

OKLAHOMA CHRISTIAN UNIVERSITY

# COVID-19 ROADMAP TO READINESS



FOR STUDENTS AND PARENTS  
SPRING 2021

Current Version: January 25

## COVID-19 CAMPUS READINESS TEAM MEMBERS:

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- **Candace Bass**, Director of Residence Life
- **Kerri Cunningham**, Executive Director of Events Management
- **Risa Forrester**, Chief Communications Officer
- **Dr. Jennifer Gray**, Dean of the College of Professional Studies
- **John Hermes**, Chief Operating Officer
- **Dr. Heath Jones**, Music Department Chair & Faculty Association President
- **Kym Langford**, COVID Clinical Officer, Coordinator of OC's Ellis Clinical Simulation Center and registered nurse
- **Terry Winn**, Chief Human Resources Officer

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## OVERVIEW

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

### “LOVE YOUR NEIGHBOR” ...

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

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

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

**“Love Your Neighbor” will be OC’s mantra collectively and individually as we take the adopted, necessary steps to keep our community safe. We believe this mantra and way of life is more important than ever moving into the Spring semester.**

The purpose of this roadmap is to provide clear and actionable guidance towards the safe opening and operation of Oklahoma Christian University (OC) through prevention, early detection and control of COVID-19. This document is intended to provide guidance for the OC community including. OC made a gradual return to modified operations in Summer 2020 and then opened to in person classes in Fall 2020 with consistent monitoring of the effects of the return, including evaluating the effectiveness of the implemented mitigation measures and altering the approach as needed.

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

**Even as the pandemic has evolved and changed, this Roadmap to Readiness has evolved and changed. That will continue.** It’s a living, breathing document. COVID-19 Campus Readiness team members will work to keep the document updated with the very latest information.

The team leans heavily on resources and recommendations made available from the Centers for Disease Control, the Oklahoma State Department of Health, the Oklahoma County Health Department and other scientific and health resources.

## DAILY HEALTH DISCIPLINE

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

## COVID-19 TESTING AND TRACING

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

The State of Oklahoma Department of Health provides OC with FDA approved, rapid testing kits for on-campus use for students, faculty and staff. Testing is free. The test is a simple nasal swab - rather than the more invasive nasopharyngeal cavity swab - and results are delivered in less than 30 minutes to a smartphone app. **All community members should download the Navica app (medical) prior to testing and should always bring a photo ID to the testing site.**

To ensure early detection and monitoring, upon return to campus all students, faculty and staff are required to test negative. See the schedule below for available testing for January 19 to 25. Beginning Tuesday, January 26, community members can test in Heritage Plaza, room 102 (space formerly occupied by Student Financial Services) from noon to 1:00 p.m. every weekday.

Date	Estimated #	Location	Time
January 19	250	Gaylord University Center	10:00-11:30 a.m. and 3:00-4:30 p.m.
January 20	100	Gaylord University Center	10:00-11:30 a.m. and 3:00-4:30 p.m.
January 21	100	Gaylord University Center	10:00-11:30 a.m. and 3:00-4:30 p.m.
January 22	200	Gaylord University Center	10:00-11:30 a.m. and 3:00-4:30 p.m.
January 23	400	Gaylord University Center	10:00 a.m. - 3:00 p.m.
January 24	250	Gaylord University Center	12:00-4:00 p.m.
January 25	20	Gaylord University Center	10:00 a.m. - 11:30 a.m.

Community members who have tested positive for COVID in the past 90 days do not need to participate in testing. On-campus residents who tested positive after the end of the fall semester on November 19 should send proof to [housing@oc.edu](mailto:housing@oc.edu) or bring proof to the Residence Life staff when checking in to housing for the Spring semester. Off campus residents should send proof to [housing@oc.edu](mailto:housing@oc.edu).

Additionally, periodic regular testing will be coordinated to maintain surveillance and will be communicated via the [covid19update@oc.edu](mailto:covid19update@oc.edu) email address. Generally, testing will occur every weekday in Heritage Plaza, room 102 from noon to 1:00 p.m.

A negative test will allow any contact to be released from quarantine if the test was done on or after the sixth day after initial exposure.

