Reopening OSU Center for Health Sciences

Utilizing Governor Stitt and the Department of Commerce’s “Open Up and Recover Safely” three phased approach, OSU-CHS began the process of reopening campus and allowing some employees/departments to return to work in a safe manner. We will continue to comply with guidance from the CDC, Oklahoma State Department of Health, and local, state and federal authorities.

Our Compliance, Facilities, Safety and Occupational Health teams have been working on the following items to help prepare our campus for your return:

- COVID-19 Seminars on best practices and OSU COVID-19 resources.
- Touring workspace areas to determine if there are areas where maintaining social distancing is difficult.
- Developing contingency working plans if employees need to be accommodated in a work space that is more conducive to social distancing guidelines.
- Assembling cleaning kits to provide to departments upon request.
- Ordering sneeze/plastic guards for reception/check-in areas upon request.
- Placing signage around campus and at clinic locations regarding CDC best practices and OSU COVID-19 guidelines/resources.
- Discussing enhanced cleaning and expectations with our cleaning providers.
- Reviewing occupancy limits for elevators, conference rooms, and other meeting areas to comply with social distancing.

We want to begin the reopening process so those employees that can and want to come back to work are able to do so in a safe manner. Some departments may continue to work remotely through June and July. Some departments may have a hybrid work schedule of partial on campus work and partial remote work. Managers are encouraged to determine what works best for their departments and each employee during this time. Communicate with your supervisor regarding your return to work plans, need for leave, or remote work requests.

We will honor requests for those employees age 65 and older and vulnerable populations to remain at home or work remotely as recommended in the Safer at Home orders. Vulnerable citizens are those who are over 65 years of age or individuals with serious underlying health conditions, including: high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy.

After guidance is given from Mayor Bynum regarding Tulsa’s ability to move into Phase 2 of the plan, the departments listed below will continue the reopen process at OSU-CHS beginning June 1, 2020.

We would like to have Department Heads, Directors, Managers and Supervisors return first to prepare the office space for the new requirements and prepare communications to their employees. Once the Department Heads feel their space and plans are ready they may initiate their own phased approach for return of their employees. This phased approach may continue through June and July.
In order to provide the best customer service to our departments, we suggest dividing the return into two groups. We would like to suggest the following Department Heads, Managers and Supervisors return on or about June 1:

External Affairs  
Student Affairs  
CME  
Graduate Programs  
Dean’s Office  
Athletic Training

We would like to suggest the following Department Heads, Managers and Supervisors return on or about June 15:

All Academic Department Chairs  
Research Office  
Rural Health

We are flexible on the dates and groups above. We wanted to offer suggestions in order to manage service requests. When we say “return,” you may still work remotely while continuing to prepare the office space for your employees.

Those located at OSU Tulsa – ECHO, NCWR, CIRCA, Center for Indigenous Health – may continue working remotely as long as you deem appropriate. Notify Human Resources when you plan to phase in your employees to on campus work; we will guide you on the processes in place at OSU Tulsa.

The first phase of employees that returned to campus May 4 included:

- Research/Lab employees – Laboratory research faculty, their direct staff, and select graduate students identified by the research faculty.
- Clinical Education employees
- Simulation employees
- Current essential employees who have already been onsite such as Facilities, Information Technology, Security and all clinic staff and faculty.

Remote work/telecommuting will be encouraged for all other faculty and staff not returning to campus during Phase 2 and throughout the summer.

**Department Heads, Directors, Managers and Supervisors**

We would like you to return during Phase 2 to prepare your team office space and work schedules. Please see the included Reopen Checklist for items to consider as you prepare to invite your staff back to work.
Temperature Checks

Temperature checks will be performed upon arriving to work each day at all clinic locations. If your temperature is above 100.4 degrees Fahrenheit, you will be asked to return home and contact the OSU-CHS occupational health nurse at 918-281-2755 for further instruction.

Effective June 1:

Symptom Monitoring Required: Non-clinical staff and faculty who have been instructed to return to the workplace must monitor their symptoms every day before reporting to work. You must be free of ANY symptoms potentially related to COVID-19 or have had evaluation and clearance by Employee Occupational Health to be eligible to report to work. At this time, you must be able to answer NO to all of the questions below each day:

- Have you traveled domestically or internationally in the last 14 days?
- Have you been in close contact with someone with a suspected or confirmed case of COVID-19 in the last 14 days?
- Have you experienced symptoms consistent with COVID-19 such as cough, shortness of breath, or at least two of the following symptoms in the last 14 days:
  - Fever
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell

If you answer yes to any of the above questions, please do not come to campus. Call or email our Occupational Health Nurse, Erika Teel, at 918-281-2755 or erika.teel@okstate.edu for further steps.

