



# Cowboys Coming Back

## CLASSROOM AND PUBLIC HEALTH GUIDANCE FOR INSTRUCTORS

### FALL 2020 GUIDANCE

#### *Welcome back to campus!*

With classes starting soon it is important that we all do our part to create a safe environment for our student and each other. These guidelines are designed to help instructors maintain a safe classroom environment while incorporating COVID-19 requirements for campus. There is also a public health overview that should be helpful as you navigate the day to day events related to instructing.

Further details of this plan can be found by visiting the COVID-19 Cowboys Coming Back plan that can be found at [okstate.edu](https://okstate.edu). Please retain a copy of this as a reference to use. Keep in mind that these guidelines are subject to change as additional information becomes available from public health sources.

#### **This guideline includes the following areas:**

- Classroom Management Recommendations
- Mask and Social Distancing Requirement
- Use of Face Shields & Clear Face Coverings
- Mask Non-Compliance and Reporting
- Conflict Resolution & Face Coverings
- Key Community & Campus Public Health Roles
- Key Public Health Procedures
- Key Public Health Guidance (Situational Examples)
- Public Health Guidance (When Can I Be Around Others)
- COVID-19 Testing Locations & Health Resources
- Important Campus Numbers & Websites
- Frequently Asked Questions

## CLASSROOM MANAGEMENT RECOMMENDATIONS

*Related to COVID-19 requirements for Fall 2020, instructors should:*

- **Include a University statement of classroom behavioral requirements** in all course syllabi. COVID-19 related requirements include masking and social distancing. This does not need to be overly complex but rather an acknowledgment of existing campus policy related to masks, social distancing, and self monitoring of health.
- **Orally review classroom requirements** at the beginning of the semester and spend a few minutes on these requirements for the first several class periods.
- **Create and maintain a seating chart** for the class so that students are easily identifiable. This may assist in contact tracing (if needed) or identification of non-compliance with public health classroom measures.
- **Utilize a video based platform** (Zoom) for office hours or other situations where social distancing is hard to maintain.
- **Be flexible with attendance.** University policy prohibits use of attendance as a metric for grading. Those who are ill or positive should not come to class.
- **Identify contingency plans** for academic instruction for any potential missed work or complications due to COVID-19 diagnosis or exposure.
- **Offer support and flexibility** for students who test positive for COVID-19.
- **Respect the privacy of students (and peers)** in response to positive cases of COVID-19. Limit emails with sensitive information and refrain from mass alerts or notifications. The Payne County Health Department will lead contact tracing efforts.
- **Become familiar with public health guidance** and important campus resources to help others navigate current processes.

## MASKS AND SOCIAL DISTANCING REQUIREMENT

Students who do not wear a mask or who refuse to maintain social distancing (6 feet) may not attend class in person. Anyone attending class in person without a mask should be asked to put one on or leave. Instructors may end class if anyone present refuses to appropriately wear a mask for the duration of class. Students who refuse to wear masks appropriately or adhere to other stated requirements may face disciplinary action from Student Conduct.

On a case-by-case basis, students may consult with Student Accessibility Services for accommodations if they feel they cannot wear a mask. Students requiring such accommodations may be advised to take advantage of and participate in the course through remote learning or other online options. Student Accessibility Services **will not** permit students to attend classes without mask. Students may not wear a face shield without an accompanied mask. Student Accessibility Services may assist in identifying masks that are more comfortable for the wearer or help navigate academic resources that can assist the student. Students who cannot wear a face mask should consult with their academic advisor.

## General Face Mask Guidance

OSU community members must wear a clean, well-maintained face covering of their choice. A multi ply tightly woven cotton cloth or multi ply disposable face covering is recommended.

Face coverings must be worn at all times in hallways, classrooms, public spaces, restrooms, and other common areas across campus. Face coverings are also required outdoors if safe social distancing is not possible. Please note that face shields are not a substitute for face masks in public areas.

### Face coverings should:

- Fits snugly but comfortably against the side of the face.
- Completely covers the nose and mouth.
- Allows for breathing without restriction.
- Be laundered and machine dried without damage or change to shape.

