



Rangers' Return

Campus Reopening Plan

As we return to campus this fall, we will work together to mitigate the spread of COVID-19 while still allowing classes and student life to be unforgettable experiences. We encourage everyone to take personal responsibility in following the plan's guidelines, as only through a collective, cooperative effort can we help protect our campus and broader community. This plan is fluid and can change quickly. All communications will be sent through email, website updates, signage and social media when a policy is changed. We will continue to monitor the data that Centers for Disease Control, World Health Organization, and state officials provide to make the best decisions for Ranger Nation. Thank you for acting responsibly and working together for our return to campus this fall.

Table of Contents

Health Guidelines	3
Procedures for Positive Case and Contact Tracing	
Students	4-5
Employees	6-7
Cleaning of University Property	8
Travel	8
Academics	
Instruction	9
Communication	9
Syllabus Guidelines	10
Classrooms	10
Study Abroad	11
Academic Resources	11
Campus Life Facilities	
Residence Halls	12
University Dining	13
Student Center	13
J.R. Holder Wellness Center	14
Elevator Usage	14
Campus Events	
Athletics	15
Student Organizations	15
Homecoming	15
Other Resources	16
Campus Cabinet	16
Counseling Services	16
Printing Services	16

Established university policies and procedures will guide our operations except as outlined below.

Health Guidelines for the NWOSU Campus Community

Personal Health Responsibility

The following outlines the requirements for all NWOSU students and employees while on campus. The following is not only to protect your health, but the health of our entire community. Your continued support of these guidelines is appreciated. All guests on-campus are required to adhere to posted signage concerning COVID-19 safety standards.

- Sick employees and students must stay home.
- Self-screening should be performed each morning before arriving on campus. Temperature must be less than 100.4° F/38° C.
- Maintain social distancing guidelines. You are also expected to wear a face covering if working near or encountering others.
- Limit elevators to single occupancy when possible. Use stairs as the primary method of travel between floors when possible.
- If an in-person meeting is conducted, follow the social distancing and face covering requirement. Use video conferencing as an alternative if a person-to-person meeting is not necessary.
- Cover your cough or sneeze and be aware of those around you when doing so. Wash your hands afterwards.
- Hand sanitizing stations are located throughout campus.
- Do not touch your eyes, nose, or mouth with unwashed hands.
- Disinfect all high-touch areas in your home and workplace.

Face Coverings

Face coverings will be required in all classroom settings, as well as in campus buildings. This includes hallways, bathrooms, stairwells, commons areas, etc. The only exception will be that face coverings may be removed in work offices when social distancing can be accomplished. The University will provide one branded, washable face covering to all employees and students. This policy will go into effect Monday, July 27, 2020.

Wearing face coverings has been shown to reduce the spread of COVID-19 to others. **A properly worn face covering includes covering the nose and mouth.** The face covering is not only a protection for you, but also a protection for others near you, to prevent you from unknowingly spreading the COVID-19 virus to others.

As a reminder, face coverings do not replace the need to maintain social distancing, frequent handwashing and rigorous cleaning and disinfecting routines. If a vendor, community member or guest comes on-campus, they must also wear face coverings while on campus.

- You may wear your own clean, well-maintained, and professional face covering from home if you choose.
- You should carry at least two face coverings with you daily to ensure that you have a replacement if one becomes unusable while you are on campus.

Procedures for Positive COVID-19 Case and Contact Tracing

If you feel you have symptoms, or have been exposed to COVID-19, please get tested immediately.

Students

Students will be required to immediately self-report to Calleb Mosburg, Dean of Student Affairs and Enrollment Management (Dean of SAEM), at 580-327-8415, a positive COVID-19 test or contact with an individual who has tested positive.

