Bringing Back the Bronchos

Fall 2020
Campus Reopening Plan
Introduction

The University of Central Oklahoma will welcome back students, faculty and staff for its fall 2020 semester Aug. 17, as planned. In an effort to promote health and safety and minimize exposure to COVID-19 on campus, the university developed the following plan.

Central looks forward to bringing Bronchos back to campus, understanding it takes a cooperative effort and compliance by every member of the UCO community to ensure the plan’s success.

While the Fall 2020 Reopening Plan offers guidance on university operations for the fall semester, the COVID-19 pandemic is an ever-changing situation. UCO continuously monitors the virus’ impact on campus, as well as on the city, state, national and global levels. As a result, Central’s plan for the fall semester and beyond could change as the situation evolves. The university is dedicated to remaining flexible in order to further the health and safety of its community members.

This plan follows current guidelines set forth by the Centers for Disease Control and Prevention (CDC), as well as guidelines, regulations and laws set forth by the Oklahoma State Department of Health.

We look forward to sharing the fall semester with all of you.

Be well, Bronchos!
# Table of Contents

General Practices ........................................................................................................................................... 3  
Face Coverings ............................................................................................................................................... 3  
Physical Distancing ......................................................................................................................................... 3  
Monitor Your Personal Health ....................................................................................................................... 4  
Practice Good Hygiene/Use PPE .................................................................................................................. 4  

Fall 2020 Instruction ........................................................................................................................................ 5  

Inside the Classroom ........................................................................................................................................ 6  
Arriving to Class .............................................................................................................................................. 6  
During Class .................................................................................................................................................... 6  
Leaving the Classroom ................................................................................................................................... 7  

Campus Events ................................................................................................................................................. 8  
Event Dining .................................................................................................................................................... 8  
Athletic Events ................................................................................................................................................ 9  
Performing Arts Events .................................................................................................................................. 9  
Other Campus Event Considerations ........................................................................................................... 9  

Recommendations for the UCO Community .......................................................................................... 10  
Safety First ..................................................................................................................................................... 10  
COVID-19 Symptoms ................................................................................................................................... 10  

Additional Guidance ........................................................................................................................................ 12  
Stay Informed ................................................................................................................................................ 12  
Campus Services .......................................................................................................................................... 12  
Faculty, Staff and Student Travel ................................................................................................................. 12  
Arrival of Students, Faculty and Staff from International Destinations ..................................................... 13  
Cleaning and Sanitization Efforts ................................................................................................................ 13  
Workplace Accomodations .......................................................................................................................... 13  
Enforcement of Guidelines ........................................................................................................................... 14  

Fall Reopening Task Force ......................................................................................................................... 15
General Practices

The University of Central Oklahoma continues to follow practices put in place by the Centers for Disease Control and Prevention. As a result, while faculty, staff, students and visitors are on campus they are required to do the following:

Face Coverings

For the protection of yourself and others, wear face coverings when around others, both inside and outside.

- Accepted face coverings include masks – either cloth, disposable or surgical – and gaiters. The covering should cover the nose and mouth.
- Face coverings are required at all times, unless you are working or walking alone.
- Students, faculty and staff will receive a UCO-branded cloth mask at the beginning of the semester. (Bandanas, T-shirts, shields without a mask or other items tied around the face are not considered acceptable face coverings.)
- Disposable masks are available at a centralized location in each building (as designated and monitored by the building captain) to those that forget to wear a mask.
- Parking lot signage will be posted to inform and remind all individuals (students, employees and visitors) arriving on campus of UCO’s mask requirements.
- If you’re seeking an accommodation to be exempt from wearing a face covering, contact Disability Support Services (www.uco.edu/student-resources/dss).

Physical Distancing

Practice physical distancing of at least 6 feet when possible, both inside buildings and outdoors.

- Informational signage and stickers on flooring and concrete will be posted around campus, encouraging one-way or divided hallways and sidewalks.
- When possible, meetings and services will be conducted virtually.
- In an effort to promote safe physical distancing, furniture will be overturned, covered with large plastic bags or stored in unused rooms.
Monitor Your Personal Health
Keep close track of your personal health, to help prevent the spread of COVID-19.

• Check your temperature daily. If you have a fever (a temperature above 100.3 degrees Fahrenheit) do not come to campus, and contact your primary health care provider.

