



OBU Policies and Procedures

Title: COVID-19 Return to Work Policies and Procedures
Effective Date: June 10, 2020 (Revised December 7, 2020)
Applies to: All Employees, Students, Guests, Contractors, Suppliers

As the COVID-19 pandemic continues to evolve, OBU is actively monitoring best practices and updating OBU guidance based on the recommendations of the Centers for Disease Control and Prevention (CDC). OBU is committed to complying with all federal, state and local laws, including *without limitation* the Families First Coronavirus Response Act (FFCRA), the Americans with Disabilities Act of 1990, as amended, the Family and Medical Leave Act (“FMLA”), and Occupational Safety and Health Administration (OSHA) regulations as applicable. In the event of a conflict, these policies and procedures will be subject to and enforced in accordance with applicable federal, state or local law or mandate.

After careful consideration, OBU has decided to re-open the OBU campus in three phases for the purpose of staggering employee re-entry with COVID-19 screening, training, and possibly testing. Phase I will begin on June 15, 2020, with Phase 2 beginning June 29, 2020 and Phase 3 beginning July 13, 2020. To protect our workforce, OBU has implemented the following policies and procedures applicable to anyone desiring entry to OBU facilities.

The support of all employees is critical to the success of our plans. Everyone plays a critical role in ensuring we are doing everything we can to protect one another and the general public.

Employees whose positions are assigned to the following buildings will return to work in phase 1 beginning June 15. Entry to these buildings is limited to the locations noted below.

- Thurmond Hall, handicapped entrance only (south side)
- Geiger Center, south entrance only
- Recreation and Wellness Center, main entrance only
- Athletic Training in Noble Complex and Mathena Center, Noble Complex north entrance only
- Athletic offices in Storer Hall, south entrance only
- University Police Department
- Eyer Building
- Mabee Learning Center

Employees whose positions assigned to all other buildings will return to work in phase 2 beginning June 29, 2020. These employees will be screened at the closest screening building (see above) to the building in which they work.

Employee health screening will take place each morning prior to beginning work as designated for the following locations:

- Thurmond Hall, main entrance
- Geiger Center, south entrance
- RAWC, check-in desk
- Noble Complex Athletic Training, Mathena and Storer, Noble Complex Athletic Training

Employee Screening/Reporting Obligations

Health Assessment Questionnaire: Upon notice of phased return to work, returning employees will be required to complete a Health Assessment by reporting to a specified facility on campus where initial employee screening/reporting will be done via administering of a Confidential Employee Self-Assessment form on site or via electronic communication and daily monitoring of temperature. [FORM 1 – Employee Health Assessment Questionnaire]

- Health assessment(s) will be confidential and reviewed by Human Resources.
- Employees will be cleared to return to work based on responses and/or may be ordered not to return to the work until additional information is gathered.
- If an employee answers “Yes” on the health assessment or conditions change and an employee’s answer becomes “Yes,” entry to any OBU location or worksite may be prohibited, and/or the employee may be asked to immediately leave OBU. Employees must notify OBU HR immediately for further instructions.

Temperature Check Guidelines: Employees will be subject to daily temperature screening in accordance with the following guidelines. Any employee with a temperature of 100.4° F (38° C) or greater and/or answers “yes” to the COVID-19 symptom screening question will be directed to leave work immediately. Time spent waiting for the temperature screening and during the temperature screening should be recorded as time worked for non-exempt employees. OBU will conduct temperature screenings in the following manner:

- **Barrier/Partition Testing:** During screening, the screener sits/stands behind a physical barrier, such as a glass or plastic window or partition, to protect the screener’s face and mucous membranes from respiratory droplets that may be produced when/if an employee sneezes, coughs, or talks.
 - Upon arrival, the screener will:

- Make a visual inspection of the employee for signs of illness, which could include coughing, flushed cheeks, or fatigue.
 - Ask scripted COVID-19 screening questions.
 - Check the employee's temperature, reaching around the partition or through the window making sure the screener's face stays behind the barrier at all times during the screening.
- In-Person Testing with PPE (mask and gloves) must be used when the screener is within 6 feet of an employee during screening.
 - Make a visual inspection of the employee for signs of illness, which could include flushed cheeks or fatigue, and confirm that the employee is not experiencing coughing or shortness of breath.
 - Ask scripted COVID-19 screening questions.
 - Take the employee's temperature.
 - Record the temperature on the Health Assessment Form.
- As OBU is using non-contact thermometers, they should be cleaned and disinfected according to manufacturer's instructions.
- Remove and discard PPE (gloves) and wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer with at least 60% alcohol. This should be done between each screening if physical contact is made.
- Employee temperature checks should be conducted in such a manner as to ensure the privacy of the employee being screened.
- Storing temperature information
 - Results of temperature screening will be confidential and if retained will be placed in a separate confidential medical file.