Contact tracing will be overseen by the COVID-19 Readiness Team Chair, or designee who have completed the Johns Hopkins Tracing Certification. Taught by Johns Hopkins scientist Emily Gurley, PhD, MPH, COVID-19 Contact Tracing is an introductory level course that equips learners with the training that may be required to become a contact tracer amid the COVID-19 pandemic. The COVID-19 Contact Tracing course teaches the basics of interviewing people diagnosed with the virus, identifying their close contacts who might have been exposed and providing those contacts guidance for self-quarantine for ten days. The course syllabus outlines modules that are clearly focused on preparing learners to both understand the disease and effectively perform contact tracing and include:

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

## **COVID CLINICAL OFFICER**

Kym Langford, registered nurse and Coordinator of OC's Ellis Clinical Simulation Center, will serve as the Spring 2021 COVID Clinical Officer. Having knowledge of COVID's infection process and OC guidelines for managing the infection, she will have the following responsibilities:

- Coordinate to implement COVID testing for the campus community.
- Receive notifications of and follow up with students who report a fever or new symptoms.
- Coordinate with Resident Directors and the Director of Residence Life to ensure students needing isolation and quarantine are complying with the requirements.
- Assess COVID-positive students in isolation routinely, to identify students whose symptoms worsen. Ensure students receive health care as needed.
- Participate in huddles (online short meetings between key persons to update each other on cases on campus or other pertinent information).
- Participate in COVID Readiness Team meetings.
- Answer questions from the campus community. The nurse is especially available to supervisors, HR, resident directors and members of the Readiness Team.
- In coordination and conjunction with the Director of Residence Life and Resident Directors, maintain records of students who test positive, those who are quarantined because of exposure or those who are quarantined awaiting the results of testing.
- Teach students, faculty and staff appropriate isolation and quarantine procedures as needed.

- Serve as a resource person related to COVID.

## **COORDINATION OF EFFORTS – DAILY HUDDLE**

**How** - Members of the COVID Readiness Team, including the COVID-19 Clinical Officer, will have a 15-minute online meeting Monday through Friday (beginning January 25th at 3:00 p.m.). Each person reports relevant information. Meetings may be reduced to three times per week if warranted.

**Purpose** - Update Readiness Team members on students who have reported a temperature or COVID symptoms in the last 24 hours, students in isolation and quarantine, changes in events, new concerns and related academic issues. Also ensure everyone is aware of changes in CDC guidelines and state/county mandates related to COVID.

**Goal** - Early identification of new concerns or issues followed by appropriate interventions. Coordination of support for COVID-positive students.

## CAMPUS WIDE HEALTH PLAN

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

### IMPORTANT DEFINITIONS

- **Isolation** – Isolation is necessary when a **person who has tested positive** has minimal to no contact with persons outside their home, apartment or room.
- **Quarantine** - Quarantine is necessary when a **person who has been in close contact** with a person who has tested positive (**within six feet for 15 minutes or longer in a 24 hour period; 15 minutes may have happened in segments throughout the course of the day**) or a person who has COVID symptoms is asked to confine themselves to their room or home. Persons in quarantine for close contact will have minimal or no contact with others for ten days from when they were in contact with a person who has tested positive or have received negative test results. The earliest a test can be taken is on the sixth day after the last contact with the person. With a negative test result, the person can be released from quarantine. Persons in quarantine for COVID symptoms will have minimal or no contact with others until they test negative.

## FOR STUDENTS

### SCREENING OF CAMPUS COMMUNITY

Students are required to participate in rapid testing upon return to campus.

### USE OF MASKS

- A mask is properly worn when the mask covers the nose and mouth and fits snugly against your face.
- You are required to wear a mask or alternative face covering properly when inside all buildings on campus. Masks of at least two layers of fabric or having a filter are preferred. Face coverings are not as effective in protecting oneself and others.
- Students, faculty, staff and visitors will be required to wear masks when indoors. Outdoors, masks are also required if you are within six feet of others.
- It is highly recommended that you always keep an extra mask with you, in case your first one is no longer usable.
- You should wash your mask at least every other day.

### DAILY HEALTH SCREENING

- Take your temperature every morning prior to leaving your dorm room, apartment or off-campus home.

