

OKLAHOMA CHRISTIAN UNIVERSITY

COVID-19 ROADMAP TO READINESS



FOR STUDENTS AND PARENTS

FALL 2020

Current Version: July 31, 2020

COVID-19 CAMPUS READINESS TASK FORCE MEMBERS:

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- **Candace Bass**, Director of Residence Life
- **Kerri Cunningham**, Executive Director of Events Management
- **Risa Forrester**, Chief Communications Officer
- **Dr. Jennifer Gray**, Dean of the College of Professional Studies
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OVERVIEW

Prepared by Jeff McCormack Ph.D., Chief Academic Officer

“LOVE YOUR NEIGHBOR” ...

“On one occasion an expert in the law stood up to test Jesus. “Teacher,” he asked, “what must I do to inherit eternal life?” “What is written in the Law?” he replied. “How do you read it?”

He answered, “‘Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind’; and, ‘**Love your neighbor** as yourself.’ ”
-Luke 10: 25-27

Oklahoma Christian University is a faith fueled, Christ-centered institution. OC’s response to the COVID-19 pandemic then, like its response to all crises, will lean into that faith by appealing to individuals to respond in community with “one another” top of mind.

“Love Your Neighbor” will be OC’s mantra collectively and individually as we take the adopted, necessary steps to keep our community safe.

The purpose of this roadmap is to provide clear and actionable guidance towards the safe reopening and operation of Oklahoma Christian University (OC) through prevention, early detection and control of COVID-19. This document is intended to provide guidance for all of the OC community including staff, faculty, students and visitors to campus.

The following document addresses areas of campus life including: shared or congregate housing (i.e., residence halls), instruction/learning environments (i.e., classrooms or lecture halls) and research facilities/laboratories. Additional areas that are critical to address include: libraries, offices, The Branch, places of worship and religious gatherings and gyms and workout facilities.

Even as the pandemic evolves and changes, this Roadmap to Readiness will no doubt evolve and change. It’s considered a living, breathing document. COVID-19 Campus Readiness team members will work to keep the document updated with the very latest information.

DAILY HEALTH DISCIPLINE

Students, faculty and staff should evaluate their health constantly; if they are sick, have a fever or other symptoms, or someone at home is sick, then they should remain in their residence. Key to health awareness is the discipline of a Daily Health Check that will be administered through MyOC and the OC app. Every individual is to input his/her responses every day, so that symptoms associated with COVID-19 infection can be identified early. When COVID-10 symptoms are identified, alerts will prompt follow up by the COVID-19 Clinical Officer, Task

Force Chair or designee. The individual self-reporting the health indicators will be referred to the Mercy OC clinic or another local healthcare provider.

COVID-19 TESTING AND TRACING

Early case detection through screening or contact tracing is an excellent way to prevent further spread. People who may have been exposed to individuals with suspected COVID-19 are advised to monitor their health for 14 days from the last day of possible contact, and seek immediate medical attention if they develop any symptoms, particularly fever, respiratory symptoms such as coughing or shortness of breath or diarrhea. Voluntary quarantine may be warranted depending on their risk of exposure.

To ensure early detection and monitoring, upon arrival to campus COVID-19 testing will be available and very strongly encouraged. **More information relative to testing times and signing up will be provided in advance of move-in.**

Testing will be provided by a local accredited laboratory with a target of providing results within 24 hours. All testing will use the most accurate and sensitive testing, the Polymerase Chain Reaction or (PCR). The approach for testing will initially be to achieve a minimum of 60% participation and follow the Testing COVID-19 algorithm (see below). OC will follow two tracks of the testing algorithm, “Outreach to large gatherings” for the groups moving into campus and “Symptomatic Contacts with Documented COVID-19” on an operational basis once documented COVID-19 cases are identified. Instructions for the sample collection (**saliva**) will be provided to groups when needed and each individual will sign a release form that results will be made available to the OC Covid Clinical Officer.

Anne Wylie, PhD, at the Yale School of Public Health, in collaboration with Shelli Farhadian, MD, PhD, at Yale School of Medicine have identified saliva as an accurate means of diagnostic testing. Their [study is available here](#).

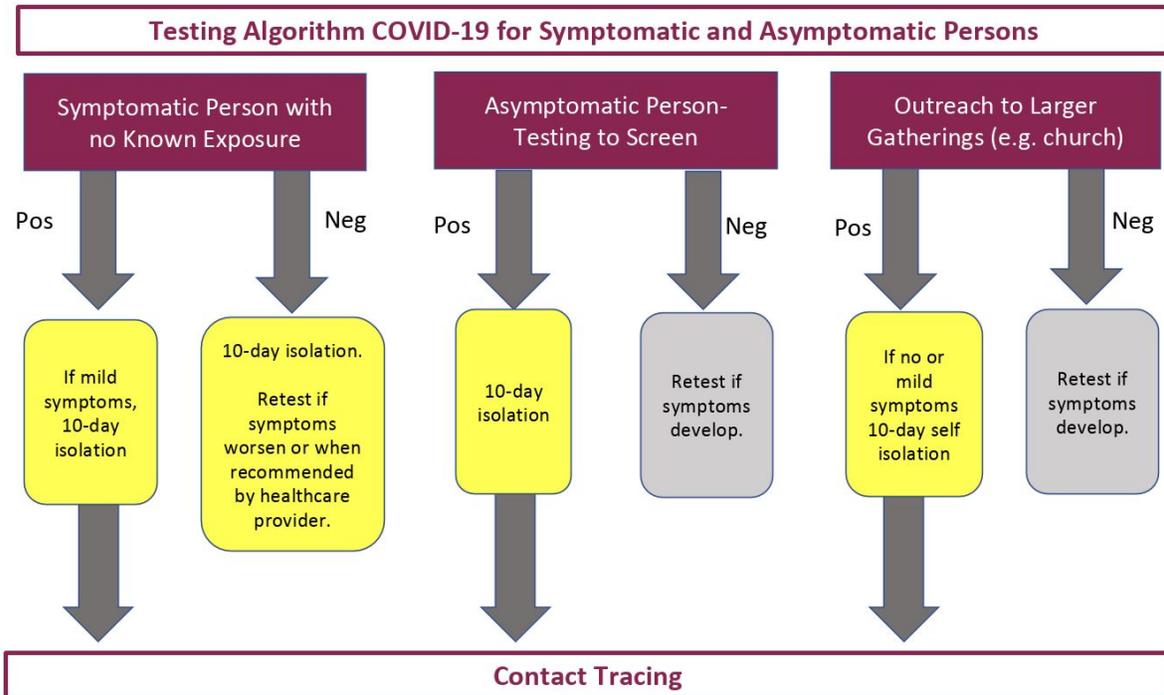
If warranted, random testing will occur at 50 per week that will provide for ongoing monitoring of COVID-19 infections.

