FRAN AND EARL ZIEGLER
COLLEGE OF NURSING
The UNIVERSITY of OKLAHOMA HEALTH SCIENCES CENTER

# Fran and Earl Ziegler College of Nursing
# COVID-19 Return Plan - Staff and Faculty

*Approved July 24, 2020*
*Revisions August 12, 2020, September 22, 2020, November 20, 2020*

The return to full, normal operations in all areas of the Fran and Earl College of Nursing (CON) will be a gradual, phased process. The phases and timing for return must comply with the *Oklahoma Open Up and Recover Safely Three-Phase Approach to Open Oklahoma's Economy*, as applicable, and the requirements in this COVID-19 Return Plan, as well as any local, state, and federal laws or orders that are more restrictive.

As the nature of COVID-19 remains dynamic, The CON COVID-19 Return Plan will outline new or revised requirements for return when indicated.[1] In accordance with the OUHSC COVID-19 Return Plan, the CON applies these procedures for its OKC, Lawton, and Tulsa sites. Revised versions of this Plan will be distributed to all CON employees and will be posted on the CON website.

This plan applies to all College of Nursing employees and students[2], visitors, and volunteers. It includes the following sections:


I. Telecommuting
II. Returning Employees and Students to Campus
III. Social Distancing
IV. Masks
V. Building Access and Amenities
VI. Sanitizing Facilities and Equipment
VII. Testing, Isolation, and Contact Tracing
VIII. Monitoring Workforce and Visitors for COVID-19 Symptoms
IX. Travel
X. Training
XI. Research, Patient Care, Academics
XII. Enforcement
XIII. COVID-19 and the Workplace


## I. Telecommuting

The College encourages telecommuting where possible, until further notice.

A. Guidelines - Human Resources will continue to update the University's telecommuting guidelines as appropriate. The current guidelines are available here.
B. Staffing Plans - Each college dean and area vice president (or their designees) are responsible for determining the telecommuting versus in-person staffing needs for their respective areas and will advise employees of scheduling and location changes, generally at least one work week prior, but not

[1] Effective September 11, 2020, revisions to this Plan will be documented on the last page.

[2] If an employee or student indicates compliance with a provision of this Plan is not possible due to medical reasons, the individual should be referred to the appropriate University office to request accommodations on the basis of disability office (Human Resources for employees; Accessibility & Disability Resource Center for students).

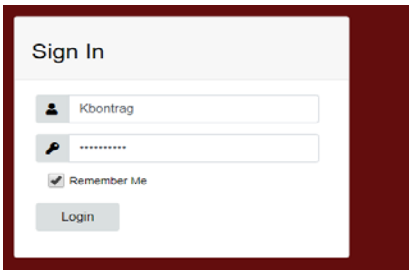
less than 48 hours prior, to a change in assigned work location.

1. Phased Return - The return to work from telecommuting should be phased, when possible, to allow sufficient time to ensure the return is efficient, effective, and meets the requirements of this Return Plan.
2. Resurgence - Each area must be prepared to slow or stop the return to campus and/or to fully return to telecommuting as soon as possible, if the University deems it necessary.
3. Screening – Employees returning from a telecommuting period of 7 consecutive calendar days or more must complete the online COVID-19 Screening and Reporting Tool https://covidreporting.ouhsc.edu/ and email the results to their immediate supervisor prior to returning to campus.

## II. Returning Employees and Students to Campus

The CON will comply with the following in reopening areas and resuming services on campus.

A. Screening for Employees to Return to Campus - Employees who have been telecommuting or on administrative leave for 7 consecutive calendar days or more must complete the online COVID-19 Screening and Reporting Tool https://covidreporting.ouhsc.edu/.




A sign-in box allows the employee to access the questionnaire using their OUHSC login ID and password: https://covidreporting.ouhsc.edu/accounts/login/?next=/ for assessment and clearance PRIOR to returning to the assigned campus work location or returning to an OUHSC- or OUMI-related function or obligation.

After completing and submitting the screening and reporting tool questionnaire, the employee will be notified via email from *"COVID-19 Screening and Reporting"* (Employee Health) via email (from donotreply@ou.edu) of their screening results.

