



OAKWOOD  
UNIVERSITY

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# Reopening PLAN

## FALL 2020



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# OAKWOOD UNIVERSITY

GOD FIRST!

## *A Letter from President Pollard*

Greetings from your Oakwood University!

Oakwood University continues to operate during this global pandemic in a way that limits the number of employees physically working on campus, as well as restricting our face-to-face contact. As of June 30, 2020, we have not reopened the campus for general access and egress. Our employees continue to serve our constituents from the safety of their remote home environments.



At the onset of the COVID-19 crisis in February, I appointed a 40 person team of faculty, staff, administrators, and students (divided into 12 subcommittees). This team was established to provide continuous monitoring of the pandemic environment and to make recommendations designed to safeguard the health and safety of our campus populations. The group, known as the University Responsiveness Taskforce, was also assigned the work of converting classroom-intensive delivery to remote online learning and to implement teleworking capacities in our workforce. Their final work was to guide the University's readjustments to the "new normal" required by the pandemic. During the spring semester, Oakwood University suspended all face-to-face instruction and most face-to-face operations. Our summer instruction, as has been the case for the past several years, remains online. However, over the past several months, we have been planning with intentionality how to protect our campus community when the institution fully reopens in August. The Fall semester has been truncated to end immediately before Thanksgiving (Nov. 24); the Spring semester will resume after the New Year, on January 6, 2021.

As an institution, we have already taken many important measures that are in line with the Centers for Disease Control and Prevention (CDC) and the State of Alabama statewide health orders. Some of these measures include: enhanced and increased cleaning and sanitation protocols; plexiglass shield installation; social distancing and the wearing of face masks; routine temperature checks; reduced class sizes; facility reconfiguration and space management limitations; large group size gatherings; carryout meals; academic calendar modifications; contact tracing and testing options;

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and the de-densifying of residence halls, as well as other living and learning spaces. We have also contracted with a third-party provider of hygienic products, and personal protective equipment. Sanitization stations will be strategically placed and maintained across our campus. Our plans to reopen continue to be dependent on the assessment of the pandemic in the State of Alabama, the region, and our nation.

The Fall 2020 semester will be clearly different from our previous Fall semesters. The safety of our campus community will be the determining factor for our decisions. The “new normal” will affect everything from how we conduct intramurals to how we stagger dining hall entry. The University will continue to identify medically appropriate measures for the protection of the most vulnerable and those at greater risk within our campus community. Oakwood University’s August reopening plan is dynamic. What follows here represents hundreds of hours of planning and analysis. We invite your prayers for the continued mission of Oakwood University.

Please continue to check the University’s website COVID-19 page for continued updates:  
<https://www2.oakwood.edu/oakwood-university-coronavirus-covid-19-update/>.

Very sincerely,



Leslie Pollard, Ph.D, D.Min, MBA  
President, Oakwood University







# UNIVERSITY OPERATING STATUS

The University has established three operational scenarios in response to the COVID-19 pandemic. These three scenarios will give the University the flexibility to scale operations based on the resurgence of COVID-19. The scenarios are:

1. On-campus operations (100% Face-to-Face Learning with social distancing protocols)
2. Hybrid operations (Remote Learning and Face-to-Face Learning)
3. Remote operations (100 % Remote Learning)

The University's primary reopening plan is Face-to-Face learning and operation. The University has operated in the Remote Operations scenario since March 16. The University has not reopened the campus for general access and egress. University employees continue to serve our constituents from their remote locations. The summary timeline below indicates the University's responsiveness to the pandemic.



The University will officially begin the 2020-2021 academic year, and fully reopen its campus, at 8:00 p.m. on August 1, with the Commencement exercises for the graduating class of 2020 at the Von Braun Center. As part of the Commencement activities, virtual events will take place on Thursday, July 30 and Friday, July 31, 2020.

The University has continued to follow CDC

## UNIVERSITY TIMELINE

February 23	Appointment of University Responsiveness Task Force All students abroad begin to return to U.S.
March 13	Announce COVID-19 Campus Transition
March 16	Transition to Remote Learning; suspend campus operations
March 19	Announce full campus closure; students return home
April 3	Full campus closure implemented; Employees begin Teleworking
April 3 – June 30	Remote work and learning scenario; planning and preparation for Fall reopening; developing protocols
July 30	Virtual Commencement activities
July 31	Virtual Commencement activities
August 1	Commencement for the Class of 2020
August 5	New Student Orientation begins
August 10	Fall semester classes begin

and the State of Alabama Health Recommendations and Guidelines. While Governor Kay Ivey reopened educational institutions in the State of Alabama on June 1, 2020, the University has continued to monitor the national transmission of COVID-19. Based on the current projections, the University will move to on-campus operations for the 2020-2021 academic year beginning in fall 2020. Updates to the operating scenario will continue to be instituted depending on the trajectory of COVID-19.

