CHS Reopening Checklist
Department Heads and Managers

Contact: Tina Tappana, HR Director
918-594-8105 or tina.tappana@okstate.edu

☐ Visit with staff to determine who may return to campus, who needs to continue working remotely, or who needs to be on leave.
☐ For those continuing to work remotely, re-establish the telecommuting agreement.
☐ Send a copy of your staff return to work plan with a list of employees and return date to Human Resources so we may send them the health screening questions.
☐ Remain flexible with employees and their work schedules and absences. Every employee situation is different and may have different needs.
☐ Communicate your department return to work plans with the entire department so everyone is clear who is doing what and when. Over communicating during this transition is key. We want employees to feel safe and secure when they return to work.
☐ If an employee becomes sick while at work, send them home and have them call our Occupational Health Nurse, Erika Teel at 918-281-2755, for guidance on next steps.

Compliance and Safety:

Contact: Barrett Hunter, Compliance Director
918-586-4540 or barrett.hunter@okstate.edu

Patty White, Safety Manager
918-561-8391 or patty.white@okstate.edu

Erika Teel, Occupational and Student Health Nurse
918-281-2755 or Erika.teel@okstate.edu

☐ Schedule COVID-19 Return To Work training

Health Screening – Ensure employees complete the OSU-CHS Health Screening questions prior to their first day.

Masks - The CDC recommends that the general public use cloth masks and leave the health care-grade masks for health care workers because of the short supply. We strongly encourage employees to use a cloth face mask while at work and especially in common areas such as elevators, bathrooms, hallways and breakrooms. We ask that employees provide their own face mask at this time as we try to manage our supply for our health care employees. Please remind employees of this requirement. If employees are unable to provide their own, please contact Human Resources for assistance. OSU is working to purchase cloth face masks for each employee.
Temperature Checks – If your office is located at a location other than 1111 W. 17th St. or one of the CHS clinic locations, please contact Patty White, Safety Manager, for assistance with establishing a temperature check station at your location. All employees will be required to have their temperature checked upon arriving to work each day until further notice.

☐ Develop cleaning protocols within your department for sanitizing high-touch areas throughout the day and after each use.
☐ Limit in-person meetings and use of break rooms/conference rooms.
☐ Communicate the importance of masks to your team. We strongly encourage the use of face masks in situations where social distancing is difficult to maintain.

What’s your risk of infection?

VERY HIGH

HIGH

MEDIUM

LOW

VERY LOW

6 feet

tulsa-health.org/covid19
Facilities:

Contact: CHS Helpdesk and submit a ticket
918-561-1800 or chs.helpdesk@okstate.edu

Office Space –

☐ Inspect your physical office space and ensure that there is at least 6 feet of space between employees while they are working. You may need work spaces rearranged to accommodate this requirement. You may need to temporarily move employees to a different location.

☐ Inspect the office space and ensure those areas that have direct contact with customers (such as front reception desks or high traffic desks) have at least 6 feet of space to greet customers or guests. Signage may be needed in some areas to remind others of this requirement. Plexiglass shields for reception/public desks may be needed in some areas. Facilities is currently working to order these for some departments. Check with Facilities before you order your own office protective equipment.

☐ Schedule time for any office space re-arrangement after approval by Facilities.

☐ If you need to temporarily relocate employees, contact Facilities for guidance and approval prior to any movement of offices.

Cleaning schedule - OSU-CHS will provide regular and more frequent cleaning and sanitization of work areas and common areas. Frequent traffic/touch areas will be sanitized on a daily basis.

☐ We also ask that individual employees clean any frequently used areas in their departments.

☐ Discuss this with your employees and let them know your expectations for cleaning in their work spaces.

☐ Cleaning Kits are available based on department requests. Cleaning kits include: sanitizer, paper towels, gloves, masks, face shields, and COVID-19 fact sheets and resources.
  • Requests for initial kits can be emailed to Barrett Hunter.
  • Refill requests can be submitted via the CHS Bookstore website.
  • Be aware that due to global demand, there may be some delay in getting every department cleaning kits. Please communicate with Facilities and Compliance regarding the need for cleaning supplies. In some instances, departments may be able to share these supplies.

☐ Additional hand sanitizer spray bottles and sanitizer dispensers can be requested via the CHS Bookstore website.

Please note that all items above are subject to change as local, state and federal recommendations change.