Example of a **CLEARED FOR WORK** email:

From: donotreply@ou.edu <donotreply@ou.edu>
Sent: Tuesday, May 26, 2020 2:46 PM
To: YOUR-NAME@ouhsc.edu
Subject: [EXTERNAL] COVID-19 Screening and Reporting

Your COVID-19 screening form has been reviewed by our medical team.

Based on the information you provided, you are cleared to return to work.

B. Screening for Students to Return to Campus **-** Students who have been away from on-site instruction at their assigned campus location or from an on-campus clinical rotation[3] for 7 consecutive calendar days or more must complete the online COVID-19 Screening and Reporting Tool https://covidreporting.ouhsc.edu/. The Student & Employee Health Clinic will notify students via their University email address of their screening results and will provide additional instruction on how the students are to share the email from Student & Employee Health before they attend a clinical rotation or on-site instruction.

C. Screening for Scheduled Visitors and Vendors – See section VIII.B.2 below.

## III. Social Distancing

Social Distancing refers to keeping a distance of at least 6 feet between individuals. According to the Centers for Disease Control and Prevention (CDC), it is one of the most effective methods of avoiding infection and reducing the spread of COVID-19. Social distancing requirements apply in all workplace settings on campus including public settings, common areas, and shared spaces on campus and at OUHSC events.

[3] For purposes of this policy, assigned hospital rotation sites are considered to be on-campus rotation sites.

A. Public Settings, Common Areas, Shared Spaces - When individuals must maintain a physical distance from others of at least six feet.
   1. Indoors - If the public setting, common area, or shared space is indoors, individuals must also wear a surgical-style mask (see Section IV below).
   2. Outdoors - If the setting, area, or space is outdoors, individuals are strongly encouragedto wear a surgical-style mask. If social distancing cannot be maintained outside, individuals must wear masks.
   3. Tents – If the tent has panels, it is considered an indoor space. Masking in the tent is mandatory, and social distancing must be observed. If the tent has no panels, it is considered an outdoor space. Masks are encouraged, and social distancing is mandatory.

B. Social Distancing Alternatives - When social distancing of at least six feet is not possible in an indoor or outdoor public setting, common area, or shared space, a mask must be worn and additional mitigation, such as the following options, must be implemented where possible:
   - staggered breaks or shifts
   - reconfigured physical space
   - reconfigured seating designations
   - revised workflow processes (e.g., drive through, partitions, curbside pickup)
   - flexible meeting formats, such as video or telephone conferencing

**C.** Large Groups – **Gatherings of more than 10 people indoors, including for meetings, must be avoided** unless the gathering is determined by the appropriate vice president to be necessary for a mission-critical function and additional precautionary measures will be taken, including at a minimum, **those described in this Section III.**

## IV. Masks

Indoors: Until further notice, all individuals in indoor campus facilities must wear a disposable or cloth surgical- style facemask.[4] Non-medical grade masks that have exhalation valves with or without filters may not be worn on campus unless a surgical style mask is worn over it. Scarves, bandanas, gaiters, buffs, and the like are not acceptable. Masks must cover the nose and mouth.

Masks must be worn by all passengers in University-provided transportation, such as shuttles, buses, police safety escorts, and University owned/leased vehicles. Drivers of any University vehicles must wear a mask when passengers are present.

Outdoors: Masks must be worn in outdoor campus spaces where social distancing cannot be maintained and when othersie required by the University, such as for certain events.

NOTE: If an employee or student indicates compliance is not possible due to medical reasons, the individual should be referred to the appropriate University office to request accommodations on the basis of disability (Human Resources for employees; Accessibility & Disability Resource Center for students). If a patient states compliance is not possible due to medical reasons, contact the clinic manager for direction. **Cloth** face coverings should NOT be worn by children under the age of 2 or anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance, per the CDC.

A. Masks for Students and Employees - The University will make masks available to employees and students appropriate to their on-campus responsibilities.
   1. Employees - The CON Building Supervisor[5] should complete this form to obtain surgical-style

[4] Provided, however, that when individuals are in their own enclosed private workspace, are at least 6 feet from others, and are not interacting with others, they may remove their masks. For purposes of this policy, a cubicle or office with an open door is not considered “enclosed.”

