As part of the Oklahoma State University community, we live by the Cowboy Code. This code includes principles such as: “We have a passion to do what’s right, even when it’s hard.” We stand firm as Cowboys when confronted by challenges. Now faced with one of the greatest challenges in our university’s history, these powerful principles are more important than ever.

Bound by the Cowboy Code, we introduce the Cowboys Coming Back — Campus Reopening Plan. This plan is a testament to collaboration, incorporating input from across our campus and led by our Pandemic Response Committee. As we look ahead at a careful, phased reopening of our campus, we must all do our part to protect the health and wellbeing of our fellow Cowboys. We encourage everyone to take personal responsibility in following the plan’s guidelines, as only through a collective, cooperative effort can we help protect our campus community.

This plan will evolve based on data from public health officials, including those from our Center for Health Sciences in Tulsa who have been on the frontlines managing this situation. University leaders and the Pandemic Response Committee receive updates daily to address new challenges and create new protocols and guidelines to ensure our plan is as complete as possible. We know the importance of clear and consistent communications during this time and will provide regular updates of our plans.

Thank you for your support of this plan.

Let us pledge as the Cowboy Family to work together and act responsibly as we reopen our campus.
The following outlines expectations of all OSU students and employees while on campus. This is not only to protect your health, but the health of our entire community. Your continued support of these guidelines is appreciated.

- All employees and students are asked to take special precautions to avoid exposure for at least two weeks prior to the start of the fall semester.
- Sick employees and students must stay home.
- Self screening should be performed each morning before arriving on campus. Temperature must be less than 100.4°F/38°C. See self-screening checklist.
- Maintain social distancing guidelines. You are also expected to wear a face covering if working near or are encountering others. If you do not have a face covering, please contact your supervisor and one will be provided.
- Remove unnecessary items in your personal work or living space to create clean counter spaces and support cleaning efforts on common surfaces. If additional cleaning is needed in an office space, please notify your supervisor.
- Limit elevators to single occupancy when possible.
- Use stairs as the primary method of travel between floors when possible.
- In-person meetings are discouraged. If a meeting must be in-person to accomplish the purpose of the meeting, it must be in a large room with attendees six feet away from each other. Include no more than 10 participants within the meeting location. Use video conferencing as an alternative.
- Break rooms/lunchrooms and gathering areas are closed for gathering. They may still be utilized for food preparation (one at a time, or multiple people if 6-foot social distancing can be maintained). This does not include large campus dining areas where social distancing is practiced.
- Disinfect fax machines, copiers and printers in common areas before and after each use.
- Wash hands regularly with soap and water for at least 20 seconds. Keep a supply of hand sanitizer (as possible).
- Cover your cough or sneeze with a tissue and then throw it away. Wash your hands afterwards.
- Disinfect all high-touch areas in your home and workplace.
- Do not touch your eyes, nose, or mouth with unwashed hands.
- OSU is providing health and safety materials and supplies for the campus. Eight disposable surgical masks are being provided to all OSU full-time employees. Two washable cloth face coverings are on order for all OSU full-time and temporary employees and one washable cloth face covering for all students.
- 2 oz bottles of hand sanitizer will be provided for all OSU employees and students and 16 oz bottles of hand sanitizer are on order for department use. New stands for dispensing hand sanitizer and disinfectant wipes, and refills have been ordered. Ten voluntary walk-up temperature monitoring stations as well as department cleaning supplies also are on order.
Face Coverings

All OSU students, staff, faculty, contractors, vendors, suppliers and visitors must wear a face covering (mask) upon entering any campus building. We know that COVID-19 can be spread when people are asymptomatic, which means they don’t know they are sick yet. Wearing face coverings has been shown to reduce the spread of COVID-19 to others. It’s important to our employees and students that OSU is a safe place to work and study, and taking this step creates a safe environment for all of us as advised by the CDC. As a reminder, face coverings do not replace the need to maintain social distancing, frequent handwashing and our rigorous cleaning and disinfecting routines. This step is not about keeping you safe, it’s showing that you care about your fellow Cowboys and are doing your part to keep our campus community safe.

Please adhere to the following guidelines for face coverings:

- You may wear your own clean, well-maintained, and professional face covering from home instead of the OSU-provided covering if you choose.
- You must wear a face covering at all times in hallways, classrooms, public spaces and other common areas across campus where social distancing is hard to maintain.
- Face coverings are also required outdoors if safe social distancing is not possible.
- The face covering is not only a protection for you. It is also a protection for others near you, to prevent you from unknowingly spreading the COVID-19 virus to others.
- You should carry at least two face coverings with you daily to ensure that you have a replacement if one becomes unusable while you are on campus.