The following description provides the framework for the full campus reopening plan:

- The State of Alabama has allocated a portion of its CARES Act funds to the testing of every University student in the State of Alabama. This includes both public and private institutions.
- The University has adjusted the original starting dates in the fall 2020 academic calendar, with the first day of classes commencing on August 10.

- Face-to-face instruction and final examinations will end at Thanksgiving break to allow students to return home, avoiding additional travel costs and exposure, and reducing community spread.
- All academic, administrative, residence halls, athletic buildings and facilities will reopen with adjustments and/or restrictions to reduce density.
- The shuttle system will function under modified operations to ensure physical distancing.
- OU Athletics is preparing for a phased resumption of training, practice, and competition in accordance with all University health and safety standards, as well as guidance from the CDC and the United States Christian Athletics Association (USCAA).
- All official University travel continues to be restricted and drastically reduced.



# Campus Reopening Preventative Health Protocols

**O**akwood University has established health protocols that are in line with CDC recommendations/guidelines for Institutions for Higher Education (IHE)\* and the Alabama Department of Public Health (ADPH).\*\* Campus-wide sanitization and disinfection protocols apply to:

- Residence Halls/Campus Housing
- Bathrooms
- Instructional Spaces
- Offices
- Library
- Weight Room
- Other community spaces

## Campus Re-entry for Students and Employees

Health Screening Approval will be required prior to arrival for all faculty, staff, and students. Faculty, staff, and students must wear a mask in all public places on campus. Upon arrival onto campus, all students will receive a sanitization/ disinfecting pack (which includes a cloth mask and sanitizer). Every person will be required to complete virtual education on COVID-19 and Safety prior to arrival. Further details will be provided.

## Face coverings/Personal Protective Equipment (PPE)

It is required that all students and employees wear masks. Individuals who do not adhere

to the mask requirements face penalty. There are a few special circumstances that would excuse a person from wearing a mask.

## Hand Washing/Sanitization Requirement

Hand washing signage will be posted. Hand washing is strongly encouraged, before and after eating, and whenever in contact with personal body fluids. Sanitization stations will be located throughout the campus for use when handwashing is not available.

## Students Returning to/Entering Campus

***Moving Into Campus Housing:*** A student may have no more than two persons to assist with move-in, totaling three (3) members per party. Individuals must wear a mask and follow safety guidelines while in common spaces. Move-in will occur by appointment only. Students will be provided with reservation information and schedule notifications will be given by residence hall directors.

## Common Areas

Mandatory masks indoors, signage on the floor and walls to indicate physical distancing, frequent disinfecting of high-touch surfaces, and sanitization stations will occur throughout the campus.



**Library:** The library will maintain special ongoing sanitization/disinfecting procedures to ensure facility health and safety. This will include cleaning multiple times daily. If a person with a confirmed case of COVID-19 was found to go to the library during an infectious period, the library will be closed for 24 hours for deep disinfection of all surfaces.

**In-person Classes and Laboratories:** If a student (or professor) who is infected attended in-person classes, students and/or professors who attended the class should be quarantined and monitored for symptoms for at least two weeks.

Due to the highly interactive nature of labs, most laboratories will be held virtually through simulations.

**Dining hall and other food service spaces:**

Traffic flow signage will be indicated on the wall and floor to promote physical distancing. Associates will serve prepackaged meals including a prepackaged salad, dessert and beverage (can or bottle). All utensils and plates will be for single use. Seating occupancy will meet CDC dining guidelines.\*

**Protocols for Accessing Buildings and Enclosed Spaces**

- Individuals must wear masks when entering buildings and enclosed spaces.
- Sanitize hands before and after touching surfaces (sanitizers must be located at entrances and work areas).



- All must maintain 6 ft. distance from others and follow traffic flow guides.

**Guidelines for Residence Halls**

- Residence hall lobbies will operate with reduced occupancy, maintaining a social distance of 6 ft. between persons and the use of face coverings.
- Sanitize hands before entering and after exiting the elevator, and limit 1 person per ride and again after entering room.
- No more than two persons per room. No visitors allowed in rooms. Student gatherings consisting of three or more persons must be held in common areas with all participants remaining 6 ft. apart and wearing masks at all times.

