**University of Oklahoma Health Sciences Center**

**The Return to Service Plan (RTS) Checklist**

The RTS Plan must outline the phases of return consistent with state and local safer-at-home or similar orders and must include the requirements of this Return Plan. This Checklist is provided to assist the department in preparing its plan. Not all questions will be applicable to all departments. Please consult your supervisor with questions. Happy Homecoming!

1. **Telecommuting**

The Health Sciences Center campus encourages telecommuting where possible until further notice.

* Is your plan consistent with the University’s telecommuting guidelines?
* Has the college dean or area vice president (or their designees) determined the telecommuting versus in-person staffing needs for their areas?
* How will you advise employees of scheduling location changes?
* How will you ensure employees are kept informed with changes to assigned work location?
* How are you phasing the in-person return?
* How are you preparing for a resurgence?
* Are you prepared to slow or stop the return to campus and/or to fully return to telecommuting if an authorized University or governmental official determines there is a resurgence of COVID-19 necessitating this action?
1. **Reopening Common Areas, Resuming Services, and Returning Employees to Campus**

The Health Sciences Center will comply with federal, state, and local governmental orders in reopening areas and resuming services on campus. If your department or area is reopening areas that were closed or resuming services that were suspended, please note the following:

* Has the area Dean or VP approved the written Return to Services (RTS) Plan?
* Has the SPPOT/ EOC Exec Team reviewed and approved the RTS Plan?
* Have the employees who have been telecommuting or on administrative leave completed and submitted the COVID-19 self-screening questionnaire: <https://covidreporting.ouhsc.edu/>?
* Have the employees who have been telecommuting or on administrative leave forwarded their results to the employee’s direct supervisor?
1. **Social Distancing**

Social Distancing refers to keeping a distance of at least 6 feet between individuals. According to the Centers for Disease Control (CDC), it is one of the most effective methods of avoiding infection and reducing the spread of COVID-19. Social distancing requirements apply in all workplace settings on campus, as well as in public settings, common areas, and shared spaces on campus and at OUHSC events.

* How will you communicate to employees that a public setting, common area, or shared space is indoors, individuals must also wear a surgical style mask?
* How will you communicate to employees that if the setting, area, or space is outdoors, individuals are strongly encouraged to wear a surgical style mask?

Social Distancing Alternatives - When social distancing of at least six feet is not possible in an indoor or outdoor public setting, common area, or shared space, a mask must be worn and additional mitigation must be implemented where possible.

* Have you implemented mitigation where possible?
* How are you handling requests for gatherings of more than 10 people, including for meetings, unless the gathering is necessary for a mission critical function and additional precautionary measures are taken?

**Masks**

Effective May 6, 2020, all individuals in campus facilities must wear disposable or fabric [surgical style facemask](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fcleaning-disinfection.html) masks.[[1]](#footnote-1) Masks must also be worn in outdoor campus spaces where social distancing cannot be maintained. Scarves, bandanas, and the like are not adequate.

* Have you completed the request form for employees outside of OU Physicians?
* Have you educated students on their process to obtain a mask in HSC Student Affairs or OU-Tulsa Student Affairs offices?
* Have you educated employees on reusable and disposable mask protocols (i.e., they may wear disposable masks on campus up to 5 consecutive days, or until soiled, whichever is first)?
* Have you educated guests who do not bring their own approved masks how to obtain one?
* Have you educated patients and accompanying family members or caregivers who do not have their own masks how to obtain one?
* Have you educated vendors and other visitors on the expectation to provide their own masks when on campus?

**IV. Building Access and Amenities -**

Building access and amenities must be managed in a manner that minimizes the risk of infection and spread of COVID-19.

* Have you communicated the building access for your specific building to the employees?
* Have you assigned personnel to be present at the public entrances to your building to help maintain the visitor policy? <https://www.covidoumedicine.com/patients-and-families/visitor-policy/>)
* Have you verified that all employees have they access they need – via key or card access?
* Are there signs at the elevators to remind everyone there should be no more than two individuals may be in an elevator at one time?
* Are there signs at the elevators to remind everyone they must wear masks on elevators?
* Are there signs in your seating areas and/or have you limited/removed the tables and benches so they are limited to one person per 6 feet?
* Are there signs to remind everyone that the restroom facilities should not be used when social distancing cannot be maintained?
* Are you prepared and knowledgeable as to the cleaning requirements for your area?
* Do you have hand sanitizer available in your area?
* Do you have signs restricting the access to water fountains that do not include the touch-free option?
* Have you printed the signs you will need for your area?
* Have you distributed and/or posted the signs needed throughout your area? Departments and areas can print copies of these signs from the [COVID-19 Signage Folder.](https://drive.google.com/drive/u/1/folders/1NMy1eWavH2mgxtW_BghoZncWaeEGzjuS)