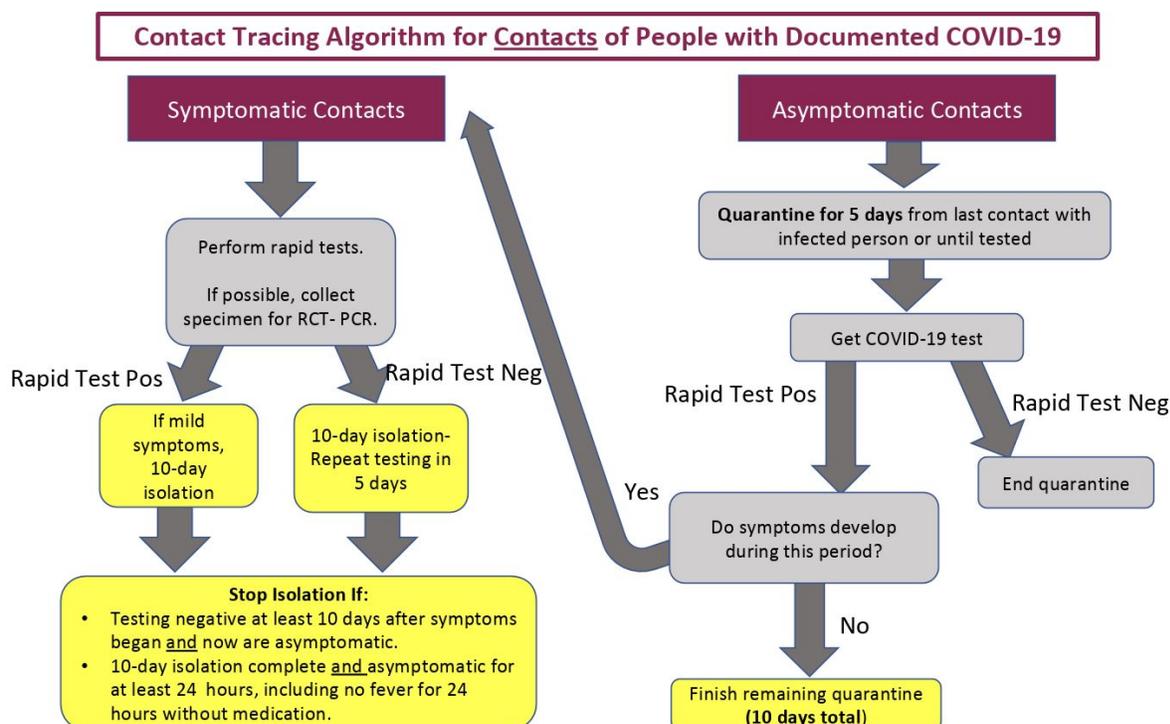
Contact tracing will follow in accordance with the flowchart below titled “Contact Tracing Algorithm for Contacts of People with Documented COVID-19.” Those exposed to symptomatic individuals will follow a separate path for tracing contacts than those exposed to individuals with no symptoms (asymptomatic) individuals but who are positive of COVID-19. A negative test will allow any contact to be released from quarantine.

Contact tracing will be overseen by the COVID-19 Task Force Chair, or designee who have completed the Johns Hopkins Tracing Certification. Taught by Johns Hopkins scientist Emily Gurley, PhD, MPH, COVID-19 Contact Tracing is an introductory level course that equips learners with the training that may be required to become a contact tracer amid the COVID-19 pandemic. The COVID-19 Contact Tracing course teaches the basics of interviewing people diagnosed with the virus, identifying their close contacts who might have been exposed and providing them guidance for self-quarantine for two weeks. The course syllabus outlines

modules that are clearly focused on preparing learners to both understand the disease and effectively perform contact tracing and include:

- Basics of COVID-19
- Basics of Contact Tracing for COVID-19
- Steps to Investigate Cases and Trace Their Contacts
- Ethics of Contact Tracing and Technological Tools





COVID CLINICAL OFFICER

Shawna Hood, Program Chair and Assistant Professor for Nursing, will serve as the COVID Clinical Officer. Having knowledge of COVID's infection process and OC guidelines for managing the infection, she will have the following responsibilities:

- Coordinate with the Housing Director to implement COVID testing (saliva samples) for the campus community.
- Receive notifications of and follow up with students who report a fever or new symptoms per the MyOC portal.
- Coordinate with the Director of Residence Life to ensure students needing isolation and quarantine are complying with the requirements.
- Assess COVID- positive students in isolation routinely, to identify students whose symptoms worsen (may be done by phone). Ensure students receive health care as needed.
- Ensure that students in isolation and quarantine are having their needs met.
- Participate in Daily Huddles (online short meetings between key persons to update each other on cases on campus or other pertinent information).
- Participate in meetings of the COVID Readiness Task Force as able.
- Answer questions from the campus community. The nurse is especially available to supervisors, HR, resident directors, and members of the Task Force.
- Refer to CDC recommendations as authority for the actions taken.
- Maintain records of students who test positive, those who are quarantined because of exposure, or those who are quarantined awaiting the results of testing.

- Teach students, faculty, and staff appropriate isolation and quarantine procedures as needed.
- Serve as a resource person related to COVID.

CAMPUS WIDE HEALTH PLAN

Prepared by Jennifer Gray Ph.D., Dean of the College of Profession Studies

FOR STUDENTS

SCREENING OF CAMPUS COMMUNITY

- You are strongly encouraged to participate in COVID testing upon return to campus. The test involves providing a saliva sample and results will be available in 24 hours. More information will be provided before move-in.
- Sign up online for the test.
- Testing will occur in various locations and instructions will be provided.
- Follow the arrows and instructions you are given.

USE OF MASKS

- A mask is properly worn when the mask covers the nose and mouth and fits snugly against your face.
- You are required to wear a mask or alternative face covering properly when inside all buildings on campus.
- Students, faculty, staff and visitors will be required to wear masks, when within 6-feet of others (for students, including in residence hall spaces).
- It is highly recommended that you always keep an extra mask with you, in case your first one is no longer usable.
- You should wash your masks at least every other day.

FLU SHOT

Students, faculty and staff are strongly encouraged to get vaccinated for the flu. Because seasonal flu presents itself like COVID-19, we're asking our community to make flu immunization a priority in Fall 2020. With more students, faculty and staff receiving the flu shot, it allows for a focus on COVID-19 when symptoms develop.

DAILY HEALTH SCREENING

- Take your temperature every morning prior to leaving your room or apartment at MyOC or via the OC app.
- Document your temperature and complete the screening questions.
 - If you answer yes to any question, have a combination of symptoms OR have temperature 100.4 degrees or higher, contact your resident assistant for further instructions. You will be referred to your healthcare provider to get tested
 - If your travel was to a state that is at red-level alert OR a country with a high rate of infection, you will be expected to quarantine for 14 days.

RESPONSE TO SYMPTOMS AND/OR FEVER

- If you have fever or any other symptoms of COVID, you will be encouraged to see a healthcare provider who can determine the need and timing of testing. Make sure to record your temperature and other symptoms on the Daily Health Check app.
- Until you have a negative COVID test, you will be expected to quarantine. Students living on campus will receive instructions from the OC COVID Clinical Officer or your resident director.