**NOTE:** Restriction to no more than 2 residents per room applies to all residence hall rooms.

- Protective physical barriers between beds should be sanitized daily and as needed.  
**NOTE:** The recommended protective barrier will be utilized where beds are LESS than 6ft. apart.
- Shared personal items such as (microwaves, refrigerators, and hair tools) are to be sanitized after each use.
- High touch areas should be sanitized several times per day and after each use (light switches, doorknobs, faucet handles, and toilet handles).
- Bathrooms and all fixtures should be sanitized before and after each use (toilet, handles, and shower).

### Protocols and Guidelines for Classrooms and Instructional Spaces

- Sick students, faculty, and staff must stay home as deemed appropriate and directed by the CDC.
- Faculty, students, and staff must wear mask before entering, during, and while exiting class.
- Hands must be sanitized before entering and after exiting classroom and after touching surfaces (sanitizers will be located at entrances and in work areas).
- No congregating is permitted inside and outside classroom doors. 6 ft. distance from others must be maintained at all times.
- Traffic flow guides should be followed when entering and exiting classrooms.
- Public Health signage will be posted to reduce the spread of COVID-19.
- Group activities held only when required physical distancing can occur.
- 50% class capacity and reduced lab atten-

dant size implemented to maintain social distancing.

- Wireless microphones provided for each instructor's use during lectures with masks. Mics will be sanitized after each use.
- Virtual/remote teaching option offered for instructors who are considered high risk faculty (or who live with persons who are high risk). High risk persons are defined by the CDC.
- Paper assignments and assessments will be avoided to prevent spread of pathogens.
- No sharing of equipment in classes and labs, if in-person.
- Virtual lab mechanisms to be used when social distancing is not feasible and when students would otherwise be required to share equipment (preferred setting for larger labs).
- Course staggering system will be implemented in spaces that are used heavily or back-to-back to ensure classrooms can be properly disinfected.

### Gatherings

**Campus Organizations:** Student clubs and organizations should be hosted in person ONLY if at a 50% reduced room capacity requirement can be met while maintaining social distancing of at least 6 ft. All persons must wear a mask and use sanitization/disinfecting protocols (sanitizers) when entering and leaving the meetings. Low capacity meetings in enclosed spaces must be 45 minutes or less. Inability to meet these guidelines will require that virtual sessions should be the method of meeting.

**Choirs:** There are special guidelines for choirs. In general, choir practices must be





reduced to no more than 50% room capacity with MORE than 6 ft. spacing between individuals. Rehearsal should take place in well-ventilated space to prevent the spread of pathogens. Special masks and face-shields are to be worn.

**Residence Halls:** Student gatherings consisting of 3 or more persons must be held in common areas with all participants remaining 6 ft. apart and wearing masks at all times.

### Testing/On-Campus Isolation/ Contact Tracing

The State of Alabama has allocated a portion of its CARES Act funds to the testing of every University student in the State of Alabama. This includes both public and private institutions. Students can be tested at local hospitals, urgent care facilities, and the local health department. Currently, the cost for testing is covered by the student's private insurance.

### Common Symptoms of COVID-19

Many persons may not display symptoms (asymptomatic) or display very mild symptoms. Those who are asymptomatic or display mild symptoms are still infectious. Typical symptoms of COVID-19 can include all or some of the following:

- fever or chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting
- diarrhea

### Severe or acute symptoms include:

- trouble breathing
- persistent pain or pressure in the chest
- confusion
- inability to wake or stay awake
- bluish lips or face

## OU Students/Employees and Close Contact While Wearing a Cloth Face Covering

According to the CDC, you are still considered to have made a close contact even if you were wearing a cloth face covering while you were around someone with COVID-19. Cloth face coverings are meant to prevent someone from transmitting the disease to others, and not to protect someone from becoming infected.

## Protections for Personal Information

All names will remain confidential. This means that personal and medical information will be kept private and will only be shared with those who may need to know, such as a health care provider. The name of an individual who tests positive will not be revealed to others who may have come in contact with the individual. The Oakwood Health Services will only notify your close contacts that they may have been exposed to COVID-19. How data are collected, stored, and shared are specific to each state or jurisdiction.

## Suspected or Positive Cases of COVID-19 at OU

**Residence Hall Response:** If a student (or dorm staff) who resides in the dorm tests positive or is presumed positive, they will be isolated in the designated quarantine housing (the Annex). Contact tracing will immediately be done by Oakwood University Health Services to determine any possible contacts of this person (details found in contact tracing section). Students will remain in isolation for at least 14 days. Meals will be provided for the

duration of a student's isolation. Health Services and residence hall professional staff will monitor the student's well-being throughout the duration of their isolation, following extreme safety protocols. If the symptoms worsen, the student will be transported via ambulance to the local hospital. If symptoms persist, or if the infected person tests positive after 14 days, the student will remain in isolation. The student will be allowed to continue courses remotely if physically able.