Positive COVID-19 Case on Campus

We follow the guidance of national and local health officials in our response to a positive diagnosis on campus. If we receive confirmation that an OSU student or employee has had a positive COVID-19 diagnosis, there are important measures that will be promptly taken including quarantine or isolation, contact tracing, communication and facility disinfection. When a member of the OSU community self-reports they are symptomatic or tests positive for COVID-19, please contact University Health Services at 405-744-7287 immediately.

Contact Tracing & Testing

The university is actively working with the public health department to increase the number of community members who can help facilitate contact tracing. The university is also identifying technology or other innovative means to aid in notification of at-risk individuals. We are working with the public health department and OSU Center for Health Sciences to develop testing and monitoring strategies for campus.

Cleaning of University Facilities

OSU Facilities Management provides touch-point cleaning and disinfecting daily in campus buildings and multiple times daily within areas of increased-use or higher risk. OSU maintains alcohol-based hand sanitizer and replacement wall-mount dispensers to refill the currently installed hand sanitizers located throughout campus. Facilities Management will work to procure and distribute necessary cleaning supplies for individual departments.

Facilities Management (FM) has also purchased electrostatic and hydrogen peroxide vapor disinfection equipment for applying preventive disinfectant coverage to targeted areas. If an emergency response is required, FM has several third-party professionals ready and available to treat or remediate campus locations.
High-Risk Employees

Those who are in a vulnerable population are of the utmost concern. If your health is considered high risk, you provide care for a high risk individual, have childcare disruption or require modifications to your work, please engage in individual discussions with your supervisor and/or HR Consultant. Potential modifications include, but are not limited to: telework, use of accrued leave or leave without pay, adjusted work hours to avoid or reduce contact with others and isolated workstations.

To help prepare for returning to work on campus, please review HR's employee guidance and this employee checklist.

University-Related Travel

Given the continuing guidance of state, federal and world health organizations, the university’s domestic and international travel guidelines are as follows:

- All university-sponsored domestic and international travel is prohibited until further notice.
- International travel for personal reasons is strongly discouraged.
- All in- and out-of-state travel for university-related business or academic purposes is suspended until further notice, unless such travel is essential to the university and approved by the Provost or the appropriate Vice President. Faculty, staff and students in the Division of Agricultural Sciences and Natural Resources will receive further clarification specific to their work responsibilities for OSU Extension and OSU Ag Research from Vice President Tom Coon. Reimbursement will not be processed from any funding source for travel (in- and/or out-of-state) that does not include approval by the Provost or appropriate Vice President.

GUIDANCE FOR OSU EMPLOYEES

Employees who have been working remotely will be notified by their unit leadership regarding return-to-campus timelines. This will be based upon the individual business needs of the unit.

For employees experiencing any COVID-19 symptoms, your supervisor will require you to stay home, and you should seek guidance from your healthcare provider. The university has leave policies that encourage faculty and staff to stay at home when they are sick, when household members are sick, or when they are required by a healthcare provider to isolate or quarantine themselves or a member of their household.

Managers and supervisors are reminded they have an obligation to protect the privacy of employee health information.

Campus Communications

The OSU Department of Brand Management has developed a communication plan to educate and inform the campus with regards to new safety protocols in place. This includes emails, website updates, campus signage, social media, videos and town halls to ensure the community is aware of social distancing, the use of face coverings, proper cleaning and hand hygiene and other COVID-19 protocols.
**Instruction.** Every effort is being made for faculty to maximize in-person instruction for all students on campus this fall. It is especially important that many first-year classes be taught face-to-face with social distancing maintained. However, hybrid and online options may be used to accommodate challenges in scheduling. In all cases, faculty should remain socially distanced from students while teaching.

Laboratory groups of six or less that cannot maintain social distancing for pedagogical or safety purposes must wear additional PPE to provide reasonable health safety (e.g., face shields, gloves, surgical masks).

**Class Schedule.** The University will utilize the entire existing course timeframe from 7:30 am to 9:30 pm for MWF and TR courses. Nonstandard scheduled classes in general university and large college classrooms will be minimized. Common Examination periods will be eliminated.

