

OU College of Medicine
COVID-19 Return to Services Plan
Effective: September 11, 2020

Consistent with the OUHSC COVID-19 Return Plan, the College of Medicine (COM) regularly evaluates its Return to Service (RTS) Plan and implements new or revised requirements for return when indicated.¹ Revised versions of this RTS Plan will be distributed to appropriate COM students and employees and posted on the COM and department websites, if possible. This RTS Plan applies to all COM employees and students,² which includes residents and trainees and, for purposes of this Plan, volunteers. It includes the following sections:

- I. Telecommuting
- II. Reopening Common Areas, Resuming Services, & Returning Employees 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

I. Telecommuting

The Health Sciences Center campus 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](#). All College of Medicine departments will maintain telecommuting plans in place to ensure that the missions are being met and at the same time encouraging teleworking as is applicable and able to be done within a given department.
- B. Staffing Plans – Departments will maintain full staffing plans with a focus on departmental needs to ensure that all aspects of the mission are being accomplished. As the phased return plan changes, departments are able to review current plans and adapt accordingly.
 1. Screening – Employees returning from a telecommuting period who meet any of the instances described in Section VIII below 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.

¹ Substantive changes require the approval of the SPPOT/EOC Exec

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).

II. **Returning Employees and Students to Campus and Departments**

The College of Medicine departments will comply with the following.

- A. Requirements to Resume Full Services - Departments will review this COM RTS Plan and implement the stated requirements. If a particular item cannot be accepted as is, the department will indicate that in its own RTS plan and include an alternate compliance plan and explanation and submit for approval (see #1 below):
 1. Dean Approval - The director or administrator over the area will submit a written Return to Services (RTS) Plan for approval to the Associate Dean for Executive Affairs for approval. The RTS Plan must include -- at a minimum -- how the department will meet the applicable requirements of each section of this COM Return to Service Plan and how the requirements will be communicated to those applicable individuals. The department's RTS Plan (*see checklist*) should also address how services will be reduced or suspended if such is directed due to a resurgence of COVID-19.
 2. Revisions – Substantive revisions to the COM RTS plan must be approved by the Specific Pathogens Preparedness Operations Team (SPPOT) and the OUHSC Emergency Operations Committee (EOC) Exec Team and communicated to those the changes apply to, as described in the original RTS plan.
- B. Screening for Employees to Return to Campus - Employees who have been telecommuting or on administrative leave must complete the online COVID-19 Screening and Reporting Tool <https://covidreporting.ouhsc.edu/> and submit it before returning to work on campus if they have any instances described in Section VIII below.
- C. 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 rotation³ 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.
- D. 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.

All departments within the College of Medicine must comply with all areas referenced below. All departments within the College have reconfigured or will reconfigure break areas, conference rooms, and public spaces to provide for social distancing by removing chairs and posting signs

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

reminding personnel that social distancing and mask wear are mandatory. Signs will also be posted to indicate that the reconfiguration of break areas must be maintained.

- A. On-Campus Spaces - Individuals must maintain a physical distance from others of at least six feet.
 - 1. Indoors - Individuals must also wear a surgical-style mask (see Section IV below).
 - 2. Outdoors - Individuals are strongly encouraged to 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
 - re-configured physical space
 - re-configured 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.
- D. Due to the nature of the clinical environment and required training aspects, as described in the [Return to On-Site Instruction Plan](#), there are instances in which individuals cannot ALWAYS comply with the 6-foot social distancing criteria during hands-on clinical training. During those periods of time in which social distancing and mitigation strategies described in III.B above are not possible, masking, hygiene, and awareness of fellow personnel and personal responsibility are required.

IV. Masks

College of Medicine departments will comply with the OUHSC mandates on masking and will actively enforce them.

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.

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.”