## Symptomatic Residential Student Isolation/Quarantine

All students will be monitored for 14 days for symptoms. Those who display no symptoms and test negative will be able to leave campus and go home on day 15. Students who become symptomatic and/or test positive will remain on campus until they are no longer symptomatic and test negative for COVID-19. Once students are confirmed negative, they can return home. This is to ensure that the students do not carry the virus to their home states and families. If the student requires hospitalization, expenses not covered by private insurance will be the responsibility of the student.

### Important Definitions\*\*\*

**Isolation** separates sick people with a contagious disease from people who are not sick.

**Quarantine** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.



## Exposure to COVID-19 and Contact Tracing at Oakwood University

Contact tracing is an important tool used by health departments and facilities to identify individuals who may have been exposed to COVID-19 to prevent the spread of infectious disease. In contact tracing, trained health officials will identify person(s) who have been infected and their contacts who may have been exposed. This is essential to interrupt disease transmission. Procedures for notification, isolation, quarantine, and monitoring of symptoms and/or testing is important in preventing the spread.

- Interviewing people with COVID-19 to identify everyone with whom they had close contact during the time they may have been infectious,
- Notifying contacts of their potential exposure,
- Referring contacts for testing,
- Monitoring contacts for signs and symptoms of COVID-19, and
- Connecting contacts with services they may need during the self-quarantine period. Students will be monitored for symptoms and receive temperature checks by Oakwood Health Services twice daily for 14 days.

### Contact Tracing at OU

Generally, contact tracing includes the following steps:

***Case investigation of student (also faculty, staff, administrators):*** Trained health staff will work with the person to



help them recall everyone with whom he/she had had close contact during the time when he/she may have been infectious (before showing symptoms and when symptomatic).

***Contact tracing on campus:*** Trained health staff will begin contact tracing by notifying individuals (contacts) of their potential exposure. Notifications will be made as rapidly and sensitively as possible, not revealing the infected person's identity.

***Contact support for persons:*** Persons who were contact traced will be provided with education, information, and support to help them understand their risk, what they should do to separate themselves from others who are not exposed, and how to monitor themselves for illness. In addition, they are informed of the possibility that they could spread the infection to others even if they do not feel ill.

***Self-quarantine and isolation on***

***campus:*** Contacts will be isolated or quarantined and monitored for symptoms. Maintaining social distancing and wearing masks and gloves is mandatory if the person must leave isolation or quarantine. Resident Assistants and Residence Hall Deans will enforce student adherence to safety guidelines.

**Important Definitions**

***Close Contact*** for COVID-19, a close contact is defined as anyone who was within 6 ft. of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated (as defined by the CDC). Close contact may include friends, professors, staff, workers, etc.