- Complete the screening questions at MyOC or via the OC app.
  - If you answer yes to any question, have symptoms OR have temperature 100.4 degrees or higher, contact the COVID Clinical Officer ([covid19health@oc.edu](mailto:covid19health@oc.edu)) for further instructions.
  - If you are traveling, consider getting tested with a viral test one to three days before your trip. Also consider getting tested with a viral test three to five days after your trip and reduce non-essential activities for a full seven days after travel, even if your test is negative. If you don't get tested, consider reducing non-essential activities for ten days after travel. For more information about travel, see <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>.
  - Notify your supervisor (faculty and staff) for further instructions. Supervisors can, of course, obtain assistance from Human Resources. lean on HR for assistance.

## FLU VACCINATION

The COVID Readiness team strongly encourages community members to get the influenza (flu) vaccination (strongly encouraged but not required). The flu shot remains important as complications from the flu could make you more susceptible to getting or becoming ill from COVID-19. Also, flu symptoms are very similar to symptoms for COVID-19. Without vaccination, these symptoms may be attributed to the flu when they are actually due to COVID-19 and vice versa.

## COVID-19 VACCINATION

Vaccination for COVID-19 is now available in the community. When directed by medical professionals or the Oklahoma State Department of Health, you are encouraged to receive the COVID-19 vaccination. Depending on the type of vaccine you receive, schedule the second dose of the vaccine three to four weeks after the first. Both doses are required to ensure its protection. Those receiving the vaccine will be required to continue practicing the campus safety protocols.

## RESPONSE TO SYMPTOMS AND/OR FEVER

- If you have fever or any other COVID symptoms, you are asked to quarantine.
- immediately and contact your Resident Director (RD) or the COVID Clinical Officer, Kym Langford, RN ([covid19health@oc.edu](mailto:covid19health@oc.edu)). They will provide additional instructions including where and when to test.
- You will be expected to quarantine until you have a negative COVID test result.

## RESPONSE TO POSITIVE COVID TEST

- In case of a positive test, contact COVID Clinical Officer Kym Langford ([covid19health@oc.edu](mailto:covid19health@oc.edu)) and your RD who will provide further instructions related to isolation.
- If you work on campus, please notify your supervisor. Supervisors will notify the Human Resources as necessary.

- Isolate for at least ten days since symptoms first appeared **AND** at least 24 hours with no fever without fever-reducing medication **AND** symptoms have improved.
- Expect to receive a call from the COVID Clinical Officer or your RD, who will do contact tracing. They will ask questions about the 48 hours prior to you having symptoms or having the test done. They need to know the name of any person who was within six feet for 15 or more minutes in a 24 hour period.
  - The contact tracer will contact the persons you identify, tell them they were exposed to COVID-19 and ask them to quarantine and then test for COVID no earlier than the sixth day after exposure. The contact tracer will not reveal your name.

## **RESPONSE TO EXPOSURE TO PERSON WITH POSITIVE COVID-TEST**

- If you are notified by your RD or the COVID Clinical Officer that you have been in close contact with a person who has tested positive for COVID, you will receive instructions about quarantine.
- You will be asked to quarantine for ten days or until testing negative for COVID no earlier than the sixth day post exposure.

## **ACADEMIC RESPONSIBILITY RELATED TO ISOLATION AND QUARANTINE**

- Coordination and communication for students in isolation or quarantine will be managed by the COVID-19 Clinical Officer, Kym Langford. Katy Roybal will update Lighthouse which alerts necessary faculty members.
- Maintain your involvement in the course by participating in live streamed classes, assignments or other methods identified by your professor as you are able.
- Submit assignments on time unless other arrangements are made with your professor.
- Communicate with faculty about scheduled exams or presentations.

## ACADEMIC INSTRUCTION FOR SPRING

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

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

### OFFICE HOURS

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

### WILL FACULTY WEAR A MASK WHEN TEACHING?

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

**In addition, faculty and staff have been reminded to please ensure all students are wearing masks in classrooms. We continue to get feedback that some aren't following mask requirements. Faculty needing assistance with enforcement, can seek help from the COVID Readiness Team ([covid19update@oc.edu](mailto:covid19update@oc.edu)).**

### SHARED OBJECTS

- Sharing of items that are difficult to clean and disinfect is discouraged.
- Avoid sharing electronic devices, books, pens and other learning aids. Electronic submission of assignments is advised.