[5] CON Building Manager is Laurie Price, Associate Dean for Finance and Administration; Lawton CON Building Manager, Lori McElroy, DNP, RN (Site Director); Tulsa CON Building Manager, Emma Kientz, DNP, APRN (Site Director)

masks for CON employees from central mask inventory.

2. Students – The CON Building Supervisor coordinates mask acquisition for on-campus students from HSC Student Affairs. She also coordinates mask procurement for Lawton students from HSC Student Affairs and distributes to the Lawton CON Site Director[5]. Masks for students in Tulsa are obtained by the Tulsa CON Site Director[5] through the OU-Tulsa Student Affairs. Students in off-campus rotations who need masks should contact HSC Student Affairs or OU-Tulsa Student Affairs, as applicable.
3. Re-Use - Employees and students must observe the following re-use guidelines:
   a. Disposable Masks - Disposable filtration surgical-style masks worn in non-clinical/non-surgical areas should be worn on campus for five consecutive days, or until soiled, whichever occurs first. (Those worn in surgical, research, and clinical areas are subject to surgical, research, or department re-use policies.)
   b. Cloth Masks – Cloth masks should be washed and fully dried after each day's wear. Appropriate cleaning of the mask is the responsibility of the wearer.

B. Masks for Vendors and Others - When possible, vendors and others should be asked to wear their own mask to the CON. The CON will make surgical-style masks available to vendors and others who do not bring their own approved masks. Information regarding obtaining masks for OKC visitors can be obtained from the CON Building Manager. Mask for vendors and others at the CON Lawton and Tulsa sites can be obtained from the Site Director.

C. Masking Compliance Program – The Health Sciences Center, through SPPOT/EOC and OU Physicians, will implement a masking compliance program for its on-campus facilities. The program will include, at a minimum, a regular review of masking compliance in each facility, followed by a weekly report detailing findings to the building coordinator and deans and vice presidents located in the facility for action (education, signage, training, etc.).

## V. Protective Eyewear

Providers, faculty, students, and trainees must wear appropriate protective eyewear in addition to a surgical-style mask when performing patient care responsibilities. The eyewear must wrap around the front and side of the eyes.

Acceptable protective eyewear includes:

- Goggles
- Face shields that cover the front and sides of the face (thicker sides/arms; not like eyeglasses)
- Other protective eyewear such as safety glasses or trauma glasses - these must not have gaps between the frame of the glasses and the face. If there are gaps, they likely do not protect the eyes from all splashes and sprays.

Prescription eyewear, reading glasses, and sunglasses are not protective due to the openings around the side of the frames.

Individuals must ensure eye protection is compatible with the respirator they wear so there is not interference with proper positioning of the eye protection or with the fit or seal of the respirator.
Click here for instructions about how to disinfect protective eyewear.

## VI. Building Access and Amenities

Building access and amenities must be managed in a manner that minimizes the risk of infection and spread of COVID-19.

A. Building Access - Access to the CON is restricted to key or card access. All students, staff, and faculty must have updated OUHSC ID cards to access the building electronically. The CON Building Manager coordinates building access through the Access Control (OUPD) and electronic door locks. The CON remain restricted until further notice.

1. Food Delivery – Third party food delivery services may not enter or be given access to enter the CON. Individuals ordering from these services must arrange to meet the delivery person outside of the building.

B. Building Amenities - All CON common areas must be maintained in a manner that provides for social distancing (see Section III above) and safe hygiene practices. The student lab assistants will assist the CON building manager each day to ensure the CON amenities comply with social distancing and safe hygiene requirements.
   1. Faculty bringing small groups of students to campus for active learning activities must coordinate this effort with the Associate Dean of Academic Affairs and the CON Building Manager at least 5 days ahead of scheduled date.
   2. Elevators – Generally, no more than four individuals may be in an elevator at one time. Reasonable exceptions include patient transport and freight elevators, patients using an elevator with their household members or caregivers, and emergency personnel. For smaller elevators, a smaller number of occupants may be preferred. On occasion, it may be appropriate for additional passengers to ride, in order to avoid groups forming while waiting on elevators. Individuals must wear masks on elevators.
   3. Seating Areas - Seating at tables and benches is generally limited to one person per 6 feet. Reasonable exceptions are members of the same household sitting together and patients or students sitting with their caregivers or aides. Do not site in sit down on furniture with taped red "Xs" or corded off.
   4. Restrooms - Restroom facilities should not be used when social distancing cannot be maintained.
   5. Cleaning - Sanitization protocols must be in place for all departments and areas and must include, at a minimum, the items in Section VI below.
   6. Hygiene - Hand sanitizer will be made available if soap and water are not readily available in the area.
   7. Drinking Fountains - Use of CON drinking fountains that are not touch-free is strongly discouraged.