\* <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

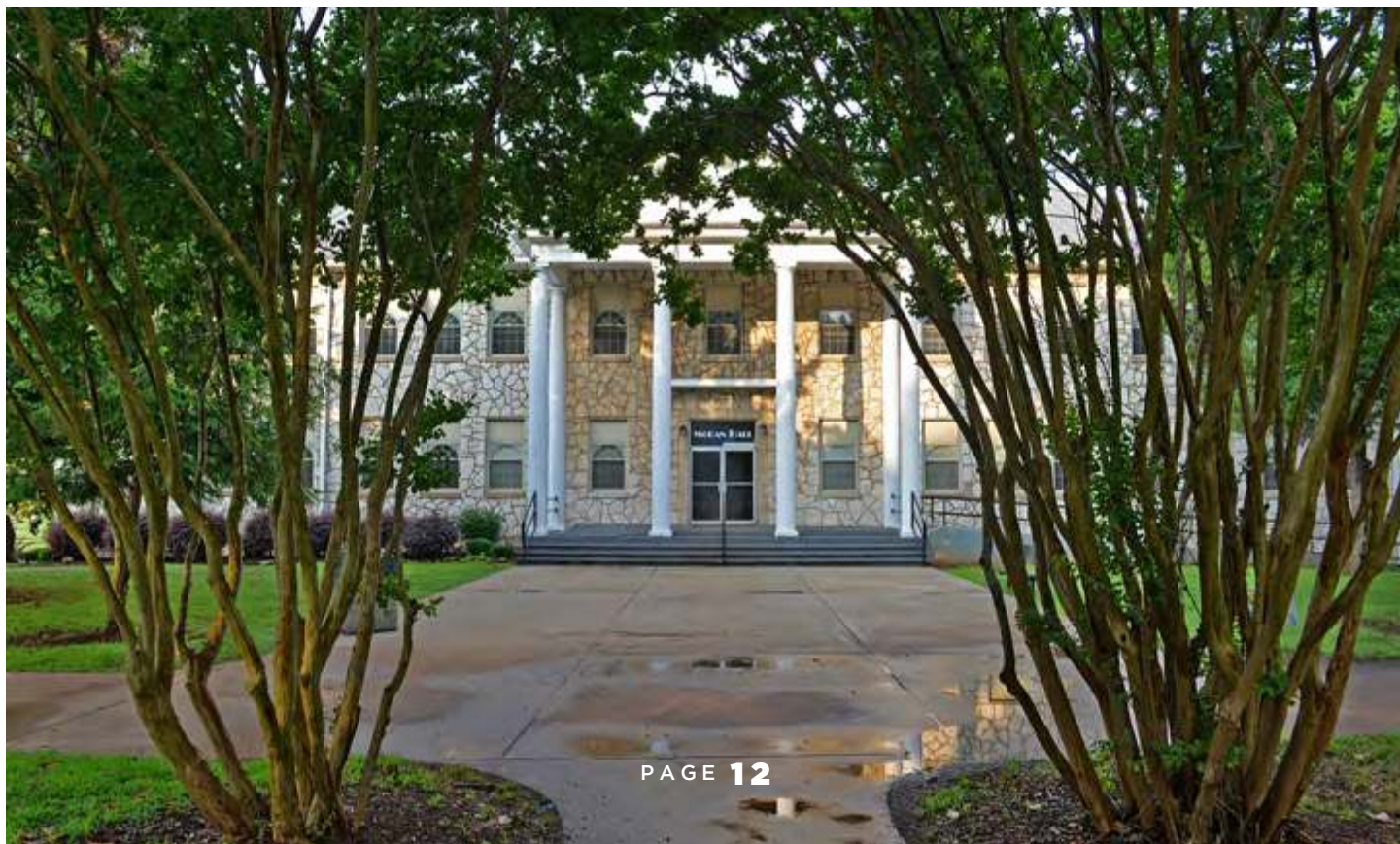
\*\* <https://www.alabamapublichealth.gov/index.html>

\*\*\* <https://www.cdc.gov/quarantine/index.html>

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## Resurgence Plan

As previously noted, Oakwood University has made the decision to safely reopen for the Fall Semester, 2020. The University is currently planning to fully reopen our campus on August 1, 2020. Over the past several months, we have been planning with intentionality how to protect the health of our campus community when the institution fully reopens. Provisions have also been made for the immediate transition to online instruction should future circumstances dictate.