Health Questionnaire

Prior to returning to work you will receive an email from the Compliance department with a questionnaire that may include questions like: 1) Have you exhibited any respiratory symptoms such as cough, shortness of breath, or fever in the last 14 days and, 2) Have you had close personal contact with someone that had a confirmed case of COVID-19 within the past 14 days?

Face 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 you to use a cloth face mask while at work and especially in common areas such as elevators, bathrooms, hallways and breakrooms. We ask that you provide your own face mask at this time as we try to purchase cloth masks for each employee. If you are unable to provide your own, please contact Human Resources for assistance.
Building Operations

The CHS Fitness Center, Medical Library, and Tandy Study Carrels will remain closed to students until at least July 7. This date is tentative.

We are reviewing occupancy limits for the elevators, conference rooms, and other meeting areas to comply with social distancing. You may see signage showing the occupancy limits during this time.

Parking on Campus

As staff and faculty begin to return to work, we are asking you to park in the Tandy parking garage. Please take the stairs or elevators to the outdoor ground level and enter the building through the northwest entrance to Founders Hall.

Cleaning

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. Cleaning supplies such as spray bottles of Morning Mist sanitizer and paper towels will be available within office suites, break rooms and conference rooms. Spray bottles will include SDS for the cleaning concentrate / product information and also the inventory system to ensure supplies are tracked. Hand sanitizer and refills will be available as well. If you need additional supplies, please order through the CHS Bookstore website.

General Guidelines while at work

- Maintain social distancing of at least 6 feet away from others - if your workspace doesn’t allow this, please contact your supervisor or HR for assistance.
- No gatherings of more than 10 people.
- No outside guests, children or public entry unless approved by your supervisor.
- Continue to have zoom/virtual meetings as much as possible.
- Please do not congregate in hallways or common areas.
- Stay home if you feel sick.
- We ask that managers provide some flexibility during this time for absences and remote working.

Employees 65 or older and vulnerable populations:

We will honor requests for those employees age 65 and older and vulnerable populations to remain at home as recommended in the Safer at Home orders. Vulnerable citizens are those who are over 65 years of age or individuals with serious underlying health conditions, including: high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy.
**Employees currently on leave:**

If you are currently using leave as provided under the Families First Coronavirus Response Act (FFCRA) you may continue to do so during this time. Please communicate with your supervisor regarding your work/leave schedule. This is the leave provided for those employees that have been advised to quarantine or isolate by a health care provider, employees experiencing symptoms of COVID-19 and seeking a diagnosis, or subject to Federal, State or local orders to quarantine/isolate. This also covers an employee that is caring for a family member/individual described above, or an employee that is caring for a son or daughter due to closed schools/lack of childcare. For more information go to: [https://hr.okstate.edu/families-first-coronavirus-response-act-ffcrc](https://hr.okstate.edu/families-first-coronavirus-response-act-ffcrc)

**Travel Guidelines:**

**Out-of-State Travel** – All travel for University-related business or academic purposes was suspended effective March 13 and will remain suspended until further notice, unless approved by Administration for accreditation purposes.

**In-State Travel** - There are no current restrictions on in-state, University-related travel.

**International Travel** - OSU suspended all international travel for University-related business or academic purposes effective March 13 and until further notice.

**Personal Travel** - The University strongly encourages faculty, staff and students to exercise caution with regard to personal travel. Individuals who return from out of state or international travel must contact the Occupational Health Nurse at 918-281-2755 for screening questions and be prepared to self-isolate for 14 days.

**If you feel sick or have been in contact with a positive COVID-19 case:**

Our Occupational Health Nurse and team will continue to track and take calls from employees if they are exhibiting symptoms consistent with COVID-19 or have been in close personal contact with a positive case. Please call 918-281-2755 for guidance. They are in direct contact with our on-call COVID-19 dedicated physician for recommendations on all cases. Matt Maxey and the Health Access Network are acting as case managers for staff that may have had exposure.