### *Please note that face shields are not an acceptable replacement for masks.*

Currently the use of face shields is only being permitted for faculty while instructing. Students and employees (outside of classroom instruction) requesting the use of accommodation from wearing a face covering should register with the office of Student Accessibility Services or Office of Equal Opportunity. Students should work with their academic advisor if they cannot meet the mask policy.

## USE OF SHIELDS AND CLEAR FACE COVERINGS

(For use by instructors while teaching)

- Faculty may wear face shields while instructing (without the use of an accompanied mask) as long as social distancing is consistently maintained.
- Face shields are not considered a universal substitution for face coverings and should not be worn in situations where social distancing cannot be maintained.
- Employees (outside of classroom instruction) requesting the use of a face shield as an accommodation from wearing a face covering should register with the office of Equal Opportunity to identify available workplace options.
- Increasing social distancing beyond 6 feet should be considered for those wearing face shields for classroom instruction.
- Users should also carry a face covering to be worn when social distancing cannot be maintained. Instructors who use a face shield without a face mask while teaching should wear a face mask as they enter and as they depart the classroom. The face mask should only come off when the instructor is talking to the class, and only after donning the face shield first.
- Instructors standing behind plexi-glass partitions must still wear a face shield or mask while teaching.

### If worn face shields should:

- Cover the mouth and nose.
- Wrap around the sides of the wearer's face and extend to below the chin.
- Disposable face shields should only be worn for a single use.
- Reusable face shields should be cleaned and disinfected after each use.
- The use of face shields is subject to change based on public health guidance.

## Considerations for the Use of Clear Face Coverings

Consider the use of clear face coverings that cover the nose, mouth, and wrap securely around the face. Clear face coverings are not the same as face shields. They act in the same manner and fit that a cloth face covering would but allow for transparency in viewing the mouth and face of wearer. Use of a clear face covering should be considered for:

- Those who interact with students or staff who are deaf or hard of hearing.
- Teachers of students learning to read.
- Teachers of students in English as a second language classes.
- Teachers of students with disabilities.

Student Accessibility Services has procured some clear face coverings for hard of hearing/deaf interpreters and can provide vendor information if you are interested.

## FACE MASK AND SOCIAL DISTANCING (Non-Compliance in Class)

If a student fails to adhere to the requirements during a particular class, instructors should take the following steps. This would typically be an issue of mask compliance or social distancing:

- Remind the student of the requirement and the reason for it: safety. Ask the student to comply.
- Consider asking to see a student's university ID card if you can't identify them.
- If still resistant ask the student to comply or to leave the classroom immediately.
- If the student fails to comply or leave, assess the situation and consider dismissal of class if overtly disruptive and non-compliant. Have a situational discussion with your colleagues and unit administrator about response to student's who blatantly disregard policy. This may help you prepare for if and when it does occur. Follow some of the guidelines and talking points on page 6 of this document related to conflict resolution.
- Should an emergency situation develop where there is imminent threat of harm call public safety (405) 744-6523 or 911 for assistance.

### After class, instructors should:

- **For students who failed to comply:** File a report with the Office of Student Support and Conduct. Visit their website [studentconduct.okstate.edu](http://studentconduct.okstate.edu) and follow links to "filing an incident report".
- **For students who initially violated the requirement, but who chose to comply when addressed:** Consider an email or other communication to remind the student of the requirement for future classes, but also to allow the student to explain their action in a way that might help mitigate it in the future.
- **Immediately communicate any early class dismissals to your academic unit leader** (i.e., that is, department head, director of academic affairs, or director) and, as soon as possible, produce a written record of the facts.

## CONFLICT RESOLUTION AND CLOTH FACIAL COVERINGS

### Addressing Failure to Comply with Expectations

*When you address students who are not meeting classroom expectations, consider the following:*

**Stay calm:** Even when discussing topics that we are very passionate about we may not be able to get the best message across when angry. By being angry we may put others on the defensive.

**Choose a good time and place for the conversation:** When possible, find a place free from interruptions to have difficult conversations. This also allows you to have the time to formulate how you would like the conversation to look. Crowded areas may put others on the defensive.