RESPONSE TO POSITIVE COVID TEST

- In case of a positive test, report your positive test on the Daily Health Check app (or on MyOC). Isolate immediately. You will be contacted by the OC COVID Clinical Officer.
- Refer to the CDC guidance for isolation and quarantine.
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>
- Your healthcare provider may have additional instructions based on your specific health condition.
- Remain in isolation until 3 days after fever ends (without medications) and symptoms are resolved. Remain in isolation for a minimum of 10 days after symptoms started.
- Expect to receive a call from the OC COVID Clinical Officer.
 - The Clinical Officer will ask questions about the 3 days prior to you having symptoms or having the test done. They need to know about any person who was closer than 6 feet for 15 or more minutes.
 - The Clinical Officer or designate will call the persons you identify, tell them they were exposed to COVID-19 and ask them to get a COVID test. The contact tracer will not reveal your name.

RESPONSE TO EXPOSURE TO PERSON WITH POSITIVE COVID-TEST

- If you are notified that you have been in close contact with a person who has tested positive for COVID, contact your resident assistant who will provide further instructions.
- You will be asked to quarantine for 14 days or until you have received negative results from a COVID test.

ACADEMIC RESPONSIBILITY RELATED TO ISOLATION AND QUARANTINE

- Coordination and communication for students in isolation or quarantine will be managed by the OC COVID Clinical Officer.
- Maintain your involvement in the course by participating in live streamed classes or other methods identified by your professor.
- Submit assignments on time unless other arrangements are made with your professor.
- Communicate with faculty about scheduled exams or presentations.

ISOLATION

- Isolation is when a person who has tested positive has minimal to no contact with persons outside their room or home. If housed on-campus, the resident director will

ensure you know which restroom facilities to use, how food will be delivered and how to dispose of trash.

- Follow the [CDC guidelines here](#) for isolation and quarantine.

QUARANTINED

Quarantine is when persons who have been in close contact (**within 6 feet for 15 minutes or longer**) with a person who has tested positive and are asked to confine themselves to their room or home. Persons in quarantine will have minimal or no contact with other people for 14 days from when they were in contact with a person who is infected.

ACADEMIC INSTRUCTION FOR FALL 2020

Prepared by Dr. Heath Jones Ph.D., Program Chair for Music and President, Faculty Association

Professors will work with their leadership to identify the modality that would best suit their course(s), whether fully in-person; fully online (asynchronous); remote (online but with a set, synchronous meeting pattern); or blended as flex model. If courses involve an in-person component, faculty will identify how they'll accomplish remote instruction, achieve physical distancing and accommodate students who will miss class because of illness or quarantine. Classes that are meeting in-person will be assigned a classroom that will accommodate the physical distancing requirements.

OFFICE HOURS

Faculty will maintain office hours. These office hours can be in-person, phone or virtual (eg. Collaborate, Zoom, Google Meet). Masks should be worn and social distancing protocols should be followed.

WILL FACULTY WEAR A MASK WHEN TEACHING?

The university will require face coverings to be worn indoors (including in classrooms) across campus as part of our effort to prevent the spread of COVID-19. In addition to providing masks to all faculty, staff and students, the University will provide transparent face shields for each in-person instructor who would like one. A professor is permitted to lecture without a mask while maintaining a distance of at least 10 feet from all students (*this option is acceptable as a last choice and it is recommended that a tape line (10 ft away) be laid down in the classroom as a boundary between the professor and first row of student seats*). Faculty will be aware of special accommodations needed by students: lip reading, transcripts, hearing impaired, vision, etc. (There are several technology options available to assist). Katy Roybal, Disability Services Coordinator, will notify professors of students with special needs.

SHARED OBJECTS

- Sharing of items that are difficult to clean and disinfect is discouraged.
- Avoid sharing electronic devices, books, pens and other learning aids. Electronic submission of assignments is advised.
- Avoid use of turning in assignments in paper format. Use electronic methods for assignments when possible to reduce risk of germ transmission.

EXCUSED ABSENCE POLICIES FOR STUDENTS

Faculty will...

- Examine and revise policies for excused absences and virtual learning
- Review the sections under Campus Wide Health Plan of this roadmap document related to isolation and quarantine
- Consult with the OC COVID-19 Clinical Officer related to specific students' needs or timing of a student's return to the classroom

SCIENCE LABORATORIES PREVENTION OF COVID

Prepared by Dr. William Luttrell Ph.D.

The following is a compilation of the current best practices for preventing COVID-19 exposure in the science laboratories of Oklahoma Christian University (OC), as promulgated by the Centers for Disease Control and Prevention (CDC)¹, the Occupational Safety and Health Administration (OSHA)², the American Industrial Hygiene Association (AIHA)³ and Corning Life Sciences⁴. These best practices include engineering controls, administrative controls, the use of safe work practices and cloth face masks. Engineering controls are preferred first to prevent exposure, but if they are not available or are not feasible, then administrative controls, such as limiting time in the lab, spacing in the lab or limiting the number of students in a lab must be used. If exposure to COVID-19 in the lab cannot be controlled by engineering and administrative controls, then the use of safe work practices and cloth face masks must be employed. Keep in mind that these best practices are subject to change as new information about the spread of COVID-19 becomes known, so communication of future changes is essential. Most important, be diligent and thorough in following all aspects of lab safety and health. If additional advice is needed, contact Dr. Bill Luttrell (bill.luttrell@oc.edu or 405-370-3128).

ENGINEERING CONTROLS

Ventilation—Ensure there is adequate flow of fresh air to the lab spaces by maximizing fresh air through the ventilation system. Use a make-up air system with the general ventilation system whenever available. Maintain relative humidity at 40-60%. Use of floor or mounted fans should be avoided, but if used, minimize air from fans blowing from one person directly at another individual.³

Workstations—Use lab tape to mark off workstation locations on the lab benches so they provide 6 feet of distancing in all directions. If workstations cannot be arranged to accommodate physical distancing of at least 6 feet and the number of students cannot be reduced in the space, use physical dividers between workstations that are made of transparent, fire-resistant material.³

ADMINISTRATIVE CONTROLS

In order to maintain proper distancing of 6 feet between individuals in the lab, it may be necessary to limit the time in the lab or limit the number of students in a lab. Consider a hybrid approach of introducing the lab online and allowing in-person labs with a reduced number of attendees.³

To prevent close contact between students, if feasible, limit the use of lab partners. Attempt to have each student perform lab experiments without assigning a lab partner, adjusting the lab experiment if necessary.

Create schedules for shared equipment, such as the use of analytical equipment in Lab 206 in Vose Hall.³

Avoid using paper, by requiring students to accomplish certain tasks online, such as data analysis, writing of lab reports, and the submission of pre-lab reports and final lab reports.³

USE OF SAFE WORK PRACTICES

Consider touchless entry into the buildings and labs by opening doors until all students have entered and then closing them.³

Each lab should be adequately and continuously stocked with disinfectant supplies, hand sanitizer, hand soap and paper towels.