• Stay aware of any potential COVID-19 symptoms, such as shortness of breath, persistent cough, muscle aches, chills, headaches, diarrhea, vomiting or loss of taste/smell.

• If you have symptoms, follow the university reporting protocol (www.uco.edu/files/protocol.pdf) for next steps, contact your primary health care provider and begin to self-quarantine. Do not come to campus until you meet the requirements detailed in the university reporting protocol.

Practice Good Hygiene/Use PPE
Practice proper hand sanitation and utilize personal protective equipment (PPE).

• Wash hands frequently, for at least 20 seconds, and use hand sanitizer as often as possible.

• Wipe down desks/workstations in offices and classrooms at the beginning of each workday or class. Disposable wipes will be provided for this task.

• UCO will continue to provide PPE. However, university employees should continue to use Central’s work order system to request PPE, as needed by departments.
Fall 2020 Instruction

The following plan details the various ways in which Central is adapting learning for the fall 2020 semester. As a reminder, face masks are required in all classrooms, hallways and public spaces, to align with Centers for Disease Control and Prevention guidance. The university will provide every student a UCO-branded cloth mask at the beginning of the semester and will have a limited supply of disposable masks available if a personal cloth mask is forgotten.

• The number of available seats in all in-person classes will be reduced to accommodate physical distancing among students and faculty.
• To help accommodate physical distancing in classroom environments, some classes will meet in spaces in other, nontraditional buildings, such as the Nigh University Center.
• Many classes that are offered in-person will also have an extended classroom with virtual seats. Students who enroll in this section will join the in-person class remotely, via livestream, at their regularly scheduled class time. There is no additional fee for those who enroll for a seat in the extended classroom.
• The university also will continue to offer classes that are 100% online, providing students with a flexible and convenient way to access course work at times that work best for them.
• In an effort to expand access to classes, UCO will offer a variety of solutions, including additional, smaller class sections, as well as other alternative instructional delivery methods, depending on the class type.
• As previously announced, in-person classroom instruction will end by Thanksgiving Break, and Fall Break will be eliminated. Class activities for the university’s quiet week (Nov. 30-Dec. 4) and finals week (Dec. 7-11) will happen virtually. This is to help mitigate a potential spike in the virus with the onset of cold and flu season and to help prevent the spread of the virus by reducing the time people are around each other after Thanksgiving travel.
Inside the Classroom

While inside a classroom, all students, faculty and staff are required to adhere to the following guidelines. To help enforce these guidelines, consistent signage will be posted in classrooms across campus that promote physical distancing, face masks and hand hygiene.

Arriving to Class:

- Faculty should arrive early to assist with and ensure guidelines are followed.
- Students should enter the building, where class is being held, five minutes before class and enter the classroom a minute or two before class. This allows additional time for air to circulate the room and reduces the number of people that are in classrooms and hallways at the same time.
- Students and faculty should minimize what they bring to class, only bringing what is needed.
- Students and faculty should use hand sanitizer, provided near the doorway, as they enter the classroom.
- Faculty should disinfect the kiosk/lectern/podium and any equipment or tools used, including computer surfaces and markers, and students should disinfect desks with disposable wipes before using.
- In classrooms with two doors, faculty will designate one door as the entrance and one as the exit.

During Class:

- To maintain physical distancing within the classroom, seating will be arranged to allow for six feet between each individual.
  - Seating and equipment not being used will be marked;
  - Post a map of the layout in each room as the default arrangement; and,
  - Faculty and students should maintain the furniture arrangement during class.
- All students, faculty and staff are required to wear masks. Faculty should preferably wear a mask that is transparent over the mouth, as available.
  - If a student arrives without a mask on, faculty should first ask the student to put on their mask. If they do not have a mask, they will be sent to get one.
  - Those wearing face shields should also wear a mask.
  - Faculty should set the tone positively and “coach” students to meet this requirement or take a virtual/alternative mode of delivery.
If a student persists in not complying, faculty should follow the recommended steps provided by Academic Affairs.

• At the start of the semester, faculty should create a seating chart and track attendance each class session in order to facilitate contact tracing. The seating chart can be created based on where students sit on the first day of class. **Students will be asked to sit in the same seat each day to assist with contact tracing, should it be necessary.**

• During class, faculty should:
  o Provide materials digitally, when possible, including syllabi;
  o Minimize hard copies/materials that are distributed, used and collected; and,
  o Practice good hand hygiene after picking up papers as necessary.

