals at a time and may easily accommodate social distancing guidelines. In-person, online or virtual formats are still acceptable and should take individual concerns of faculty, staff and students into account. Individual Degree Completion Plans are available from Graduate Program Coordinators to document changes in the time frame and resource needs due to associated pandemic disruptions. Additional information may be found on the Graduate College website. Learn more.

**Honors.** One of the fundamental aims and promises of Honors courses is they provide undergraduates in the Honors College significant opportunities to interact with outstanding faculty in a small group environment. In light of this, except when dictated by health and safety reasons, all Honors classes will be delivered face-to-face or in synchronous mode. Honors students who, through the action of the University, are unable to meet the normal hours required to remain active in Honors will automatically be awarded active status.

**Study Abroad.** The U.S. Department of State issued a Global Level 4 Travel Advisory on March 19, which advised U.S. citizens to avoid international travel of any sort. It is not clear at this time when the State Department travel advisory will be reduced. With this in mind, no faculty-led study abroad programs will be allowed prior to Nov 1, 2020. This restriction will be revisited by August 30, 2020 to determine the risk associated with fall break, winter break or spring 2021 programs.

OSU will also suspend its student exchange programs until the Spring 2021 semester, except in very rare cases. Please contact the Office of Global Studies and Partnerships for more information.

**Research.** Research at OSU has continued with adjustments for social distancing and personal protection. Detailed information is available on the research continuity website: <https://research.okstate.edu/researchcontinuity/index.html>

## Return to On-Campus Work Checklist for Supervisors

### PRIOR TO EMPLOYEES RETURNING

- Establish social distancing expectations maintaining a distance of six feet from others at all times. Determine what changes need to be made, including positions that can continue to telework, which roles are mission critical on-site, and if flexible hours can support further social distancing.
- Communicate the return to on-campus work plan for your department to your employees and ensure they understand their expected return to on-campus work date.
- DO NOT attempt to identify high-risk category employees yourself. If an employee voluntarily self-identifies as being high-risk for COVID-19, is living with someone considered high-risk based on the CDC guidelines, are following self-quarantine protocol, or is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19, contact your [HR Consultant](#).
- Encourage employees to self-screen daily before reporting to work to check for the following new or worsening symptoms of possible COVID-19. Refer to the [CDC website](#) for the latest list of symptoms and most current information.
- Assess other common spaces, i.e. conference rooms, and break rooms. Document and communicate what the common area procedures are upon returning to the workplace.
- Limit or eliminate in-person meetings and group activities. Use videoconferencing as an alternative if possible.
- Increase space between desks and workstations or install barriers between desks.
- Increase frequency and thoroughness of cleanings, such as:
  - Make disinfectant wipes available in common spaces such as break rooms, conference rooms, outside elevators, stairwells and lobbies.
  - Thoroughly clean office spaces once per day including disinfecting surfaces, chairs, keyboards and light switches.
  - Disinfect door handles, switches, buttons and other high-touch surfaces on a regular schedule throughout the day.
  - Disinfect fax machines, copiers and printers in common areas before and after each use.
- Plan for access to visitors after July 7 by establishing guidelines for customers and visitors, which may include:
  - Limit the number of customers or visitors allowed at one time.
  - Interface with customers using phone, web conference, or other contactless methods.
- Install Plexiglas barriers at customer interface portals to protect against airborne pathogens.

### WHILE AT WORK

- Require use of facial coverings when employees are in public areas
- Encourage employees to rigorously practice hand hygiene, as well as cleanliness and

sanitation.

- Ensure employees are maintaining at least 6 feet from other individuals, when possible. If such distancing is not possible, utilize other measures such as face coverings for employee's protection.
- Encourage employees to maintain office cleanliness through removal of unnecessary personal items and debris in order for counter spaces and other surfaces to be cleaned frequently.
- Provide tissues, hand sanitizer and disposable wipes for commonly touched surfaces identified above.
- Keep meetings to 10 people or fewer and continue to utilize videoconferencing when needed to maintain social distancing.
- If an employee shows signs of COVID related symptoms, contact Pamela Stokes, UHS Associate Director of Clinical Operations at 405-744-7287.
- Report any known or potential employee absence due to COVID-19 immediately to your [HR Consultant](#) for the next steps and appropriate follow up.
- Conduct regular check-ins with employees to discuss their challenges, concerns or questions. Offer support during this transition and contact Human Resources for additional assistance if needed.

## EMPLOYEE RETURN TO ON-CAMPUS WORK CHECKLIST

### PRIOR TO RETURNING

- Ensure all Information Technology equipment used to telework is packed and ready to return to campus. If assistance is needed with setup, contact your department's technical support unit.
- Perform self-screenings **daily** before reporting to work to check for the following new or worsening symptoms of possible COVID-19. Below is a list of currently reported symptoms. Refer to the [CDC website](#) or your healthcare provider for the most current information.
- If experiencing any of the following, **DO NOT** report to work. Contact your healthcare provider for guidance and notify your supervisor of your need to be absent.
  - Cough
  - Shortness of breath or difficulty breathing
  - Sore throat
  - Muscle pain
  - Chills
  - New loss of taste or smell
  - Feeling feverish or measured temperature greater than or equal to 100.4 degree Fahrenheit
  - Known close contact with a person who is confirmed to have COVID- 19
  - Diarrhea, nausea, or vomiting

### WHILE AT WORK

- Rigorously practice hand hygiene, as well as cleanliness and sanitation.
- Practice proper coughing and sneezing etiquette.
- Maintain at least 6 feet from other individuals, when possible. Wear facial coverings in public spaces even when practicing social distancing. You may wear your own clean, well- maintained, and professional face covering or OSU will provide one for you.
- Keep meetings to 10 people or fewer and ensure as much distance as possible. When possible, use technology such as Microsoft Teams to maintain social distancing measures.
- Continuously self-screen for the symptoms listed above. If you begin to feel unwell or show symptoms, notify your supervisor and leave work immediately. Limit contact with other individuals and contact your healthcare provider for further guidance.
- Maintain a clean and tidy office space through removal of unnecessary personal items and debris in order for counter spaces and other surfaces to be cleaned frequently.

### OTHER EMPLOYEE RESPONSIBILITIES

- Monitor and follow guidance from sources such as Centers for Disease Control and Prevention, Occupational Safety and Health Administration, Oklahoma State Department of Health and other federal, state and local entities.
- Review [campus COVID Updates](#) and other central communications regularly.
- Communicate with your supervisor regularly and ask questions if clarity is needed. If you are uncomfortable with an action, discuss with your supervisor or [HR Consultant](#).



## **TELECOMMUTING**

Should the current health crisis warrant, OSU may require all employees, with the exception of some essential personnel, to work from home. Employees should be proactive with department managers in preparing for this situation. If telecommuting is an option for your position, please discuss options with your supervisor. Remote work locations will be reviewed on a case-by-case basis. Information regarding temporary telecommuting can be found here.

While not all positions are conducive to telecommuting, those positions with primary job duties that can be effectively performed remotely will be given consideration.

Other information regarding OSU Workplace Policies and Practices is located within these FAQs and will be updated as needed. Please monitor the university website for the most up-to-date information.

Please contact your HR consultant or campus HR office with any questions or concerns.

### **Telecommuting Guidelines**

Employees are expected to work at the work location designated by Oklahoma State University. Designation of the work location is based on the operational needs of the unit. However, in an effort to provide a flexible and supportive work unit, use of a remote work location or telecommuting option may be requested or encouraged due to social distancing protocols.

Approval for temporary telecommuting must be endorsed by the unit administrator and/or dean. Typically, these arrangements must also be approved by the appropriate Vice President; however, this requirement is currently suspended. Telecommuting is not an employee entitlement and may be terminated at any time by the supervisor or administrative official and/or the employee.

#### **Guidelines for Temporary Telecommuting**

Within the operating needs of the department, unit administrators have the flexibility to work with employees in order to accommodate commuting and other needs of employees within the following guidelines:

- Telecommuting programs are at the discretion and advance approval of the unit administrator. The attached forms are for documentation of this approval and should be kept within departmental records.
- Approval depends upon the job duties to be performed and may not be suitable for all positions or departments. Telecommuting arrangements must not jeopardize or impact normal operations or hamper teamwork and unit results.
- Unless otherwise approved, work hours of the regular work location must be maintained. Failure to maintain such hours will result in return to regular work location.
- The designated remote work location is considered an extension of the department's workspace and must maintain a professional atmosphere and

decorum.

- Telecommuting arrangements must constitute a safe working environment and are governed by the provisions of workers' compensation during the agreed upon work hours while performing work-related duties. The employee will immediately report to their supervisor job-related accidents which occur at the alternate work location during the agreed upon work hours while performing work-related duties. The employee is responsible for completing the Safety Checklist with the supervisor and agrees to inspection at the request of a designated University official.
- Telecommuting arrangements, if available, should be offered uniformly to all employees whose positions are conducive for telework. When requests conflict, a fair and impartial means must be used to grant requests. Telecommuting may not be available for new employees during the first 90 days of employment or for employees with any current corrective action.
- An approved telecommuting arrangement must be reviewed after the first three months and thereafter on an annual basis to determine the value and success of such action.

#### **Advantages of Temporary Telecommuting**

- Allows employees flexibility in meeting personal needs.
- Increases employee retention, loyalty, and morale.
- Improve the University's ability to recruit and retain employees who may be otherwise unavailable.
- Allows for social distancing efforts on campus.

#### **Things to Remember About Telecommuting**

- Not every position is suited. The unit administrator is responsible to set work locations that meet the operating needs of the unit.
- To be successful, the program must "work" for both employees and the unit
- Communication is key. Supervision and supervisory feedback is still necessary
- Consistency and fairness are important with this and every aspect of employment practices.

Questions regarding these practices can be addressed to your HR Consultant or campus HR office.

*OSU Human Resources developed this information for the convenience of OSU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy, and contract should be consulted as the authoritative source.*

Telecommuting, also known as working from home or working remotely, is a work arrangement where the employee works outside of the office. The following will provide guidance and resources for those whose job duties allow telecommuting.

### **Telecommuting as the Employee**

- Continue your routine: Like waking up at your normal time and getting dressed for work.
- Pick a spot: Create a dedicated “office” space to work.
- Think about lighting: If you are a person who thrives off of natural light, place your work area next to a window. But find a new spot while video chatting because backlighting will make it hard for people to see you.
- Use a surge protector: It will keep your electronics safe from sudden spikes in your home’s electric system.
- Schedule breaks throughout your day.
- Communicate often with your supervisor and stay focused on your goals. A helpful article is located here, <https://www.nytimes.com/2020/03/12/smarter-living/how-to-work-from-home-if-youve-never-done-it-before.html>.
- Eat like you would at the office: Sugar highs and endless snacking will lead to big lows. What you eat will impact your mood and energy levels.

### **Telecommuting as the Supervisor**

As a supervisor with employees who telecommute, here are some tips to keep in mind:

- Set clear expectations
- Manage telecommuting employees the same as other employees
- Engage regularly
- Schedule video-based coaching
- Create a communication strategy

A helpful article with further details is located here,

<https://www.forbes.com/sites/forbescoachescouncil/2018/05/30/top-15-tips-to-effectively-manage-remote-employees/#13917dd8503c>

### **Video/Audio Conferencing**

As a way to connect, employees and supervisors can use Zoom. This is a free video/audio conferencing service. One person will create a meeting and invite others to join. The host can provide screen sharing and be collaborative with other employees so it has the feel of everyone meeting as you would in person.

