



**CEAT COVID-19 Health and Safety for CEAT
Buildings and Office Spaces**

**Procedures
CCB-006
Effective Date: 6/29/20**

BEFORE YOU GET TO CAMPUS

- 1.01 The following requirements outline the expectations of all CEAT students and employees while occupying CEAT buildings and office spaces. These requirements are not only to protect individual health, but the health of the entire community. Adhering to these procedures is a sign of showing respect for everyone’s health and indicates that you care for those around you.
- 1.02 It is critical that employees and students do not enter a CEAT building 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.
- 1.03 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° F or 38° C) or signs of a fever without the use of fever-reducing medications. Sick employees and students must stay home.
- 1.04 Your temperature must be less than 100.4° F (38° C) in order to enter a CEAT facility. Self-assessment should be performed each morning before arriving on campus. A self-assessment checklist is available through this link:

<https://go.okstate.edu/site-files/docs/covid-19-announcement/self-assessment-checklist.pdf>
- 1.05 Employees and students who report that they feel ill will be asked to stay at home in accordance with these health guidelines.
- 1.06 A significant portion of individuals with coronavirus lack symptoms (“asymptomatic”) and those who eventually develop symptoms (“pre-symptomatic”) can transmit the virus to others before showing symptoms. This means that the virus can spread between people interacting in close proximity - for example, speaking, coughing, or sneezing - even if those people are not exhibiting symptoms.



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PERSONAL HEALTH RESPONSIBILITY

- 2.01 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, physical distancing and good hygiene practices has been shown to reduce the spread of COVID-19 to others. It is important to our employees and students that OSU is a safe place to work and study, and taking these steps creates a safe environment for all of us as advised by the Center for Disease Control (CDC). Adhering to these precautions is not only about keeping you safe, it is showing that you care about your fellow Cowboys and are doing your part to keep our campus community safe.
- 2.02 Therefore, when entering a CEAT building or facility, it is a requirement to maintain physical distancing, wear a face covering and practice general hygiene procedures.

PHYSICAL DISTANCING

- 3.01 Follow the six (6) feet (2 meter) physical distancing guideline at all times.
- 3.02 Follow all COVID-19 related directional arrows and signage. Directional arrows and signage are in place to help with social distancing. For instance, the exterior doors of the building will have signs for entering and exiting and certain stairways are designated "up" and others "down".
- 3.03 Employees and students are encouraged to use telephone and video conferencing instead of face-to-face meetings as much as possible. CEAT IT support services are available to employees who need assistance with this technology.
- 3.04 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 (6) feet (2 meters) away from each other. Use video conferencing as an alternative.
- 3.05 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 six (6) feet (2 meter) social distancing can be maintained). This does not include large campus dining areas where social distancing is practiced.
- 3.06 Use stairs as the primary method of travel between floors when possible and follow the directional arrows.



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- 3.07 Limit elevator use to single occupancy. Take the stairs or wait for the next elevator when possible. Review the elevator etiquette guidelines here:

<https://go.okstate.edu/site-files/docs/covid-19-announcement/elevator-etiquette-letter.pdf>

FACE COVERINGS

- 4.01 The requirement to wear face coverings applies to all employees (students, staff, faculty, and temporary workers), students, contractors, vendors, suppliers, and visitors on campus.
- 4.02 As an employee of CEAT (whether you are a student employee, faculty or staff), you are required to wear a mask at all times in hallways, classrooms, labs, public spaces and other common spaces.
- 4.03 Anyone not wearing a face covering, shall not be permitted to enter the building. However, your office may have extra supplies that will allow you to obtain a mask should you forget to bring one with you to work. A supervisor should be contacted so that the person can be provided with a mask.
- 4.04 If you have an enclosed office, you may take your mask off when inside the office. However, if someone enters your office, please put your mask on.
- 4.05 If you enter someone else’s office, please make sure you have your mask on.
- 4.06 You should carry at least two (2) masks/face coverings with you daily to ensure that you have a replacement if one becomes unusable while you are on campus.
- 4.07 You may wear your own clean, well-maintained, and professional face covering from home instead of the OSU-provided covering, if you choose. With the exception of religious practice, a covering that hides or obscures the wearer’s eyes or forehead is not an acceptable face covering.
- 4.08 If you are using a cloth face covering, the CDC recommends face coverings should be washed after each use. Two washable cloth face coverings will be provided for all OSU full-time and temporary employees.
- 4.09 Plexiglas shields typically do not replace the need for employees to wear face coverings when outside of their office or if social distancing cannot be maintained.



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- 4.10 Face shields may be used in some cases in lieu of cloth face coverings should the situation warrant. If you have a health-related concern with wearing a face covering, please contact the Office of Equal Opportunity at 405-744-7607 or eeo@okstate.edu.
- 4.11 Face coverings are also required outdoors if safe physical distancing is not possible.
- 4.12 The link below provides guidance on the proper way to wear a face covering.
<https://go.okstate.edu/coronavirus/campus-reopening-plan/plan-at-a-glance/face-coverings.html>
- 4.10 Remember, 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. Wearing your mask also protects others who may be immunocompromised.