- Students must self-quarantine if they have been exposed, exhibit signs and/or symptoms, or are diagnosed as a positive COVID-19 case.
- Students will self-report to Calleb Mosburg, Dean of SAEM, at 580-327-8415, immediately after notification of the student by a health care official.
- If a reported case comes from a source other than the student, the Dean of SAEM's office will contact the person identified as having COVID-19.
 - The University will conduct contact tracing, in addition to contact tracing conducted by the Health Department, to identify persons who might be infected due to close contact with the identified case. Close contact standard as per guidance from the CDC is contact with a person within six feet for longer than 15 minutes within a 24-hour period.
 - Names and contact information will be collected and tracked by the Dean of SAEM's office.
- Based on the contact tracing and others identified during the above process, the Dean of SAEM's office will require students to test negative and/or quarantine for the preferred 14-day time period, or receive a release from a medical health professional before returning to class and normal activities on campus. Identified individuals will be required to monitor their health, wear a face covering, practice good hygiene (including washing of hands regularly), social distance, and stay in communication with the Dean of SAEM's office during the quarantine time designated by the Dean of SAEM with guidance from OSDH.
 - Follow-up by the Dean of SAEM's office with each person identified through University contact tracing will occur regularly to help ensure the mitigation of the virus spreading to other members of the campus community.
- The University's strong recommendation will be for students to quarantine at home; however, if quarantine or isolation measures are implemented and the student is not able to go home during the quarantine time, arrangements may be made with a local motel/hotel by the university to provide a place to stay while continuing to take classes via alternative delivery methods.
 - Accommodations for classes will be arranged by the Dean of SAEM/ADA Coordinator and the faculty member teaching the course/s.
- If a student tests positive for COVID-19:

- The student will be required to isolate for 10 days after a positive test.
Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it is safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).
- The student will be allowed to leave isolation and return to the classroom when one of these conditions is met per CDC guidelines:
 - 10 days of isolation is complete
 - the student is without a fever for at least 24 hours without using fever reducing drugs
 - and other symptoms have been improving
- A student may also receive a release from a medical health professional before the 10-day isolation is complete. This situation will require the student to submit the release document to the Dean of SAEM’s office before they can return.
- An email must be sent from the Dean of SAEM’s office to the instructor and student to allow the student back to class in the classroom.

Employees

For questions regarding guidance on leave policies, health benefit questions and insurance questions, call Cheryl Ellis, Human Resources Director (HR), at 580-327-8530. Policy is subject to change as new information becomes available. All parties should work in cooperation with the Oklahoma State Department of Health and their local county health departments.

Employees will be required to immediately self-report to human resources a positive COVID-19 test or contact with an individual who has tested positive and to follow the guidelines set forth in the following procedures.

The following definitions will be applied:

Primary Exposure: is direct contact with a positive Covid-19 individual for 15 minutes or more and within 6 feet. In this case, you would need to contact HR immediately.

Secondary Exposure: is contact with an individual who meets the definition of a primary exposure. You do not need to self-quarantine unless you develop symptoms or if the person identified as a close contact develops COVID-19. In this case, you would need to contact HR immediately.

Quarantine: is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Isolation: is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it is safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).

- Employee is to immediately report a positive COVID-19 test or a primary exposure to an individual with a positive COVID-19 test to their supervisor and to the HR Director.
 - Primary exposure is direct contact with a positive COVID-19 individual for 15 minutes or more and within six feet.
- Employee, if at work, is to immediately close their office and go home:
 - If employee tests positive for COVID-19
 - i. Symptomatic—isolate for 10 days from date of symptoms with the first day of symptoms being day 0.
 - ii. Asymptomatic—isolate for 10 days from date of being tested with date of being tested as day 0
 - iii. May return to work with a Release Letter from the Oklahoma State Department of Health (OSDH).
 - If employee lives with/or has on-going contact with a positive COVID-19 case and is
 - i. Asymptomatic—isolate for 10 days, followed by a 14-day quarantine.
 - ii. Become symptomatic (known as an epi link)— employee is to get a COVID-19 test and isolate for 10 days.

- iii. May return to work with a Release Letter from OSDH.
- o If primary contact exposure
 - i. Employee is to get a COVID-19 test within 5-7 days from the first day of exposure with the first day being day 0.
 - ii. Self-quarantine for 14 days starting from the first day of exposure with the first day being day 0.
 - iii. If test results are negative, employee may return back to work.

If employee receives an Exclusion Letter from OSDH, they are to provide a copy to the HR Director.