Frequently asked questions and helpful resources regarding Zoom can be found here, <https://support.zoom.us/hc/en-us/categories/201146643>

Other helpful resources regarding Telecommuting can be found here:

<https://hr.okstate.edu/sites/default/files/docfiles/Temporary%20Telecommuting%20Procedure.pdf>

**TEMPORARY TELECOMMUTING AGREEMENT**

Oklahoma State University

**Employee Information**

Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

Department: \_\_\_\_\_ Title: \_\_\_\_\_

Continuous \_\_\_\_\_ FLSA status – (select one):

Employment Date: \_\_\_\_\_  exempt  nonexempt

Regular/Primary Work Location: \_\_\_\_\_ Phone: \_\_\_\_\_

**Alternate Work Location**

1. Indicate proposed work location:
2. Describe benefits of telecommuting to department:
3. Describe benefits of telecommuting employee:
4. Describe how the employee will communicate with supervisor and department:
5. Briefly explain how hours worked will be tracked/recorded:
6. Briefly describe how the quality and quantity of work will be evaluated? What measures will be used to determine that the agreement is working successfully for the department?

**Work Location Schedule**

7. Dates of Proposed Schedule: \_\_\_\_\_

Current Work Location Schedule	Hours	Day	Proposed Work Location Schedule	Hours
		Saturday		
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		
		Friday		
<b>Total:</b>		<b>Total:</b>		

Lunch time will be from \_\_\_\_\_ to \_\_\_\_\_ each work day.  
 OSU Human Resources

**Terms and Conditions of Participating in Temporary Telecommuting Agreement**

- Working at a remote work location is an exception and not an entitlement.
- Participating in a telecommuting agreement can be terminated at any time by the supervisor or the employee.
- The employee and supervisor will develop and follow an effective communication strategy for each other and co-workers.
- Conditions of employment with Oklahoma State University are not affected by telecommuting.
- The designated remote work location is considered an extension of the department's workspace and is governed by the provisions of workers' compensation during the agreed upon work hours while performing work-related duties. The employee will immediately report to their supervisor job-related accidents which occur at the alternate work location during the agreed upon work hours while performing work-related duties.
- The remote work area is subject to review by the supervisor/unit administrator/or designee with reasonable notice.
- The remote work location environment will be professional when receiving or making work-related phone calls (e.g., no barking dogs, loud music/television, crying children in the background, etc.)
- Working in a remote work location is not a substitute for dependent or elder care.
- Work hours, use of annual leave, sick leave, and all other types of leave will conform to current OSU policies and procedures. The employee will maintain their work schedule and submit appropriate documentation requesting sick leave, annual leave, or other types of leave (when applicable).
- Business meetings with third parties will be conducted at the primary duty station or other approved location. Approval for alternative meeting sites must be obtained in writing prior to the meeting.
- On occasion, the employee may be required to report to the primary work station to attend meetings or tend to other responsibilities.
- Oklahoma State University equipment to be utilized at the remote work location will be listed on an Inventory of Equipment Form, signed and dated by the employee and supervisor.
- The employee will maintain a safe working environment. The supervisor and employee will review and sign the Remote Work Location Safety Checklist when the location is provided and/or maintained by the employee.
- The employee will safeguard all work related records and files from loss or damage. All products, documents, reports, and data created at the remote work location as a result of work-related activities are the intellectual property of Oklahoma State University and are subject to the Oklahoma Public Information Act. The employee will return all work-related property to the department, upon request.
- The employee will ensure a secure computing environment in that the computer workstation being used at the remote location will meet the OSU computer security standards.

- A nonexempt employee must limit actual work hours to 40 hours per week, unless prior written approval has been obtained from the supervisor.
- The employee is expected to follow all OSU policies and procedures while at all work locations.
- The work must be completed within the above schedule with no loss of customer service or disruption to others in department or within the OSU System.
- At any time, for any reason, the supervisor may require return to the regular work schedule and location.
- The employee must comply with the terms and conditions of this agreement. Failure of the employee to comply with these terms and conditions may result in the termination of the temporary telecommuting agreement and may also result in other corrective action, up to and including termination.

### Employee Agreement

I request approval to telecommute as indicated above. I agree my supervisor and I will complete the *Inventory of Equipment Form* (if applicable), and the *Remote Work Location Safety Checklist* (if applicable) if my request is approved. I understand that Oklahoma State University is not obligated to provide resources/equipment to establish an office away from the usual duty station. I have read, understand, and will comply with all of the terms and conditions of this *Telecommuting Agreement*.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

### Supervisor/Unit Administrator Agreement

I have reviewed this *Telecommuting Agreement* with the employee and will hold the employee accountable to the terms and conditions of this agreement.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

### Dean and Vice President Approval

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date

**REMOTE WORK LOCATION SAFETY CHECKLIST**  
**Oklahoma State University**

The employee and supervisor will review this checklist together to ensure steps have been taken to address the safety of the remote work location when the location is provided and/or maintained by the employee.

**Remote Work Location**

- The employee has clearly defined workspace that is kept clean and orderly.
- The lighting is adequate for assigned tasks. Exits are
- free of obstructions.
- Supplies and equipment (both departmental and employee-owned) are in good condition. The *Inventory of Equipment Form* has been reviewed and signed, if applicable.
- The work area is well ventilated and heated for assigned tasks.
- Storage is organized to minimize risks of fire and spontaneous combustion.
- Cords, cables, or other items are placed in an orderly fashion to prevent a tripping hazard.
- Surge protectors are used for OSU-owned computers, fax machines, and printers. Heavy
- items are securely placed on sturdy stands close to walls.
- Computer components are kept out of direct sunlight and away from heaters.
  
- Computer operating system and software must be updated regularly with security patches
  
- Dual authentication must be enabled and used.
  
- Antivirus software must be installed, enabled and updated regularly
  
- A VPN (Virtual Private Network) must be used when connecting to OSU information resources; a VPN client is available through the OSU Information Technology website, <https://it.okstate.edu/services/remote-access/index.html>







**PREVENTION**

The world health community continues to monitor closely the emergence of the SARS-CoV-2 virus and the disease it causes, named “coronavirus disease 2019” (COVID-19). At this time, no one knows how severe this outbreak will be. Given this uncertainty, and the fact that the seasonal influenza (flu) virus is also widespread, we are taking proactive steps to address a number of business concerns. First and foremost, we want to maintain a safe workplace and encourage and/or adopt practices protecting the health of students, faculty, staff, and other members of our campus community. We also want to ensure the continuity of business operations.

We ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees are reminded of the following:

- Stay home when you are sick. This includes not attending meetings or events in-person.
- Stay home if you believe you have been exposed due to close contact with other individuals who are symptomatic. An example of this would be if a member of your household has symptoms as defined by the CDC.
- Wash your hands frequently with warm, soapy water for at least 20 seconds or use alcohol-based hand cleaners (cover all surfaces and rub dry).
- Cover your mouth with tissues whenever you sneeze or cough, and discard used tissues in the trash. If you do not have tissues, sneeze/cough into the crook of your elbows, not your hands.
- Avoid touching your eyes, nose and mouth, which accelerates the spread of infections.
- Avoid close contact with others people who are sick with respiratory symptoms.
- Clean frequently touched surfaces.

Oklahoma State University will provide alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes may also be used to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.

## PERSONAL HEALTH GUIDELINES

### Personal Health Responsibility

The following outlines expectations of all OSU students and employees while on campus. This is not only to protect your health, but the health of our entire community. Wearing a mask is a sign of showing respect and care for those around you. Your continued support of these guidelines is appreciated.

- All OSU students, staff, faculty, contractors, vendors, suppliers and visitors must wear a face covering (mask) upon entering any public building on campus.
- OSU is providing health and safety materials and supplies for the campus. Eight disposable surgical masks are being provided to all OSU full-time employees. Two washable cloth face coverings are on order for all OSU full-time and temporary employees and one washable cloth face covering for all students.
- 2 oz bottles of hand sanitizer will be provided for all OSU employees and students and 16 oz bottles of hand sanitizer are on order for department use. New stands for dispensing hand sanitizer and disinfectant wipes, and refills are on order. Ten voluntary walk-up temperature monitoring stations also are on order.
- All employees and students are asked to take special precautions to avoid exposure for at least two weeks prior to the start of the fall semester.
- Sick employees and students must stay home.
- Self screening should be performed each morning before arriving on campus. Temperature must be less than 100.4° F/38° C. See self-screening checklist.
- Maintain social distancing guidelines. You are also expected to wear a face covering if working near or are encountering others. If you do not have a face covering, please contact your supervisor and one will be provided.
- Remove unnecessary items in your personal work or living space to create clean counter spaces and support cleaning efforts on common surfaces. If additional cleaning is needed in an office space, please notify your supervisor.
- Limit elevators to single occupancy when possible.
- Use stairs as the primary method of travel between floors when possible.
- In-person meetings are discouraged. If a meeting must be in-person to accomplish the purpose of the meeting, it must be in a large room with attendees six feet away from each other. Include no more than 10 participants within the meeting location. Use video conferencing as an alternative.
- Break rooms / lunchrooms and gathering areas are closed for gathering. They may still be utilized for food preparation (one at a time, or multiple people if 6-foot social distancing can be maintained). This does not include large campus dining areas where social distancing is practiced.
- Disinfect fax machines, copiers and printers in common areas before and after each use.
- Wash hands regularly with soap and water for at least 20 seconds. Keep a supply of hand sanitizer (as possible).
- Cover your cough or sneeze with a tissue and then throw it away. Wash your hands afterwards.
- Disinfect all high-touch areas in your home and workplace.
- Do not touch your eyes, nose, or mouth with unwashed hands.

The following outlines expectations of all OSU students and employees while on campus. This is not only to protect your health, but the health of our entire community. Your continued support of these guidelines is appreciated.

- All employees and students are asked to take special precautions to avoid exposure for at least two weeks prior to the start of the fall semester.
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- Disinfect fax machines, copiers and printers in common areas before and after each use.
- Wash hands regularly with soap and water for at least 20 seconds. Keep a supply of hand sanitizer (as possible).
- Cover your cough or sneeze with a tissue and then throw it away. Wash your hands afterwards.
- Disinfect all high-touch areas in your home and workplace.
- Do not touch your eyes, nose, or mouth with unwashed hands.
- OSU is providing health and safety materials and supplies for the campus. Eight disposable surgical masks are being provided to all OSU full-time employees. Two washable cloth face coverings are on order for all OSU full-time and temporary employees and one washable cloth face covering for all students.
- 2 oz bottles of hand sanitizer will be provided for all OSU employees and students and 16 oz bottles of hand sanitizer are on order for department use. New stands for dispensing hand sanitizer and disinfectant wipes, and refills have been ordered. Ten voluntary walk-up temperature monitoring stations as well as department cleaning supplies also are on order.

**DAILY HEALTH SELF-ASSESSMENT**

Due to the highly infectious nature of COVID-19, OSU students and employees should do a daily health self-assessment before arriving on campus for class or work. This self-assessment should not take the place of talking with your healthcare provider to diagnose or treat conditions.

This assessment is based on guidance provided by the Centers for Disease Control and Prevention (CDC).

**Exposure**

Have you been within six feet or had direct contact with a lab-confirmed or suspected case of COVID-19 in the past 14 days?

YES NO

If you answered "YES," **DO NOT COME TO CAMPUS**. Employees should call your supervisor.

**Symptoms**

Do you have any of these symptoms?