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 also be worn in outdoor campus spaces where social distancing cannot be maintained and when otherwise 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 COM Students and Employees - The University will make masks available to employees and students appropriate to their on-campus responsibilities.
1. Employees - Masks for COM employees outside of OU Physicians may be obtained from the central mask inventory. Managers should complete this [form](#) to obtain surgical-style masks for their employees. Masks for employees within OU Physicians will be obtained through the normal OU Physicians supply chain.
 2. Students - Masks for students who are on campus may be obtained from the HSC Student Affairs or OU-Tulsa Student Affairs offices. 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 COM Patients and Guests – When possible, patients should be asked to wear their own mask to their appointments and to advise their guests to do the same. The COM will make surgical-style masks available to patients and their guests who do not bring their own approved masks. Information regarding obtaining masks for patients and accompanying family members or caregivers who do not have their own masks is available from clinic staff.
- C. Masks for COM Vendors and Others - Vendors and other visitors are expected to provide their own masks when on campus. Departments should advise their visitors, vendors, and service providers of this requirement. Clinic staff may provide masks if sufficient supply is available.

V. **COM Building Access and Amenities**

Administrative buildings within the College of Medicine are currently locked-down, with the exception of those buildings that also have a clinical component. Those areas are also secure,

but are manned in order to screen and allow patients access as appropriate. All other buildings are only accessible by individuals with swipe-card access to the facilities. The College of Medicine, being very spread out across the campus, has worked closely with both University offices and University Hospital Authority and Trust offices to ensure proper signage and information is posted throughout the common areas. Signs in bathrooms, signs in elevators, drinking fountains, etc., have been posted and are easily apparent and visible. Departments will not remove or revise these signs and will comply with the following:

- A. Building Access - Access to COM buildings must remain restricted until further notice or until expanded access is coordinated by Operations, the Associate Dean for Executive Affairs, and the building coordinator and then approved by the appropriate dean or vice president. Expanded access may be granted only if mitigation steps will be put in place to limit access to only those individuals intended or scheduled to be in the building.
 1. Patient Care Buildings - Public entrances to patient care buildings must be attended, and current visitor policies must be observed. Vendors entering patient care buildings must enter through the main entrance. Other entrances must be restricted to key or card access.
 2. All Other COM Buildings - Entrances to other buildings must be restricted to key or card access or be attended.
 3. Food Delivery, All COM Buildings – Third party food delivery services may not enter or be given access to enter campus buildings. Individuals ordering from these services must arrange to meet the delivery person outside of the building.
- B. Building Amenities - All common areas must be maintained in a manner that provides for social distancing (see Section III above) and safe hygiene practices.
 1. Elevators – Generally, no more than four individuals may be in an elevator at one time;⁵ individuals must wear masks on elevators.
 2. Seating Areas - Seating at tables and benches is generally limited to one person per 6 feet.⁶
 3. Restrooms - Restroom facilities should not be used when social distancing cannot be maintained.
 4. Cleaning - Sanitization protocols must be in place for all departments and areas and must include, at a minimum, the items in Section VI below.
 5. Hygiene - Hand sanitizer should be made available if soap and water are not readily available in the area.
 6. Drinking Fountains - Use of drinking fountains that are not touch-free should be discouraged.
- C. Signage - University Operations and Trust personnel will place signs in common areas that address the requirements in Sections III, IV, and V, as appropriate. Departments and areas can obtain additional copies of these signs from University Operations or from <https://printingstorefront.ou.edu/ou/catalog.cgi>.

⁵ 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.

⁶ Reasonable exceptions are members of the same household sitting together and patients or students sitting with their caregivers or aides.

VI. Sanitizing COM Facilities and Equipment

Departments must have mechanisms in place to acquire the needed cleaning supplies for their individual personnel and immediate areas within the departments. Working with cleaning services at the University/Trust level has ensured that mechanisms are in place to ensure that proper care of the facilities is being accomplished. All personnel throughout the College of Medicine are responsible for maintaining their individual offices as well as common/shared space within each department, as described below.