Travel Restrictions/Reporting:

- Non-essential business travel is prohibited until further notice.
- Any business travel deemed essential must be pre-approved in writing by the Cabinet member.
- Personal travel out of state or country is strongly discouraged and must be reported to the appropriate Cabinet member prior to travel (assists with possible tracing efforts when required).
 - Any travel out of state or country, whether for personal or business reasons, requires self-monitoring for symptoms. Quarantine after travel is only required if symptoms appear except for locations specified by the CDC.

Employee and Staff Responsibilities

- **Stay home if you are sick**, especially if you are experiencing flu-like or COVID-19 symptoms such as a fever, cough, sore throat, shortness of breath, muscle aches, loss of sense of smell or taste, or gastrointestinal issues. Call your supervisor before reporting to work and/or advise your supervisor or Human Resources immediately if you develop any of these symptoms while at work.
- **Frequently wash hands** with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- **Avoid touching your eyes, nose, or mouth.**
- **Practice good respiratory etiquette**, including coughing and sneezing into your elbow or a tissue and turning away from others when coughing or sneezing.
- **Masks or face coverings** (must cover, at a minimum, nose and mouth) are required to/ be worn when moving throughout the office in hallways, breakrooms, restrooms or common areas or any time physical distancing of at least 6 feet is not possible. However, employee may choose to not wear their mask when in their office alone, otherwise the mask is required to be worn. The CDC recommends wearing cloth face coverings in public settings where other physical distancing measures are difficult to maintain. The purpose of the cloth face covering is to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings do not contain filtration systems that prevent particles from entering the lungs. Cloth face coverings should be washed at least one time per week through a complete wash cycle at home.
- **Physical distancing**
 - Maintain at least 6 feet from fellow employees.
 - Avoid physical contact with others (i.e., no handshakes).
- **Meeting/gathering guidance**
 - Hold physical meetings with physical distancing with masks if not farther away than 6 feet.
 - Videoconferencing or teleconferencing may be used for work-related meetings or gatherings.
- **Employees should refrain from using other workers' equipment** including but not limited to phones, desks, offices, or other work tools, when possible.
- **Employees are to remove shared candy dishes** from their desks.
- **Common areas touched by employees** including but not limited to printer/copier, file cabinets, tables, etc. **shall be wiped by employees with a disinfecting wiper** (furnished) immediately before and after every use.

- Efforts shall be made by each employee to **disinfect their workspace daily**, especially at the end of each workday.
- Employees are allowed to have food delivered but must **meet the delivery person** at the entry door of their assigned building.
- If employees use **public transit**, OBU recommends the following:
 - Avoid overcrowded public transportation.
 - Wear face masks.
 - Maintain a safe distance from other passengers.
 - Use hand sanitizer when entering and exiting public transit.
- **Recognizing personal risk factors.** According to the CDC, certain people, including older adults (65 and older) and those with underlying health conditions such as heart or lung disease or diabetes, are at higher risk for developing more serious complications from COVID-19. Employees that come within one of these categories may elect to contact Human Resources prior to returning to work to discuss possible accommodations. Possible accommodations could include:
 - Continued telework arrangements if/when possible
 - Leave of absence
 - Increased physical distancing measures within workspaces
- **Employees with children displaced by school closure** and/or lack of suitable care due to daycare/facility closure may contact Human Resources to discuss possible accommodations.
- **Employees will complete COVID-19 training** online in Canvas prior to returning onsite to work.

When You Can be Around Others After You Had or Likely Had COVID-19

CDC Guidelines stipulate the following:

When you can be around others (end home isolation) depends on different factors for different situations.

- **Situation 1. “I think or know I had COVID-19, and I had symptoms”**
 - You can be with others after:
 - 24 hours with no fever without the use of fever-reducing medication **and**
 - COVID-19 symptoms have improved (e.g. cough, shortness of breath) **and**
 - 10 days since symptoms first appeared
- **Situation 2. “I tested positive for COVID-19 but had no symptoms”**
 - If you continue to have no symptoms, you can be with others after:
 - 10 days have passed since test
 - If you develop symptoms after testing positive, follow the guidance above for “I think or know I had COVID, and I had symptoms.”