GENERAL HYGIENE PROCEDURES

- 5.01 Support everyday protective measures by having adequate health and safety supplies available, including soap and water, paper towels, tissues, dispensers, no-touch (preferably covered) trash cans, a spare cloth face covering, and hand sanitizer containing at least 60% alcohol.
- 5.02 Remove unnecessary items in your personal workspace 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.
- 5.03 Disinfect all frequent-touch areas in your workspace. Do not share work materials or equipment, especially equipment used near the face (e.g. telephones).
- 5.04 Disinfect fax machines, copiers and printers in common areas before and after each use.
- 5.05 Wash hands regularly with soap and water for at least 20 seconds. Use hand sanitizer that contains at least 60% alcohol when you cannot use soap and water.
- 5.06 Cover your cough or sneeze with a tissue and then throw it away (preferably in a closed container). Wash your hands afterwards.
- 5.07 Do not touch your eyes, nose, or mouth with unwashed hands.



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5.08 For further information on everyday protective measures, follow this link: _

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

5.09 As a reminder, face coverings do not replace the need to maintain social distancing, frequent handwashing, and rigorous cleaning and disinfecting routines.

GUIDELINES FOR MANAGING INFRINGEMENTS OF THE COVID-19 HEALTH AND SAFETY POLICY

6.01 Adherence to the above practices are the responsibility of all faculty, staff, and students. Responsibility for good COVID-19 health and safety practice begins with the supervisor in the workplace, laboratory or classroom and proceeds upward through the levels of management.

Supervisory Responsibilities

6.02 University supervisors, including faculty supervisors and Principal Investigators (PIs), are responsible for protecting the health and safety of employees, students and visitors working under their direction or supervision. This responsibility entails:

- Being current with and implementing the COVID-19 health and safety policies and practices.
- Ensuring that workplaces, including laboratories, and equipment are sanitized and safe for use.
- Ensuring that employees, students and visitors under their supervision or within their work areas have been provided with appropriate COVID-19 safety information and adhere to the required practices.

Hazard Identification and Correction

6.03 CEAT encourages employees and students to report potential COVID-19 health and safety hazards to their supervisors and managers. Supervisors shall then inform the offender of the COVID-19 Health & Safety policy. Means of correcting the discovered hazard and/or protecting individuals from the hazard shall be determined and implemented appropriately. Unsafe conditions that cannot be corrected by the supervisor or manager must be reported to the next higher level of management.

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- 6.04 If you come into contact with any individual who is not wearing a face covering and should be, under these guidelines, you may offer educational advice to the individual in a polite and nonaggressive manner. Please note the individual may have a medical condition preventing them from wearing face coverings. Please also note this is not a police matter – it is a policy matter and should be referred to the appropriate office for remedy.
- 6.05 Appropriate Office Contacts:
- Student Violations: Student Conduct Education & Administration; 405.744.5470 or student.conduct@okstate.edu
 - Faculty Violations: Office of the Provost; 405.744.5627 or provost@okstate.edu
 - Staff Violations: OSU Human Resources; 405.744.7607 or osu-hr@okstate.edu
 - Vendor Violations: OSU Purchasing; 405.744.5984 or purchase@okstate.edu
- 6.06 If you have concerns about an employee or student not adhering to the guidelines for face coverings, we encourage you to bring your concerns to your supervisor or you may use the following appropriate office contacts:
- Student Violations: Student Conduct Education & Administration; 405.744.5470 or student.conduct@okstate.edu
 - Faculty Violations: Office of the Provost; 405.744.5627 or provost@okstate.edu
 - Staff Violations: OSU Human Resources; 405.744.7607 or osu-hr@okstate.edu
 - Vendor Violations: OSU Purchasing; 405.744.5984 or purchase@okstate.edu
- 6.07 When discussing the means to correct the non-adherence to the COVID-19 Health & Safety policy, consider the following:
- Highlight the concern for others in the same work environment.
 - Be a consistent role model and practice the necessary behavior yourself (in and out of the office).
 - Appeal to common humanity and shared values, such as the Cowboy Culture.
 - Make the health and safety message authoritative and consistent.
 - Make the positive impact visible by acknowledging compliance to these best practices.

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6.08 As part of the Oklahoma State University community, we live by the Cowboy Code. We stand firm as Cowboys when confronted by challenges. Now faced with one of the greatest challenges in our university's history, these powerful principles are more important than ever:

- We end the day knowing we gave it everything we had.
- We dream only as big as the sky.
- We know challenges come with pain, but pain will not win.
- We have a passion to do what's right, even when it's hard.
- We stand for what matters, even if we stand alone.
- We finish what we start.
- Being a Cowboy isn't in our clothes, it's in our character.

6.09 We encourage everyone to take personal responsibility in following the COVID-19 Health & Safety policy, as only through a collective, cooperative effort can we help protect our campus community.

*Date approved by the CEAT COVID-19 Incident Management Team (IMT) Chief of the Planning Section and IMT Head:
6/29/20*