• During lab and group activities, students and faculty should:
  o Use face shields, in addition to the required masks;
  o Wear gloves;
  o Limit or avoid the sharing of items; and,
  o Maintain physical distance as much as possible.

• Faculty and students should be cautious about sharing personal issues and information, as those participating remotely may be able to hear conversations.
  o Faculty should inform students that all conversations that include personal information should be conducted via office hours and not in the classroom environment.
  o Faculty will conduct office hours virtually, or by using PPE and physical distancing, if a face-to-face meeting is needed.

**Leaving the Classroom:**

• Consider the volume of traffic at the end of class and consider staggering the exit of students relative to nearby classes. Each college and/or department should consider how classes should be released.

• In classrooms with two doors, students and faculty should use only one door as an exit.

• Exit the classroom, or the building, when applicable, promptly when class has ended.

• Use hand sanitizer as you exit the classroom.
Campus Events

For events on campus, in order to maintain proper space usage inside buildings in accordance with physical distancing, the following guidelines should be followed.

- Virtual meetings and events will be encouraged.
- For those requesting in-person meetings, work with campus event staff to determine the maximum number of attendees in each space to maintain at least 6 feet of physical distance. Campus event staff will arrange the room appropriately for distancing.
- All participants at any campus event, **indoor or outdoor**, will be required to wear face coverings (cloth or disposable/surgical). Face coverings can be removed when eating.
- For all events, signs should be posted alerting participants about the requirements to wear face coverings and maintain physical distancing, and to not move the furniture. Language will be added to the campus event agreement with an acknowledgement of this requirement.
- Use of multiple rooms (30 or fewer participants per room) is preferred to a single gathering of large numbers in the Nigh University Center ballrooms.
- Preference will be given to room reservations submitted one month in advance, to allow for adequate time to develop spacing plans and coordinate with other events on campus.
- Self-served meals will not be allowed. Only pre-plated meals, served buffets, or individual, pre-packaged meals will be permitted. The university’s dining partner Chartwell’s should be used whenever possible.
- UCO-affiliated events will be required to track attendance utilizing whatever means possible to include QR codes, card swipes or electronic ticketing systems. This process will be especially important when an event is open to the public.
- For groups of 10 or more:
  - Use seating charts, or note where participants sat in the room.
  - Gather contact information of participants for any necessary contact tracing.
- Events open to the public will be required to use whatever means possible to include QR codes, card swipes, or electronic ticketing system in order to limit attendance and account for appropriate physical distancing. Personal contact information will be collected to assist with contact tracing, should it be necessary.

Event Dining:

- The university’s dining partner Chartwell’s should be used whenever possible, since they have the capacity to follow stringent food preparation and serving requirements in addition to the appropriate liability coverage.
- Dining hall tables and chairs will be removed to promote recommended physical distancing guidelines at tables.
• Visitors to dining facilities will be required to wear a mask until they are seated and eating.
• Guidelines for external providers:
  o Check in with the Events Management office.
  o Only boxed, individual items; no homemade or cooked items to share, such as baked goods or pizza.

Athletic Events:
• Spectators at athletic events will be required to wear face coverings and maintain physical distancing of at least 6 feet. Athletics staff will block off seats and monitor attendees during events to ensure continued compliance.
  o Attendees (from on or off campus) should sign in upon arrival with their name, phone number and email address to facilitate contact tracing, if needed.
• Athletics will follow NCAA or MIAA guidance as it becomes available.
• When possible, games and matches will be livestreamed.
• Activities such as cheer, pom and the marching band may continue to be a part of the game with physical distancing in place. These groups may meet and practice in person but only if they follow physical distancing and face covering.

Performing Arts Events:
• Live concerts, plays and other performing arts events may be held with physical distancing, face coverings and other established best practices within the arts community – those that help reduce the potential for the virus to spread.
• Attendees will also be required to wear face coverings and seating should be arranged to maintain physical distancing of at least 6 feet between parties.
  o Attendees (from on or off campus) should sign in upon arrival with their name, phone number and email address to facilitate contact tracing, if needed.
• Events should have signage and/or announcements reiterating face covering and physical distancing requirements.