**Focus on the problem:** Focus on the concerning behavior, rather than focusing on the person.

**Use facts:** When discussing the issue with others be sure to use factual information to support your argument.

**Respond vs. reply:** Take time to hear the other person, recognize thoughts and feelings and respond accordingly.

### Continual Failure to Comply with Expectations

When students are not meeting classroom expectations, instructors should address these concerns with students. However, after instructors have addressed the concern and the behavior continues, then a referral should be made to Student Conduct.

Reports of students intentionally failing to comply with the expectation of wearing facial coverings could violate the Student Code of Conduct Failure to Comply policy.

**Section II, 32, Failure to Comply:** Failing to comply with the lawful directions of any university employee acting within the scope of their official duties or failing to identify oneself to such a person when requested to do so.

Complaints can be filed online at [studentconduct.okstate.edu/report](http://studentconduct.okstate.edu/report). Student Conduct will have specialized educational sanctions for students found responsible for violating this policy. Permanent removal from the classroom will not be likely unless there are repeated violations or outright refusal to cooperate with requests.

**Employee:** If you have concerns about an employee not adhering to the facial covering guidelines, we encourage you to bring concerns to your supervisor or use the following:

**Staff Violation:** Contact Human Resources at [osu-hr@okstate.edu](mailto:osu-hr@okstate.edu)

**Vendor Violations:** Contact Central Purchasing at [purchase@okstate.edu](mailto:purchase@okstate.edu)

**Faculty Violations:** Contact Office of the Provost at [provost@okstate.edu](mailto:provost@okstate.edu)

**Visitors:** Bring the matter to the attention of your supervisor or building manager

## KEY COMMUNITY AND CAMPUS PUBLIC HEALTH ROLES

**Oklahoma State Department of Health (OSDH):** Manages state policy and protocols related to COVID-19. Centrally collects state lab information for cases and informs public of daily statistics. Monitors hospital capacity and PPE availability. Deploys strategies around state testing and contact tracing. Publishes weekly guidance on statewide and county risk levels.

**Payne County Health Department (PCHD):** Responsible for testing, contact tracing, and public health strategies to slow the spread of COVID-19 in Payne County. The county has been holding periodic large testing events coupled with daily curbside testing at the health department. All contact tracing efforts for campus are being done in coordination with PCHD. As part of this process PCHD is utilizing state resources and state software systems for ease of notification and tracking.

**OSU Centers for Health Sciences (CHS):** CHS has been instrumental in assisting with testing and public health protocols for campus. CHS actively oversees the COVID-19 research lab on campus that has been providing a high level of diagnostic testing for months. CHS started the COVID-19 swab pod that is now being run by University Health Services and has assisted with testing for OSU athletics. They continue to assist with procurement (PPE) and testing strategies for the Stillwater campus.

**University Health Services (UHS):** An outpatient medical facility centrally located on campus. UHS provides medical care, testing, and consultation for students and employees related to COVID-19. There is actively a drive-thru testing pod located at the facility that will be up and running for the remainder of the semester. The department works together with the Payne County Health Department related to planning and development of policies for campus. University Health Services can field questions related to medical concerns.

**Facilities Management (FM):** Facilities Management is responsible for the increased focus across campus on cleaning, disinfection, hand sanitizers, signage, procurement of supplies, and other public health prevention tools.

**Human Resources (HR):** Instrumental in all workforce policies and procedures related to COVID-19. This includes planning related to return to campus. FFCRA, use of sick leave, FMLA, benefits development, and more. Each department on campus has an assigned human resources consultant. Consultation with your hr partner or the central hr office number is advisable for any concerns or questions.

**Student Accessibility Services (SAS):** Processes student accommodation requests related to COVID-19.

**Office of Equal Opportunity (EO):** Processes employee accommodation requests related to COVID-19.

**Department of Residential Life:** Responsible for all on campus housing. The department has established approximately 300 units of quarantine/isolation space to accommodate students who may test positive or who have been exposed. Off campus properties are being looked at for contingency planning as well.