- Fever (Please check your temperature daily before coming to campus. Temp should be less than 100.4° F/38°C).
- New cough
- New shortness of breath or difficulty breathing New chills
- New muscle aches Sore throat Headache Diarrhea
- New loss of taste or smell

If you have any of these symptoms, speak to your health care professional and employees must call your supervisor. Stay home and **DO NOT COME TO CAMPUS** until at least 10 days after symptoms began and 72 hours after you are free of fever and symptoms of respiratory infection (not allergies or asthma), without the use of fever-reducing medications. This applies regardless of whether you have been tested for COVID-19.

**Severe symptoms**

Are you struggling to breathe or fighting for breath even while inactive or when resting?

YES NO

Do you feel as though you might collapse every time you stand or sit up?

YES NO

If you have any of the severe symptoms, **CALL 911, DO NOT COME TO CAMPUS**.

**PLEASE NOTE:**

If you are in an emergency medical situation, call 911 or your local emergency number. Employees should not discuss personal medical history with supervisors. Calls to supervisors are to notify them that the employee will be out sick.

## FACE COVERINGS

**All OSU students, staff, faculty, contractors, vendors, suppliers and visitors must wear a face covering (mask) upon entering any campus building.**

We know that COVID-19 can be spread when people are asymptomatic, which means they don't know they are sick yet. Wearing face coverings has been shown to reduce the spread of COVID-19 to others.

It's important to our employees and students that OSU is a safe place to work and study, and taking this step creates a safe environment for all of us as advised by the CDC. As a reminder, face coverings do not replace the need to maintain social distancing, frequent handwashing and our rigorous cleaning and disinfecting routines. This step is not about keeping you safe, it's showing that you care about your fellow Cowboys and are doing your part to keep our campus community safe.

Please adhere to the following guidelines for face coverings:





- You may wear your own clean, well-maintained, and professional face covering from home instead of the OSU-provided covering if you choose.
- You must wear a face covering at all times in hallways, classrooms, public spaces and other common areas across campus where social distancing is hard to maintain.
- Face coverings are also required outdoors if safe social distancing is not possible.
- The face covering is not only a protection for you. It is also a protection for others near you, to prevent you from unknowingly spreading the COVID-19 virus to others.
- You should carry at least two face coverings with you daily to ensure that you have a replacement if one becomes unusable while you are on campus.

## CEAT

- As an employee of CEAT (whether you are student employed, faculty or staff), you are required to wear a mask at all times in hallways, classrooms, labs, public spaces and other common spaces.
- If you have an office, you may take your mask off. However if someone enters your office, please put your mask on.
- If you enter someone's office, please make sure you have a mask on.
- CEAT will provide all employees a cloth mask.
- Additionally, OSU FM will provide cloth masks (2 per employee) and disposable masks (8 per employee). Disposable masks will be distributed to each department starting Friday, June 19th.

- You should carry at least two face masks with you daily to ensure that you have a replacement if one becomes unusable while on campus.

Remember, wearing your mask not only protects you, it protects others who may be immunocompromised.

	
<p><b>STAY WELL, COWBOYS.</b></p>  <p><b>CDC guidelines indicate wearing a face covering can help slow the spread of COVID-19.</b></p> <p><b>Cowboys</b> Coming Back</p>	<p><b>STAY WELL, COWBOYS.</b></p>  <p><b>CDC guidelines indicate wearing a face covering can help slow the spread of COVID-19.</b></p> <p><b>Cowboys</b> Coming Back</p>

## SOCIAL DISTANCING

Please follow the 6 feet (2 meters) social distancing guidelines at all times.

Employees are encouraged to use telephone and video conferencing instead of face-to-face meetings as much as possible during this outbreak. IT support services are available to employees who need assistance with this technology.

It is critical that employees do not report to work while they are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. Currently, the Centers for Disease Control and Prevention recommends that employees remain at home until at least 24 hours after they are free of fever (100.4 degrees F or 38 degrees C) or signs of a fever without the use of fever-reducing medications. Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick leave to compensate employees who are unable to work due to illness. Information regarding sick leave benefits can be found [here](#).

Employees who report to work ill will be sent home in accordance with these health guidelines. Employees who return to work may be requested to provide medical clearance.



**Please stay  
6 FEET  
APART**



**S P A C E**  
helps us slow  
the spread of  
**COVID-19.**

Help us slow the spread of COVID-19.

Visit [go.okstate.edu/coronavirus](https://go.okstate.edu/coronavirus)  
for tips and information.





Help us slow the spread of COVID-19.

Please  
**LIMIT TIME**  
in break rooms  
and avoid socializing in large groups.



*Cowboys* Coming Back

**ELEVATORS AND STAIRWELLS**

Avoid overcrowding. Limit the number of people in an elevator to 1-2.

Take the stairs or wait for the next elevator.

Avoid touching your face after pushing any buttons.

Use your elbow to cover your cough or sneeze.

Wash your hands with soap and water or sanitize them after leaving the elevator.



## WASHING HANDS AND USING HAND SANITIZER

- Regular handwashing is one of the best ways to remove germs, avoid getting sick, and prevent the spread of germs to others. Whether you are at home, at work, traveling, or out in the community.
- Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer.
- CEAT will provide an 8oz. hand sanitizer to all employees. We are working on the distribution process.
- Additionally, OSU FM will provide 2oz. bottles of hand sanitizer (one per employee). We are working on the distribution process.

 <b>Help us slow the spread of COVID-19.</b>	 <b>Cowboys</b> Coming Back
<h1 style="color: #e67e22;">WASH YOUR HANDS</h1> <p style="color: #34495e;">with soap and water for at least 20 seconds.</p>  <small>CDC.gov</small>	<h1 style="color: #e67e22;">WASH YOUR HANDS</h1> <p style="color: #34495e;">with soap and water for at least 20 seconds.</p>  <small>CDC.gov</small>
 <b>Cowboys</b> Coming Back	<b>Help us slow the spread of COVID-19.</b>

**HIGH-RISK EMPLOYEES**

Are you in a highly vulnerable category (age 65 or older or have a serious health condition) or are you caring for a highly vulnerable person? Have you experienced childcare disruptions due to COVID-19 and need additional resources? If you fit into one of these categories and have questions about how this impacts your ability to return to your regular duties on campus, please contact your HR Consultant or your supervisor to discuss.

Those who are in a vulnerable population are of the utmost concern.

- If your health is considered high risk,
- you provide care for a high-risk individual,
- have childcare disruption or require modifications to your work,

please engage in individual discussions with your supervisor and/or HR Consultant. Potential modifications include, but are not limited to:

- telework,
- use of accrued leave or leave without pay,
- adjusted work hours to avoid or reduce contact with others and,
- isolated workstations.

**UNIVERSITY-RELATED TRAVEL**

Your health and safety are our top priority. Due to the risks associated with the COVID-19, OSU is installing these temporary guidelines to assist you in planning for domestic and international travel activities.

**Temporary Travel Guidelines:**

Given the continuing guidance of state, federal and world health organizations, the university's domestic and international travel guidelines are as follows:

- Effective March 13, all university-sponsored international travel is prohibited until further notice.
- International travel for personal reasons is strongly discouraged.
- All in- and out-of-state travel for University-related business or academic purposes is suspended until further notice, unless such travel is essential to the university and approved by the Provost or the appropriate Vice President.
- All employees may continue to travel to and from work.
- OSU Extension field staff will receive further clarification specific to their work responsibilities from Vice President Tom Coon.
- Reimbursement will not be processed from any funding source for travel (in- and/or out-of-state) that does not include approval by the Provost or appropriate Vice President.

These changes will be in effect until further notice.

## **LEAVE**

### **Leave Use:**

- Continue to work with your supervisor for scheduling leave such as annual leave or sick leave for doctors' appointments
- If you are working from home, please record hours of leave appropriately
- If you go on vacation to an area that is considered a "hot spot" for coronavirus infection, please note you may be asked to self-quarantine/self-isolate for up to 14 days upon return.

**PLANNING & ORGANIZATION OF CAMPUS EVENTS**

Require the use of cloth masks

Maintain social distancing (6 feet)

Limit movement of attendees during events (assigned/organized seating)

Reorganize room setup or relocate to larger venue to accommodate size of event. Event organizers should measure rooms, evaluate space, and make decisions accordingly.

Cancel or consider other means of delivery for events where social distancing and other safety measures cannot be maintained (consider virtual format or smaller event).

Make contingency plans for the event in case the future public health situation calls for stricter guidance or limited attendance.

## **MANAGING JOB STRESS WHEN RETURNING TO WORK**

The COVID-19 pandemic has been and continues to be a difficult journey. As businesses begin to return to full operations, employees may feel more stress and anxiety. These emotions can be difficult to manage and may feel overwhelming. The tips below come from the CDC guidance on Employees: How to Cope with Job Stress and Build Resilience during the COVID-19 Pandemic. We also encourage employees to utilize our Employee Assistance Program (EAP) for mental health resources and counseling services.

### **Common negative emotions**

- Paying attention to emotions that cause disruption to a successful return to work can be helpful. Knowing the challenges can help an employee, faculty or students address these issues in a positive way. Here are some things to look for:
- Irritation or anger
- Anxiety, nervousness and uncertainty
- Lacking drive or motivation
- Chronic fatigue, being overwhelmed or even burned out
- Unusual sadness or depression
- Insomnia or unusual disruption to sleep patterns
- Difficulty focusing or concentrating

### **Common considerations for work-related stress during a pandemic**

- Concerns regarding exposure to the virus at work
- Managing an effective work-life balance
- Being unable to utilize the usual tools and equipment needed to perform the job
- Worrying about being able to maintain employment
- Adapting and learning to use new tools and technology
- Changes to a workspace and/or a work schedule

### **Tips to cope positively to manage job stress and anxiety**

- Talk to your co-workers, supervisors and employees about job stress and be willing to problem solve.
- Focus on what you CAN control and influence, and do the best you can with what you have.
- Know the facts about COVID-19. Talk to your administration and/or HR department when you have questions.
- Take a break from news stories, including social media.
- Take time to connect with people. Discuss your concerns, feelings and how the COVID-19 pandemic is affecting you.
- Know who to talk to when you need help or more information.

We hope this information will be helpful and encouraging as you transition back from the pandemic.



**RESPONDING TO COVID-19 INFECTION REPORT ON THE STILLWATER CAMPUS**

Please contact Joey Keel, Talent Acquisition Manager, or your HR Consultant to discuss the specific situation. Guidance is subject to change based on current CDC guidance, state or federal mandates to ensure workplace safety. Email [osu-hr@okstate.edu](mailto:osu-hr@okstate.edu) or call (405) 744-2909 for information.

**Guidelines**

Please see the following guidelines for assistance in response to a report of COVID-19 infection within the workforce. FAQ updates are in progress to meet the questions coming from our campus colleagues. If you have additional questions, please contact your HR Consultant.

**Immediately**

1. If the employee is currently in the facility, quickly determine a strategy for the employee to leave. If the employee is working remotely, please contact follow steps 3 and 4 below for further direction. Please remember it is expected that employees will immediately notify their supervisors regarding any symptoms or COVID-19 exposure or infection. This could mean supervisors, UHS staff and HR staff will be contacted after hours and on weekends to begin the process.
2. Consider how to handle this situation to avoid exposure to others, while protecting the dignity and privacy of the individual.
3. Notify University Health Services (UHS) Nurseline at X7287 and await further direction.
4. Notify your chain of command and HR Consultant for assistance with workforce needs.
5. HR Consultant will coordinate contact with Facilities Management, X7154, for further assistance.