**V. Sanitizing Facilities and Equipment**

Clean facilities and equipment require a commitment from all levels of the University community. Everyone has an important role and responsibility in maintaining a healthy work environment. The University will provide increased cleaning and sanitizing of frequently used facilities and common areas, including elevators, restrooms, classrooms/lecture halls, and other high traffic spaces with the use of BPA-approved cleaners that meet [CDC guidelines for disinfecting COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html). For high traffic areas within facilities, the University will also provide, when possible, tissues, no-touch disposal receptacles, increased placement of hand sanitizers, and installation of University signs encouraging good hygiene in high traffic areas in facilities.

* What are your plans to [obtaining appropriate cleaning supplies](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html) for cleaning of shared office equipment, furniture, surfaces, and environment?
* What are your plans to clean the many types of common in-office computers and peripheral devices, including University-owned equipment for individual use as well as shared-use equipment?
* What are your plans to clean the equipment not listed on the webpage above?
* Have you made note of General Services’ (405-271-2311 or 918-660-3555) phone number for disinfecting assistance when made aware of an individual who has tested positive, if the individual had been on campus in the previous four days?
* Are you aware the supervisor should close off areas that the individual visited and open outside doors and windows, if possible, to increase air circulation in the area until it can be assessed by General Services?
* Have individuals been reminded they are responsible for cleaning their personal and shared spaces and office equipment?
* Have individuals been encouraged to disinfect their individual workspaces (desk, phone, keyboard, etc.) daily?
* Have those individuals who bring electronic equipment to University buildings from off-campus locations received a reminder they must first clean all equipment following the instructions?
* Have individuals been reminded they must avoid using other’s phones, desks, offices, computers, work tools, etc., when possible?
* Have individuals been reminded when using shared office items, such as copiers, must clean and disinfect the item before and after use?
* Have individuals who prepare food in common areas been reminded they should do so one person at a time and must clean the area after their use?

**VI. Testing, Isolation, and Contact Tracing**

* Have you contacted General Services at 405-271-2311 or on the OU-Tulsa campus at 918-660-3555 for cleaning service?
* What area(s) has the employee been in during the last 4 days?
* Before returning to work after a positive COVID-19 test has the employee received clearance to return to work from Student/Employee Health Clinic?
* Has Employees or students who were exposed to the confirmed COVID-19 positive individual contacted employee/student health clinic?
* What was the recommendation from Employee/ student clinic regarding the employee?

**VII. Monitoring Workforce and Visitors for COVID-19 Symptoms**

* Are the clinic employees complying with the screening or self-screening processes in place in their assigned clinics?
* Do the patient appointment reminder messages continue to advise patients to reschedule if they have any COVID-19 symptoms?
* Have employees or students who are experiencing [symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) (e.g., cough, loss of smell or taste, chills, headache, muscle pain, fever, shortness of breath) been reminded to contact Student/Employee Health on their campus and follow the instructions provided?
* Have employees been informed temperature checks may be required only for individuals entering buildings/areas where patient care is provided?

**VIII. Travel**

* Are you complying with the travel guidance for campus?
* If employees or students become sick while traveling out of the state or country, does the plan refer them to the guidance?

**IX. Research, Patient Care**

* Have you reviewed The Return to Research Plan for laboratory research?
* Do you need to review the Re-Opening Plan for OU Physicians clinics?

**X. Enforcement**

* Are you aware employees and students are subject to disciplinary action, in accordance with the applicable faculty, staff, or student handbook policy?
* Have you shared with employees or students who indicate compliance is not possible due to medical reasons, the individual should contact the appropriate office to request accommodations on the basis of disability office (Human Resources for employees; Accessibility & Disability Resource Center for students)?
* Have you shared with vendors, visitors, and patients who refuse to comply with this Return Plan are subject to having their access to campus suspended or terminated?
1. Provided, however, that when individuals are in their own enclosed private work space, are at least 6 feet from others, and are not interacting with others, they may remove their masks. [↑](#footnote-ref-1)