Do not mix different EPA registered chemicals approved for disinfection together. The combination could be toxic by inhalation. For all disinfectants review the product label and the Safety Data Sheets (SDSs). Follow the manufacturer's recommendation for use, such as dilution, surface contact time, and safe handling.³ Use only EPA-approved disinfectants for SARS-COV-2. [See this article.](#)²

Encourage frequent hand washing for everyone in the lab. Provide students, faculty and staff with adequate time and access to soap, clean water and single use paper towels for handwashing. Wash hands with soap and water for at least 20 seconds.³ Provide hand washing stations throughout the science laboratories. For example, provide four hand washing stations in each of Vose Hall Labs 202 and 205; two in each of Vose Hall Labs 201 and 206 and one in the Chemical Stockroom in Vose Hall 203.⁴

Hand sanitizer that has at least 60% alcohol should be used after handling any non-disinfected object, such as an automatic pipette previously handled by someone else.³

Avoid sharing lab books or notebooks, pens or other learning aids in the lab.³

Avoid sharing personal protective equipment (PPE), such as safety glasses, splash goggles and face shields.³

Be aware of where others are in the lab, and keep as much distance as possible. Limit movements throughout the lab to essential trips.⁴ Limit movement of students inside and outside the lab.²

Establish a disinfection routine in the buildings and labs so all areas are routinely cleaned and disinfected.³ After each lab exercise, each student will wipe down their own lab bench and/or hood area using the provided disinfectant supplies. After each lab exercise, the teaching assistant, lab manager or instructor will wipe down all common areas and equipment used in the lab or any adjoining lab areas or stockrooms. The housekeeping staff will clean and disinfect hallways and restrooms on a routine basis, but at least twice a day when labs are in

session. Wear personal protective equipment when using disinfectants, which can include disposable nonsterile gloves, lab coat/gown and eye protection.²

Use no-touch waste receptacles whenever possible.³

USE OF FACE COVERINGS

Laboratory occupants must always wear cloth face masks, and when needed, face shields.³ Certainly, when students must use a bunsen burner or are working around an open flame or sources of intense heat, they should take the normal precautions of wearing eye goggles, pulling long hair back, not wearing hanging jewelry or shirts with baggy sleeves; and they should not wear masks or articles of clothing that are made of highly flammable materials, but of less flammable materials, such as cotton. Plastic or paper face coverings are prohibited from use in the lab. While wearing a mask, they should be encouraged to keep their face away from the bunsen burner flame at least three feet. A face shield would normally be worn to protect the eyes and face; but in this case, it is another barrier to block the transmission of COVID-19 through the breathing zones of individuals. Normally, wearing a face shield is not necessary while using a bunsen burner; however, if a test is performed that has a chance of causing an explosion, a face shield would be worn in the place of eye goggles or the experiment would be performed behind a transparent shield. If you think there could be a chance a face covering could catch on fire, then a face shield may be used.

Everyone who wears a cloth face mask should be given information on proper use, removal and washing of the mask.³

Remember that cloth face coverings may prevent people who do not know they have the virus from transmitting it to others. Face coverings primarily protect others, not yourself. Face coverings are not surgical masks, respirators, or PPE.³ If a respirator, such as a N95 respirator is worn, the requirements of the OSHA Respiratory Protection Standard (29 CFR 1910.134), which includes medical exams, fit testing, and training, must be met.²

COMMUNICATION

Post signs and reminders at entrances to labs providing instruction on hand hygiene, respiratory hygiene and cough & sneeze etiquette.

Remind everyone to carefully follow precautions prescribed by the CDC, especially wash your hands frequently; avoid touching your eyes, nose and mouth with unwashed or un-disinfected hands; stay home if you feel sick; and avoiding contact with sick people.¹

Remind everyone that people may be able to spread COVID-19 even if they do not show symptoms. Tell everyone to consider all close interactions within 6 feet as a potential source of exposure.

Train students, faculty and staff on all the current best practices for preventing COVID-19 exposure in the science laboratories outlined in this document.³ Ensure that every member of the lab knows and understands the latest protocols and policies as they change.⁴

REFERENCES

1. Centers for Disease Control and Prevention (CDC). “Considerations for Institutions of Higher Education”. Assessed on July 15, 2020, from <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>.
2. U. S. Department of Labor, Occupational Safety and Health Administration (OSHA). “COVID-19—Control and Prevention—Laboratory Workers and Employers”. Assessed on July 14, 2020, from <https://www.osha.gov/SLTC/covid-19/laboratory.html>.
3. American Industrial Hygiene Association (AIHA). “Reopening: Guidance for Institutions of Higher Education”, Guidance Document, Version 2, June 30, 2020. Assessed on July 15, 2020, from https://aiha-assets.sfo2.digitaloceanspaces.com/AIHA/resources/Reopening-Guidance-for-Institutions-of-Higher-Education_GuidanceDocument.pdf.
4. Corning Life Sciences. “Tips for Lab Safety During a Pandemic”. Assessed on July 14, 2020, from <https://www.corning.com/worldwide/en/products/life-sciences/resources/stories/at-the-bench/the-rules-for-lab-safety-during-a-pandemic.html>.

FACILITIES: INTEGRATED DISINFECTION AND CLEANING

Prepared by John Hermes, Chief Operating Officer

Creating a safe campus environment must be the number one consideration as the OC campus begins to reopen to full capacity. The Centers for Disease Control (CDC) recommends Institutions of Higher Education (IHE) intensify cleaning efforts in response to COVID-19 and OC has developed a detailed plan for this.

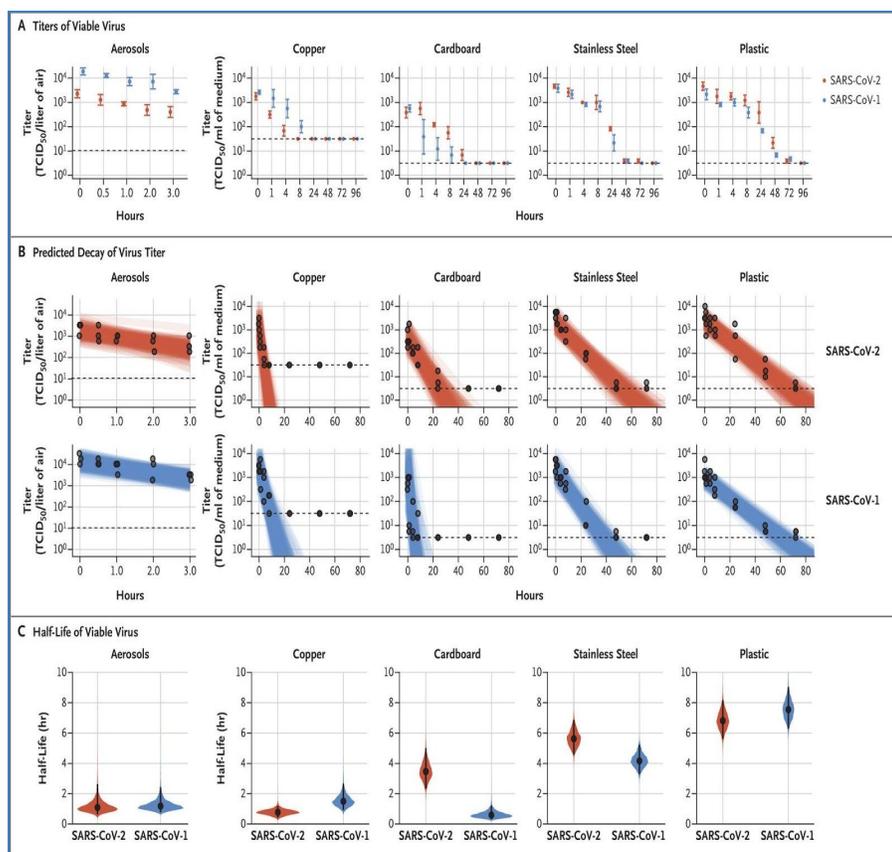
In scientific studies COVID-19 remains viable on surfaces like plastic and stainless steel for up to 72 hours (*New England Journal of Medicine*, April 16, 2020). As many campus facilities contain these materials in their high touch areas, an integrated disinfection plan must account for locations and areas throughout each university.