**One-Two Hours**

1. UHS will make contact with the employee and obtain additional information regarding symptoms and potential exposure to other employees. UHS will also coordinate with state and local officials as needed.
2. A determination will need to be made whether to send all employees in that area home for the day/close the building where the employee worked. This is in consultation with OSU Human Resources and UHS.
3. UHS will contact the employee's manager/supervisor, and the HR Consultant. The employee should also contact their manager/supervisor and HR Consultant.
4. A list of likely individuals who have had close contact with infected employee will be contacted by UHS.
  - a. In accordance with the Centers for Disease Control and Prevention (CDC), close contact is defined as having more than 15 minutes of contact with the infected individual and being less than 6 feet apart.

5. HR Consultant will make contact with employee after UHS to initiate Families First Coronavirus Response Act (FFCRA).
6. Facilities Management Work Control, x47154, will arrange for thorough cleaning/disinfecting per CDC guidance.

#### **Two-Five Hours**

1. Assess work impact of closure of department in consultation with your chain of command and HR Consultant.
2. Determine whether remote work is possible and set up systems/equipment.
3. Execute communication plan for coworkers and others who had close contact with infected individual.
4. Communicate with workforce about closure and anticipated return to work timing.
5. Confirm arrangements for cleaning/disinfection of facility.

#### **Within 24-48 Hours**

1. Conduct cleaning of facility. Note that for facilities that do not house individuals overnight, CDC recommends:
  - a. Closing off areas used by an infected person and waiting as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
  - b. If possible, wait up to 24 hours before beginning cleaning and disinfection.
2. Work with your HR Consultant to develop and communicate a plan for compensation of impacted employees, taking into account any governmental leave mandates

#### **Sample Communication to Employees**

The health and safety of our employees is a top priority, and, in these unprecedented times, this priority continues to guide our business decisions. Today, we learned one of our employees in the \_\_\_\_\_ tested positive for COVID-19. After making sure that this individual is not in the workplace and suggesting they receive care, we want to make sure that our workforce understands the steps we are taking to help protect your health and safety, including anyone who may have had close contact with this individual.

#### **Sample Communication for Facility Closure and Disinfection**

We are closing the building, effective \_\_\_\_\_, and sending all employees home while we undertake thorough cleaning and disinfection the facility. These steps will be taken in accordance with the Centers for Disease Control and Prevention's (CDC) Environmental Cleaning and Disinfection Recommendations. We anticipate that these steps will be completed by \_\_\_\_\_, and that all employees will return to work on \_\_\_\_\_. Until then, only personnel with prior authorization will be permitted access to the facility.

#### **Continued Attention to Heightened Hygiene**

Upon return to work, we will continue our heightened environmental cleaning regimen in accordance with CDC recommendations, including routine cleaning of all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs. We advise all employees to continue their personal regimens related to reducing transmission of the COVID-19 virus.

**Potential Exposure**

We have notified those employees and others who potentially have been exposed to the infected individual through close contact at work. According to the CDC, close contact means being within approximately six feet of a person with a symptomatic laboratory-confirmed COVID-19 case for a prolonged period of time. The CDC categorizes such exposure as a Medium Risk, which means the exposed individual, if asymptomatic, should remain at home, practice social distancing, and actively monitor for symptoms.

We understand you may have questions and concerns, and we will update you as we move forward. We reiterate our commitment to the health and safety of our workforce. This is new territory for all of us, and we welcome your feedback and suggestions as we move forward together.

Thank you for your understanding during this challenging time. Should you have any questions please see your supervisor, University Health Services or your HR Consultant.

Below is some information regarding safety precautions and steps you should take if you think you have or have been exposed to COVID-19.

### **POSITIVE COVID-19 CASE ON CAMPUS**

We follow the guidance of national and local health officials in our response to a positive diagnosis on campus. If we receive confirmation that an OSU student or employee has had a positive COVID-19 diagnosis, there are important measures that will be promptly taken including quarantine or isolation, contact tracing, communication and facility disinfection. When a member of the OSU community self-reports they are symptomatic or tests positive for COVID-19, please contact University Health Services at 405-744-7287 immediately.

For employees experiencing any COVID-19 symptoms, your supervisor will require you to stay home, and you should seek guidance from your healthcare provider. The university has leave policies that encourage faculty and staff to stay at home when they are sick, when household members are sick, or when they are required by a healthcare provider to isolate or quarantine themselves or a member of their household.

Managers and supervisors are reminded they have an obligation to protect the privacy of employee health information.

### **HIGH-RISK EMPLOYEES**

Those who are in a vulnerable population are of the utmost concern. If your health is considered high risk, you provide care for a high risk individual, have childcare disruption or require modifications to your work, please engage in individual discussions with your supervisor and/or HR Consultant. Potential modifications include, but are not limited to: telework, use of accrued leave or leave without pay, adjusted work hours to avoid or reduce contact with others and isolated workstations.

To help prepare for returning to work on campus, please review HR's employee guidance and this employee checklist.

### **CONTACT TRACING & TESTING**

The university is actively working with the public health department to increase the number of community members who can help facilitate contact tracing. The university is also identifying technology or other innovative means to aid in notification of at-risk individuals. We are working with the public health department and OSU Center for Health Sciences to develop testing and monitoring strategies for campus.

Employees who have been working remotely will be notified by their unit leadership regarding return-to-campus timelines. This will be based upon the individual business needs of the unit.

**WHAT TO DO IF YOU BECOME ILL OR SUSPECT YOU HAVE COVID-19**

- If you are ill with COVID-19 symptoms, or if you believe you have been exposed to someone with the virus, you should contact University Health Services (UHS) at 405-744-7287 to receive guidance on the proper actions to take.
- If you are in Tulsa, contact the Occupational Health Nurse, Erika Teel at 918-281-2755 or [Erika.teel@okstate.edu](mailto:Erika.teel@okstate.edu).
- COVID-19 testing is available at UHS at no cost to the faculty, staff and students.
- UHS staff will assist with contacting anyone who may have been exposed if the test results come back positive.

**THIS IS CRITICAL TO CONTAIN ANY EXPOSURE AND HELP OTHERS GET EARLY TESTING AND MEDICAL CARE!**

- If you are sick, or suspect you have been exposed to someone with the virus, do not come to work.
- Contact your supervisor and inform them of the situation.
- Contact UHS at 405-744-7287.
- You may also contact your personal care physician.
- Supervisors are to respect the confidentiality of individuals who test positive or are ill with COVID-19 symptoms.
- Supervisors are to notify CEAT HR of the situation ([ceathr@okstate.edu](mailto:ceathr@okstate.edu) or 405-744-2627)
- If you receive a positive COVID-19 test, stay home and quarantine for at least 14 days avoiding public places and contact with others.

**RETURNING TO WORK AFTER EXPOSURE**

If you think or know you had COVID-19, with symptoms you can return to work after:

- 3 days with no fever and
- Symptoms improved and
- 10 days since symptoms first appeared

If you tested positive for COVID-19 but had no symptoms, you can return to work after:

- 10 days have passed since test

If you think you have been directly exposed to COVID-19:

- If you think you have been in direct contact with a positive COVID-19 case, please contact UHS (405-744-7287). They will assist you with determining what your next steps are.

If you are ill and do not suspect COVID-19:

- Stay home until you are symptom free and fever-free for 72 hours (without fever-reducing medications).

### **FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)**

Effective June 1, all employees who need to use Families First Coronavirus Response Act (FFCRA) leave will need to submit appropriate documentation to substantiate the use of this type of leave.

A request can be made to [absence@okstate.edu](mailto:absence@okstate.edu) for the appropriate paperwork. This includes the use of FFCRA for child care.

If employees are not able to return to work due to COVID-19 concerns and need an accommodation please contact the Office of Equal Opportunity at 405-744-7607 or [eeo@okstate.edu](mailto:eeo@okstate.edu).

For more information go to: <https://hr.okstate.edu/documentation-required-ffcra-leave-effective-june-1-2020>

### **EEO-ACCOMMODATION**

If employees are not able to return to work due to COVID-19 concerns and need an accommodation, please contact the Office of Equal Opportunity at 405-744-7607 or [eeo@okstate.edu](mailto:eeo@okstate.edu).

Faculty can submit request to the EEO office now and staff can submit request to the EEO office starting June 22, 2020.

### **ADMINISTRATIVE LEAVE**

If you have employees that are not able to work due to the office being closed or limited work, impacted staff may be asked to work in another area within the university.

Staff must be prepared to do work that may be different than that for which they were originally hired, in some cases. If work is available and you are asked to support that department or division while work is not otherwise available in your regular position, admin leave will no longer be available for use.

If they are unable to work due to outside obligations or planned absences, then you should utilize annual leave.

If you are in a highly vulnerable category (age 65 or older or have a serious health condition), caring for a highly vulnerable person, or childcare disruptions due to COVID-19, please contact your HR Consultant or your supervisor to discuss.

For more information, go to: <https://hr.okstate.edu/use-administrative-leave>

### **COWBOYS COMING BACK PLAN**

Please familiarize yourself with the “Cowboys Coming Back” plan:

<https://go.okstate.edu/site-files/docs/covid-19-announcement/ccb-plan-updated-2020.pdf>

**WE'RE ALL IN THIS TOGETHER!**

Remember, we're all in this together!

If you have any questions or concerns, you can email [ceatcovid@okstate.edu](mailto:ceatcovid@okstate.edu) or visit <https://ceat.okstate.edu/covid19.html> for any CEAT specific updates.

College of Engineering, Architecture and Technology

201 ATRC

Stillwater, Oklahoma 74078

[ceat.okstate.edu](http://ceat.okstate.edu)

**FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)**

Updated June 9, 2020

All current employees, regardless of classification, are eligible for the Families First Coronavirus Act (FFCRA), which allows up to 80-hours of paid leave for certain circumstances.

Congress enacted the Families First Coronavirus Response Act (FFCRA) which allows for paid leave for employees who are unable to work or telework due to various circumstances surrounding COVID-19.

Effective June 1, all employees who need to use FFCRA leave will submit appropriate documentation to substantiate the use of this type of leave. A request can be made to [absence@okstate.edu](mailto:absence@okstate.edu) for the appropriate paperwork. Our team will process these requests and filter information out to employees and departments as appropriate upon approval. If you exhausted all of your FFCRA leave prior to June 1, you will not need to complete a form for the leave previously taken. If you need an accommodation under the Americans with Disabilities Act (ADA) related to COVID-19, please contact the Office of Equal Opportunity at 405-744-7607 or [eeo@okstate.edu](mailto:eeo@okstate.edu). A reasonable accommodation is a modification or adjustment to a job, the work environment, or the way things are usually done.