Other Campus Event Considerations:
• Request that all student organizations meet virtually, if practicable. If not practicable, follow guidelines for physical distancing, PPE, etc.
• Meeting or holding events outdoors is preferable to indoors.
• If an event is held off campus by a UCO department, office or organization, the university’s guidelines should be followed, particularly those related to wearing masks, physical distancing and food service. Holding an event off campus is not a way to avoid following university guidelines.
• Email events@uco.edu for future guidance.
Recommendations for the UCO Community

Safety First:
To help promote health and safety for yourself and for others, follow personal hygiene and cleanliness guidelines outlined by the Centers for Disease Control and Prevention (CDC).

• Wash your hands often, with soap and water and for at least 20 seconds.
• Avoid close contact with others, maintaining at least 6 feet of distance between yourself and people who don’t live in your household.
• Cover your mouth and nose with a face covering when around others, even when physically distancing.
• Cover coughs and sneezes.
• Clean and disinfect frequently touched surfaces daily.
• Monitor your health each day.
• For more CDC guidelines and information, visit www.cdc.gov/coronavirus.

COVID-19 Symptoms:
• There are a wide range associated with symptoms of COVID-19 – from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.
  o Fever or chills
  o Cough
  o Shortness of breath or difficulty breathing
  o Fatigue
  o Muscle or body aches
  o Headache
  o New loss of taste or smell
  o Sore throat
  o Congestion or runny nose
  o Nausea or vomiting
  o Diarrhea

• If you have COVID-19 symptoms:
  o Stay home, except to get medical care/testing per your doctor’s advice.
o If you are a UCO employee, notify your UCO supervisor or contractor/vendor supervisor. You may be able to work from home or take paid leave.

o If you are a student living on campus, notify your residence hall staff.

o Your doctor will ask you screening questions to help determine if testing is needed. If testing is not recommended, follow your doctor’s guidance.

o If testing is recommended, your doctor can recommend a testing site, or you can find one via the OKC-County Health Department website (www.occhd.org/COVID-19).

o Depending on the testing source it may take days to get results. Plan to be isolated at home until you get the results.

o If test results are positive, treat your symptoms according to your doctor’s advice while staying isolated from others at home, unless directed to go to a medical facility. Follow the university protocol for those who test positive by contacting UCO Emergency Management at 405-974-2345 or covid19response@uco.edu, as well as your supervisor if you are an employee.

o Do not return to campus until you have a negative test report, or your symptoms have subsided with no fever for at least three (3) days.

For more information about COVID-19 or its symptoms, visit www.cdc.gov/coronavirus. For more information on what you should do if you have symptoms, view UCO’s COVID-19 response protocols (www.uco.edu/files/protocol.pdf).
Additional Guidance

Stay Informed:
• Updated information about procedures, guidelines and announcements can be found on the UCO website (www.uco.edu/coronavirus), on the D2L homepage for students, on The Hub for employees and through digital and paper signage and stickers in locations across campus.
• Students, faculty and staff should check their UCO email regularly for any important messaging and updates. Additionally, updates related to COVID-19 will appear weekly in Centralities and Student Centralities.

Campus Services:
• Campus offices should continue protocols of physical distancing of at least 6 feet between workspaces, implementing shifts or other solutions that assist in maintaining distancing.
• Many campus offices will continue to offer services virtually or by appointment when possible to reduce and manage foot traffic.
• Areas with in-person appointments or walk-up foot traffic should have visitors (from on or off campus) sign in with their name, phone number and email address to facilitate contact tracing, if needed.
• Visit the Virtual Services page of the UCO coronavirus website (www.uco.edu/coronavirus/virtual-services) for more information.

Faculty, Staff and Student Travel:
• The U.S. Department of State issued a Global Level 4 Travel Advisory (http://travel.state.gov/content/travel/en/traveladvisories/ea/travel-advisory-alert-global-level-4-health-advisory-issue.html) on March 19, which advised U.S. citizens to avoid international travel of any sort. It is not clear at this time when the State Department travel advisory will be reduced.
• Other nonessential travel has been canceled for faculty, staff and students until further notice. For more information, contact the travel department (travel@uco.edu) or visit the Insurance and Travel Policy page related to study abroad (http://web.uco.edu/login.act).
• Personal Travel - follow CDC travel guidance (www.cdc.gov/coronavirus/2019-ncov/travelers/index.html) and utilize the same hygiene tips for dealing with the flu.
Arrival of Students, Faculty and Staff from International Destinations

• All new students, faculty, and staff arriving for the first time in Oklahoma directly from an international destination and anyone who has recently returned from an international trip are required to self-quarantine for 14 days, following current Centers for Disease Control and Prevention guidelines (www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html).