## KEY PUBLIC HEALTH PROCEDURES

**Testing:** Testing can be arranged at a number of locations across Stillwater. University Health Services and the Payne County Health Department are offering testing at no charge in coordination with state efforts. There may also be opportunities for testing at off campus physician offices or urgent cares. The University is anticipating a high demand for testing as students return and the county and UHS are preparing to increase the amount of daily testing to meet demand. It is a good idea to get tested if you are experiencing any symptoms of COVID-19, have been exposed to a known case, or have been in an area of high community spread. Periodic testing for detection of asymptomatic spread is also encouraged and can be accommodated.

**Notification of Positive Cases:** Notification of positive results come through the ordering entity (off campus physician, UHS, health department, etc.) and they are communicated to the patient/subject accordingly. Those results also filter into a state database where they are centrally gathered for contact tracing and state reporting. It is likely that a student or faculty member will find out their test results prior to the start of the contact tracing process. Individuals should isolate immediately.

**Contact Tracing & Definition of Close Contacts:** The Payne County Health Department will conduct all contact tracing. Reserve contact tracers have been hired at the state level and Health Services staff have been trained to assist as well. Payne County will utilize software from Google/MTX to send periodic text messages and remotely check in on the progress of those contacted. The university does have the ability to use Wi-Fi access points, card swiping, and other forms of technology to assist the health department in their efforts as needed. Access to location data is limited to two senior university officials and senior health department staff. Please note a close contact for the purposes of contact tracing is someone who has been within 6 feet of an infected individual for a prolonged period of time (15 minutes or more). The use of a mask is not a deciding factor if social distancing has not been met. Therefore it is always critically important to consistently keep your distance from others.

**Disinfection & Cleaning:** Facilities Management has increased the frequency of cleaning and disinfection on campus. Specialized disinfecting machines are being used to disinfect all classrooms each night. You will also notice an emphasis on hand washing, hand sanitizer, and taking personal responsibility to wipe down high touch areas you come in contact with as needed. Due to the high demand for disinfection and cleaning across campus, specialized requests outside the normal scope of work are difficult to consistently provide.

**Quarantine & Isolation:** Employees should make plans to quarantine/isolate at home. Please follow CDC guidance on how to effectively isolate within your home [cdc.gov](https://www.cdc.gov). Space for on-campus residents is being set aside for quarantine/isolation purposes.

**Recovery & Return to Social Interaction:** Follow the state guidance for return to work/social interaction (located at the end of this document). There are set guidelines based on time. A testing based strategy is no longer recommended.

## PUBLIC HEALTH GUIDANCE

### (Key Situational Example)

A student informs you that they are positive (Isolation) or have been exposed and are entering isolation/quarantine:

- Notification of positive tests will come to the student first and an alert is sent to the Payne County Health Department.
- Often University Health Services will be a point of first contact and will instruct the student on next steps including interaction with Payne County Health Department for contact tracing.
- During the investigation information will be gathered from the student on where they were and what the circumstances are of whom they've been around.
- If during that conversation the student indicates that they were properly socially distanced during class then they would typically not meet the criteria for others in the class to be notified about exposure and quarantine.
- The risk of community spread with proper distancing measures and the collective wearing of masks creates a lower threshold for transmission and risk. There may be instances where the class and instructor are not notified if the health department can confidently say this was occurring.
- If the Payne County Health Department or UHS have questions or need to find out more information about class interaction the faculty member will be contacted as a matter of public safety and asked to assist with any information they can provide.

#### Things You Should Do to Support Student:

Be understanding and accommodating related to course work and their health condition. Direct students who may be panicked or anxious towards health services, counseling, or county health department resources. Academic affairs and student affairs are working collaboratively to support students who are in need during isolation/quarantine.

#### Actions to Avoid:

Do not forward personal health information to large audiences. Avoid publicly identifying infected student to other students. Do not send mass notifications to students or colleagues. These actions may work against the efforts of the public health department. Additionally please do not request "proof"/ medical documentation of a medical condition or positive case.