- If isolation and/or quarantine measures are implemented and the employee must work from home, arrangements will be made by the HR Director and the employee's immediate supervisor.
 - o If able to telework from home, employee is expected to telework from home.
 - o Any time off will need to be reported as personal leave (sick/annual/comp).
 - o If unable to telework from home, employee will be placed on the FFCRA Paid Leave (80 hours)
 - i. Any additional time off will need to be reported as personal leave (sick/annual/comp).
- Contact tracing will be conducted by the HR Director in conjunction with the OSDH to identify persons who might be infected due to close contact with the identified case.
 - o Based on the contact tracing and others identified during the above process, the HR Director will communicate with each person who is a member of the campus community to request COVID-19 testing and quarantine based on the scenarios listed above.
 - o An employee identified as a secondary exposure can continue to work with the following precautionary measures until 14 day's post initial exposure or symptoms develop.
 - o Identified individuals will be required to
 - i. monitor their health (temperature needs to be less than 100.4 F) If temp is 100.4 or greater, employee will need to retake temp after 15 minutes. If temp continues to be 100.4 or higher, remain home and contact your Primary Care Physician.
 - ii. wear a mask
 - iii. practice good hand hygiene
 - iv. social distance, isolate if possible, keep door to work area closed
 - v. clean work area often throughout the day
 - vi. stay in communication with the HR Director during the allotted time designated by the HR Director
 - o The HR Director will follow-up with each person regularly to help ensure the mitigation of the virus spreading to other members of the campus community.
 - o Names and contact information will be collected and tracked by the HR Director.

Cleaning of University Property

Facilities

- NWOSU custodial staff will work diligently to clean classrooms a minimum of once every day. Students and employees will have access to disinfectant spray bottles to wipe down their area if they so choose. High touch areas, such as doorknobs, hand rails, bathrooms, etc., will be disinfected throughout the day.

Vehicles

- Because vehicles are often returned after hours and checked out before normal work hours, physical plant staff will not always have access to provide additional cleaning. In an effort to provide additional cleaning protocol to university vehicles, each employee using a university vehicle should wipe down the interior upon return to campus.
- Upon return to campus, the employee is asked to wipe down the steering wheel, door handles, seat belts, and any other visible surfaces the driver and/or passengers in the car may have touched. Cleaning supplies will be available at each campus location.

Travel

Using the continuing guidance of the CDC, WHO, and state officials, Northwestern Oklahoma State University's domestic and international travel guidelines are as follows:

- All international travel has been suspended.
- Professional development opportunities should be handled by Zoom and by distance learning, if possible. Out-of-state travel or in-state travel for conferences or professional development must be approved by your supervisor. Final approval is by Vice President for Administration or Executive Vice President. They will take into consideration whether the area is high risk, what activities will take place, and ability to social distance while there.
- Traveling to another campus to teach is discouraged. Request for exceptions will be made through your supervisor and the dean of faculty and could include divisions/departments that have a need to travel (student teaching, chair responsibilities, clinicals, etc). Currently, faculty should teach from the campus they are housed on.
- Staff travel must be approved/disapproved by supervisor and appropriate senior staff member.
- This travel policy could change at any time per COVID-19 restrictions.

Academic Delivery of On-Campus Courses and Support

Instruction

Every effort is being made to maximize in-person, campus-based instruction this fall for all students in face-to-face and ITV courses. Face-to-face/ITV courses in which all enrolled students and employees may be safely present while observing social distancing practices will be taught as scheduled.