Beginning April 1, 2020, all employees (faculty, regular employees, student employees, temporary employees, work-study employees, GRAs and GTAs) regardless of length of employment with the university, are eligible for up to two weeks of paid leave at up to 100 percent of their regular pay rate (80 hours for full-time, pro-rated based on assignment for part-time employees) for the following qualifying reasons 1-3:

Reason #	Reason for Leave	Length of Emergency Paid Leave	Amount of Salary to Be Paid	How to Enter Into Banner Time/Leave System
1	The employee is quarantined (pursuant to Federal, State, or local government order)	Full-time = 80 hours Part-time = 2 weeks	100% (up to \$511 daily cap and/or \$5,100 total cap)	Enter time as "COVID Employee Sick"
2	The employee is quarantined (at advice of a health care provider)	Full-time = 80 hours Part-time = 2 weeks	100% (up to \$511 daily cap and/or \$5,100 total cap)	Enter time as "COVID Employee Sick"
3	The employee is quarantined experiencing COVID-19 symptoms and seeking a medical diagnosis	Full-time = 80 hours Part-time = 2 weeks	100% (up to \$511 daily cap and/or \$5,100 total cap)	Enter time as "COVID Employee Sick"



## Oklahoma State University

Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work for the qualifying reasons 4-6:

Reason #	Reason for Leave	Length of Emergency Paid Leave	Amount of Salary to Be Paid	How to Enter Into Banner Time/Leave System
4	The employee needs to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider),	Full-time = 80 hours Part-time = 2 weeks	2/3 of regular rate (up to \$200 daily cap and/or \$10,000 total cap)  Employee's accrued leave will be substituted for the remaining 1/3 unless noted otherwise.	Enter time as "COVID Others/Dep Care"
5	The employee needs to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19	Full-time = 80 hours Part-time = 2 weeks	2/3 of regular rate (up to \$200 daily cap and/or \$10,000 total cap)  Employee's accrued leave will be substituted for the remaining 1/3 unless noted otherwise.	Enter time as "COVID Others/Dep Care"
6	The employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.	Full-time = 80 hours Part-time = 2 weeks	2/3 of regular rate (up to \$200 daily cap and/or \$10,000 total cap)  Employee's accrued leave will be substituted for the remaining 1/3 unless noted otherwise.	Enter time as "COVID Others/Dep Care"

### Expanded Family and Medical Leave

Under the FFCRA, an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay will be provided to an employee, (a) who has been employed for at least

30 calendar days, and (b) is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19. Employees who have previously exhausted their Family and Medical Leave (FMLA) within the past 12 months are not eligible for additional leave under this provision. Please contact [absence@okstate.edu](mailto:absence@okstate.edu) or your departmental HR contact for additional questions regarding eligibility.

Below are some examples that may assist with determining how to utilize leave under the new FFCRA:

**Example #1: An employee's circumstances at home with child(ren) does not allow them to come to work on campus or telecommute while public schools are closed.**

Employee should enter COVID Other/Dependent Care on his/her Banner time sheet or leave report. This will calculate pay at 2/3 of the employee's rate up to the daily and total caps. The remaining 1/3 will be defaulted to pull from the employee's accrued leave balances. If you do not want leave to be supplemented for the remaining 1/3, please contact your HR Consultant.

**Example #2: An employee is ill and seeking medical treatment due to symptoms of the COVID-19 virus.**

Employee should enter COVID Employee Sick on his/her Banner time sheet or leave report. This will calculate pay at 100% of the employee's regular pay rate up to the daily and total caps. If additional leave is necessary beyond two weeks, EE should enter Sick Leave on the Banner time sheet or leave report.

**Example #3: An employee is in a "high-risk" group as defined by the CDC or Governor Stitt's order.**

Employee should enter COVID Employee Sick on his/her Banner time sheet or leave report. This will calculate pay at 100% of the employee's regular pay rate up to the daily and total caps. If additional leave is necessary beyond two weeks, EE should enter Sick Leave on the Banner time sheet or leave report.

**Example #4: Employee is able to work part of the day either via telecommuting or coming on campus. The other part of the day, they are needed to care for their child(ren) due to the closure of public schools. How does this leave apply?**

The time the employee is able to work will be considered hours worked. The other time when caring for children will be entered as COVID Other/Dependent Care on his/her Banner time sheet or leave report. This will calculate pay at 2/3 of the employee's rate up to the daily and total caps. The remaining 1/3 will be defaulted to pull from the employee's accrued leave balances. If you do not want leave to be supplemented for the remaining 1/3, please contact your HR Consultant.

**Example #5: I am a student employee. Am I eligible for this leave?**

Yes, if the employee was scheduled/expected to work after spring break. Leave eligibility will be based on the regular scheduled work hours, or based on an average number of hours if the regular schedule is unknown. Time should be entered as COVID Employee Sick on the Banner time sheet if due to leave reasons #1-3, or COVID Other/Dependent Care if for leave reasons #4-6.

**Example #6: I am a temporary employee. Am I eligible for this leave?**

Yes, if the employee was scheduled/expected to work at this time. Leave eligibility will be based on the regular scheduled work hours, or based on an average number of hours if the regular schedule is unknown. Time should be entered as COVID Employee Sick on the Banner time sheet if due to leave reasons #1-3, or COVID Other/Dependent Care if for leave reasons #4-6.

**Example #7: I am a GTA or GRA. Am I eligible for this leave?**

Graduate teaching and research assistants are eligible for coverage under the Act due to their employment status. If you have a need for such leave as covered by the Act, you would enter leave under COVID Employee Sick or COVID Other/Dependent Care. Please note that your eligibility will be in place for the duration of your GRA/GRA assignment which would typically end either April 30 or May 31.

**Example #8: I am currently out of the office due to a non-COVID-19 absence under the Family and Medical Leave Act (FMLA). How do I report this?**

Continue to report your time as instructed under the Family and Medical Leave category on your time sheet or leave report.

**Example #9: I am on admin leave because telework is not available. I am also in a situation that qualifies for one of the FFCRA reasons listed above. Now what?**

If an employee is not working because telework is not an option for their position, they would not qualify for FFCRA and should continue to use admin leave.

**Example #10: I am on admin leave because my position is not eligible for teleworking. My manager calls and asks me to come into work for 4 hours. I am unable to do so due to one of the FFCRA categories listed above. Am I eligible for FFCRA leave?**

This employee would qualify under FFCRA because they were called into work but could not make it due to a qualifying FFCRA reason. The 4 hours not worked in this case should be recorded using FFCRA instead of admin leave.

**Example #11: Am I required to return to the office if my supervisor has asked me to come back to work onsite as part of a phased return plan?**

If your work is now to be carried out on campus (or at another OSU satellite location) the university expects you to return. However, there are some reasons you would not return at this time:

- You are caring for someone with a confirmed case of COVID-19, in which case they are required to self-isolate.
- You have been instructed to refrain from attending work by OSU or public health officials or a health care provider.
- You are caring for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19.
- You are in a “high risk” group as defined by the CDC or Governor Stitt’s order.
- You are experiencing symptoms of COVID-19.

**Example #12: I have been at home with my school-age child due to school closures, but the homeschooling academic year has now ended. What am I expected to do?**

It is the expectation that employees should be able to return to work either via telecommuting or working on campus, as directed by the department, once your child's originally scheduled academic year comes to an end.

**Example #13: The summer camps/childcare I had planned for my family have been cancelled/postponed for reasons related to COVID. Until I can find a suitable alternative, how should I report my absence from work?**

If applicable, continued telecommuting options can be discussed with your supervisor. For all time not worked (up to your regularly scheduled hours), employees should continue to enter COVID Other/Dependent Care on their Banner time sheet or leave report until such point childcare is secured. If you are an employee who has been on administrative leave up to this point because your position is not eligible for telecommuting, please be aware that administrative leave will no longer apply once work is available to you (on-campus or telecommuting opportunity), and you will now enter COVID Other/Dependent for all hours not worked (up to your regularly scheduled hours). Please review and become familiar with our FFCRA webpage so you can anticipate how your accrued leave will be impacted.

**Example #14: What are my options if I do not feel comfortable returning to campus at this time?**

Staff who have other personal reasons to not return to on-campus work status may request use of annual leave or continuation of remote work status, if operationally sound.

**Example #15: I am currently on administrative leave with my department and have been asked to do work for another area on campus.**

In the event of temporary suspension of services within a unit or office/building closure, impacted staff and faculty will be asked to work from another location, if possible. This could mean telecommuting or working in another University area while ensuring social distancing protocols are met.

*OSU Human Resources developed this information for the convenience of OSU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law and policy should be consulted as the authoritative source. OSU continually monitors benefits, policy, and procedures and reserves the right to change, modify, amend, or terminate programs at any time, with or without notice.*

## IT EQUIPMENT CHECK-IN PROCEDURE

During times of heightened danger of infection, we will use this procedure to check in equipment in a safe and sanitary way.

### STAFF MEMBERS

Before returning OSU hardware (laptop, keyboard, mouse, tablet, etc.) to the office:

1. Power off the device
2. Wipe down every surface of the device with antiseptic medium such as Clorox Wipes
3. If you have rubbing alcohol (70% or higher) available, use a lint-free cloth soaked in alcohol to gently wipe down touch surfaces: keyboard, mouse, touchscreen
4. Put hardware in a sealed container or some kind of barrier (zip lock bag, trash bag, etc.).
5. Label container with your name, and the date when cleaned and enclosed.
6. Contact the IT Help Desk (405-744-1799, [it-helpdesk@osufpp.org](mailto:it-helpdesk@osufpp.org)) to schedule a drop-off time and date. **Please do not just show up at our office with hardware.**
7. A gloved and masked IT department staff member will meet you at the SOUTHCOURTYARD building entrance at the arranged time to take possession of the equipment.

### IT STAFF

#### WHEN HANDLING AND CLEANING CHECKED IN EQUIPMENT, WEAR MASK AND GLOVES

1. At the arranged time and date, meet the staff member at the SOUTH COURTYARD entrance and take possession of the bagged equipment.
2. Confirm the name of the person and write a date on the container that is 14 days after the date it is brought in the building.
3. Returned equipment will be stored in the IT storage room on the first floor for 14 days.
4. After 14 days, remove the equipment and safely discard the bag or container.
5. Clean the device with wipes, and touch surfaces with alcohol, before returning to inventory.

**URGENT TURNAROUND REQUESTS**

(If a 14-day waiting period is not an option. This requires David or Mike's approval.)

**WHEN HANDLING AND CLEANING CHECKED IN EQUIPMENT, WEAR MASK AND GLOVES**

1. At the arranged time and date, meet the staff member at the SOUTH COURTYARD entrance and take possession of the bagged equipment.
2. Confirm the name of the person and write a date on the container that is 24 hours after the date it is brought in the building.
3. Bring equipment to the IT storage room on the first floor.
4. Remove the equipment and discard the bag or container in the outside dumpster.
5. Thoroughly clean the device with wipes, and touch surfaces with alcohol.
6. After cleaning, mist with alcohol and let air dry for 24 hours.

## RETURNING OF EQUIPMENT AND TECHNOLOGY

In these unprecedented times, OSU Budget & Asset Management (B&AM) is reporting that they are aware of many campus employees taking equipment home without even following the Memorandum of Agreement to establish a chain of custody and their concern is that all of this equipment will be brought back possibly contaminating OSU spaces, so B&AM is indicating that it is the responsibility of any employee/GRA taking equipment home to clean and sanitize before bringing back to campus

B&AM has provided the following information:

***When equipment is returned to campus notify Asset Management staff of its return by noting on the checkout form that all has been sanitized according to CDC guidelines and returned to its University location. Environmental Health and Safety provides the CDC link for sanitation practices for your use. CDC is updating this site frequently, so the most recent updates can be found at***

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

As a secondary line of defense, B&AM has asked CEAT to develop a cleaning/sanitizing protocol of the equipment after the employees has cleaned/sanitized to bring the equipment back to campus, and to that point, CEAT Facilities asks that all employee cleaned/sanitized equipment be brought back **FIRST** to the ATRC Service Bay/Loading Dock for CEAT Facilities to clean/sanitize and quarantine if necessary and then released back to the department to be relocated back to an office or lab

## **TRAINING PROCEDURES**

### **CoVid-19 Protocols for in person training**

Oklahoma State University Fire Service Training starting May 1, 2020 will be working to reschedule postponed courses due to CoVid. We will be practicing social distancing at our events in the future. I have attached a plan that will remain in place until the Governor has opened the state. Courses will be offered on a limited basis during phase two of the governor's plan using CDC guidance. Our policy is listed below. If you would like to schedule a course, please email or call the appropriate program manager.

