

NORTHEASTERN STATE UNIVERSITY

Employee Return-to-Campus Protocol & Process for Managing Positive COVID Cases

Attention: This document is intended for internal communication only.

“This is a fluid document and is subject to change based on local, State or National conditions or requirements.”

The Return to Campus Task Force reconvened to address the University’s protocol and process for managing identified positive COVID cases for employees, students and visitors. These recommendations are grounded with respect for the individual’s right to privacy and in keeping with HIPAA and FERPA requirements in a public health crisis such as the COVID-19 pandemic. Names of individuals testing positive will not be released. Only the President may approve the release of NSU data containing the numbers of COVID -19 positive cases.

NSU follows the guidance of national health officials in our response to a positive diagnosis on campus. When we receive confirmation of an employee that has received a positive COVID-19 diagnosis, there are important measures that will be promptly taken including contact tracing, communication and facility disinfection.

NSU’s Emergency Management office will track, retain, and report to the health department COVID -19 positive case statistics.

All employees must have a signed COVID Acknowledgments on file in Human Resources.

How You Should Respond to COVID-19

Immediately if you become ill at work:

- If you are not feeling well quickly isolate yourself from others and notify your supervisor. **If you are suffering from COVID-19 symptoms** (those symptoms are fever; cough; shortness of breath; aching; loss of taste; loss of smell; sore throat) please leave the campus for testing.
- Your supervisor will contact **Emergency Management** at: emergency_management@nsuok.edu.
- Emergency Management will notify the employee’s Vice President, as well as departments with a need to know such as Human Resources and Facilities Management.
- Go home and remain quarantined until you are tested, receive test results and/or are cleared to return to work by a healthcare professional. Quarantine includes, staying home from work, activities or even grocery or convenience stores and other events.
- Faculty, should follow the [Course Delivery & Safety Procedures for Fall 2020](#) established by Academic Affairs and work with their Dean and Department Chair.
- Call one of these clinics based upon your campus location for testing:

Broken Arrow Campus contact: Tests (both diagnostic and antibody) are available at no cost. Call ahead to schedule an appointment. Persons with insurance coverage should bring their

insurance card. If uninsured, the clinic has partnerships to help with covering the costs. Blue Cross Blue Shield will cover testing 100%.

**Arkansas Verdigris Valley Health Center 918-486-5564
607 S. Broadway, Coweta, OK 74429**

Muskogee Campus contact: Persons with insurance should bring their insurance card. Blue Cross Blue Shield will cover testing 100%. Uninsured individuals will also be tested at no cost.

**NEO Health Muskogee 918-683-0470
1328 S. York St., Muskogee, OK 74403**

Tahlequah Campus contact: Persons with insurance should bring their insurance card. Blue Cross Blue Shield will cover testing 100%. Uninsured individuals will also be tested at no cost.

**NEO Health Tahlequah- NSU Campus 918-444-2126
529 N. Oak Ave., Tahlequah, OK 74464**

**Cherokee Nation Tribal Clinic – Free of Charge
WW. Hastings 918-458-3100**

Health Provider and Health Department Notifications

- Your health provider will notify you of your test results.
- If results are negative, you should remain home until you are no longer sick and you are fever free for 72 hours.
- If you test positive, your health provider and your county health department will give you further instructions on mandatory isolation, as required by the State of Oklahoma.
- You will be required to provide documentation from a health care provider to your supervisor of your ability to return to work, even if the test is negative.
- Continue to answer daily calls from the health department in order to comply with state regulations and ensure your health and safety and the health and safety of others. Please provide as many details as possible at this time. You may call your health department if you have other concerns.
- The contagious period begins 2 days before symptoms begin, therefore, individuals who test positive will be asked to provide a list of individuals they have been in contact with from the beginning of your contagious period until the time you began isolation.
- Contact is typically defined as spending more than 15 minutes with someone, within 6 feet of that person, during the contagious period.
- You will be frequently contacted by the health department to discuss your symptoms. **They will release you for public contact somewhere between 10 to 14 days if you are exhibiting NO symptoms.**

Immediately if you become ill at home before coming to work or have completed the Pre-shift Questionnaire by answering yes to any of the questions, follow this pre-shift revised notification:

- Notify your supervisor that you are unable to come to work due to illness.
- **If COVID related, supervisor will contact Emergency Management at emergency_management@nsuok.edu.** Emergency Management will notify required departments with a need to know to include your Vice President, Human Resources and Facilities Management.
- Call the clinic in your city or your personal health provider to make an appointment for testing.

An employee testing positive may be eligible to apply for the Emergency Paid Sick Leave or the Extended Family Medical Leave. You may apply for Emergency Paid Sick leave or the Extended Family Medical Leave by [logging into TDX](#) and submitting your application. Additionally, an employee who tests positive and has no accrued leave time available may apply for COVID Leave Share by contacting Human Resources at 918-444-2030.

The health department will lead all contact tracing efforts. NSU will provide assistance when called upon by the health department.

Immediately if you have come in contact with someone outside the workplace that tests positive.

- Notify your supervisor that you have come in contact with someone who tested positive for Covid-19.
- Be aware you may be contacted by a contact tracer from the health department.
- The CDC guidelines state “Do not leave your house or have guests over. Try to self-isolate within your home so that you don’t infect other members of your household. Monitor yourself for symptoms like fever, cough and shortness of breath. If you develop any symptoms, call your healthcare provider for further instruction.”
- Get tested. Contact your healthcare provider to ask about getting tested because of your exposure. Call ahead and wear a cloth face covering when you leave home. If you test negative during your quarantine period, you will still need to complete your full 14-day quarantine before it is safe to go back to work or be around others.
- Stay home and away from others (“self-quarantine”). Avoid contact with others to avoid spreading the infection to others. Do not go to work.
- Monitor your health. Take your temperature with a thermometer two times a day (once in the morning, once at night) and watch for fever. Also, watch for other signs and symptoms of COVID-19 such as cough, shortness of breath, chills, muscle pain, sore throat or new loss of taste or smell.
- How long do you need to stay home? It may take up to 14 days from exposure for you to develop COVID-19. Self-quarantine and monitor your health for 14 days from when you last had contact with the infected person. Talk with your supervisor about the potential to telework while in self-quarantine. If you start experiencing symptoms, inform your supervisor and use personal leave.