#### You as a Faculty Member Find out you are Positive:

- Isolate at home and monitor your health. If you are symptomatic and experiencing medical issues seek advanced medical care.
- Notify your supervisor and/or human resources consultant. If physically able to (depending on status of health) identify contingency plans for instruction.
- Notify University Health Services (online reporting link at [uhs.okstate.edu](https://uhs.okstate.edu)). This is done in an effort to organize reports of positive cases given that testing locations may vary. If you received a test at University Health Services you can disregard this step.
- Make a list of recent close contacts. The definition for close contacts as used by the county for contact tracing is being less than 6 feet away (with or without mask) for a prolonged period (15 minutes or more). While instructing if you are consistently keeping your distance from students you would not need to include them on your list.
- Wait for Payne County Health Department to contact you for contact tracing. If you do not receive a call from the county within 24 hours of receiving results call the Payne County Health Department directly at (405) 372- 8200. University Health Services is available to answer any questions or issues with contact tracing you may experience (405) 744-7665.



- Continue to work with the health department and your medical provider to monitor any possible symptoms and progression of the disease. If symptomatic and your medical condition deteriorates seek advanced medical care.
- To determine when you can be around people/medically cleared follow the state guidance on page 11 of this document. A time based approach (typically 10 days) vs. a test based approach is recommended.

## COVID-19 PUBLIC HEALTH GUIDANCE

### When Can I Be Around Others?

A symptom or time-based strategy is recommended. Except for rare situations, a test-based strategy is no longer recommended to determine when to allow individuals to return to work.

#### I Know/Think I Have COVID-19 with Symptoms (Isolation)

You can be around others after:

- **10 days** have passed since your symptoms first appeared

**AND**

- Symptoms have dramatically improved (cough, shortness of breath)

**AND**

- You have been fever free for at least 24 hours (without use of fever reducing medication)

***\*INDIVIDUALS WITH SEVERE OR CRITICAL ILLNESS MAY HAVE AN EXTENDED ISOLATION PERIOD.***

#### I Tested Positive But Have No Symptoms (Isolation)

If you continue to have no symptoms, you can be around others after:

- **10 days** have passed since you were tested
- If you develop symptoms after testing positive, follow the guidance for “I know or think I had COVID-19 and I had symptoms”

#### I was in “Close Contact” of Someone with COVID-19 (Quarantine)

You should quarantine (stay home, monitor for symptoms) for **14 days** after last exposure. This is based on the time it takes to develop illness. Please note if you pursue testing during quarantine and the result is negative you must still fulfill the 14 day quarantine. Symptoms could still develop.

**A close contact is defined as prolonged close contact with an infected individual (Less than 6 Feet for more than 15 minutes regardless of mask being worn)**

Contact the health department or your medical provider if you begin to experience symptoms.

## COVID-19 TESTING LOCATIONS AND HEALTHCARE RESOURCES

**University Health Services** (Drive-thru testing by appointment, Employee Health Clinic)

1202 W Farm Rd, Stillwater, OK 74078

(405) 744-7665

uhs.okstate.edu

**Payne County Health Department** (Offering curbside testing)

1321 West 7th Avenue, Stillwater, OK 74074

(405) 372-8200

www.ok.gov/health/County\_Health\_Departments/Payne\_County\_Health\_Department/

**Stillwater Medical Center** (ER & medical offices)

1323 W 6th Ave, Stillwater, OK 74074

SMC COVID-19 Hotline Number: (405) 533-8668

www.stillwater-medical.org

**Other Stillwater Urgent Cares/Physician Offices** (Call for availability of services)

**Oklahoma State Department of Health**

Call 211 for State COVID Hotline

coronavirus.health.ok.gov

**CDC Guidance and Symptom Checker**

www.cdc.gov

## IMPORTANT CAMPUS NUMBERS AND WEBSITES

**University Health Services**

*(Testing & general health questions)*

(405) 744-7665

uhs.okstate.edu

**University Counseling Services**

*(For student mental health concerns)*

(405) 744-7665

ucs.okstate.edu

**Student Support & Conduct**

*(To report a conduct incident)*

(405) 744-5470

studentconduct.okstate.edu

**Student Accessibility Services**

*(For student accommodations)*

405-744-7116

accessibility.okstate.edu

**Office of Equal Opportunity**

*(For employee accommodations)*

405-744-7607

eeo.okstate.edu

**Facilities Management**

*Cleaning/disinfection outside of daily scope is limited. Work with your fiscal officer or dept head to submit work orders for requests.*