OC requires a consistent touring and disinfecting plan to mitigate risk of community infection. When integrated with the proper staffing levels, processes and technology support these services enhance campus life through safety, peace of mind and overall value.

While each area of campus has both specific and unique requirements, the following process is how OC's Facility Services leverages our partnership with Cynosure, OC's custodial partner, to create the best possible **Integrated Disinfection and Cleaning Playbook** for our campus.

CAMPUS NEEDS ANALYSIS

Best practices for mitigating the impact of COVID-19 evolve daily. As more research is conducted and processes are recommended, we review this information and how it will affect OC. Staying flexible and providing a scalable level of service will help us to meet the needs of our campus community. Our standardized processes when combined with the needs of the OC campus can help stop the spread of diseases like COVID-19 and protect our campus community.



Creating a campus-specific Integrated Disinfection and Cleaning Playbook requires the following:

- Understanding the occupancy level of common areas, classrooms, housing and office spaces
- Predetermined service levels for each area (living, learning and work spaces)
- Staffing needs to meet the service levels
- Project approach

Our service matrix includes the following combination of service levels and occupancy by space type to create a campus-specific approach:

Occupancy	Basic Service	Standard Service	High Service
30%	Selected Areas Weekly	Daily / Selected Areas Weekly	Daily
50%	Selected Areas Weekly	Daily / Selected Areas Weekly	Twice Daily
70%	Daily Some Weekly	Daily / More Frequently	Multiple Times Daily
100%	Daily	All Areas Twice Daily	Multiple Times Daily / Hourly

The University facilities team monitors daily changes in occupancy levels to determine sanitation and cleaning schedules and procedures.

DOCUMENTED PROCESSES

OC Facilities and Cynosure have dedicated many hours to develop a process and procedures to ensure each disinfecting task is performed properly the first time. This extends to our pathogen-specific and COVID-19 response protocols. These processes are integrated into our technology tools and training system.

Before we enter any space to perform disinfecting or cleaning, we train each team member so that they are familiar with our procedures and practice. These include:

- Process to Prohibit Community Access While Disinfecting
- Communications Process to Notify of Service pre/post
- Access Planning and Routing
- Social Distancing
- Service Requests received through Support Central
- Standard Task Completion
- Safety Data Sheets
- Proper use of Personal Protection Equipment
- Material and PPE Disposal
- Chemical and Equipment Storage

BASELINE DISINFECTION TASKS

In direct response to the COVID-19 pandemic, OC has developed a process to quickly disinfect large areas of the campus with great frequency. We will accomplish this through the use of dedicated Disinfection Specialists and a team approach.

Our specialists routinely clean and disinfect all frequently touched surfaces, handrails and doorknobs. If surfaces are dirty, they are cleaned using a detergent or soap and water prior to disinfection.

STAFFING, TOURING AND PRODUCTIVITY PLAYBOOK

Our staffing and productivity plan is determined by several factors including the service levels required and the unique requirements of the space. Where possible we create shift times around primary building use and class times. While traditional cleaning staff would enter a building at the end of the day to clean, it is now important that staff be present throughout the day to provide additional cleaning in occupied areas.

The “Custodial Work Area Schedule” provides a detailed breakdown of the tasks completed by location throughout campus and the estimated time required. In addition to this schedule, “disinfection teams” will move between campus academic buildings to provide proper sanitation between class times and in common areas during class times.

EQUIPMENT, SUPPLIES AND CHEMICALS

At a minimum, OC Facilities Services will use the following equipment while disinfecting. This table includes maintained supply levels.

Equipment	Details	Number
Nitrile gloves	Nitrile Gloves	Min. 30-day supply
Disinfecting wipes	Brand (Various)	Min. 30-day supply
Spray bottles	1-liter plastic spray containers	Min. 5 bottles
Sanitization floor stand	Hand sanitizer dispenser floor stand ECCO Labs	1 available in work area per 50 employees or students
Hand sanitizer / Soap (refills)	Sanitizer with Alcohol 70%/ECCO Labs “Sanitizer” / ECCO Labs Hand Soap Products	Min. 30-day supply
Glasses/face shields	Safety glasses / Polycarbonate	Min. 30-day supply
Paper Products	Solaris Paper (hand towel and bath tissue)	Min. 30-day supply
Bio-hazard container	Bags that can be sealed and tagged as contaminated material (Please see ‘refuse’ section of the COVID-19 Policy and Guidelines Directive)	Min. 30-day supply

ECCO LABS NO-TOUCH HAND SANITIZING STATIONS:

These stations will be placed at building entrances and other high occupancy areas. Additional stations will be placed near public restrooms.

# Of Dispensers	Building
2	Gunn Henderson E and W
1	Davison Hall / Honors House
2	University House
2	Tinius E and W
3	Fails Hall, Warlick Lobby, Wilson Lobby
3	Payne Athletic Center
5	Student Center
4	Williams Branch Center
6	Garvey Center
3	Prince Engineering Center
4	Harold Science Hall / Noble Science
3	Davis Amer. Her. Bldg
4	Mabee Learning Center
1	Administration Hall
1	Cogswell-Alexander Hall
1	Vose Hall
1	Gaylord Hall
1	Residence Life
2	Harvey Business Center
1	Enterprise Square
2	Heritage Village
3	Heritage Plaza
2	Softball
2	Baseball
2	Nowlin Center
1	Phase 6 Community Center

HANDS FREE INITIATIVE

OC has taken several steps to reduce transmission through high touch surfaces. All restrooms are being equipped with foot pulls to allow doors to be opened by using your foot. All soap and paper towel dispensers are also being replaced with hands free dispensers.

SPECIAL DISINFECTION EQUIPMENT

The university has obtained two electrostatic disinfection spray systems specifically designed to respond to the growing demand for highly effective sanitation and disinfection. This technology allows the solution to reach places that may have otherwise been too time consuming or impossible for our staff to reach.

EISolutions, Electrostatic Disinfection Spray System: EISX100 Sprayer
40 micron droplet size with effective coverage of 70,000sf/hr.
TwinOxide Disinfectant.

INTEGRATED TECHNOLOGY

Our teams use Zendesk, to track all requests for assistance including requests for cleaning and disinfecting. This provides many operational benefits but allows us to work with internal stakeholders and facilities team members to report disinfection tasks to the campus community at large.