Supervisor Responsibilities

- Stay calm. If you remain calm, this will help your employees stay calm also.
- Maintain confidentiality of your employee’s personal health information (PHI). This means

other employees do not need to know who confirmed positive. A representative from the health department will notify individuals who have come in contact with an employee who tested positive.

- Reinforce the need to complete the daily Pre-shift Questionnaires.
- Stress the importance of staying or going home when employees do not feel well or believe they are experiencing symptoms or after exposure to someone who is believed or confirmed to have COVID-19.
- Evaluate the potential of an employee's ability to telework after being confirmed as positive for COVID-19 and obtain approval from appropriate vice president.
- Continue to evaluate office space to ensure social distancing capabilities exist.

Critical University Communications

University Relations will lead campus notification efforts in collaboration with Emergency Management and Human Resources. Communications will not include information regarding the person's identity as that information is more than likely protected either through HIPAA and/or FERPA or other privacy guidelines.

Personal Health Responsibility

- Daily Pre-shift Questionnaire must be completed prior to coming on campus.
- Maintain social distancing guidelines.
- Per CDC guidelines, NSU recommends and will reinforce use of face coverings among students, faculty and staff. Face coverings should be worn as feasible and are most essential in times when physical distancing is difficult.
- Individuals should try not to touch their face covering and should wash their hands frequently. Hand-washing guidelines and protocols are posted in each restroom and breakrooms. If hand washing is not feasible, make use of the hand sanitation stations.
- Cover your cough and/or sneeze with a tissue, then discard, then wash your hands. If a tissue is unavailable, cough or sneeze into your bent elbow.
- Refrain from touching your eyes, nose or mouth with unwashed hands.
- Limit elevators to single occupancy when possible. If not possible, you should wear a mask.
- Use stairs as the primary method of travel between floors when/possible.
- Use video conferencing as an alternate choice to in-person meetings when possible.

Employees who are over the age of 65 and people of any age who have serious underlying medical conditions collectively referred to as "vulnerable individuals" should continue following the Safer-at-Home policies until these policies are lifted by an executive order from the Governor. You will be allowed to continue to have an alternate work plan if requested until the Safer-at-Home requirement is lifted by the Governor. Please have frequent communications with your immediate supervisor to maintain a work plan that includes accountability measures.

Face Coverings

Per CDC guidelines, NSU recommends and will reinforce use of face coverings among students, faculty and staff. Face coverings should be worn as feasible and are **most** essential in times when physical distancing is difficult.

It is important to our employees and students that NSU remains a safe place to work. Wearing a face mask improves the health and safety for everyone.

- The University will have available to all employees and students an NSU-branded face masks prior to the start of the fall semester. These masks are washable and reusable.
- Employees may wear their own clean, well-maintained and *professional* face mask from home instead of the NSU-branded mask if you choose.

Environmental Health Protocols of Personal Working Space

- Remove unnecessary items in your personal work space.
- Disinfect keyboards, office phone, fax machines, printers and copiers in common areas after each use and in your own office daily/weekly.
- Disinfect all high-touch places in your work space daily/weekly.

Cleaning of University Facilities

NSU Facilities Management provides daily cleaning and disinfecting of campus buildings in all common areas. Facilities Management is also focused on high use and higher risk areas for additional disinfecting multiple times per day. Facilities Management has been able to secure an appropriate amount of disinfectant product and cleaning supplies and will continue to monitor and procure additional resources as needed.

Facilities Management has also obtained electrostatic vapor disinfection equipment for applying disinfectant. This equipment will be used in both preventative and treatment applications. In order for the disinfecting vapor to work correctly, it is critical for personal work spaces to be free of unnecessary items and clutter.

In the event of an emergency, Facilities Management has also partnered with on-call cleaning professionals to treat or remediate buildings and/or spaces as necessary.

Facilities Management follows all CDC sanitation guidelines.

University Sponsored Travel

- The moratorium on out-of-state travel for all employees remains in place until further notice is given. According to Executive Order 2020-20, any exception to the travel ban must be approved by the governor. Employees should not make arrangements for any out-of-state travel for university business. If/when the travel restriction is lifted, you will be notified by your vice president.
- Once the out-of-state travel ban is lifted by the governor, any travel requests approved may be revoked at any time by the direct supervisor when the travel is to and from a high-risk state, based upon the published risk within that specific state.

- Additionally, after the out-of-state ban is lifted all employees when traveling out of state will comply with all required quarantine/isolation rules in that state and requirements within the state of Oklahoma.

Employee Personal or Vacation Travel

- Employees planning to travel out of state while on vacation shall obtain preapproval directly from their supervisor by completing the [Absence Request Report](#)
- All employees returning from international travel should quarantine and monitor for COVID symptoms for 14-days.
- All vacation travel requests approved may be revoked at any time by the direct supervisor when the travel is to and from a high-risk state, based upon the published risk within that specific state.
- All employees when traveling out of state for personal or vacation travel must comply with all required quarantine/isolation rules in that state they are traveling to and the requirements within the state of Oklahoma when they return.

Guidance for Planning & Organization of Campus Events

Please follow the [Campus Events guidelines](#) when planning for your next event by completing the [Campus Events Safety Plan form](#).