#### **General Protocols:**

**OSU FST will follow protocols from the CDC, while conducting in-person course delivery to include: health screening of students, maintaining recommended social distancing measures of 6' or greater with exception of equipment training requiring participants and instructor be within 6 ft. distance, enforcing self-hygiene, and cleaning and sanitizing shared equipment between each use. If masks and gloves are recommended by CDC at time of delivery, we will ensure adequate supplies are available for students and instructors. Many locations where we train, host agencies are EMS providers and have equipment and supplies to assist in supporting these precautions. When no local resources are available, OSU FST will provide the resources necessary.**

*Health screening questionnaire is attached. This process will be updated as required according to CDC guidelines and/or other best practices.*

**Faculty must agree to participate with no instructor assignments made without consent.**

**Class sizes vary, with as few as 8 students and up through 20 on average. Classes where the combination of students and instructor are greater than 10 must be subdivided into smaller cohorts.**



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**Situation 1: Field delivery courses**

**Statewide locations – local delivery. No course would be delivered where local restrictions are in place, unless approved by the local authority. No more than one concurrent delivery at any location.**

**Protocol:**

**Classes would follow general protocols as outlined above.**

**Interaction required on site:**

This will vary dependent upon the course to include classroom and hands-on sessions. We will continue to follow general protocols as outlined above.

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**Situation 2: Live Fire and Rescue Training**

**No course would be delivered where local restrictions are in place, unless approved by the local authority. Courses would be delivered to first responders who have passed both health survey and pre-screening exam.**

**Protocol:**

**Classes would follow general precautions as outlined above. Only one staff member/ Instructor would be required to transport props and will be restricted to one per vehicle to reduce exposure. Vehicle interior surfaces will be cleaned and sanitized between use at end of each workday.**

**Interaction required on site:**

All safety briefings would be conducted outside maintaining 6' CDC social distancing guidance. Training requires live fire activities where full firefighting gear is required. Firefighters are assigned to small groups of 3-6 with one instructor per group.

## HEALTH & SAFETY REQUIREMENTS FOR CEAT EXTENSION CLASSES AND EVENTS

The health of our staff, faculty, students, and extension programs is our highest priority. While it is important we continue meeting our extension mission, we will do so in a healthy and safe manner. I must emphasize the following are requirements, not guidelines, and must be complied with for every event or course.

The following requirements apply to any CEAT extension class, meeting, or other event.

1. **Social distancing.** A separation of six (6) ft. must be provided for every participant and instructor in the classroom or drill field. It may be necessary to limit the number of students in the class to meet this requirement. Other options may include finding a larger classroom, schedule multiple sessions, conducting the class virtually, or hiring additional instructors for skills training.
2. **Informing participants of health/safety expectations.** At the beginning of every day or class session, an instructor will review hygiene procedures including need for vigorous hand washing, the requirement of social distancing, and availability of masks and hand sanitizer in the classroom. In addition, any student reporting possible symptoms of COVID-19, or displaying signs of illness, shall be asked to leave the classroom and consult a health care professional. See #5 on pg. 2 for more information on symptoms.
3. **Disinfecting the classroom.** After every class session, or the end of the day, the classroom area must be disinfected. This also includes disinfection of any tools that may have been used and any keyboards or other electronic equipment. The instructor area must also be disinfected. For more information on disinfecting the classroom area refer to the CDC instructions provided in the below link. For more information on disinfecting keyboards, follow manufacturer's instructions or contact Mike Melancon.

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

4. **Availability of Hygiene Materials.** Every classroom or instructional area must be provided with hand sanitizer and, if available, disinfecting wipes. Also, masks must be made available to instructors and students. If the topic taught requires individuals or instructors to touch tools or props, masks shall be worn. Individuals may use their own masks if desired. If such supplies are not available please contact Pat Wheeler.

5. **Early detection of COVID-19 symptoms.** According to the CDC, symptoms may appear 2-14 days following exposure. The following symptoms *may indicate* the individual has COVID-19.

- Cough
- Shortness of breath or difficulty breathing

*Or at least two of these symptoms:*

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

An individual with the following emergency warning signs should seek medical attention immediately.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

Call 9-1-1 immediately if an individual reports any of the emergency warning signs. If possible.

For more information on the symptoms of COVID-19, refer to the following CDC website.

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

## SELF-CHECK QUESTIONNAIRE



## Oklahoma State University Fire Service Training

 1723 W. Tyler Ave. - Stillwater, OK 74078  
 405-744-5727


To prevent the spread of COVID-19 and reduce the potential risk of exposure to our instructors and other students, we are conducting a simple health screening. Your participation is important to help us take precautionary measures to protect you and everyone in this class.

Participant Name:	Course Number:
Location:	Date(s):
Screener Name:	

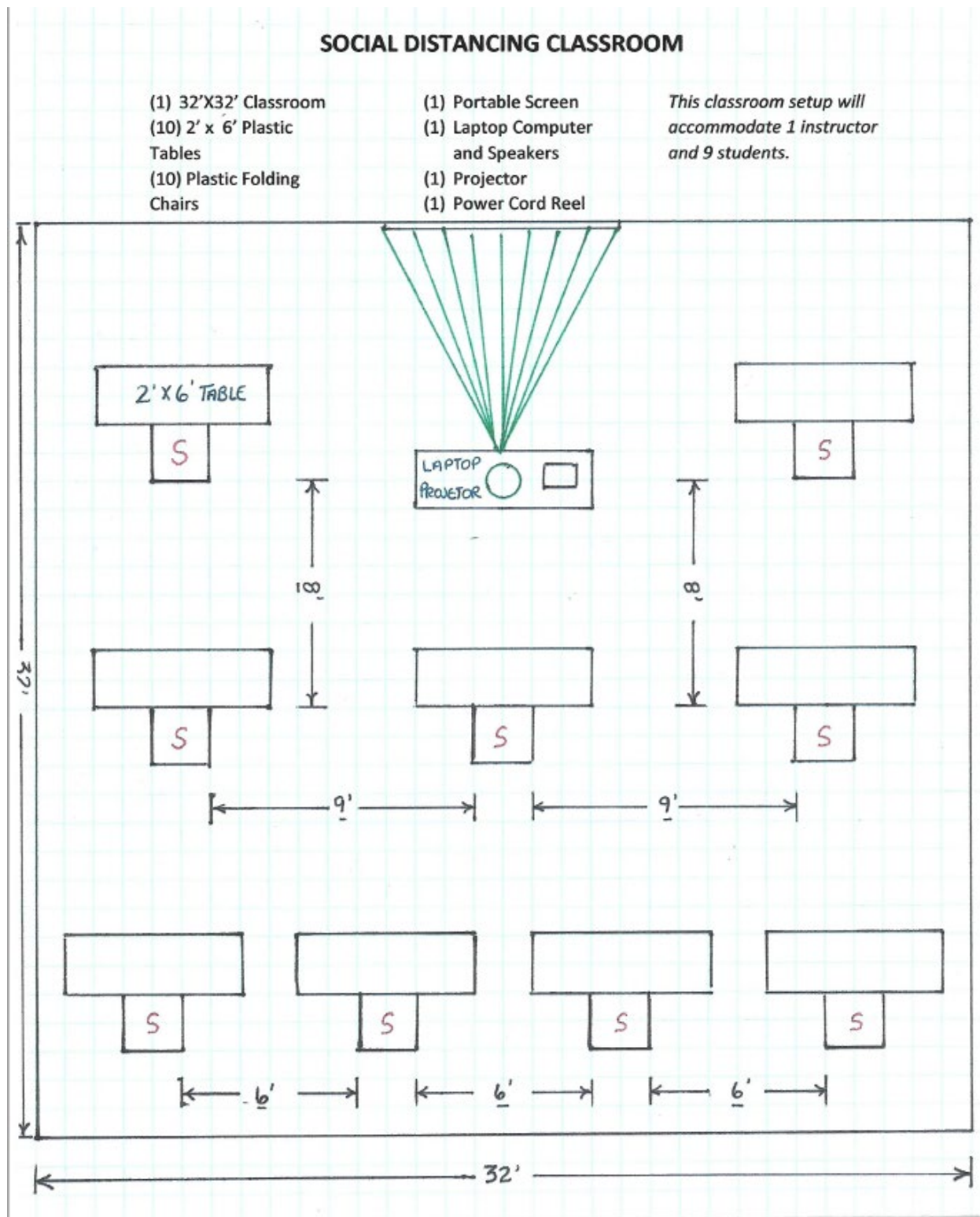
1. Have you traveled to a CoVid -19 hot spot within last 14 days? Yes  No
2. Have you had contact with anyone tested positive for COVID-19 in past 14 days Yes  No
3. Have you experienced any cold or flu-like symptoms in the last 14 days? (to include cough, sore throat, respiratory illness, difficulty breathing...non-allergy)? Yes  No
4. Temperature greater than 100° F? Yes  No

If answer is "Yes" to any questions above, access to class will be denied. The individual should be directed to follow up with Primary Care Physician if warranted.

**Directions for Lead Instructor:**

1. Assume or assign someone to perform health screening and complete questionnaire for all participants. Forms shall be returned to OSU FST with course paperwork. Designee should be familiar with equipment and protocols.
2. Temporal thermometer shall be used with alcohol prep cleaning between each screened person. If not available locally, OSU FST will provide. Hand sanitizer shall be used between each screening.
3. If multiple day class, temperature screening shall be conducted daily. Any failures shall not be allowed to continue with class.

### CLASSROOM SETUP WITH PHYSICAL DISTANCING



Requires a minimum of a 32'x32' classroom for 9 students and 1 instructor

## **FREQUENTLY ASKED QUESTIONS**

Oklahoma State University health officials are closely monitoring an outbreak of the coronavirus. Do you have specific medical questions about your health and the coronavirus? Please reach out to [covid19@okstate.edu](mailto:covid19@okstate.edu). For health-related questions, please contact University Health Services.

## **HEALTH AND PREVENTION**

### **What is a coronavirus?**

There are seven known coronaviruses that affect humans. They're named coronavirus because of the crown-like spikes on their surface. The first was identified in the 1960s, according to the Centers for Disease Control and Prevention. The newest coronavirus is known as the novel coronavirus, or COVID-19.

### **What are the symptoms of the novel coronavirus?**

Patients currently being treated for the novel coronavirus report mild to severe respiratory illness with fever, cough and difficulty breathing.

Symptoms may appear as soon as two days after exposure or as long as 14 days after exposure, according to the CDC.

### **How do I prevent novel coronavirus?**

You can limit your likelihood of contracting the novel coronavirus with the same methods you would use to avoid the flu.

- Avoid close contact with people who are sick.
- Wash your hands often. Use soap and water and wash for at least 20 seconds. If soap and water are not available, use an alcohol-based sanitizer.
- Do not touch your eyes, nose or mouth with unwashed hands.
- Cough or sneeze into a tissue, then throw the tissue into the trash.
- Disinfect frequently touched objects or surfaces.