• New and returning students traveling to Oklahoma directly from an international location are recommended to arrive at least two weeks prior to the start of classes on Aug. 17, 2020. For those students who wish to live on campus, University Housing will provide a designated quarantine room and students should follow these Self-Quarantine measures (www.uco.edu/student-resources/files/housing/how-to-self-quarantine.pdf). Students living off-campus should follow the same procedures.

• If a student is required to be quarantined beyond the start of classes, they must contact the instructors for all classes to make arrangement for special accommodation.

• During quarantine, students living on campus will either have the option of a paid meal plan through University Housing or may take advantage of local food delivery options.

• During quarantine, students should maintain a Daily Health Log (www.uco.edu/student-resources/files/housing/dailyhealthlog.pdf) and contact a physician if they experience any symptoms related to COVID-19.

• International students should direct questions/concerns about the arrival process to the Office of Global Affairs at international@uco.edu or 405-974-9358 or on WhatsApp at 405-588-9358. Call the UCO Police Department at 405-974-2345 after regular office hours or on weekends.

Cleaning and Sanitization Efforts

The university's Facilities Management team has facilitated the following practices for the fall semester:

• Increase level of disinfecting and deep cleaning, in addition to daily routine cleaning, by custodial services.

• Installation of approximately 200 protective Plexiglas shields (with more to come)

• Campuswide increase of hand sanitizing stations

• Upgrade all filters for air-handling units to a MERV 13 filter type

• Deactivation of drinking fountains with bottle fillers

Workplace Accomodations

In July, the University Cabinet extended emergency telework agreements through Sept. 1 to allow for staggering shifts in office areas where social distancing of 6 feet is not possible and/or to ensure the continuation of important functions of the university. Plans to re-evaluate and renew the arrangements through the remainder of the fall semester will be considered, if needed.

Employees seeking accommodations to continue telework should contact their supervisor and Employee Relations. Employees seeking Family Medical Leave (FMLA) for themselves or to care for others, or expanded FMLA related to child care should contact their supervisor and the Benefits department.
Enforcement of Guidelines

Employees and students who refuse to comply with the guidelines and policies included in UCO’s Bringing the Bronchos Back fall reopening plan are subject to disciplinary action, in accordance with the applicable faculty, staff or student handbook policy. If an employee or student indicates compliance is not possible due to medical reasons, the individual should be referred to the appropriate university office to request accommodations on the basis of disability (Employee Relations for employees - www.uco.edu/offices/people-culture/employee-relations/; Disability Support Services for students - www.uco.edu/student-resources/dss/). Vendors, visitors and patients who refuse to comply are subject to having their access to campus suspended or terminated.
The Fall Reopening Task Force included representation from every division on campus in an effort to form a well-rounded and thorough set of recommendations for campus operations for the fall 2020 semester. The recommendations were reviewed, amended where needed and accepted by the University Cabinet, and are the basis of most of this Fall Reopening Plan.

The plan for classroom instruction, including methods of instruction, was not a part of the Fall Reopening Task Force’s charge. The classroom instruction plan was developed through Academic Affairs and the University Cabinet, with input from college deans, department chairs and other faculty.

Task Force Members

Norman Nieves, Emergency Management – TASK FORCE CHAIR
Linda Banks, Ph.D., Center for eLearning and Connected Environments
Jennifer Barger-Johnson, J.D., College of Business/Faculty Senate President
Bob Brennan, Ph.D., Department of Biology
Bryan Duke, Ph.D., College of Education and Professional Studies
Fred Fieth, Physical Plant
Ben Hastings, Finance and Operations
Adam Johnson, Ed.D., Enrollment and Student Success
Reggie Jordan, Athletics
Amanda Keesee, Ph.D., Information Technology
Tina Kirk, Academic Affairs
Jeff Mlekush, Environmental Health and Safety
Adrienne Nobles, Communications and Public Affairs
Jill Robertson, Employee Relations
Cole Stanley, Enrollment and Student Success

We thank all of the faculty, staff and administrators who contributed to the planning and implementation of our fall 2020 reopening efforts.