



**CEAT COVID General Information**

**Procedures  
CCB-003  
Effective Date: 10/23/20**

**MASKS**

- 1.01 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.
- 1.02 Students who do not wear a mask or who refuse to maintain social distancing of six (6) feet may not attend class in person. Anyone attending class in person without a mask should be asked to put one on or leave. Instructors may end class if anyone present refuses to appropriately wear a mask for the duration of class. Students who refuse to wear masks appropriately or adhere to other stated requirements may face disciplinary action from Student Conduct.
- 1.03 If you have an office, you may take your mask off. However, if someone enters your office, please put your mask on.
- 1.04 If you enter someone’s office, please make sure you have a mask on.
- 1.05 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.
- 1.06 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.
- 1.07 Remember, wearing your mask not only protects you, it protects others who may be immunocompromised.

**SOCIAL DISTANCING**

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

**WASHING YOUR HANDS AND USING HAND SANITIZER**

- 3.01 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.



**CEAT COVID General Information**

**Procedures  
CCB-003  
Effective Date: 10/23/20**

- 3.02 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.
- 3.03 CEAT will provide an 8 oz. hand sanitizer to all employees. Additionally, OSU FM will provide 2 oz. bottles of hand sanitizer (one per employee).

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

- 4.01 These steps are critical to contain any exposure and help others get early testing and medical care.
- 4.02 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. Do not come to work. Contact your supervisor and inform them of the situation. You may also contact your personal care physician.
- 4.03 If you are in Tulsa, contact the Occupational Health Nurse, Erika Teel at 918-281-2755 or Erika.teel@okstate.edu. COVID-19 testing is available at UHS at no cost to the faculty, staff and students.
- 4.04 UHS staff will assist with contacting anyone who may have been exposed if the test results come back positive.
- 4.05 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).
- 4.06 If you receive a positive COVID-19 test, stay home and quarantine for at least 10 days (with day of testing being day zero and the last 24 hours being symptom free) avoiding public places and contact with others. If you develop symptoms any time during the 10-day quarantine, the time clock starts over.

**RETURNING TO WORK**

- 5.01 If you think or know you had COVID-19 with symptoms, you can return to work after the ten day quarantine period with the last 24 hours being symptom free, as discussed in 4.06.



**CEAT COVID General Information**

**Procedures  
CCB-003  
Effective Date: 10/23/20**

- 5.02 If you tested positive for COVID-19 but had no symptoms, you can return to work after 10 days with the last 24 hours being symptom free, as discussed in 4.06.
- 5.03 If you experience a primary exposure to COVID-19 (Refer to CDC Guidance for the current definition of a primary exposure: <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>) you should get tested, stay home and quarantine or isolate for 14 days (with 24 hours of being symptom free on days 13-14). If your test comes back positive, refer to instructions in 4.06, 5.01 and 5.02. If your test comes back negative, but you experience symptoms during your 14-day quarantine, get tested again and start the 14-day quarantine process over, unless your test comes back positive. If it comes back positive, refer to instructions on 4.06, 5.01 and 5.02.

**NORMAL ILLNESS**

- 6.01 If you are ill and do not suspect COVID-19, stay home until you are symptom and fever-free for 24 hours (without fever-reducing medications).

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

- 7.01 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.
- 7.02 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.
- 7.03 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).
- 7.04 For more information go to: <https://hr.okstate.edu/documentation-required-ffcra-leave-effective-june-1-2020>

**EEO-ACCOMMODATION**

- 8.01 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).



**Cowboys** Coming Back

**CEAT COVID General Information**

**Procedures  
CCB-003  
Effective Date: 10/23/20**

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

**ADMINISTRATIVE LEAVE**

9.01 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.

9.02 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.

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

9.04 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.

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

**COWBOYS COMING BACK PLAN**

10.01 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!**

11.01 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.

*Date approved by the CEAT COVID-19 Incident Management Team (IMT) Chief of the Planning Section and IMT Head: 6/22/20, Revised 7/23/20, Revised 7/28/20, Revised 8/18/20, Revised 10/23/20*