- A. University Responsibility - The University will provide increased cleaning and sanitizing of frequently used University 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 facilities, 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. Department/Area Responsibility – As was the case prior to COVID-19, each department/area 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. Office Electronics –Cleaning instructions for many types of common in-office computers and peripheral devices, including University-owned equipment for individual use as well as shared-use equipment, 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 - Department/area managers must contact General Services (405-271-2311 or 918-660-3555) for OUHSC-operated buildings or OneCall (405-271-2252) for UHAT-operated buildings and the Environmental Health and Safety Office (EHSO) (405-271-3000 or 918-660-3878) for disinfecting assistance when made aware of an individual who has tested positive, if the individual had been on campus in the past 7 days. The supervisor should close off areas that the individual visited and open outside doors and windows, if possible, to increase air circulation in the area until it can be assessed by General Services/OneCall and EHSO.
 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.
 2. Equipment from Home - Individuals bringing electronic equipment to University buildings 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 must clean the area after their use.

As additional information is dispersed regarding proper cleaning at the departmental level, the information will be passed on from leadership to each level to ensure shared understanding of the requirements and individual responsibility.

VII. Testing, Isolation, and Contact Tracing

In the event of a positive test within a COM department, COM employees will comply with the following:

- A. Positive Tests - If an employee or student tests positive for COVID-19, they and the COM and department(s) involved will cooperate with the appropriate State health department entity in its contact tracing efforts.
 1. Supervisors who are made aware that an individual in their area has tested positive must contact General Services and EHSO as described in Section VI.B.2 above for disinfecting assistance, if the individual was on campus in the past 2 days prior to testing positive.
 2. All COM employees and students who have received a positive COVID-19 laboratory test must obtain clearance from the Student & Employee Health via the online COVID-19 Screening and Reporting Tool <https://covidreporting.ouhsc.edu/> before returning to on-campus University responsibilities.
- 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 direction 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 property⁷ and from on- and off-campus events until approved for return by Student & Employee Health.

VIII. Monitoring COM Employees, Students, and Visitors for COVID-19 Symptoms - Mandatory Reporting Process

All students and employees within the College of Medicine have been briefed by appropriate leadership and are aware of the current mandatory reporting processes. A copy of the COM RTS Plan will be provided to each department for dissemination to students and employees within each department, in addition to each time it is updated to ensure the most current information is made available.

⁷ 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.

- A. Monitoring COM Employees and Students - Employees and students must complete the online COVID-19 Screening and Reporting Tool at <https://covidreporting.ouhsc.edu/> each time any of the incidents occurs. The Tool must be completed and then submitted before returning to work or academic responsibilities on campus or attending University-related functions. The employee or student will be notified via email of their screening results and will follow the included instructions for forwarding the email.
1. Clinic Employees – Clinic Employees must comply with the monitoring processes in place in their assigned clinics, if more stringent than those in items 2-7 below.
 2. Absence from Campus – COM employees who are absent for any reason for 7 or more consecutive calendar days must complete the online COVID-19 Screening and Reporting Tool. COM students who have been away from on-site instruction at their assigned campus location or from an on-campus clinical rotation for 7 or more consecutive calendar days must complete the online COVID-19 Screening and Reporting Tool.
 3. Travel – COM employees and students who have traveled domestically (outside the State of Oklahoma) or internationally must complete the online COVID-19 Screening and Reporting Tool after their return to Oklahoma but prior to return to campus, unless the traveler qualifies for the Commuter Process.⁸
 4. Events and Gatherings – COM employees and students who attend an event, go to an entertainment venue, or participate in a group gathering of 10 or more people **AND do not wear a mask and practice social distancing** must complete the online COVID-19 Screening and Reporting Tool no later than 24 hours following the event but prior to the return to campus. (Household members do not count toward the number of 10 or more.)
 5. Close Contact – COM employees and students who have had close contact 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 days must complete the online COVID-19 Screening and Reporting Tool.
 6. Experiencing Symptoms - COM employees and students 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, must complete the online COVID-19 Screening and Reporting Tool. They should also contact their health care provider regarding specific symptoms.