C. Signage – The CON Building Manager is responsible for ensuring continued signage in CON common areas that address the requirements in Sections III, IV, and V, as appropriate. Signs can be obtained from https://printingstorefront.ou.edu/ou/catalog.cgi - University Operations.

## VII. Sanitizing Facilities and Equipment

Clean facilities and equipment require a commitment from all levels of the CON community. Everyone has an important role and responsibility in maintaining healthy work and learning environments.

A. University Responsibility - The University will provide increased cleaning and sanitizing of frequently used facilities and common areas, including elevators, restrooms, classrooms/lecture halls, and other high-traffic spaces with the use of BPA-approved cleaners that meet CDC guidelines for disinfecting COVID-19. For high-traffic areas within the CON, the University will also provide, when possible, no-touch disposal receptacles, increased placement of hand sanitizers, MERV -13 filters, and installation of additional University signs encouraging good hygiene.

B. CON Responsibility – As was the case prior to COVID-19, the CON Building Manager remains responsible for obtaining appropriate cleaning supplies and providing for the cleaning of shared office equipment, furniture, surfaces, and environment. Note these specific responsibilities related to cleaning, however:
   1. Workspace – Students, staff, and faculty are encouraged to disinfect their work area (desk, chair, phone, keyboard, etc.) daily. Cleaning supplies are available from the supply closet in CNB 109A, your direct supervisor or the CON Building Manager. Cleaning instructions for many types of common in-office computers and peripheral devices are available here: http://www.ou.edu/ouit/workanywhere/get-started/equipment-sanitization. For equipment not listed on the webpage above, individuals should refer to the manufacturer's recommended instructions or contact their local IT support personnel.
   2. COVID-19 Positive Individuals – Frequently used campus spaces are disinfected on a daily basis.

The CON Building Manager who are notified of a COVID-19 positive individual in their space should contact General Services (405- 271-2311 or 918-660-3555) to confirm when disinfecting of the space last occurred. If the positive individual has been in the space since it was last disinfected, General Services/OneCall will, in consultation with EHSO, assess what, if any, interim disinfecting is appropriate, and the supervisor should close off affected areas and/or open outside doors and windows, if instructed by General Services/OneCall while the assessment is pending. This procedure should be followed in off-campus leased spaces as well, by contacting the leasing agent or building maintenance team.

3. Environment - Increased ventilation (open doors, for example) and purchase and use of portable HEPA filters when possible, should be considered.

C. Individual Responsibility – As was the case prior to COVID-19, individuals are responsible for cleaning their personal and shared spaces and office equipment.
   1. Workspace - Individuals are encouraged to disinfect their individual workspaces (desk, phone, keyboard, etc.) daily. Disinfecting wipes are available from the CON Building Manager.
   2. Equipment from Home - Individuals bringing electronic equipment to the CON from off-campus locations must first clean all equipment following the instructions in Section VI.B.1 above.
   3. Shared Items - Individuals must avoid using others' phones, desks, offices, computers, work tools, etc., when possible. Individuals using shared office items, such as copiers, must clean and disinfect the items before and after use.
   4. Food Preparation - Individuals may prepare food in common areas, only one person at a time and each user is responsible for cleaning the area immediately after use.