- However, alternative course structures may be used for face-to-face/ITV courses in which enrollment numbers do not allow for all students to maintain effective social distancing based on CDC guidelines. These structures will allow faculty to divide students into smaller groups that may safely receive in-person instruction. In all cases, faculty should remain socially distanced from students while teaching. Alternative course structures:
 - Remote—Course content delivered synchronously (live) through a videoconferencing platform such as Zoom. Faculty should recognize that all students may not have equal access to connectivity technology and make arrangements for students to access content asynchronously (i.e., recorded or in print) if necessary. Courses listed as face-to-face/ITV **may not be converted exclusively** to remote courses without administrative approval.
 - Hybrid—Course content delivered through a combination of face-to-face/ITV instruction and online sources.
 - Synchronous hybrid—Course content delivered through a combination of face-to-face/ITV instruction and remote instruction.
- Students in face-to-face/ITV courses using alternative course structures will be scheduled to receive face-to-face/ITV instruction **a minimum of once a week**. Alternative course structures for courses that meet once a week will incorporate regular face-to-face/ITV interaction.
- Regardless of course structure, **course content will be fully covered**. Faculty members may use a combination of methods (e.g., face-to-face/ITV instruction, recorded course lectures and discussions, online assignments, synchronous videoconference meetings, projection to an alternative ITV room, projects) to achieve this aim.
- Laboratory groups that cannot maintain social distancing for pedagogical or safety purposes must wear additional PPE to provide reasonable health safety (e.g., face shields, gloves, surgical masks).
- Courses currently scheduled for online delivery through Blackboard will not be impacted by potential changes to instructional modality.

Communication

Northwestern prides itself on its quality of faculty/student interaction and communication. As a result of changes that may decrease in-person interaction, **clear and sustained communication will be particularly critical** and should be a priority.

- Faculty should communicate—to all students—information about delivery modality and first-day expectations **before the start of the semester**.
- For courses in which alternative course structures are utilized, faculty use of the Blackboard gradebook will be **required**.

Syllabus Guidelines

All course syllabi should adhere to the following guidelines.

- Attendance has typically been defined in face-to-face/ITV courses as seat time. Recognizing that students may be asked to accomplish coursework in a variety of ways and may have attendance issues out of their control (e.g., required quarantine, childcare challenges), the expectation of a minimum of 75% attendance will be modified to include participation wherever possible, with allowances made for contingencies.
- Regardless of the modality in which a student attends class, established expectations for classroom behavior and participation, as stated in the syllabus, will be maintained.
- As always, faculty will work with students needing ADA accommodations to ensure that instruction is tailored to their needs.
- Information about course testing procedures and format should be included in the syllabus.
- Faculty may use a combination of virtual and face-to-face office hours. Office hours (time and modality) should be included in the course syllabus and posted on a faculty member's office door. Effective social distancing practices based on CDC guidelines should be maintained in all office interactions.

As always, a course syllabus may be modified when necessary. Because faculty members and students may be required to adapt to changing conditions and guidelines, the potential for syllabus modifications is higher than usual this year.

Classrooms

- Classroom spaces will be set up and maintained following social distancing guidelines.
- Assigned seating with seating charts will be required in all classes so that effective tracing of positive cases can be enhanced.
- Because social distancing requirements will reduce the capacity of traditional classrooms, using alternative instructional spaces will increase the university's ability to deliver face-to-face courses. Locations not generally utilized as instructional spaces may be used as classrooms this fall (e.g., the Student Center Ballroom, Ranger Room, Percefull Fieldhouse, Herod Hall Auditorium).
- Some classrooms will be assigned to maximize social distancing. Alternative classroom spaces may be utilized for a full semester (i.e., scheduled instruction) or for an occasional need (i.e., test administration, meeting of full course enrollment). Requests for alternative spaces will be coordinated by Debbie Skinner, Administrative Assistant to the Executive Vice President (dgskinner@nwsu.edu, ext. 8407).

Study Abroad

- Due to COVID-19 the Northwestern Oklahoma State University Study Abroad Program is suspended until further notice. The Study Abroad Committee will continue to monitor the situation and will resume coordinating future trips when it becomes safe to travel.

Academic Resources

- Regular hours will be observed for the J.W. Martin Library, Academic Success Center, and Academic Labs.
- Museum of Natural History
 - All employees will wear a face covering and will work in different areas of the museum.
 - No more than eight guests will be allowed in the museum at one time.
 - Small groups and class field trips will be appointment only. Call ext. 8513.
 - Common areas will be wiped down daily and between group tours.