### **How does the virus spread?**

The novel coronavirus is believed to have originated in a large seafood and animal market in Wuhan, China in December 2019. It now seems to be spreading from person-to-person, in much the same way as the flu or other respiratory illnesses spread, via respiratory droplets produced when a person coughs or sneezes. The CDC believes it is spread between people who are in close contact.

### **What screenings are being done by the university?**

University Health Services is taking calls from individuals who have concerns about COVID-19. Any individual who feels as though they have concerning symptoms (fever, cough, difficulty breathing), have been around someone being investigated for COVID-19, or have general questions can call UHS at (405) 744-7665 during normal business hours.

### **What is my personal health responsibility?**

The following outlines expectations of all OSU students and employees while on campus. This is not only to protect your health, but the health of our entire community. Your continued support of these guidelines is appreciated.

- All OSU students, staff, faculty, contractors, vendors, suppliers and visitors must wear a face covering (mask) upon entering any public building.
- All employees and students are asked to take special precautions to avoid exposure for at least two weeks prior to the start of the fall semester.
- Sick employees and students must stay home.
- Self screening should be performed each morning before arriving on campus.
- Temperature must be less than 100.4° F/38° C. See self-screening checklist.
- Maintain social distancing guidelines. You are also expected to wear a face covering if working near or are encountering others. If you do not have a face covering, please contact your supervisor and one will be provided.
- Remove unnecessary items in your personal work or living space to create clean counter spaces and support cleaning efforts on common surfaces. If additional cleaning is needed in an office space, please notify your supervisor.
- Limit elevators to single occupancy when possible.

#### **I'm sick. Should I be tested for coronavirus?**

If you develop a fever, cough and/or shortness of breath and believe you have been exposed to COVID-19:

- Before going to a doctor's office or to an emergency room, call ahead and tell them about your symptoms and your recent travel. Your healthcare professional will work with the Oklahoma State Department of Health and the CDC to determine if you need to be tested.
- Stay home unless you are seeking medical care. Avoid contact with others.
- Wear a mask if you need to leave your home when sick.

#### **How would I know if I was potentially exposed to someone with COVID-19?**

The university is actively working with the public health department to increase the number of community members who can help facilitate contact tracing. The university is also identifying technology or other innovative means to aid in notification of at-risk individuals. We are working with the public health department and OSU Center for Health Sciences to develop testing and monitoring strategies for campus.

#### **What if I feel like I've been exposed to the virus?**

Stillwater-based students who feel as though they have been exposed to the novel coronavirus (COVID-19), are asked to stay home and call University Health Services (405-744-7665) during normal business hours, or your primary health care provider. A brief screening will be performed by a nurse over the telephone and further instructions on care will be given at that time. There is also an Oklahoma hotline through the Oklahoma State Department of Health for any individual with questions: 1-877-715-8336. If you are having a medical emergency, please go to your nearest emergency room.



Tulsa-based students who think they may have been in contact with someone who has or who is suspected of having the novel coronavirus and develop a fever with a cough or shortness of breath within 14 days of contact, call your physician immediately to discuss your history. Call first instead of going directly to the hospital, where you may infect other people. If you need information about free or low-cost health care clinics in Tulsa, please contact [OSU-Tulsa Campus Life](#).

### **What does it mean to self-isolate?**

Based on the UHS screening, and in coordination with local and state health officials, individuals may be asked to self-monitor their health or be prepared to self-isolate for up to 14 days at home or another off-campus location. If you are asked to self-isolate you should stay home. Follow these guidelines for self-isolation:

Report any symptoms of COVID-19 immediately to University Health Services, Monday thru Friday 8 a.m. to 5 p.m. If you have a health emergency, please go to the nearest emergency room. Stay off campus and stay home. Do not go to work, or any social or religious gatherings until 14 days after your departure from the country in question.

### **What countries are considered high risk?**

The CDC evaluates countries based on the widespread community transmission and access to medical care in affected areas. Currently, countries are evaluated on levels. Level 1 is a watch and travelers should practice usual precautions. Level 2 is an alert and travelers should practice enhanced precautions. Level 3 is a warning and individuals should avoid nonessential travel to these areas. Travel to areas considered level 3 is highly discouraged. See all [up-to-date travel notices](#) from the CDC, or the CDC COVID-19 [travel recommendations by country](#).

### **Are masks required on campus?**

Yes. All OSU students, staff, faculty, contractors, vendors, suppliers and visitors must wear a face covering (mask) upon entering any campus building. We know that COVID-19 can be spread when people are asymptomatic, which means they don't know they are sick yet. Wearing face coverings has been shown to reduce the spread of COVID-19 to others. Learn more about [face covering protocols](#).

### **What happens when there is a positive COVID-19 case on campus?**

We follow the guidance of national and local health officials in our response to a positive diagnosis on campus. If we receive confirmation that an OSU student or employee has had a positive COVID-19 diagnosis, there are important measures that will be promptly taken including quarantine or isolation, contact tracing, communication and facility disinfection. When a member of the OSU community self-reports they are symptomatic or tests positive for COVID-19, please contact University Health Services at [405-744-7287](tel:405-744-7287) immediately. [Learn more](#).

### **Is virtual counseling available?**

University Counseling Services has moved all counseling to video or phone counseling. Services are also available through MDLive. [Click here](#) for more information. If you have any questions, please call [405-744-5458](tel:405-744-5458).

### **How were the guidelines determined for the campus reopening plan?**

The guidelines were developed based on the most current information from the CDC along with local and state health officials and the OSU Center for Health Sciences.

**Who was involved in forming the plan?**

The plan was created by the Pandemic Response Committee through wide-ranging input from units across all parts of campus. This group included representatives from public health, the OSU medical school, human resources, academics, student affairs, legal, facilities management and many other units. You can find that list [here](#).

**What was the process for creating the plan?**

After months of reviewing federal, state and local health guidelines, leaders from the various units on campus began to create specific guidelines from their areas. That information was condensed by Brand Management into one overarching plan for the wider campus community and approved by senior administration.

**When will additional updates be forthcoming?**

This plan is evolving and will be updated as new information becomes available by health officials. The campus will be notified on a regular basis regarding changes and updates to the plan.

**When will information for students be made available to them?**

Because employees are returning to campus first, we released information to that audience first. While President Hargis sent a high level overview via email to students in early June, additional plans will be communicated to students in the near future.

**Are temperature checks part of the plan?**

We are asking all members of the campus community to self-screen each morning before arriving on campus. As part of that checklist, campus community members are asked to take their temperature to ensure it is below 100.4.

**What is being done with regards to testing the campus community on a broad basis?**

We know testing is key to understanding the scope of the virus relative to our campus population. A public health taskforce has been discussing the logistics and feasibility of testing for our campus community. OSU Center for Health Sciences is setting up a "swab pod" on campus beginning June 22 to allow for voluntary testing at no charge. Additional testing plans may be announced in the future.

**Why is the campus community being asked to self isolate before returning to campus?**

Because we know many within our campus community may have traveled domestically over the summer months, this measure is in place to help limit the risk that those who may have contracted the virus don't unknowingly bring it to campus.

## **UNIVERSITY OPERATIONS**

### **Is the university closed?**

To further support social distancing, the university has closed all buildings on the Stillwater campus to visitors through July 7, unless extended or rescinded earlier. Employees have access to their buildings in coordination with their supervisor.

### **Will telework options remain available?**

As we plan for a gradual phased reopening of our campus, we recognize that the threat of COVID-19 is not over and are planning several safety precautions to ensure we all feel safe upon our return.

OSU will continue to offer temporary telework work options to faculty and staff as an option to continue working, as directed by their supervisor. During temporary remote work options, employees should plan to be available during normal business hours to perform their regular tasks, as well as to attend meetings virtually. Employees working remotely may be required to report to campus at certain times such as for certain meetings and may be asked to return to their regular, in-office work location with short notice. Any request for accommodation contact Office of Equal Opportunity at [eeo@okstate.edu](mailto:eeo@okstate.edu) or by phone 405-744-9153. As always, non-working time away from the office should be coordinated with and approved by supervisors regardless of whether you are working on campus or virtually.

### **Am I eligible for pay under the federal Families First Coronavirus Response Act?**

All current employees, regardless of classification, are eligible for the Families First Coronavirus Act (FFCRA), which allows up to 80-hours of paid leave for certain circumstances.

Learn more about it [here](#).

### **Is the Student Union closed?**

Yes, the OSU Student Union is closed until July 7. Many of the services provided in the union are available virtually as the majority of our campus employees are currently telecommuting. If you have a question for a particular department or staff member, please visit [directory.okstate.edu](http://directory.okstate.edu) to reach him or her directly. Students who need supplies can order online at [shopokstate.com](http://shopokstate.com). Orders will be shipped via FedEx Ground.

### **What cleaning measures are in place across campus?**

OSU Facilities Management provides touch-point cleaning and disinfecting daily in campus buildings and multiple times daily within areas of increased-use or higher risk. OSU maintains alcohol-based hand sanitizer and replacement wall-mount dispensers to refill the currently installed hand sanitizers located throughout campus. Facilities Management will work to procure and distribute necessary cleaning supplies for individual departments. Facilities Management (FM) has also purchased electrostatic and hydrogen peroxide vapor disinfection equipment for applying preventive disinfectant coverage to targeted areas. If an emergency response is required, FM has several third-party professionals ready and available to treat or remediate campus locations.

### **What measures is the university taking to keep dorm residents safe?**

The student housing plan includes reducing or rearranging shared spaces, increased frequency of cleaning, acquisition of specialized disinfecting equipment and dedicated rooms reserved for student quarantine, if necessary. Accommodations for vulnerable populations will be provided.

**What will dining services look like this fall?**

University Dining Services has reduced the capacity for seating to allow for social distancing within OSU dining facilities. Some dining operations will only be available via an online ordering app to reduce waiting time and exposure risk. Take-out and delivery options are strongly encouraged.

**What's being done at the Student Union to keep everyone safe?**

In addition to campus protocols for social distancing and the wearing of face coverings, the Student Union will increase disinfection protocols for all high-touch areas. Restrooms will be sanitized every two hours.

**How will the library be kept safe and operational?**

Library business hours will be reduced during the fall semester to allow time for overnight cleaning and sanitizing. Furniture in public spaces will be arranged to ensure appropriate social distancing and barriers or shields will be erected to allow more than one user at library tables. When possible, library services will continue to include options for users who are unable to come into the library. For example, curbside pick-up for books and library laptops and chat reference assistance. The Library Browsing Room and Reading Room will not be available for events or public gatherings until social distancing requirements are no longer in place.

**How will things look different at the Colvin Recreation Center?**

The Colvin will reopen July 7. A minimum of two housekeepers will be on staff at the Colvin during all operating hours continually cleaning areas by zone as well as repeatedly cleaning and disinfecting high-touch surfaces (handrails, door handles, push plates, etc.) multiple times daily. Fitness floor staff will clean equipment continuously throughout the day including equipment touch points (i.e. seats, handles, bars, and pins).

**Is the University providing health and safety materials for the campus?**

- Eight disposable surgical masks are being provided to all OSU full-time employees. The majority were delivered to departments in late May.
- Two washable cloth face coverings are on order for all OSU full-time and temporary employees and one washable cloth face covering for all students.
- 2 oz bottles of hand sanitizer will be provided for all OSU employees and students.
- 16 oz bottles of hand sanitizer are on order for department use.
- Stands for dispensing hand sanitizer and disinfectant wipes, and refills are on order.
- 10 voluntary walk-up temperature monitoring stations are on order.