**Classrooms.** Locations not generally utilized for classes will be used. Some examples include the Student Union ballroom, the Alumni Center, and the Watkins Center. Social distancing will reduce the capacity of traditional classrooms and using these alternative spaces will increase our ability to deliver face-to-face classes.

Assigned seating with seating charts will be required in all classes so that effective tracing of positive cases can be enhanced. Classes will be set up and maintained following social distancing guidelines.

**Office Hours.** Faculty will offer office hours online to eliminate crowding in offices and hallways. Students are asked to respect posted virtual hours of all faculty and Teaching Assistants. Teaching Assistants will be providing recitation sections and virtual office hours to work problems and answer questions.

**Pre Finals and Finals Weeks.** In-class instruction and in-person exams will be completed by Thanksgiving break:
- During Prefinals week (Nov 30 – Dec 4), lectures and reviews will be offered virtually.
- During Finals week (Dec 7 – 11), exams will be offered on-line and synchronously, with proctoring in order to minimize academic integrity concerns.
- On-campus services and project labs will remain open for students.

**December Commencement.** The Class of 2020 Commencement (December 11-12) will be in-person as scheduled. This plan will be continually evaluated as the fall semester proceeds.

**Library.** Library business hours will be reduced during the fall semester to allow time for overnight cleaning and sanitizing. Furniture in public spaces will be arranged to ensure appropriate social distancing and barriers or shields will be erected to allow more than one user at library tables. When possible, library services will continue to include options for users who are unable to come into the library. For example, curbside pick-up for books and library laptops and chat reference assistance. The Library Browsing Room and Reading Room will not be available for events or public gatherings until social distancing requirements are no longer in place.
Graduate Students. In-person defenses are anticipated to return in fall 2020. A virtual format may be used as necessary with notification of the Graduate College. Guidance for virtual defenses is provided in the Best Practices document in the Graduate Faculty Canvas Community. This format still requires all advisory committee members participate or be replaced with available Graduate Faculty members. Non-coursework Exams (e.g., qualifying, preliminary, comprehensive) are typically for a very small number of individuals at a time and may easily accommodate social distancing guidelines. In-person, online or virtual formats are still acceptable and should take individual concerns of faculty, staff and students into account. Individual Degree Completion Plans are available from Graduate Program Coordinators to document changes in the time frame and resource needs due to associated pandemic disruptions. Additional information may be found on the Graduate College website. Learn more.

Honors. One of the fundamental aims and promises of Honors courses is they provide undergraduates in the Honors College significant opportunities to interact with outstanding faculty in a small group environment. In light of this, except when dictated by health and safety reasons, all Honors classes will be delivered face-to-face or in synchronous mode. Honors students who, through the action of the University, are unable to meet the normal hours required to remain active in Honors will automatically be awarded active status.

Study Abroad. The U.S. Department of State issued a Global Level 4 Travel Advisory on March 19, which advised U.S. citizens to avoid international travel of any sort. It is not clear at this time when the State Department travel advisory will be reduced. With this in mind, no faculty-led study abroad programs will be allowed prior to Nov 1, 2020. This restriction will be revisited by August 30, 2020 to determine the risk associated with fall break, winter break or spring 2021 programs.

OSU will also suspend its student exchange programs until the Spring 2021 semester, except in very rare cases. Please contact the Office of Global Studies and Partnerships for more information.

Research. Research at OSU has continued with adjustments for social distancing and personal protection. Detailed information is available on the research continuity website.
CAMPUS LIFE FACILITIES

Student Housing. The student housing plan includes reducing or rearranging shared spaces, increased frequency of cleaning, acquisition of specialized disinfecting equipment and dedicated rooms reserved for student quarantine, if necessary. Accommodations for vulnerable populations will be provided. Learn more.

University Dining. University Dining Services has reduced the capacity for seating to allow for social distancing within OSU dining facilities. Some dining operations will only be available via an online ordering app to reduce waiting time and exposure to risk. Take-out and delivery options are strongly encouraged. Learn more.

Student Union. In addition to campus protocols for social distancing and the wearing of face coverings, the Student Union will increase disinfection protocols for all high-touch areas. Restrooms will be sanitized every two hours. Learn more.

Colvin Recreation Center. A minimum of two housekeepers will be on staff at the Colvin during all operating hours continually cleaning areas by zone as well as repeatedly cleaning and disinfecting high-touch surfaces (handrails, door handles, push plates, etc.) multiple times daily. Fitness floor staff will clean equipment continuously throughout the day including equipment touch points (i.e. seats, handles, bars, and pins). Learn more.