- Avoid use of turning in assignments in paper format. Use electronic methods for assignments when possible to reduce risk of germ transmission.

### **PHYSICAL BARRIERS, GUIDES AND CLASS SEATING**

- Physical barriers, such as sneeze guards and partitions, may be used in areas where it is difficult for individuals to remain at least 6 feet apart.
- Social distancing is encouraged with seating in classes. It is encouraged to have spacing of three feet in each direction for seating.
- Social distancing can be difficult for student presentations. Students can present from a social distanced area. Faculty will consider video presentations as a safer alternative.

### **PROTECTIONS FOR STUDENTS, FACULTY AND STAFF AT HIGHER RISK FOR SEVERE ILLNESS FROM COVID-19**

- Faculty, staff and students at higher risk for severe illness should work with supervisors, advisors or Disability Coordinator Katy Roybal for options that reduce their exposure risk.
- Consistent with applicable law, policies are in place to protect the privacy of those at higher risk of severe illness for underlying medical conditions in compliance with applicable federal and state privacy and confidentiality laws.

### **FACULTY WILL...**

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

# SCIENCE LABORATORIES PREVENTION OF COVID

Prepared by Dr. William Luttrell Ph.D.

The following is a compilation of the current best practices for preventing COVID-19 exposure in the science laboratories of Oklahoma Christian University (OC), as promulgated by the Centers for Disease Control and Prevention (CDC)<sup>1</sup>, the Occupational Safety and Health Administration (OSHA)<sup>2</sup>, the American Industrial Hygiene Association (AIHA)<sup>3</sup> and Corning Life Sciences<sup>4</sup>. These best practices include engineering controls, administrative controls, the use of safe work practices and cloth face masks. Engineering controls are preferred first to prevent exposure, but if they are not available or are not feasible, then administrative controls, such as limiting time in the lab, spacing in the lab or limiting the number of students in a lab must be used. If exposure to COVID-19 in the lab cannot be controlled by engineering and administrative controls, then the use of safe work practices and cloth face masks must be employed. Keep in mind that these best practices are subject to change as new information about the spread of COVID-19 becomes known, so communication of future changes is essential. Most important, be diligent and thorough in following all aspects of lab safety and health. If additional advice is needed, contact Dr. Bill Luttrell ([bill.luttrell@oc.edu](mailto:bill.luttrell@oc.edu) or 405-370-3128).

## ENGINEERING CONTROLS

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

**Workstations**—Use lab tape to mark off workstation locations on the lab benches so they provide three feet of distancing in all directions. If workstations cannot be arranged to accommodate physical distancing of at least 3 feet and the number of students cannot be reduced in the space, use physical dividers between workstations that are made of transparent, fire-resistant material.<sup>3</sup> (*Masks must be worn at distances of 3ft.*)

## ADMINISTRATIVE CONTROLS

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

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

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

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

## USE OF SAFE WORK PRACTICES

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

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

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

Encourage frequent hand washing for everyone in the lab. Provide students, faculty and staff with adequate time and access to soap, clean water and single use paper towels for handwashing. Wash hands with soap and water for at least 20 seconds.<sup>3</sup> Provide hand washing stations throughout the science laboratories. For example, provide four hand washing stations in each of Vose Hall Labs 202 and 205; two in each of Vose Hall Labs 201 and 206 and one in the Chemical Stockroom in Vose Hall 203.<sup>4</sup>

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

Avoid sharing lab books or notebooks, pens or other learning aids in the lab.<sup>3</sup>

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

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

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

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

Use no-touch waste receptacles whenever possible.<sup>3</sup>

## USE OF FACE COVERINGS

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

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

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

## COMMUNICATION

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

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

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

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

## REFERENCES

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

# FACILITIES: INTEGRATED DISINFECTION AND CLEANING

Prepared by John Hermes, Chief Operating Officer

Continuing to create a safe campus environment is the number one consideration as OC begins the Spring semester. The Centers for Disease Control (CDC) recommends Institutions of Higher Education (IHE) intensify cleaning efforts in response to COVID-19 and OC has developed a detailed plan for this.