Campus Life Facilities

Residence Halls

- Appropriate social distancing must be used at all times in the residence halls. The CDC recommends maintaining a distance of six feet apart. **Face coverings must be worn in all public spaces inside the facility.** Examples of public spaces inside the residence hall facility will include lobby areas, hallways, game rooms, laundry rooms, and movie rooms. Exceptions will be granted for any private areas (example: bathrooms and/or showers)
- No person-to-person contact. This includes handshaking, high-fiving, and hugging, etc.
- No more than two people in a residence hall room at one time.
- No off-campus guests and/or visitation is permitted. This applies to friends and family members after move-in day. Resident visitation is only permitted in allowed commons areas.
- Exterior doors are to be closed and locked at all times, except when used to enter and exit the building. Do not prop open exterior doors.
- If you feel sick or exhibit the following symptoms, the University's strong recommendation will be for the student to quarantine at home for a minimum of 14 days or until you can provide a negative test result for a COVID-19 test. If you are not able to go home, arrangements will be made by the university to provide a place to stay while continuing to take classes via alternative delivery methods. Costs for off-campus stay may be incurred by the student. Symptoms include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.
- Arrangements for delivered meals will be provided by the housing staff via Chartwells Dining. Delivered meals will be charged to your meal plan accordingly. Any meals requested beyond your meal plan will be billed to your account. Meal cost details will be provided to you if you are required to quarantine.
- Wash your hands for a minimum of 20 seconds regularly. We also encourage residents to clean and disinfect, often, your room and commonly touched surfaces in your suites. Adhering to social distancing and face covering policies will be a key factor to helping prevent any sickness.
- Residents are required to empty their trash in the trash receptacles located outside the buildings. No resident trash may be placed in common area trash cans.

University Dining

Chartwells has implemented a number of new policies and procedures to serve students and guests in the Coronado Cafeteria. Their corporate office has provided in-depth protocol for food preparation and serving. Items impacting NWOSU include the following:

- All employees will wear face coverings and gloves.
- Common areas will be sanitized every 30 minutes.
- Chairs and tables have been removed to allow for six feet social distancing.
- Total guests in the cafeteria at one time will be limited.
- Employees will serve all food to guests with no buffet style options.
- Items such as waffle machine, ice cream machine, and self-serve cereal containers have been removed.
- Silverware is pre-wrapped.
- Common dispensers for condiments and salt/pepper have been removed.
- Design of salad bar has been reconfigured and staff will serve all food.
- Screen guards have been installed in front of each serving station.

Student Center

Commons Area: A number of tables and chairs have been removed allowing for at least six feet distance between tables. Chairs have been removed to limit the number of guests that can sit together at each table.

C-Store: Chartwells and Starbucks have a number of protocols in place for customer safety. Shields have been installed at ordering and payment locations. Self-serve coffee urns have been removed. Spacing of customers will occur within the store. Employees will wear gloves and face coverings when serving customers.

Meeting Rooms: Limits will be placed on the number of guests allowed in all meeting rooms in the Student Center. Set-up options will be altered to allow for social distancing. If catering is requested, Chartwells will follow their internal guidelines on preparing and serving food selections.

Bookstore:

- Offer dorm delivery when students order online and choose in store pick up.
- Continue to utilize the courier for students at Enid, Woodward, and Ponca City locations.
- Clean frequently touched surfaces every 30 minutes within the store.
- Face coverings will be worn by employees at all times
- Queue lines and 6 feet apart spots are in place within the store.
- Textbook selection shelves have been re-arranged within the store. Employees will wear gloves and help each student one-on-one for book orders.
- Personnel will observe if and when the store is close to capacity. When capacity is reached, only a safe number of customers will be allowed in the store while practicing the six feet social distancing rule.

Additional policy has been prepared by Follett for store operations.

Updated January 6, 2020

J.R. Holder Wellness Center

Hours:

6:00 AM – 9:00 PM – Monday through Friday

9:00 AM – 3:00 PM – Saturday

4:00 PM – 8:00 PM – Sunday

Policy:

- All individuals must wear a face covering within the facility to follow NWOSU's policy. The only exception is within the pool, hot tub or saunas.
- No more than 10 people within the pool at one time.
- No more than 3 people within hot tub at one time.
- No more than 3 people within sauna at one time. Must sit in designated areas marked by wellness center staff.
- No more than 50 people on the workout floor at one time **(This includes cardio, resistance machine and free weight areas; this excludes the students attending class within the facility)**
- No more than 8 people within Aerobics and Cardio rooms.
- All equipment must be wiped down before and after use.