## VIII. Testing, Isolation, and Contact Tracing

A. Positive Tests - If an employee or student tests positive for COVID-19, they and the University will cooperate with the appropriate health department in its contact tracing efforts.
   1. Supervisors who are made aware that an individual in their area has tested positive should contact General Services and EHSO as described in Section VI.B.2 above for disinfecting assessment, if the individual was on campus in the past 7 days.
   2. All employees and students who have received a positive COVID-19 laboratory test must obtain clearance from the Student & Employee Health before returning to on-campus University responsibilities via the online COVID-19 Screening and Reporting Tool https://covidreporting.ouhsc.edu/ before returning to on-campus University responsibilities. Clearance may require proof of a negative COVID-19 test. PLEASE NOTE: At this time, the University does not accept negative rapid COVID-19 antigen tests from any laboratory.

B. Confirmed Exposures - Employees and students who know they were exposed to a laboratory-confirmed COVID-19 positive individual are expected to notify the Student & Employee Health Clinic via the online COVID-19 Screening and Reporting Tool https://covidreporting.ouhsc.edu/ and to follow the directions provided by the Clinic and by the applicable health department involved (if any). That direction may require certain actions, such as to remain away from University property[6] and from on- and off-campus events until approved for return by Student & Employee Health.
   1. Employees should communicate instructions with their direct supervisor.
   2. Students should communicate instructions with their faculty and/or program directors.

## IX. Monitoring Employees, Students, and Visitors for COVID-19 Symptoms -Mandatory Reporting Process

A. Monitoring Employees and Students - Employees and students must complete the online COVID-19 Screening and Reporting Tool at https://covidreporting.ouhsc.edu/ before resuming on-campus activity or responsibility each time they answer YES to any of the following questions below. The employee or student will be notified via email of their screening results and will follow the instructions included for

[6] Excludes individuals who live in University Village Apartments (UVA). If any UVA residents test positive for COVID-19, they are encouraged to contact Joe Schmidt, HSC Student Affairs, at 405-271-2416 for assistance.

forwarding the email. NOTE: Individuals must also comply with the screening and reporting processes in place at their assigned locations/rotations.

1. Are you experiencing symptoms that could be consistent with COVID-19, such as fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, recent loss of taste or smell, and/or extreme fatigue? (Please also contact a health care provider regarding specific symptoms.)
2. Do you have COVID-19 test results pending, or did you test positive for COVID-19 within the last 14 days?
3. Have you had close contact (been within 6 feet, for approximately 15 minutes or more[7]) with an individual diagnosed with COVID-19 in the last 14 days or with someone who has been tested for COVID-19 and whose results are pending in the last 14?

B. Monitoring Patients and Scheduled Visitors/Vendors – Visitors who are scheduled to be on campus for mission critical business, such as certain job candidates and speakers, and vendors who will be in campus facilities for more than pick-up or delivery (typically 15 minutes) will be directed by the scheduling department to complete the online Scheduled Vendor/Visitor COVID-19 Screening and Reporting Tool at least 24 hours prior to their scheduled arrival on campus. They will be advised to notify the individual who scheduled them to be on campus if they begin to experience COVID-19 symptoms during their visit. See the Scheduled Visitor/Vendor FAQ here for more information.
   1. Scheduled Visitors/Vendors[8] – Visitors who are scheduled to be on campus for mission critical business, such as certain job candidates and speakers, and vendors who will be in campus facilities for more than pick-up or delivery (typically 15 minutes) will be directed by the scheduling department to complete the online Scheduled Vendor/Visitor COVID-19 Screening and Reporting Tool at least 24 hours prior to their scheduled arrival on campus. They will be advised to notify the individual who scheduled them to be on campus if they begin to experience COVID-19 symptoms during their visit. See the Scheduled Visitor/Vendor FAQ **here** for more information.

C. Temperature Checks - Temperature checks may be required only for individuals entering buildings/areas where patient care is provided. Temperature Checks - Temperature checks are not required to enter the CON. Prior approval from the Office of Human Resources is required for employee temperature checks in the CON.

## X. Travel

A. University Domestic and International Travel – Domestic and international air travel for University-related business or academic purposes is permitted only if the travel is considered mission-critical to the University.

B. Mission-critical Travel, Defined – Mission-critical travel is travel that is necessary to the University's ability to meet its core academic, research, or operations functions. More specifically, the purpose and timing of the travel must be such that if the travel does not occur as scheduled, the University's ability to meet its core academic, research, or operations functions is significantly impaired. Individuals who believe domestic or international travel is mission critical must contact their dean/Vice President, who will consider factors such as timing, State Department/CDC travel advisories for the destination(s), impact on competitive advantage, and actions of peer institutions, and make a written recommendation to the Senior Vice President and Provost for approval.