Our team leaders utilize mobile technologies for receiving work orders while maintaining social distancing and responding to requests. This also allows us to track completion and provide handheld documentation and checklists for tasks.

PPE, TRAINING AND UNIFORMS

Protecting our team members allows us to protect members of our campus community.

The OC Facility Services guidelines for PPE include the following and equipment is determined by the type of cleaning being conducted:

- Mask and/or respiratory protection
- Eye protection or face shield
- A disposable gown or covering, if disposable gowns are not available, a protocol for laundry is in place.
- Gloves
- Shoe covers or dedicated shoes that can be decontaminated may be needed based on the site risk assessment.

TRAINING

Safety dictates every move we make as a facilities support team. OSHA and CDC compliance dictate our approach to tasks, alongside industry best practices. We provide continuing education for our staff to ensure that they are aware of new procedures and best practice.

UNIFORMS

Our staff is identified by uniforms and badging.

A HOLISTIC APPROACH: FACILITIES OPERATIONS AND DISINFECTING

Implementing a successful Integrated Disinfection and Cleaning Playbook requires coordination between cleaning services, service providers and facilities operations. At OC these teams work closely to address these important topics and meet weekly to address any issues that arise.

Combining indoor air quality planning with surface disinfection efforts creates a holistic mediation strategy. Our teams work closely to understand the needs of air filtration, fresh air circulation, and air flow.

The university has adopted a requirement that all filters are replaced every 6 mos. and must have a MERV rating minimum of 10. In residential areas the MERV rating minimum is 13.

CAMPUS OUTREACH

Creating a sense of ease and comfort as the campus community returns makes a significant impact on overall wellness. The OC facilities team continually works with our campus communications team to communicate processes, technology and approach.

There are major changes for our campus community to navigate as we adapt to this “new normal.” Letting all members of the campus community know they can expect a different level of care and service when it comes to disinfecting and campus safety is essential.

QUALITY ASSURANCE, TESTING AND REPORTING

Quality assurance and operational excellence are built into everything we do. As with all aspects of our service approach we work to accommodate the needs of our community and work to find ways to continually improve our services to meet the expectations of our community. The community is invited to provide feedback related to our services and encouraged to report areas of concern or needs for improvement. It is only through this communication that we can meet the needs of our community.

Emotional reactions to coming out of quarantine may include:

- Mixed emotions, including relief after quarantine
- Fear and worry about your own health and the health of your loved ones
- Stress from the experience of monitoring yourself or being monitored by others for signs and symptoms of COVID-19
- Sadness, anger, or frustration because friends or loved ones have unfounded fears of contracting the disease from contact with you, even though you have been determined not to be contagious
- Guilt about not being able to perform normal work or parenting duties during quarantine
- Other emotional or mental health changes

-Centers for Disease Control

UNIVERSITY TRANSPORTATION POLICY

Prepared by John Hermes, Chief Operating Officer

The University has cancelled all non-essential, university-sponsored international and domestic travel, regardless of location, until further notice.

- This policy applies to faculty, staff and students.
- **The University discourages personal international travel and domestic travel too at this time.**

Guidelines for essential local travel of student and other groups in university owned vehicles and commercial transportation:

- All travel participants must participate in the daily health monitoring.
- Participants may be required to get a temperature scan prior to departure.
- The use of face covering while in the vehicle will be required.
- When possible passengers should distance themselves from other passengers.
- It is the responsibility of the trip sponsor to ensure the adherence to these guidelines.

STUDENT LIFE

Prepared by Neil Arter, Dean of Students and Chief Student Life Officer; and Candace Bass, Director of Residence Life Housing

RESIDENCE LIFE

OC offers 3 styles of housing: dormitory, suite and apartment. Each has unique needs, and will be addressed individually.

Dormitory: Gunn-Henderson, Fails, Warlick, Davisson and Tinius West

In each of these areas, students have been strategically assigned rooms to reduce the number of students sharing bathrooms to 8-14 people. Additional private rooms will be available. In Gunn-Henderson and Tinius West, residents can use the sink in their bedroom to minimize time in the shared bathroom. In all areas, bathrooms, lobbies and entrances will be cleaned multiple times daily. A designated wing with bathroom will be left open for any isolation or quarantine needs for the residents of that building.

Suite: University House, Tinius East and Wilson East and West

In these buildings, students live in a suite shared with 1-7 other residents. The suite consists of 2-4 bedrooms and a bathroom. Students share a bathroom with their suitemates. In all areas, bathrooms, lobbies and entrances will be cleaned multiple times daily. Private rooms are available in University House and Tinius East, and additional private rooms will be made available in Wilson. Depending on the situation, students who need to isolate or quarantine will do so in their bedroom, or move temporarily to the designated empty rooms in Tinius West and Wilson East.

Apartment: Phase 3, 4, 5 and 6

Each apartment is shared by 2-4 people and has an exterior entrance. The Community Center, Nowlin Center and Phase 6 Exercise Room will be sanitized daily per the CDC guidelines. Depending on the situation, students who need to isolate or quarantine will do so in their bedroom, or move temporarily to the designated empty apartments or dorm rooms.

ISOLATION/QUARANTINE OPTIONS:

- Off-campus (at home, hotel, etc.).
- In their current room, if no additional students would be exposed.
- In designated empty dorm rooms or apartments.

QUARANTINE & CONTACT TRACING PLAN

When a student tests positive, they will self-report immediately using the myOC app. Notification will be sent immediately to the COVID-19 Clinical Officer. Testing positive will trigger the following action steps.

- COVID-19 Clinical Officer calls student, assesses student's physical condition, requests names of contacts, and conveys student needs to Resident Director.
- Quarantine housing plan is made with Residence Director.
- Email is sent to student with relevant information.
- OC COVID Clinical Officer will assist by answering questions from the RD, student, or student's family.
- Close contacts are defined as persons (closer than 6 feet, longer than 15 minutes, either unmasked).
- RD collaborates with the OC Clinical Officer to notify the student's faculty members.
- Sonya Young in Student Life follows up with student to make meal arrangements.

When a student is identified as a close contact:

- The Housing Director or Resident Director calls the student and explains he or she is a close contact of a positive case.
- Quarantine housing plan is made with Resident Director.
- Email is sent to student with relevant information
- RD collaborates with the OC Clinical Officer to notify the student's faculty members.
- Sonya Young follows up with student to make meal arrangements.

MOVE-IN DETAILS

- Early Move-in: Sunday, August 2-Friday, August 7
- Big Move-in Day: Saturday, August 8
- Move-in Week: Sunday, August 9-Wednesday, August 12

Big Move-In Day: Saturday, August 8; 8am-4pm

- Local students will be invited to drop off belongings on Friday, August 7, 3-7pm (Approx. 100 students).
- Apartment residents will check in at the Community Center and Nowlin Center.
- Freshman cards will be printed and encoded before students arrive. Students will pick up cards in their assigned building. Only students with no cards would need to check in at Gaylord.
- Staggered move-in times. Students with even number assignments move in at 8 a.m., 10 a.m. and 12 p.m., odd numbers at 9 a.m., 11 a.m. and 1 p.m. A move-in sign up form will be sent out to help gauge traffic flow. Limit to 25 per time slot.
- Encourage students to only bring 2-3 people to help them move.
- Limit elevator use to 1 family/time in UH.