# Health and Safety Precautions Operational Matrix

ENVIRONMENT	MAXIMUM OCCUPANCY GUIDANCE	PHYSICAL DISTANCING	ENGINEERING CONTROLS	CLEANING/DISINFECTING ACTIVITIES AND FREQUENCY
<b>Instructional Spaces</b>	Maintain physical distancing of 6 ft. at all times. Room capacity may not exceed 50%.	Reconfigure room to achieve 6 ft. separation between desks or workstations.	Mask required upon entry. Remove or block desks and/or chairs if necessary, to maintain physical distancing.	Routine cleaning/disinfecting twice daily including high touch and horizontal surfaces before and after class. Provide hand sanitizer or disinfection wipes.
<b>Student Common Areas (i.e. study lounges, Blake Center, Oakwood Farms Market)</b>	Maintain physical distancing at 6 ft. at all times. Room capacity may not exceed 50%.	Reconfigure common areas to maintain 6 ft. seating or workstations.	Mask required upon entry. Remove or block furniture to maintain social distancing; consider closing staff kitchens/breakrooms.	Routine cleaning/disinfecting twice daily including high touch and horizontal surfaces before and after class. Provide hand sanitizer or disinfection wipes.
<b>Computer Class</b>	Maintain physical distancing at 6 ft. at all times. Room capacity may not exceed 50%.	Reconfigure room to achieve 6 ft. separation between workstations.	Mask required upon entry. Remove or block workstations to enforce social distancing.	Routine cleaning/disinfecting twice daily including high touch and horizontal surfaces before and after class. Provide hand sanitizer or disinfection wipes.
<b>Dining Room</b>	Maintain physical distancing at 6 ft. at all times. Room capacity may not exceed 50%.	Provide grab-and-go meals and takeout; no buffet/no self-service.	Mask required upon entry, removed only to eat and drink. Remove chairs and table to maintain social distancing.	Food service cleaning/disinfecting continuously and after each person's use; high touch surfaces 3 times per day.
<b>Snack Bar/ TreeHouse Bistro</b>	Maintain physical distancing at 6 ft. at all times. Room capacity may not exceed 50%.	Provide grab-and-go meals or takeout orders only.	Mask required upon entry. Floor marking for food service queuing; provide curbside pickup where possible.	Food service cleaning/disinfecting continuously; high touch areas 3 times per day.
<b>Elevators</b>	1-2 occupants per elevator ride with face covering (occupant limit based on size of elevator).	Post signage in elevators outlining one to two-person limit, cloth face covering required. Provide "Stand Here" floor markings.	N/A	Routine disinfecting twice daily.
<b>Event Spaces</b>	Maintain physical distancing at 6 ft. at all times. Room capacity may not exceed 50%.	Provide floor markings or signage to maintain physical distancing.	Remove/block desks and/or chairs to maintain physical distancing.	Routine cleaning/disinfecting, horizontal and high-touch surface disinfecting after before and after each event.
<b>Laboratory, Research, and Instructional spaces</b>	Maintain physical distancing at 6 ft. at all times. Room capacity may not exceed 50%.	Mark floor to identify physical distancing requirements for workstations and shared equipment based on type of laboratory.	Individual lab coats, masks, and goggles only; no sharing items. Lab equipment and reagents cannot be shared.	Routine cleaning twice daily. All research, instructional, and laboratory spaces must be cleaned at the beginning and end of class or lab session.

## Health and Safety Precautions Operational Matrix (cont.)

ENVIRONMENT	MAXIMUM OCCUPANCY GUIDANCE	PHYSICAL DISTANCING	ENGINEERING CONTROLS	CLEANING/DISINFECTING ACTIVITIES AND FREQUENCY
Library	Maintain physical distancing of 6 ft. at all times. Room capacity may not exceed 50%.	Limit occupancy to maintain physical distancing.	Remove or mark chairs or computer terminals to maintain physical distancing at workstations.	Routine disinfecting twice daily, including high-touch surfaces and horizontal surfaces, provide disinfection wipes.
Locker Rooms	Maintain 6 ft. physical distancing. Room capacity may not exceed 50%.	Mark floors to identify physical distancing requirements.	Mark as "Out of Service" open shower stalls, sinks, bathroom stalls, and urinals to promote physical distancing.	Routine cleaning/disinfecting including high-touch surfaces and horizontal surfaces twice daily, provide disinfection wipes.
Meeting Spaces – Conference Room	Maintain physical distancing of 6 ft. at all times. Room capacity may not exceed 50%.	Virtual meetings only, and accommodate employees displaced from shared offices.	Remove or block chairs to maintain physical distancing.	Routine cleaning/disinfecting daily; high-touch surfaces and horizontal surfaces twice daily, provide disinfection wipes.
Individual Offices	One person per office.	Office should only be occupied by one person.	Installation of Plexiglass barriers to provide physical barrier between employee and customer where physical interactions are required.	Routine cleaning/disinfecting high-touch surfaces and horizontal work surfaces twice daily by occupant.
Shared Office (Open or closed)	Maintain physical distancing of 6 ft. at all times. Room capacity may not exceed 50%.	Reconfigure to achieve 6 ft. of separation between desks and/or workstations.	Installation of Plexiglass barriers to provide physical barrier between employee and customer where physical interactions are required, use vacant meeting spaces as offices where necessary.	Routine cleaning/disinfecting high-touch surfaces and horizontal work surfaces twice daily by occupant.
Outdoor Spaces	Prohibit gatherings in excess of CDC or Statewide Health recommendations.	Notify attendees of outdoor event precautions (mandatory face covering, physical distancing).	Configure outdoor events to discourage large gatherings provide physical barriers between event attendees.	Equipment, tents, tables must be thoroughly cleaned/disinfected after each event.
Reception Area/Information Desk	Maintain physical distancing of 6 ft. at all times.	Reconfigure space to maintain 6 ft. of distance between workstations.	Installation of Plexiglass barriers to provide physical barrier between employee and customer where physical interactions are required, floor marking as necessary to indicate appropriate physical distancing.	Routine cleaning/disinfecting high-touch surfaces and horizontal work surfaces twice daily by occupant.