Elevator Usage

One person at a time on the elevator. Signs will be posted throughout campus to remind users of this policy.

Campus Events

Events will be reevaluated depending on possible new guidance from the CDC, WHO and state officials. Some events may be subject to a limited audience. All event attendees will be encouraged to adhere to university policy where face coverings and social distancing will take place.

Athletics

- To promote social distancing, the number of spectators at athletic events will be limited. Seating capacities are being determined for each venue that hosts a Ranger athletic event.
- Social distancing in the stands will be reinforced with colored tape and/or signage.
- Cap counts will be regulated with manual thumb-indicator attendance clickers at entry points.
- Ushers will be stationed in stands to assist with social distancing.
- In accordance with [CDC guidance](#) on events:
 - Properly used face coverings shall be used at all indoor athletic events, and encouraged at outdoor athletic events. Face coverings will be required inside Dean Linder press box.
 - Block off rows or sections of seating in order to space people at least six feet apart.
 - Concession stand service at athletic events shall not have buffet-style condiment stations, and will only serve pre-packaged foods and beverages.
 - Signs will be put in place to limit individual restroom occupancy to no greater than three persons at a time.
 - Signs will be put in place to limit elevators to no more than one person at a time at Ranger Field.
 - Physical contact celebrations common to sports shall be discouraged with signage (high-fives, etc.)
 - Fans are encouraged to stay home if they have experienced any symptoms. Staff reserve the right to refund ticket sales and dismiss any individual exhibiting apparent symptoms.
 - Athletics events will follow all additional guidance adopted by the university on events.
 - Dean Linder press box will be limited to media use only.
 - Ticket and concession stand sales shall utilize methods that minimize hand-to-hand contact.
 - There will be no on-field or on-court fan celebrations pre or postgame.

Student Organizations

Student Government Association will work closely with each club and organization for those groups to adhere to social distancing and wearing face coverings while hosting meetings or events. If an organization serves food at an event, food will be served and not buffet-style. Events will be hosted outside or online, if possible.

Homecoming

Homecoming activities are postponed until further notice.

Other Resources

Campus Cabinet Info

- All food requests will be made via online form only until further notice. Orders will be available by appointment only. Contact arcase@nwosu.edu to schedule.
- Form requests can be found at <https://www.nwosu.edu/campus-cabinet/cc-forms>.

Counseling Services

- Students may contact the counseling office at 580-327-8547 or by visiting Ryerson Hall 209.
- An electronic form for students may be found at <https://www.nwosu.edu/forms/request-counseling-appointment>.
- For employees, contact HR Director at 580-327-8530 regarding the Employee Assistance Program.

Printing Services

In order to safeguard against COVID-19 and, in order to implement social distancing in the NWOSU print shop, the following will be implemented:

- All orders are to be sent to printshop@nwosu.edu instead of paper copies being delivered to the office, if at all possible.
- All contact will take place through the customer service window at the print shop, including the picking up of orders and copy requests.
- There will be several socially distanced work areas for employees inside of the office.
- The office will be wiped down between shift changes for student workers.
- The window area will be sanitized between guests.
- Face coverings will be on hand for all employees, if social distancing is not possible.
- Deliveries will be made as requested, using face coverings and delivery spots that are contactless.

The university is engaged in numerous efforts to prevent, mitigate, and respond to the spread of COVID-19 on our campuses. Efforts include increased cleaning, implementation of face covering protocols, social distancing measures, and other recommended mitigation strategies. The university does not require or perform widespread COVID-19 antibody or virus testing of students, employees, or visitors.

Despite the university's best efforts, it is impossible to eliminate the risk of positive cases or an outbreak on our campuses. We cannot guarantee that people present on our campuses will not be exposed to and become infected with COVID-19. The risk of exposure and possible infection is real and present in any community environment where large numbers of people are regularly interacting, including college campuses.