



CEAT COVID-19 General Information

**Procedures
CCB-003
Effective Date: 6/22/20**

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 If you have an office, you may take your mask off. However, if someone enters your office, please put your mask on.
- 1.03 If you enter someone’s office, please make sure you have a mask on.
- 1.04 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.
- 1.05 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.
- 1.06 **Remember, wearing your mask not only protects you, it protects others who may be immunocompromised.**

SOCIAL DISTANCING

- 2.01 Please follow the 6 feet (2m) 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.
- 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).



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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 14 days avoiding public places and contact with others.

RETURNING TO WORK

- 5.01 If you think or know you had COVID-19, with symptoms you can return to work after:
- 3 days with no fever,
 - Symptoms have improved, and
 - 10 days since symptoms first appeared.
- 5.02 If you tested positive for COVID-19 but had no symptoms, you can return to work after 10 days have passed since the test.



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NORMAL ILLNESS

6.01 If you are ill and do not suspect COVID-19, stay home until you are symptom and fever-free for 72 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 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.

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.

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**.



Cowboys Coming Back

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- 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 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