- **Situation 3. “I have a weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?”**
 - People with conditions that weaken their immune system might need to stay home longer than 10 days. Talk to your healthcare provider for more information. Testing is available in your community, and it may be recommended by your healthcare provider. You can be with others after you receive two negative test results in a row, at least 24 hours apart.
- **Situation 4. For Anyone Who Has Been Around a Person with COVID-19**
 - If you have been in close contact with someone who has tested positive for COVID-19, the CDC continues to endorse quarantine for 14 days from the last date of possible exposure (or close contact) and recognizes that any quarantine shorter than 14 days balances reduced burden against a small possibility of spreading the virus.
 - Therefore, the CDC now recommends two additional options for how long quarantine should last. Based on local availability of viral testing, for people without symptoms quarantine can end:
 - After day 10 without testing
 - After day 7 and receiving a negative test result (the specimen may be collected and tested within 48 hours before the time of planned quarantine discontinuation)
 - Remember the last date of close contact or potential exposure marks day 0.
 - After stopping quarantine, people should
 - Watch for symptoms until 14 days after exposure.
 - If they have symptoms, immediately self-isolate and contact their local public health authority, healthcare provider and OBU COVID Response Team.
 - Wear a mask, stay at least 6 feet from others, wash their hands, avoid crowds, and take other steps to [prevent the spread of COVID-19](#).
 - A second test is not required to return to campus.
- **Situation 5. For Anyone Whose Physician has directed them to quarantine related to COVID-19 regardless of the situation**
 - OBU and the employee/student will follow the written instruction provided by the employee’s or student’s medical provider including quarantining 14 days
 - Employees will work remotely during the time of quarantine.

OBU’s Responsibilities

- Clean and disinfect offices/worksites, particularly common and high-traffic areas (such as bathroom and break rooms) at least daily.
- Clean high-contact areas, such as door handles and elevator buttons, frequently during the workday.

- Actively monitor symptoms and illnesses and notify employees of any potential exposure.
- Thoroughly clean, sanitize, and decontaminate any areas related to known or presumed COVID-19 diagnosis or illness.
- Monitor and maintain a supply of disinfecting supplies and protective equipment, including hand sanitizer, disinfecting wipes, and other cleaning supplies.
- Develop and maintain a plan to clean and sanitize the office/worksites as appropriate.
- Provide hand sanitizer at all building/office entrances and common areas such as hallways and bathrooms. Ensure provision of soap and towels at all handwashing areas.
- Post signs advising employees, guests, and vendors that if they are ill or have a temperature that they are not allowed at the work site.
- Post signs reminding people of the need for frequent hand washing and the need for appropriate physical distancing measures.
- Enforce physical distancing and compliance with all required precautionary measures as stated in these policies and procedures.
- Provide employee training:
 - Reception personnel will be trained on safe interactions with guests.
 - Employees will be trained on good workplace hygiene.
 - Training materials will be posted in common areas or on the intranet.
- Communicate regularly on COVID-19 planning.

Facility/Workspace Changes

OBU has implemented the following measures in an effort to encourage physical distancing and to avoid COVID-19 transmission at work. In implementing these measures, OBU remains committed to compliance with all applicable building codes, laws and necessary security measures.

- Public Spaces
 - Conference rooms, kitchens, breakrooms, and other communal spaces are subject to physical distancing rules. To limit common touchpoints, access to these communal spaces is limited.
 - Conference rooms (opened with physical distancing)
 - Maximum occupancies for conference rooms will be reduced, and signs will be posted indicating the maximum number of people allowed in each conference room.
 - Breakrooms
 - Employees are allowed to use breakrooms but must observe physical distancing of at least 6 feet and wear masks except when eating.