**Why are we moving to online after Thanksgiving break?**

Pre finals and finals week follow Thanksgiving break, and are easily structured for online reviews and exams. This presented an opportunity to reduce the amount of travel for many students who might travel home and then back to campus, thus reducing the potential additional exposure to the virus.

### **Why are masks being required on campus?**

This is in line with CDC guidelines, as we know many people who are COVID-19 positive are asymptomatic. This measure is meant to protect one another, not just the individual wearing the mask.

## **FACULTY AND STAFF**

### **Am I eligible for pay under the federal Families First Coronavirus Response Act?**

All current employees, regardless of classification, are eligible for the Families First Coronavirus Act (FFCRA), which allows up to 80-hours of paid leave for certain circumstances.

Learn more about it [here](#).

### **How will employees know when they need to return to on-campus work?**

College/Division leadership will create return to workplace plans to include accounting for the number of personnel in the department, physical work setting to allow for proper social distancing, work activities needing to be prioritized, and level of service needed to provide to constituents as campus begins to open as part of the reopening plan.

### **What if I am in a high-risk group for COVID-19 or care for a household family member who is at high-risk?**

Employees are not required to disclose if they are in a high-risk category based upon preexisting medical condition. If an employee considers themselves to be high-risk for COVID-19 based on the [CDC guidelines](#) and has concerns regarding returning to on-campus work, the employee may discuss this with their manager or may request an accommodation from the Office of Equal Opportunity by contacting [eeo@okstate.edu](mailto:eeo@okstate.edu) or by phone 405-744-9153. If an employee voluntarily discloses, this information will be kept confidential in accordance with OSU personnel policies.

Supervisors, in coordination with HR, will work with employees who are requesting accommodations to care for themselves or a family member with high-risk conditions to discuss options that support a healthy and safe work environment while determining ways to handle their position responsibilities. Some employees may be permitted to continue with temporary telework arrangements through extended phases of return to campus with periodic reviews of return to campus dates for individual positions.

You may also be eligible for [FFCRA](#) leave.

### **Will employees still be required to self-quarantine if there has been a potential exposure to COVID-19?**

Employees should notify and work with their supervisors if they believe they have been exposed to someone who has tested positive or is experiencing symptoms of COVID-19. Should any employee start

to experience symptoms of fever and/or upper respiratory illness, they should notify their supervisor, seek medical treatment and stay home in a non-work status in order to support full recovery. Faculty and staff who have potential exposure to COVID-19 but are not experiencing symptoms should follow CDC guidelines and self-quarantine for 14 days. During the period of self-quarantine, employees may continue to telework unless they are otherwise on leave.

OSU's goal is to return workers to work in the safest manner possible while acknowledging possible limitations that may impact the ability to perform the essential functions of the job thus requiring modifications. While a return to work typically requires the assessment and documentation by the employee's health care provider, this may not be reasonably possible due to COVID-19. Therefore, employees and supervisors should follow CDC guidelines to determine the appropriate time to return to work, while OSU asks returning employees to be symptom free and fever-free for at least 72 hours without fever-reducing medication before returning to work.

**What if I am not comfortable coming to work due to possible exposure and I've been requested to start reporting to on-campus work?**

Employees should bring their concerns to their supervisor and discuss options available to support the work needing to be done while supporting health and safety of our employees. HR can also provide support in facilitating conversations with supervisors and employees to determine needs and accommodations available to meet those needs. Possible accommodations may range from continuing telework arrangements to office restructuring, possible schedule rotations, to approving temporary use of appropriate accrued leave. Any request for accommodation for a disability should comply with the Americans with Disability Act in coordination with the Office of Equal Opportunity.

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

Employees should discuss with their supervisor regarding availability to report for on-campus work. It is encouraged that employees who are asked to return to support on-campus operations talk with their childcare provider to look at options that may be available, including documentation to support your return to campus need. When no childcare options are available then, supervisors are encouraged to provide accommodations through continued telework when work is available, create opportunities to support rotating schedules, or extended hours of work where possible. If those opportunities are not available, you may be eligible for [FFCRA](#) leave.

It is important that employees do not bring their children or other family members to the workplace to respect the health and safety of co-workers. This approach is critical to being able to maintain social distancing at all times. Departments are setting limitations based on the number of employees required to be on-campus so employee guests are not allowed at this time.

**What should an employee do if they suspect a co-worker of being high-risk and reporting to on-campus work?**

Employees are entitled to protections against discrimination based upon age, disability, and a number of other protected categories. Others should not presume to determine if someone is in a high-risk category. Each individual should assess oneself with the CDC guidance and/or their health care provider to determine if they believe it is safe to come to work. If a co-worker learns of a high-risk factor, they

must maintain confidentiality of that information, only reporting it with HR or a supervisor, or sharing it with permission of the individual with the risk factor.

### **Can I open a position for recruitment?**

At this time, staff recruitment is limited to fill mission-critical needs of the university. If there is an urgent need to open a position for recruitment, please provide enough detail to help us understand the circumstances.

The following are suggestions for the information to include in the request:

1. Is the position mission critical or essential to University operations?
  - a. When will the position be filled?
2. Is there an urgent need to fill the position quickly?
3. What is the plan to appropriately onboard a new hire?
4. Are arrangements for working remotely necessary?

If you have questions, contact OSU Human Resources by email [osu-hr@okstate.edu](mailto:osu-hr@okstate.edu) or call (405) 744-2909.

### **I am ready to extend an offer of employment but the start date is subject to when the University is open to the public. Do you have any recommendations?**

We strongly encourage hiring managers to identify a date the employee could start employment and add a statement to allow for flexibility in these uncertain times.

Sample statements:

“Due to COVID-19, this offer of employment, the start date and/or working hours are subject to change.”

“With the global pandemic, this assistantship is contingent of the availability of funds and the University’s restoration of [on-campus?] operations.”

Please keep in mind the Coronavirus pandemic has caused a lot of disruption to the University. There is a need to adjust to how work is done and processes are carried out. Consider if the hire will fill an immediate need and provide an essential service. You may want a backup plan if the start date is not met or the reasons for the contingency change.

Our best recommendation is to wait to extend the offer until the University is able to regain certainty. The new Families First Coronavirus Response Act provides up to two weeks of paid time off for COVID-19 related reasons. After 30-days of employment, the new hire may be eligible for up to an additional 10 weeks of partially paid leave based on eligibility criteria.

Please contact Joey Keel, Talent Acquisition Manager, or your HR Consultant if you have any questions. Email [osu-hr@okstate.edu](mailto:osu-hr@okstate.edu) or call (405) 744-2909 for information.

**I have a new employee who was going to start next week but they contacted me to say they have COVID-19 or associated symptoms. What do I do?**

Please contact Joey Keel, Talent Acquisition Manager, or your HR Consultant to discuss the specific situation. Guidance is subject to change based on current CDC guidance, state or federal mandates to ensure workplace safety. Email [osu-hr@okstate.edu](mailto:osu-hr@okstate.edu) or call (405) 744-2909 for information.

**Responding to COVID-19 Infection Report on the Stillwater campus**

Please see the following guidelines for assistance in response to a report of COVID-19 infection within the workforce. FAQ updates are in progress to meet the questions coming from our campus colleagues. If you have additional questions, please contact your HR Consultant.

**Immediately**

1. If the employee is currently in the facility, quickly determine a strategy for the employee to leave. If the employee is working remotely, please contact follow steps 3 and 4 below for further direction. Please remember it is expected that employees will immediately notify their supervisors regarding any symptoms or COVID-19 exposure or infection. This could mean supervisors, UHS staff and HR staff will be contacted after hours and on weekends to begin the process.
2. Consider how to handle this situation to avoid exposure to others, while protecting the dignity and privacy of the individual.
3. Notify University Health Services (UHS) Nurseline at X7287 and await further direction.
4. Notify your chain of command and HR Consultant for assistance with workforce needs.
5. HR Consultant will coordinate contact with Facilities Management, X7154, for further assistance.

**One-Two Hours**

1. UHS will make contact with the employee and obtain additional information regarding symptoms and potential exposure to other employees. UHS will also coordinate with state and local officials as needed.
2. A determination will need to be made whether to send all employees in that area home for the day/close the building where the employee worked. This is in consultation with OSU Human Resources and UHS.
3. UHS will contact the employee's manager/supervisor, and the HR Consultant. The employee should also contact their manager/supervisor and HR Consultant.
4. A list of likely individuals who have had close contact with infected employee will be contacted by UHS.



- a. In accordance with the Centers for Disease Control and Prevention (CDC), close contact is defined as having more than 15 minutes of contact with the infected individual and being less than 6 feet apart.
5. HR Consultant will make contact with employee after UHS to initiate Families First Coronavirus Response Act (FFCRA).
6. Facilities Management Work Control, x47154, will arrange for thorough cleaning/disinfecting per CDC guidance.

#### **Two-Five Hours**

1. Assess work impact of closure of department in consultation with your chain of command and HR Consultant.
2. Determine whether remote work is possible and set up systems/equipment.
3. Execute communication plan for coworkers and others who had close contact with infected individual.
4. Communicate with workforce about closure and anticipated return to work timing.
5. Confirm arrangements for cleaning/disinfection of facility.

#### **Within 24-48 Hours**

1. Conduct cleaning of facility. Note that for facilities that do not house individuals overnight, CDC recommends:
  - a. Closing off areas used by an infected person and waiting as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
  - b. If possible, wait up to 24 hours before beginning cleaning and disinfection.
2. Work with your HR Consultant to develop and communicate a plan for compensation of impacted employees, taking into account any governmental leave mandates

#### **Sample Communication to Employees**

The health and safety of our employees is a top priority, and, in these unprecedented times, this priority continues to guide our business decisions. Today, we learned one of our employees in the \_\_\_\_\_ tested positive for COVID-19. After making sure that this individual is not in the workplace and suggesting they receive care, we want to make sure that our workforce understands the steps we are taking to help protect your health and safety, including anyone who may have had close contact with this individual.

#### **Sample Communication for Facility Closure and Disinfection**

We are closing the building, effective \_\_\_\_\_, and sending all employees home while we undertake thorough cleaning and disinfection the facility. These steps will be taken in accordance with the Centers for Disease Control and Prevention's (CDC) Environmental Cleaning and Disinfection Recommendations.

We anticipate that these steps will be completed by \_\_\_\_\_, and that all employees will return to work on \_\_\_\_\_. Until then, only personnel with prior authorization will be permitted access to the facility.

### **Continued Attention to Heightened Hygiene**

Upon return to work, we will continue our heightened environmental cleaning regimen in accordance with CDC recommendations, including routine cleaning of all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs. We advise all employees to continue their personal regimens related to reducing transmission of the COVID-19 virus.

### **Potential Exposure**

We have notified those employees and others who potentially have been exposed to the infected individual through close contact at work. According to the CDC, close contact means being within approximately six feet of a person with a symptomatic laboratory-confirmed COVID-19 case for a prolonged period of time. The CDC categorizes such exposure as a Medium Risk, which means the exposed individual, if asymptomatic, should remain at home, practice social distancing, and actively monitor for symptoms.

We understand you may have questions and concerns, and we will update you as we move forward. We reiterate our commitment to the health and safety of our workforce. This is new territory for all of us, and we welcome your feedback and suggestions as we move forward together.

Thank you for your understanding during this challenging time. Should you have any questions please see your supervisor, University Health Services or your HR Consultant.