⁸ **COMMUTER PROCESS** – If, as part of an individual’s University employment or required academic curriculum, the individual must travel on a daily or similarly regular basis in a personal vehicle (either alone or with other household members) back and forth across Oklahoma state lines, he or she may not be required to complete the online Screening and Reporting Tool each time he/she leaves the state (unless they meet one of the other screening and reporting criteria). For example – A student who lives 10 miles over the Oklahoma border and travels daily in her personal vehicle to an OUHSC assigned clinical experience may not have to complete the Tool with each commute. Individuals **MUST** check with their supervisor or student dean for further information regarding an exemption; they will consider factors such as method and frequency of travel, and necessity and origin of travel. Supervisors/deans must report all approved exemptions to employeestudenthealth@ouhsc.edu. Those approved must notify Student/Employee Health if they begin experiencing symptoms or if their commuting details change.

7. Positive or Pending Test – COM employees and students who have COVID-19 test results pending or who test positive for COVID-19 may not return to campus until they have been cleared by Student & Employee Health via the online Screening and Reporting Tool to return.
 8. Positive Household Member – COM employees and students with a household member who has tested positive for COVID-19 in the past 14 days must complete the online COVID-19 Screening and Reporting Tool before being approved to return to work.
- B. Monitoring COM Patients and Scheduled Visitors/Vendors –
1. COM Patients and Their Visitors – Patients and accompanying visitors will be monitored via temperature checks and other clinic screening tools.
 2. COM Scheduled Visitors/Vendors⁹ – 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 Tool ([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. Employees in these buildings/areas may be required to check their temperatures at home or upon entry. Prior approval from the Office of Human Resources is required for employee temperature checks in any other buildings/areas.
1. COM Employees - Employees with an elevated temperature (100.4F and above) may not return to campus until they have had no elevated temperature and no evidence of [COVID-19 symptoms](#) for at least 72 hours and they have been cleared by Student & Employee Health via the online COVID-19 Screening and Reporting Tool at <https://covidreporting.ouhsc.edu/>.
 2. COM Patients - Patients with an elevated temperature (100.4F and above) at screening will be managed in accordance with clinic protocol.

IX. Travel

- A. Travel Guidance – Except as provided in Section VIII.A.3 above, all COM employees, students, and visitors will comply with the travel guidance for their department and for their campus, maintained on page 1: https://students.ouhsc.edu/Portals/1352a/Assets/documents/coronavirus/University%20Uodate%20on%20Travel%20Guidance_03102020_355pm.pdf. FAQs on domestic and international travel are available [here](#).

X. Training

⁹ 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.

COM department employees who have specific needs or questions regarding the COM RTS may contact the COM Dean's office for additional guidance. Learners at all levels are now beginning to come back on campus and mission specific, required training is being provided to them by instructors or leadership at the departmental/College level as appropriate.

A. The SPPOT/EOC Exec Team will assist with and coordinate training materials and opportunities for departments/areas, employees, and students to learn about COVID-19 and related campus policies.

B. Each college, clinic, and department will ensure its employees and students also receive information and links related to specific COVID-19 training as changes/updates occur at an institutional level.

XI. Research, Patient Care, Academics – Return to Service Plans

A. Return to Research Plans

1. The Return to Research Plan for our research endeavors 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. Clinics – The Return to Service plans for OU Physicians, the College of Dentistry, Keys Speech and Hearing, and others are available from the appropriate administrative office

C. Instruction - The Return to On-Site Instruction Plan is at the top of the OUHSC Teach Anywhere page: <https://www.ouhsc.edu/teachanywhere/>.

D. Other Plans – Other Return to Service plans are available from the vice president responsible for the particular area or the SPPOT/EOC Exec group.

XII. Enforcement

COM employees and students who refuse to comply with this Return 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 a COM 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.