## Health and Safety Precautions Operational Matrix (cont.)

ENVIRONMENT	MAXIMUM OCCUPANCY GUIDANCE	PHYSICAL DISTANCING	ENGINEERING CONTROLS	CLEANING/DISINFECTING ACTIVITIES AND FREQUENCY
<b>Weight Room/Athletic Training Areas/Spaces (Gymnasium &amp; Outdoor Gyms)</b>	Maintain physical distancing of 6 ft. at all times. Room capacity may not exceed 50%.	Configure space to maintain 6 ft. of distance between equipment.	Reposition or remove athletic equipment to provide separation to promote physical distancing.	Routine cleaning/disinfecting twice daily; users responsible for disinfecting equipment after use; physical plant staff to disinfect high-touch areas daily.
<b>Residence Hall</b>	Residences – one to two students per room, 6 ft. of distance in common areas and study lounges.	Configure furniture in common areas and study lounges to maintain 6 ft. of distance between students.	Installation of Plexiglass barriers to provide physical barrier between residents and where physical interactions are required such as at residence hall desks.	Routine cleaning/disinfecting twice daily of common areas and study lounges; occupants disinfect rooms per instructions provided by Residence Life and Public Health Sub-Committee.
<b>Restrooms</b>	Occupancy is 50% the number of sinks.	Limit occupancy to maintain physical distancing.	Block every other urinal/sink/stall where possible, Remove hand dryer.	Routine cleaning/disinfecting twice daily including high-touch areas.
<b>Racquetball Court</b>	Occupancy is 50%. Single players only.	Limit occupancy to maintain physical distancing.	N/A	Routine cleaning/disinfecting twice daily including high-touch areas.
<b>Shared Resource Areas (copy room, break room)</b>	Maintain 6 ft. of physical distancing.	Limit occupancy to maintain physical distancing based on configuration.	Block or turn off equipment if it's not absolutely necessary.	Routine cleaning/disinfecting including horizontal surface and high-touch surfaces daily; provide disinfection wipes.
<b>Shuttles</b>	50% maximum capacity. No standing.	Mask wearing required. Reduce ridership to maintain physical distancing.	Block alternate seats to allow riders to sit alone. Load from multiple doors (if possible). Determine entrance and exit process.	Frequent disinfecting seats and high touch surfaces.
<b>MAC Center</b>	Occupancy is 50%.	Limit occupancy to maintain physical distancing. Reconfigure furniture in common areas to maintain physical distancing. Mark floors to identify physical distancing requirements.	Removal of all non-wipeable seating. Installation of Plexiglass barriers to provide physical barrier.	Routine cleaning, horizontal surface disinfection and high-touch surface cleaning daily; provide disinfection wipes.
<b>Swimming Pool</b>	Maintain physical distancing.	Not required in swim lanes.	N/A	Routine daily cleaning/disinfecting.



## Health and Safety Precautions Operational Matrix (cont.)

ENVIRONMENT	MAXIMUM OCCUPANCY GUIDANCE	PHYSICAL DISTANCING	ENGINEERING CONTROLS	CLEANING/DISINFECTING ACTIVITIES AND FREQUENCY
Child Development Center	No more than 10 people in each classroom including children and teachers.	Reduce class size; revise playground schedule; limit visitors and parent entry to CDC; outline occupancy limits on classroom floors.	Remove furniture from classrooms; where possible, implement car line for drop-off and pick-up; health screening confirmation of temperature of ____	Continue regular cleaning/disinfecting; removal and disinfecting of toys frequently throughout the day; regular disinfecting of high-touch areas.
University Vehicles & Golf Carts	Maximum 2 persons per cart.	Seated on front and back row.		Provide disinfectant wipes to drivers to wipe down high-touch areas after each use.
Customer Service/Reception Desks	Maintain 6 ft. of physical distancing for each staff member when there are multiple staff persons present.	Mask wearing mandatory. Provide floor markings and signage where visitors should stand.	Install Plexiglass barrier dividing staff from customer/visitor.	Routine daily cleaning and disinfection of high-touch areas. Disinfection wipes to clean any material being exchanged.
OU Hosted Events (OU Live, symposium, athletic games, campus tours).	No more than 50% occupancy (campus tours available virtually).	Masks mandatory.  Maintain 6 ft. of physical distancing.	Guided traffic to prevent crossing paths.	Routine cleaning, horizontal surface disinfection and high-touch surface cleaning after before and after each event.
Office Hours & Faculty Student Meetings.	No more than one advisee and advisor per meeting (virtual advising and office hours optional).	Maintain 6 ft. of physical distancing and face masks must be worn at all times.	Thermometer checks for faculty, staff, and students.	Routine cleaning, horizontal surface disinfection and high-touch surface cleaning after before and after each visit.
Departmental, Institutional Meetings, University Travel.	Virtual Only			