- Communicate via email and signage to social distance, wear masks and use hand sanitizer.

CAMPUS DINING

THE BRANCH

UDining management has made the following plans to meet the student needs for the Fall 2020 semester.

The Branch plans for limited contact and healthy distancing for fall opening:

- Install plexiglass shields for cashier stand on three sides.
- Limit how many guests are in the serving area at one time.
- Use floor decals to show the appropriate distance for standing in line.
- Maintain a stringent disinfecting schedule of all high touch surfaces.
- Temperature check for all employees as they arrive at work.
- All Udinning staff will wear masks and gloves.
- Dining Room seating will be spaced out for appropriate distancing, utilizing the entire Gaylord University Center and hallways.
- Silverware will be distributed by UDining employees instead of allowing for pick up by students and guests.
- Salt and pepper shakers and napkins will be removed from the table and instead will be distributed in self-serve packets.

THE BREW

- **Masks**
 - Masks will be required for all people upon entering the Brew.
 - All Brew workers will be required to wear masks at all times.
 - Customers are asked to wear masks until they are seated at their table. Once seated they are welcome to remove the mask.
- **Distancing**
 - Tables and chairs will be moved to be grouped 6' apart (groups will be in 2's and 4's).
 - Stickers will be placed on the floor for customers in line.
 - Customers will be encouraged to order online and can even do so from their tables.
 - Front glass door will be entrance only and the back door will be exit only
 - We will be using the back balcony and 2nd floor common area as additional seating.
 - The conference room will be locked at all times and will be unlocked for those who reserve it. All who reserve it will be asked to wipe down and straighten it back up.

TEAM OC

The Dub reopened on June 1 in line with Phase 3 of the OURS plan, even though Oklahoma Commerce allowed such facilities to reopen on May 1 with the end to the Shelter in Place order.

All facilities were opened except for Open Gym (Basketball) time due to it being a contact sport.

The Dub will return to semester hours on Monday, August 10.

FALL INTRAMURALS

- Softball/Flag-football
 - Outdoors with minimal contact
 - Encourage all fans to wear masks
 - Place hand sanitizer stations at all entry gates
 - Sanitize any shared intramural provided equipment each night
 - Provide each ref with their own whistle rather than sanitizing them each night
- Tennis/ping-pong/pool singles
 - Play on your own time tournaments rather than large group, all-in-one night tournaments.
- Cross Country meet
 - Outdoors participants are spread apart
- Volleyball
 - Still considering the best approach.

UPCOMING EVENTS

- 9/15 Glow Run
 - Outdoors
 - Individual bottles of water
- 9/24 Employee Health Fair
 - Could move outdoors
 - Masks recommended
 - Pre-stuffed giveaway bags
- 10/3 OKC Memorial Marathon Packet Pickup
 - Could move outdoors
 - Could cancel and let participants pickup directly from expo
 - Cancelled spaghetti lunch
 - Masks recommended
- 11/14 Holiday Hustle
 - Outdoors
 - Cancel Breakfast
 - Snacks / Water?

OPEN GYM (BASKETBALL)

There are no plans to continue open gym (basketball) for the fall semester.

AUXILIARY FITNESS ROOMS

- University House North, University House South, Tinius, Gunn-Henderson & Phase 6
 - Wall mounted Zogics wipes
 - Cleaned weekly by Dub student worker
 - Electrostatic spray once a week

OPEN SWIM

- 1 person per lane unless with household (quarantine) members.
- Group fitness classes to maintain social distancing in 2 lanes.

FITNESS CENTER

Cleaning supplies:

- Available to customers
- Zogics wipes are wall mounted in 3 locations
- Hand sanitizer in 4 locations
- Additionally available to workers
 - Clorox wipes from IT
 - Simple Green all-purpose cleaner
 - Windex
 - Lavender oil (laundry)

Locker rooms:

- Currently closed
- Reopen fall but discourage use
 - Cleaned by Cynosure in accordance with the schedule

Equipment:

- **Cardio machines** alternated every 2 weeks
- **Strength machines**
 - Signage posted to not use adjacent machines
 - Each piece of strength equipment is different, alternating is not possible
- **Free Weights**
 - 3 benches have been removed to allow for 6 ft spacing
 - Signs posted to not put dirty weights back on racks
 - Dirty are designated if people won't clean free weights themselves
 - Hasn't been an issue so far

- **Signs to remind customers:**
 - Wipe down equipment before & after use
 - Respect fellow members by practicing social distancing
 - Please do not use adjacent equipment
 - Dirty free weight area

HUMAN INTERACTION

- **Customers sign in**
 - Touchless sign in
 - Removed 10 key
 - Slide card or student worker type in only
- **Limited entry for healthy distancing**
 - Request people stay no longer than 2 hours
 - With allowing 6 sq ft per person, we can comfortably have 10 people in the Dub.

CLEANING PROTOCOLS

- **Student workers**
 - Cleaning Schedule
 - Continuously cleaning
- **Cynosure**
 - General cleaning nightly (7 days)
 - Floors: Vacuum/Mop
 - Trash
 - High-low dusting
 - Electrostatic sprayer
 - Safe for electronics.
 - Minimum of three nights a week

SERVICES NO LONGER OFFERED

- Towels
- Water jugs

GROUP FITNESS

- Classes that require contact have been cancelled for the fall
 - Jiu-Jitsu
- Maintain social distancing
 - -6ft spacing before, after and during class
- Wear masks before and after classes
- Zogics wipes available at classes
- Instructors advised to not use, or use as little equipment as possible
- BYO equipment encouraged
- OC equipment available (mats, weights etc)
 - Wipes provided for member to wipe down before and after class

- Wiped down by student worker before and after class
- Instructors to take attendance to avoid sharing of pen/electronic devices

RESOURCES

Oklahoma City:

- Resident advice - <https://www.okc.gov/residents/prepare-okc/know-what-to-do/epidemics-and-pandemics>
- Restrictions - <https://www.okc.gov/residents/prepare-okc/know-what-to-do/covid-19-coronavirus-in-okc/covid-19-emergency-restrictions-in-oklahoma-city>
- Oklahoma City-County Health Department - <https://www.occhd.org/COVID-19>

Edmond: <http://edmondok.com/1568/COVID-19-Coronavirus-Information>

Oklahoma:

- State Department of Health - <https://coronavirus.health.ok.gov/>
- Open Up and Recover Safely plan - <https://www.okcommerce.gov/wp-content/uploads/Open-Up-and-Recover-Safely-Plan.pdf>
- For gyms - <https://www.okcommerce.gov/wp-content/uploads/Health-Centers-and-Gyms-Guidance.pdf>

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

YMCA: <https://ymcaokc.org/whattoexpect/>

Mercy Fitness Center (reopened 5/7):

- FAQ's - <https://www.mercyfitness.net/reopen-faq/>
- Etiquette - <https://www.mercyfitness.net/member-etiquette/>

Dr. Ezekiel J. Emanuel:

<http://www.ezekielemanuel.com/writing/all-articles/2020/06/30/covid-19-activity-risk-levels?fbclid=IwAR0pLVXJNQ6GwknPmmxfEZBCXGvbWlxdXuZEqRag-LBDrAugGuzN7siZVoJ>

ETHOS - WHAT TO EXPECT

Due to COVID-19 and the goal to keep the OC campus as safe as possible while still living into the guiding principles of spiritual formation for the entire OC campus, you can expect Ethos changes this fall.