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

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

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

## CAMPUS NEEDS ANALYSIS

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

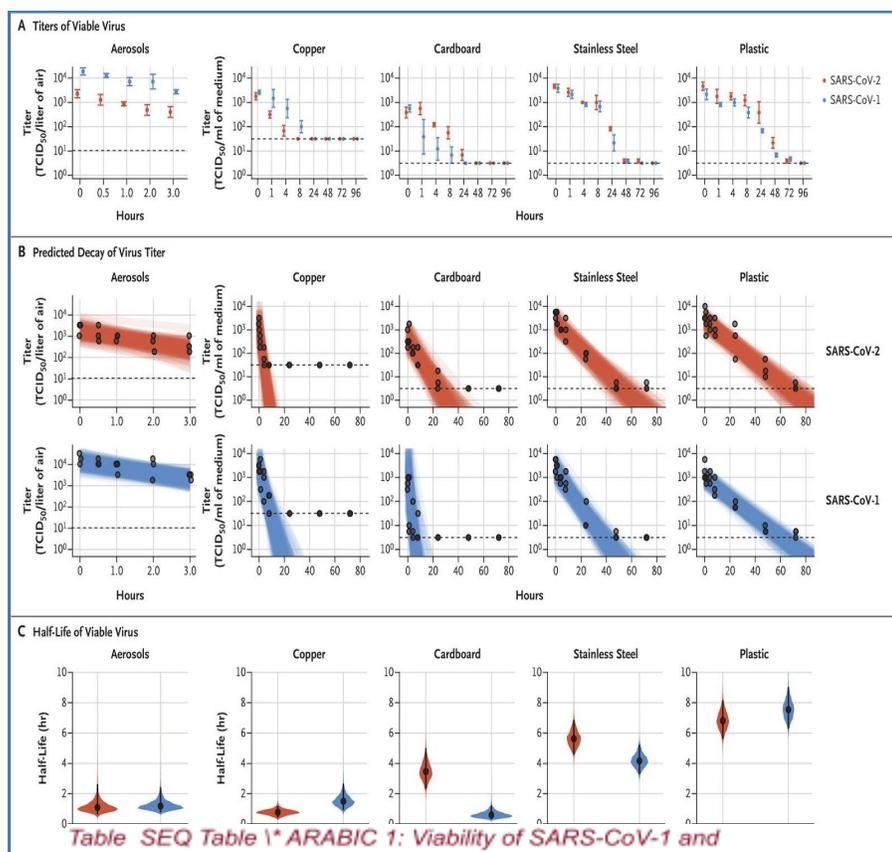


Table SEQ Table 1\* ARABIC 1: Viability of SARS-CoV-1 and SARS-CoV-2 in Aerosols and on Various Surfaces. From The New England Journal of Medicine, April 16, 2020.

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

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

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

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

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

## DOCUMENTED PROCESSES

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

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

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

## BASELINE DISINFECTION TASKS

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

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

## STAFFING, TOURING AND PRODUCTIVITY PLAYBOOK

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

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

## EQUIPMENT, SUPPLIES AND CHEMICALS

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

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

## ECCO LABS NO-TOUCH HAND SANITIZING STATIONS:

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

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

## HANDS FREE INITIATIVE

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

## **SPECIAL DISINFECTION EQUIPMENT**

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

EISolutions, Electrostatic Disinfection Spray System: EISX100 Sprayer  
40 micron droplet size with effective coverage of 70,000sf/hr.  
TwinOxide 0.3% solution

## **INTEGRATED TECHNOLOGY**

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

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

## **PPE, TRAINING AND UNIFORMS**

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

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

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

## **TRAINING**

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

## UNIFORMS

Our staff is identified by uniforms and badging.

## A HOLISTIC APPROACH: FACILITIES OPERATIONS AND DISINFECTING

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

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

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

## CAMPUS OUTREACH

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

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

## QUALITY ASSURANCE, TESTING AND REPORTING

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

### Emotional reactions to coming out of quarantine may include:

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

*-Centers for Disease Control*

## **CUSTODIAL WORK AREA SCHEDULE**

The [document available here](#) outlines the cleaning schedule and work details for all campus buildings. This schedule is modified based on several factors including, occupancy and identified special needs and/or recommendations. This schedule is subject to change.