# UNIVERSITY RESPONSIVENESS TASKFORCE



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Merridia Henry

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Pamela Holiday

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Ramona Hyman

Chair of English & Foreign Languages

Simon Jacob

Intramural Director/Facility Manager

Audree Johnson

General Manager of WJOU

Camille Kibler

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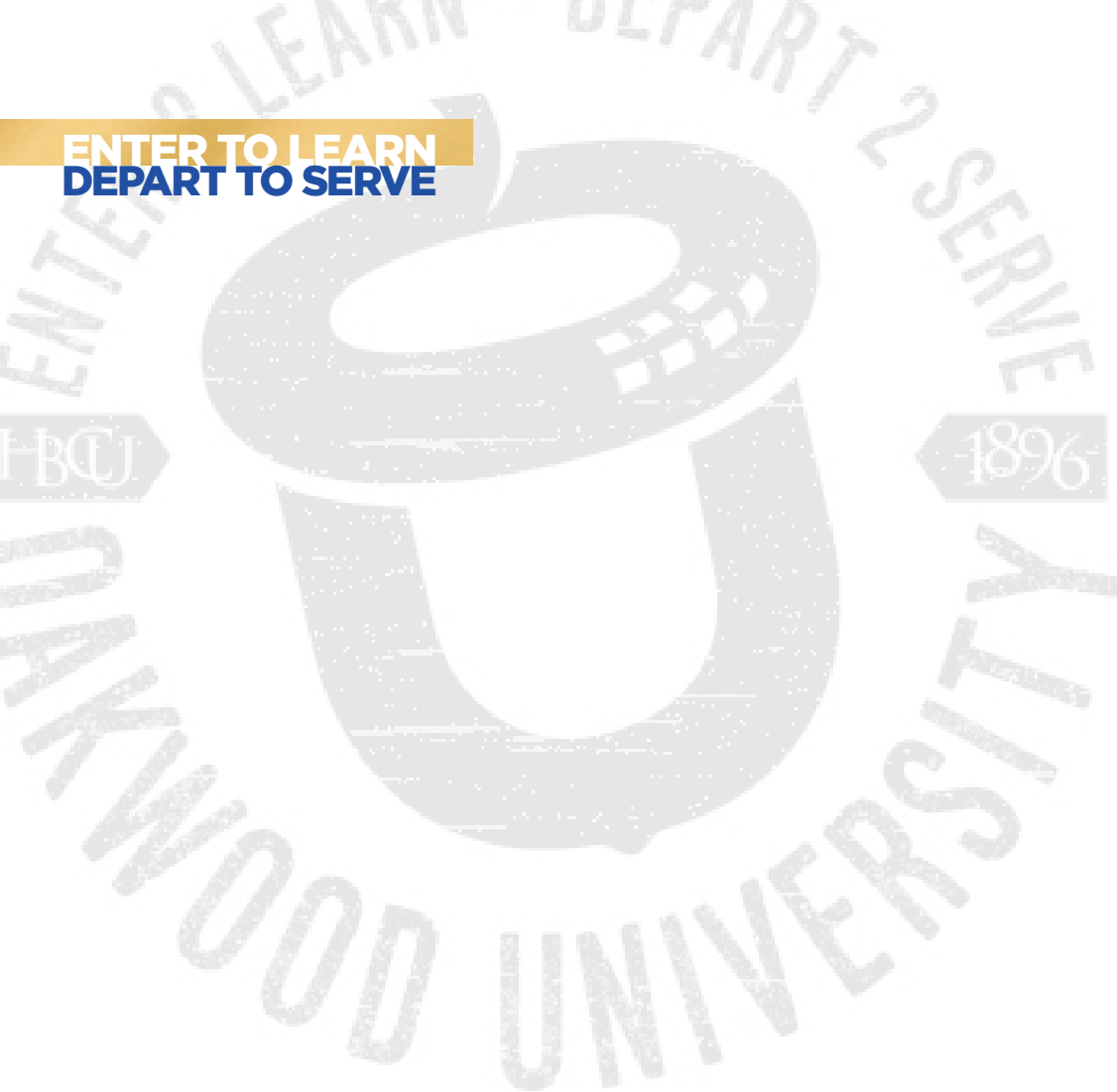
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