OC WILL continue the Ethos Project and related chapel experiences in the 2020-21 academic year. You can expect:

- As much Christian community as is wise, safe and possible in the ever-changing and always challenging COVID-19 pandemic.
- A wide variety of streamlined offerings that will qualify for credit in the Ethos Project.
- A modified requirement of 20 Kudos for students in the Fall 2020 semester.

Students can choose from the following:

KUDOS

Earn 10 Kudos from this group:

- Alternative chapels, socially distanced during the 11:00 A.M. hour
- Small group Bible studies

And earn an additional 10 Kudos from this group:

- OC Mentoring Project - contact mentors OR Spiritual Life for guidance.
- Discovery - activities and events where faith and learning clearly intersect. Discover events must take place on campus unless given special permission by The Office of Spiritual Life.
- Local Church Events - not including regular weekend or midweek gatherings. These must be pre-approved by The Office of Spiritual Life.
- Bible Reading/Discipleship/Prayer Groups - pre-approval through The Spiritual Life Office.
- Service - five hours of service may be pre-approved by The Office of Spiritual Life.
- Rightnow Media - a maximum of 5 credit hours earned from approved content at rightnowmedia.org.

For additional information, please see the comprehensive [slide presentation here](#).

SAFETY PROCEDURES FOR ETHOS EVENTS

- Alternative chapels
 - Masks are required
 - Social distancing will be enforced when possible
 - Hand sanitizer will be available when entering and exiting chapel
- Small group Bible studies and mentor sessions
 - Masks are required if meeting indoors
 - Social distancing will be encouraged
 - Masks are recommended for outdoor meetings
 - Masks are recommended for meetings in residence halls
- Service projects
 - Masks are required for students participating in Ethos approved service projects

EARN YOUR WINGS AND FRESHMAN EXPERIENCE

EYW ACTIVITIES (Begins Saturday, August 8th and ends Saturday, August 15th)

- Encourage outdoor events when possible
- All inside events require a mask to be worn
- Throughout the week encourage social distancing – 6 feet apart
- Minimal buffet style meals and encourage individually wrapped food and bottled drinks
 - Utilize the cafeteria for meals - staggered lunch and dinner times
- Encourage students to complete the Daily Health Screening on MyOC or the OC app (temperature, symptoms questions).

MEETINGS/SPEAKERS

- In Baugh, Freshman will be spaced out every two seats and require masks be worn.
- Move meeting space to larger area to accommodate social distancing for HUB group meetings

STUDENT ORGANIZATIONS

Student organizations will lean on the information available from the CDC ([found here](#)) to inform best practice.

STUDENT GOVERNMENT ASSOCIATION

SGA will take multiple steps to encourage safety including:

- Enforcing attendance exemptions for high-risk students.
- Move meeting space to larger area, consulting events office to ensure availability.
- Encourage outdoor activities that meet with smaller gatherings but with more frequency.

SOCIAL CLUBS

Social Clubs will take multiple steps to encourage safety including enforcing exemptions for high-risk students from club obligations and point systems.

Weekly Meetings

- Face masks are required.
- Suggest on-line meetings at least twice a month in place of in person meetings
- Encourage smaller gatherings - utilize families, classification, etc

Rush Events (Monday, August 24th to Friday, September 25th)

- Face masks are required for all events.
- Traditional Club Night replaced with an incentive program.
- Clubs are highly encouraged to plan outdoor events only. If indoor events are necessary, they will be held in larger meeting spaces (consulting with the events office for available space).
- A limit will be placed on the number of current members attending events.
- Food will be limited to minimal buffet style meals with individually wrapped food and bottled drinks.

COUNSELING CENTER PROTOCOLS

Prepared by Sheldon Adkins, Director of OC's Counseling Center

FRAMEWORK

The counseling activity is done with the currently defined social distancing protocol. Protocol primarily being 6' distancing, not over max gathering requirement, wearing of a mask when indoors and in public, and individuals not having symptoms or recently sick.

- Low risk - social distancing protocol in place and limited to no change needed for the activity (ex. any activity where only signage, floor markers, plexiglass, etc are needed).
- Medium risk - moderate changes are needed (ex. regulating capacity or gathering size).
- High risk - activities that cannot occur in the initial reopen stage as previously done. This category requires significant change or different methods to accomplish the activity (ex. activities that would go against social distancing protocols).

OFFICE

(If applicable include approximate participant numbers, regional center locations and any coordinating offices/areas in parentheses next to the activity or function)

LOW RISK ACTIVITY/FUNCTION

- Teletherapy - continued individual therapy via Zoom for Healthcare remotely
- Teletherapy - therapeutic groups/workshop via Zoom for Healthcare remotely

MEDIUM RISK ACTIVITY/FUNCTION

- Waiting room of UCC - will need to have limited seating, staggering appointments to minimize students in the center, frequent sanitization, masks available for students with bins to dispose of masks after use. Consider personal device online scheduling options to reduce the possibility of counselors contacting the same computer.
- UCC file room - will need to have regulations about staff going in one at a time
- UCC group office - will need regulations about number of staff/students at one time, sanitizing procedures, chairs removed to minimize seating
- UCC Therapy Rooms - individual rooms will need furniture to be configured to have 6 feet of distance (not possible in all rooms), shared office space will need to be sanitized daily
- UCC Outreach/Tabling Events - will need to have all staff wearing PPE, minimize contact with students to keep engagement 6 feet apart, limit physical interaction and group/gathering size, typically outside

HIGH RISK ACTIVITY/FUNCTION

- In-person crisis care sessions must be done in person - will need to have a therapist and client with PPE, sitting 6 feet apart.
- In-person ongoing sessions - if done in person, will need to have a therapist and client with PPE, sitting 6 feet apart.
- Therapeutic groups and workshops in person - even with PPE, the largest UCC office may not be large enough for group sessions.
- Front desk service to students seeking therapy services - supports a large number of students each day in person (each student and staff will need a mask, students will need to be 6 feet apart, will need to keep plexiglass closed to cover the reception area when possible, potentially multiple students at one time requesting services. We may use texting and have students wait outside (when weather permits) or wait in the larger waiting area of Heritage Village, minimize waiting room seating, requiring students to take a temperature before seeking services, frequent sanitation of pens/clipboards, use of hand sanitizer, etc).
- Other in-person class or staff outreach events - If in-person will pose significant risk as multiple students and or staff members typically gather in small classrooms/office spaces for training. Students/staff will need to be separated 6 feet apart with PPE and limited to a smaller group. Alternatively, outreaches can be delivered virtually which would be of low risk but also minimize participation and effectiveness of the training.