fm.okstate.edu

**Human Resources**

*(Benefits, EAP Information)*

hr.okstate.edu

(405) 744-5449

**Office of the Vice President for Student Affairs**

*(Student Support/Catastrophic Issues)*

studentaffairs.okstate.edu

(405) 744-5328

## FREQUENTLY ASKED QUESTIONS

**Q: Should I notify my class if a student has tested positive? Do I have a duty to warn them?**

A: The Payne County Health Department will conduct contact tracing. You should not notify your class. The definition for a close contact as defined by the CDC is anyone who has been within 6 feet of someone for an extended period of time (15 minutes). This is why classroom spacing and social distancing is so important. You may be consulted through University Health Services or the Payne County Health Department if there is a need to know seating arrangements or more information.

**Q: What do I do if I see a student (not in my class), employee, or campus visitor without a mask on in a public area? Do I call the police?**

A: The wearing of masks is a university requirement. All efforts to remind each other of the need for compliance should be made. It is up to all of us to stress compliance and remind people we encounter of the existing policy. If you do not feel comfortable approaching someone consider contacting a nearby administrative office where they can assess the situation and offer support. You should not contact police unless a situation rises to a potential level of threat or harm.

**Q: One of my colleagues tested positive. Should I evacuate our entire office until it can be disinfected?**

A: The department should work with your human resources consultant and health services to identify the risk to the department. The Payne County Health Department will conduct any necessary contact tracing. It is crucial in any office environment that we consistently distance from each other and also stress the importance of wearing masks. If this is done consistently the need for shutting down entire areas should be minimal.

Consistently washing hands, using hand sanitizer, wiping high touch surfaces with Clorox wipes, or other methods of routine cleaning and disinfection are recommended. Facilities Management can disinfect areas but large scale disinfection of office space is limited.

**Q: I ate lunch with a colleague for half an hour without proper social distancing and found out that they are now positive for COVID. What do I do?**

A: You will be notified to quarantine for 14 days if you are exposed to a known case of COVID-19. Please note that even if you seek testing (for example after 2-3 days) and it comes back negative you must still fulfill the 14 day quarantine timeline.

**Q: I tested positive but I'm asymptomatic. Can I just come back to work and stay away from people?**

A: You should not return to work until 10 days have passed since your positive test. Please reference public health guidance on "when can I be around others".

**Q: Will I be notified if a student tests positive?**

A: The Payne County Health Department is responsible for notifying close contacts and managing contact tracing, quarantine requirements, and isolation for positive test cases. There are possible scenarios in which a student could test positive and OSU not be informed and the faculty not be informed if the county does not think it is necessary. However students should notify you related to any academic needs or accommodations as a result of testing positive.

## FREQUENTLY ASKED QUESTIONS

**Q: When will OSU shutdown operations? What is the threshold for positive cases where this will happen?**

A: The University is working closely with the Payne County Health Department, City of Stillwater, and Stillwater Medical Center to track the spread of COVID-19. The threshold for changing campus approach or operations will depend on case counts, rate of spread, acuity of cases, and hospitalizations among other variables. Community partners are in consultation on a daily basis looking these variables.

**Q: A student approaches me after the first week and says that they really want to come to class but that a mask makes it hard for them to breathe. They ask if they can just remove their mask once seated.**

A: You should not permit the student to go without their mask. You can direct them towards Student Accessibility Services as a resource for students seeking accommodations.

**Q: A student is struggling with depression related to COVID-19. Who can help them?**

A: Encouraging students to identify campus resources is key. University Counseling Services is available to students. If you have serious concerns please contact the Office of Student Support & Student Conduct (or Student Affairs) to fill out a care report. A case manager will follow up with the student.

**Q: Will the University have a daily dashboard of case counts?**

A: The University is utilizing data from the state database for cases in Payne County and for the city of Stillwater. Given that testing is done in a variety of settings across the community the most accurate way for gathering information is through the state system that collects results directly from the labs. University Health Services has a voluntary self reporting feature that is useful in gathering information for campus. The university will issue frequent public health updates on community and campus status. The university will also pay close attention to cases within the residential life system to monitor the spread of COVID-19.