- Employees must use sanitary wipes as provided by the University to wipe down chairs and tables and dispose of the wipes properly in a trash receptacle.
 - Gathering during meals or breaks is allowed as long as physical distancing of at least 6 feet is observed and donning of masks except when eating.
 - Kitchen
 - Coffee makers, microwaves, refrigerators, ice machines, etc. are allowed to be used but the person using the appliances must wipe down all common touch points before leaving the area and must properly dispose of the used wipes.
 - Employees may gather in the kitchen as long as physical distancing of 6 feet is maintained and masks are worn except when eating.
 - Gathering during meals or breaks is allowed as long as physical distancing of at least 6 feet is observed and donning of masks except when eating.
 - Bathrooms
 - Employees should limit bathroom usage to the facilities closest to their workspace.
 - Soap and water, as well as hand sanitizer, remain readily available in bathrooms. Employees should wash hands for 20 seconds using warm water.
 - Employees should use a paper towel to operate the facilities and open/close the door.
 - Where foot openers have been installed on bathroom doors, please utilize them.
 - Gathering in bathrooms is prohibited.
- Elevators/Stairwells
 - While waiting for elevators, please maintain physical distancing of at least 6 feet from other passengers.
 - Signs are posted regarding healthy elevator use protocols including passenger limits and safe distances in the elevator.
 - OBU has reviewed elevator cleaning processes and updated the cleaning process to ensure ongoing cleaning of high-touch surfaces such as elevator panels/buttons.
 - Signs are posted regarding safe use of the stairs.
 - When using the stairs, please remain on your right-hand-side at all times.
- Physical Configuration of Workspaces
 - OBU has made the following changes to the workspace:
 - Changes to open workspace configurations.
 - Increasing physical space between employees at the worksite.
 - Plexiglas barriers in common areas like cubicles, lunchroom, etc.
 - Redesign of production lines to allow for more space between employees.
 - Floor markings that promote proper physical distancing.

- Access Issues – Employees with private offices are to leave office doors open throughout the day unless privacy issues are needed.
 - OBU has made the following changes to building access:
 - OBU has restricted public access to Thurmond Hall, Geiger Center, RAWC, Mathena Center, Storer Hall and Noble Complex Athletic Training buildings.

Guests

- Guests and/or meetings with outside vendors/agencies should be held via phone or teleconference unless a face-to-face meeting is required for business purposes.
- Efforts should be made to provide information via phone, email, video conference, or other means before scheduling an in-person visit.
- Reduce the number of entrances (while maintaining code compliance) to direct guests when entering OBU facilities.
- Signs will be posted at multiple, relevant locations in the entry sequence.
 - The signage at all entrances will warn against entry for anyone answering “Yes” to any of the following within the previous 14 days:
 - Flu-like or COVID-19 symptoms (cough, shortness of breath, fever, sore throat, muscle aches, loss of sense of smell or taste, or gastrointestinal issues)
 - Close contact with symptomatic family member(s) or other person(s) exhibiting symptoms
 - Tested positive for COVID-19
 - Exposure to someone who has tested positive
 - Been advised to self-quarantine by a healthcare provider
 - Travel outside the state
- Signs will be posted that outline office protocols on physical distancing, no hand shaking, wearing of masks, etc.
- Guests should be escorted by an OBU employee at all times. OBU employee is responsible for explaining building access rules and other protocols that impact how occupants use and move throughout the building.
- All guests shall be required to complete a Self-Assessment Form prior to entering any office. Entry to any office/facility shall be denied if any questions are answered “Yes” or if a visitor refuses to complete the self-assessment.
- Each guest shall arrange visits ahead of time in order to provide ample time for completion, submission, and review of the Self-Assessment Form.
- All guests will be asked to wear a disposable mask while in the office. A supply of disposable masks will be available.

- A glass/plexiglass screen has been installed between guests and reception personnel.
- Guests temperatures shall be screened via Temperature Check Guidelines as listed above. (See procedure options described herein)

COVID-19 Testing Programs

Mandatory Return to Work COVID-19 Testing Program:

- Employer will require employees to submit to COVID-19 testing before returning to work if the employee experiences symptoms.
- OBU has designated Team Clinics through the Campus Health Office and Xpress Wellness Urgent Care Clinic as the providers of COVID-19 testing and/or antibody testing and are equipped to ensure tests are safe, accurate, and reliable and are consistent with both the U.S. Food and Drug Administration and CDC recommendations for testing. Xpress Wellness Urgent Care Clinic is located at 12 E MacArthur Street, Shawnee, OK 74804; their telephone number is (405) 275-1001.
- OBU will pay costs associated with mandated testing that are above the office co-pay after an EOB is provided for COVID-19 testing for the period of the pandemic.
- Results will be maintained in confidential employee files.