C. FAQs on domestic and international travel are available **here**.

[7] It is possible for COVID-19 to spread in shorter periods of time or in different distances, so individuals should monitor their health and complete the online Screening and Reporting Tool if they experience COVID-19 symptoms.

[8] Third party food vendors, as identified in Section V.A.3 above, and other vendors who are on campus solely to make deliveries or perform outdoor services are not required to complete the Tool.

## XI. Training

A. The CON will work with the CON SPPOT Representative to coordinate COVID training/education for students, staff, and faculty.
B. Students, staff, and faculty are expected to comply with all training/education requirements

## XII. Research, Patient Care, Academics – Return to Service Plans

A. Return to Research Plans
   1. The Return to Research Plan for laboratory research is available here: https://research.ouhsc.edu/Resources/COVID-Research-Updates
   2. The Return to Research plan for human subjects research is available here: https://compliance.ouhsc.edu/HRPP/COVID-19-Information
B. Instruction - The Return to On-Site Instruction Plan is at the top of the OUHSC Teach Anywhere page: https://www.ouhsc.edu/teachanywhere/
C. Other Return to Service Plans – Other Return to Service plans are available from the vice president responsible for the particular area or the SPPOT/EOC Executive group.
D. Other Campus Plans –
   1. Norman campus: https://www.ou.edu/together/norman-phase-iii
   2. Tulsa campus: https://ou.edu/tulsa/coronavirus

## XIII. Enforcement

Employees and students who refuse to comply with this plan are subject to disciplinary action, in accordance with the applicable faculty, staff, or student handbook policy. Managers may consult with Human Resources for additional information.

If an employee or student indicates compliance is not possible due to medical reasons, the individual should be referred to the appropriate University office to request accommodations on the basis of disability office (Human Resources for employees; Accessibility & Disability Resource Center for students).

Vendors, visitors, and patients who refuse to comply with this Return Plan are subject to having their access to campus suspended or terminated.

## XIV. COVID-19 and Learning and Working

These are unprecedented, ambiguous, and most uncertain of times. The College of Nursing is here to support our students, staff and faculty. We need to lean on one another to stay strong and get through this together. Share your concerns with one another, staff and faculty and leverage additional resources below:

A. The OUHSC Affairs website provides resources for students https://www.ouhsc.edu/coronavirus/students
B. THE OUHSC Human Resources website provides information and an extensive list of resources https://hr.ou.edu/News/Coronavirus .

**Revision History**

| Effective Date of Substantive Revision | Section Revised | Description of Substantive Revision | Approved By |
|---|---|---|---|
| 9/08/2020 | Page 1, first Paragraph | Added reference to more restrictive local, state, and federal laws/orders | SPPOT/EOC Exec; CCO |
| 9/08/2020 | III.A, 1,2 | Edited for clarity; added reference to surgical-style mask | SPPOT/EOC Exec; CCO |
| 9/08/2020 | IV,D | Added reference to surgical-style mask<br>Added reference to outdoor events in IV<br>And to masking compliance<br>Program. In IV.D. | SPPOT/EOC Exec; CCO |
| 9/08/2020 | VI.B.2 and VII.A | Updated reporting process | SPPOT/EOC Exec; CCO |
| 9/08/2020 | VIII.A | Revised to put in question form and to omit travel, 7-day absence from campus, and event attendance | SPPOT/EOC Exec; CCO |
| 9/08/2020 | VIII.B.1 | Added clarification regarding OU/OUMI employees as visitors | SPPOT/EOC Exec; CCO |
| 9/08/2020 | IX | Revised to address domestic and International travel and to define mission-Critical and to omit screening requirement | SPPOT/EOC Exec; CCO |
| 9/08/2020 | XI | Added Paragraph E to include links to other OU campus plans | SPPOT/EOC Exec; CCO |
| 11/20/2020 | V | Revised to require the addition of protective eyewear to all Faculty, staff, and students when involved in direct patient care | SPPOT/EOC Exec; CCO |
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