## UNIVERSITY TRANSPORTATION POLICY

Prepared by John Hermes, Chief Operating Officer

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

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

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

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

## STUDENT LIFE

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

## RESIDENCE LIFE

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

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

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

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

In these buildings, students live in a suite shared with one to seven other residents. The suite consists of two to four bedrooms and a bathroom. Students share a bathroom with their suitemates. In all areas, public bathrooms, lobbies and entrances will be cleaned multiple times daily. Students living in these buildings will continue to clean their suite restrooms. Depending on the situation, students who need to isolate or quarantine will do so in their bedroom, or move temporarily to the designated empty rooms in Tinius West and Wilson West.

### **Apartment: Phase 3, 4, 5 and 6**

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

## ISOLATION/QUARANTINE OPTIONS:

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

## QUARANTINE & CONTACT TRACING

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

- COVID-19 Clinical Officer contacts the student, assesses student's physical condition, requests names of contacts (for off-campus students), and conveys student needs to Resident Director (RD).
- Quarantine housing plan is made with RD. For on-campus students, RD requests names of close contacts.
- Email template below is sent with relevant information.
- COVID Clinical Officer assists by answering questions from the RD, student or student's family.
- Close contacts are defined as persons closer than six feet for longer than 15 minutes over a 24 hour period.
- RD adds information to the Quarantine Master List spreadsheet. Katy Roybal updates Lighthouse so faculty will receive notice.
- The Events Office sends email to make meal arrangements and follows up four to five days later to ensure things are going smoothly.

When a student is identified as a close contact:

- The Director of Residence Life or Resident Director calls the student and explains he or she is a close contact of a positive case. A close contact is defined as someone being within six feet of a symptomatic or positive individual for a total of 15 minutes over a 24 hour period.
- Quarantine housing plan is made with the Resident Director.
- Email template below is sent with relevant information.
- RD adds information to the Quarantine Master List spreadsheet. Katy Roybal updates Lighthouse so faculty will receive notice.
- The Events Office sends email to make meal arrangements and follows up four to five days later to ensure things are going smoothly.

## DO'S AND DON'TS IN ISOLATION AND QUARANTINE, MENTAL HEALTH

**Student mental health is as important as physical health.** Students are encouraged to [see this list of do's and don'ts](#) and put some of the do's in their daily schedule when in isolation or quarantine. The University Counseling Center is ready to assist students at any time and can schedule a virtual session if necessary. If students are new to the counseling center, contact Director Sheldon Adkins at [sheldon.adkins@oc.edu](mailto:sheldon.adkins@oc.edu). If a student currently sees a counselor, the student should contact their counselor directly.

## SPRING MOVE-IN DETAILS

Students will move into campus housing January 19th to 25th. Students will take the rapid test, get their results and check-in to housing at the Gaylord University Center (south lobby). A sign-up form will be sent out in advance to ensure staggered arrival times.

## CAMPUS DINING

### THE BRANCH

UDining - OC's campus meal partner - made the following plans to meet student needs for the Fall 2020 semester.

The Branch planned for and executed limited contact and healthy distancing including the following (each item below will also be maintained for the Spring semester):

- Installed plexiglass shields for cashier stand.
- Limited number of guests are in the serving area at one time.
- Used floor decals to show the appropriate distance for standing in line.
- Maintained a stringent disinfecting schedule of all high touch surfaces.
- Conducted temperature checks for all employees as they arrived to work.
- Required all staff to wear masks and gloves.
- Distanced dining room seating, utilizing the entire north half of the Gaylord University Center.
- Silverware distributed by UDining employees instead of allowing for pick up by students and guests.
- Salt and pepper shakers and napkins removed from the table and distributed in self-serve packets instead.

### THE BREW

#### Masks

- Masks will be required for all people upon entering the Brew.
- All Brew workers will be required to wear masks at all times.
- Customers are asked to wear masks until they are seated at their table. Once seated they are welcome to remove the mask.

#### Distancing

- Tables and chairs will be moved to be grouped six feet apart (groups will be in two's and four's).
- Stickers will be placed on the floor for customers in line.
- Customers will be encouraged to order online and can even do so from their tables.
- Front glass door will be entrance only and the back door will be exit only
- We will be using the back balcony and second floor common area as additional seating.

- The conference room will be locked at all times and will be unlocked for those who reserve it. All who reserve it will be asked to wipe down and straighten it back up.

### **Cleaning and Sanitizing**

- Hand sanitizer dispensers will be located by the front and back doors.
- A two-sided red/green card will be located on each table
  - Green indicates clean and ready to be used
  - Red indicates the need to be sanitized
- Employees designated as the shift's frappuccino person will be responsible for floating around to disinfect during slower times.
  - During rush times employees not on the clock are encouraged to help sanitize tables and chairs.
  - Brew manager will also spend extra time in the Brew to help with disinfection
- A sanitizing station will be located near the back balcony for customers to sanitize. Cart needed with bottles of sanitizer, paper towels and trash can.
- THE BREW WILL NOW CLOSE AT 9:00 p.m. on Sunday, Monday, Tuesday and Thursday and at 5:00 p.m. on Wednesday and Friday for deeper cleaning.

## **TEAM OC**

The Team OC section covers:

- Intramurals
- Open Gym (Basketball)
- Pool rentals and Open Swim
- TeamOC Fitness Challenge
- Auxiliary fitness rooms in Residence Life areas
- The Dub

## **SPRING INTRAMURALS**

As was our practice during the fall semester, students participating in intramurals will be required to take the free, rapid COVID test offered on campus and receive a negative result before participating in sports. Students will test before each sport.

*Soccer (beginning in February)*

- Outdoors with minimal contact
- Encourage all fans to wear masks
- Place hand sanitizer stations at all entry gates
- Sanitize any shared intramural provided equipment each night
- Provide each ref with their own whistle rather than sanitizing them each night

Additional information regarding other Spring sports will be available in the coming weeks.

## OPEN GYM (BASKETBALL)

Just like the fall semester, open gym (basketball) is discontinued.

## POOL RENTALS

Social distancing practices for pool rentals:

- One person per lane
  - Or six feet apart with no passing or turning
  - American Energy Swim Club (AESC) is following the USA Swim guidelines and has confirmed “Four per lane (two at each end)”
- Limit spectator access
  - One-two spectators (one guardian, siblings are discouraged)
  - AESC has confirmed no spectators on deck or in the hallway
- Limit building access
  - Swimmers can only come to their practice session/event and must leave the building and campus as soon as possible.
- Limit campus access
  - No playing outside the building or on campus
- On deck
  - Six feet apart
  - Wearing masks is encouraged
  - No use of OC Swim Team equipment

## OPEN SWIM

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

## TEAM OC FITNESS CHALLENGE

- This should not be impacted by COVID
- Dates to match the semester

## AUXILIARY FITNESS ROOMS

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

## FITNESS CENTER (THE DUB)

### Mask Policy:

Masks are mandatory in the Dub while participating in an exercise that is not cardio (aerobic) in nature.

- You should remove your mask if you are breathing heavily or struggling to catch your breath. While maintaining healthy distancing of at least six feet from others.
- Aquatics activities do not require a mask. As with everyone, swimmers are asked to maintain social distancing of six feet when masks are removed in the pool.
- Masks must also be worn when:
  - Participating in non-cardio exercise
  - Going to the restrooms
  - Entering and exiting the facilities and building.

### Cleaning supplies:

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

### Locker rooms:

- Currently open for only student athletes
- Cleaned by Cynosure in accordance with the schedule

### Equipment:

- **Cardio machines** alternated every 2 weeks

TM	TM	TM	TM	RBK	RBK
TM	TM	TM	TM	BK	BK
RW	BK	ELPL	ELPL	ELPL	ELPL

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

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

#### **Human interaction:**

- **Customers sign in**
  - Touchless sign in
  - Removed ten key
  - Slide card or student worker type in only
- **Limited entry for healthy distancing**
  - Request people stay no longer than two hours
  - With allowing six feet per person, we can comfortably have 30 people in the Dub.

#### **Cleaning protocols:**

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

#### **Services no longer offered:**

- Towels
- Water jugs

## **GROUP FITNESS**

- Classes that require contact have been cancelled
  - Jiu-Jitsu
- Maintain social distancing
  - Six feet spacing before, after and during class
- Wear masks before and after classes
- Zogics wipes available at classes
- Instructors advised to not use, or use as little equipment as possible
- BYO equipment encouraged
- OC equipment available (mats, weights etc)
  - Wipes provided for member to wipe down before and after class
  - Wiped down by student worker before and after class
- Instructors to take attendance to avoid sharing of pen/electronic devices

## ETHOS - WHAT TO EXPECT

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

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

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

Students can choose from the following...

### KUDOS

#### Earn 10 Kudos from this group:

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

#### And earn an additional 10 Kudos from this group:

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

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

### SAFETY PROCEDURES FOR ETHOS EVENTS

- Community chapels
  - Masks are required
  - Social distancing will be enforced

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

## **FRESHMAN EXPERIENCE**

### **TAKE FLIGHT**

New students will receive instructions via email for Spring 2020.

## **STUDENT ORGANIZATIONS**

Student organizations will lean on the information available from the CDC guidelines to inform best practice.

### **STUDENT GOVERNMENT ASSOCIATION**

SGA, like last Fall, will continue to take multiple steps to encourage safety including:

- Enforcing attendance exemptions for high-risk students.
- Meet in a large space to ensure healthy distancing.
- Encourage outdoor activities.

### **SOCIAL CLUBS**

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

#### **Weekly Meetings**

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

## Rush Events

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

Additional information about Spring Sing, including practice policies, will be available prior to the beginning of rehearsals in February.

# COUNSELING CENTER PROTOCOLS

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

## FRAMEWORK

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

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

## VIRTUAL HEALTH

For students who are able, in person sessions will continue in the University Counseling Center, Heritage Village, Suite 104.

Since March 2020 the center has offered confidential, HIPAA compliant tele-mental health video counseling sessions for all clients. This will continue.

The center uses [doxy.me](https://doxy.me) for online tele-mental health video sessions. The platform is HIPPA compliant, confidential and easy to use.

Clients sign and return (electronically) an informed consent for tele-mental health services. The counselor addresses the form at the beginning of a client's first session. Signed forms should be sent to the counselor.

New clients who would like to access center services, in person or via tele-mental health video, should email Director, Sheldon Adkins, at [Sheldon.adkins@oc.edu](mailto:Sheldon.adkins@oc.edu).

## OFFICE

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

## LOW RISK ACTIVITY/FUNCTION

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

## MEDIUM RISK ACTIVITY/FUNCTION

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

## HIGH RISK ACTIVITY/FUNCTION

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

## MENTAL HEALTH TIPS

University Counseling Center staff have circulated the following tips to their clients who are isolated or quarantined because of COVID or COVID exposure. All students could benefit from the information below:

Here are some things you can do to bring relief, comfort and maintain good emotional and mental health:

**Stay connected to friends and loved ones:** phone calls, Facetime, videoconferencing... find ways to gather and engage virtually to decrease loneliness and disconnection.

**Be in nature:** If and when possible, get outside and walk, hike, bike, or even find a place to sit and read. Nature is calming for the mind and body, and as we know, exercise has tremendous health benefits.

**Create a news-free-zone:** online news is available 24/7 and it is tempting to check in frequently to get the latest updates. It's important to take a break from the news and socialize, read other materials, or unplug in other ways.

**Keep to a schedule:** This cannot be emphasized enough. Self-quarantines can be tough on individuals and families. Try to keep some elements of a routine, or think of what you've been meaning to write, read, draw, etc. and haven't had the time. Now might be that time!

**Try new things:** With more time at home, sometimes with others, might be a time to learn to cook or try new recipes, meditate, sew, learn an instrument, try yoga.

**Reach out for help:** if you are worried about yourself, or are feeling increasingly depressed and/or anxious, help is available. Clinics, hospitals and hotlines are a phone call away and tele-therapy or health coaching are real and effective options. Take care of yourself in every way.

## **MONDAY DASHBOARD AND COMMUNICATION**

**Prepared by Risa Forrester, Chief Communications Officer**

The University works to transparently share updated COVID-19 information.

### **MONDAY DASHBOARD**

Beginning Monday, January 25, COVID data - including current positive cases, number of students in isolation and quarantine and total positive cases since the beginning of the Spring semester - will be updated on the University's website at [oc.edu/covid](https://oc.edu/covid).

### **COMMUNICATION**

Students and parents are always encouraged to address questions and concerns via email to the University.

For general questions, please contact [covid19update@oc.edu](mailto:covid19update@oc.edu).

For questions specifically related to health, isolation and quarantine, please contact [covid19health@oc.edu](mailto:covid19health@oc.edu).