EXECUTIVE SUMMARY

Our community demonstrates continued courage and creativity throughout this time of uncertainty and transition. Langston University sustains significant measures to address the potential impact of COVID-19 to our campuses. Our dedicated faculty, staff, and students embrace the challenge with grace, flexibility, and innovation as we all adapt to a new way of operating. Our collective response affirms the values at the core of our University; that of unwavering loyalty and a mission to serve. This document outlines our principles and plan for a healthy and safe return to campus over the weeks to follow and into the next academic year.

Langston University resumed significant portions of traditional operations in the fall semester, including flexible and hybrid course offerings and modified on-campus residential housing. Public health authority guidance and the best available data and science will continue to drive the decision-making of University leadership. As a result, this plan and the operations of the University continue to develop and are subject to significant change. The current version of this plan was principally prepared by Langston University’s Executive Policy Group and Emergency Leadership Team, with review and guidance from a variety of University groups and representatives (see Appendix A for more information). All University stakeholders should continue to monitor official University communication channels and the COVID-19 Information and Resource page of our website for updates and the most current guidance.

GUIDING PRINCIPLES FOR THE PLAN

Langston University is committed to the following guiding principles as a part of a healthy, resilient, and safe reopening of our campuses and operations, including:

PROMOTING HEALTHY BEHAVIORS
MAINTAINING HEALTH & SAFETY PROTOCOLS
ENSURING HEALTHY ENVIRONMENTS
SUSTAINING HEALTHY OPERATIONS
CREATING A RESILIENT COMMUNITY

Together and through these principles, we will continue to overcome this challenge and emerge stronger, safer, and more innovative than ever before. All operations will be subject to the principles and guidance outlined in this document.
In general, the more an individual interacts with others, and the longer that interaction, the higher the risk of COVID-19 spread. Langston University will implement and adhere to the following strategies to encourage behaviors that reduce the spread of COVID-19.

**Hand Hygiene:** Faculty, staff, and students should frequently wash their hands with soap and water for at least 20 seconds. When soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used. The University has now deployed over one hundred (100) sanitization stations in every building and floor of the campus.

**Respiratory Etiquette:** Faculty, staff, and students should cover coughs and sneezes with a tissue or use the inside of their elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. When soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.

**Signage and Messages:** In highly visible locations, the Emergency Leadership Team and the Office of Public Relations posted signs that promote everyday protective measures and describe how to stop the spread of germs, including messages (for example, videos) about behaviors that prevent spread of COVID-19 when communicating with faculty, staff, and students.

For more information about healthy behaviors designed to prevent the spread of COVID-19, please visit the Oklahoma State Department of Health or CDC websites.

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**MAINTAINING HEALTH & SAFETY PROTOCOLS**

Langston University establishes and requires the following protocols to live, visit, or work on a University campus.

**Acknowledgement:** As of September 1, 2020, all members of the Langston University community are required to acknowledge receipt, and careful reading, of this Plan. To acknowledge that you have read and understand the plan, visit the form found at the QR Code above.

**Masks and Face Coverings:** Masks and face coverings are required to be worn while present on all Langston University campuses when physical or social distancing is not feasible. These required areas include classrooms, dining facilities, elevators, hallways, restrooms, and stairwells. In all other areas, masks and face coverings are recommended and essential to protecting our community. Cloth masks and face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth masks and face coverings are not surgical masks, respirators, or other medical personal protective equipment. Masks and face coverings should not be placed on -- (a) babies and children younger than 10 years old; (b) anyone who has trouble breathing or is unconscious; and (c) anyone who is incapacitated or otherwise unable to remove the cover without assistance. If employees or students are unable to provide their own cloth mask or face coverings, they should contact the Langston University Emergency Leadership Team at luelt@langston.edu for information regarding available resources.

**Monitoring for Symptoms:** As a member of the Langston community, all faculty, staff, and students are required to monitor their health for potential symptoms of COVID-19. For the vast majority of people who have had the illness, symptoms were mild (like a cold or flu) and they resolved after several days. Flu-like symptoms include fever or chills, cough, shortness of breath, muscle or body aches, new loss of taste or smell, congestion or runny nose, nausea or vomiting, diarrhea, and sore throat. Where necessary and practical, screenings will be required for students and on-campus residents exhibiting potential symptoms of COVID-19. Faculty, staff, and students should stay home when they have tested positive for or are showing symptoms of COVID-19 and should notify the Emergency Leadership Team (ELT) of their condition. Please refer to Criteria for Isolation within the section of the plan on Creating a Resilient Community for additional guidance.
Notification and Steps Following Potential COVID-19 Exposure and Symptoms: The following protocols should be used to report potential COVID-19 exposure and symptoms. The notification process will be the same for all stakeholder groups including students, faculty, staff, and partners. If a member of the Langston University community tests positive for COVID-19, experiences COVID-19 symptoms, or learns of exposure to a person that has tested positive for COVID-19. Please take the steps listed below --

**STEP 1:** Stay at home. Do not report to class or work for fourteen calendar (14) days from the date of exposure or the date you began experiencing symptoms. During the 14 days, monitor your health for fever, cough and shortness of breath. Consult with your primary health care provider as necessary. Avoid public places.

**STEP 2:** Notify the following Langston University personnel within twenty-four (24) hours or as soon as possible --
Employees - Email your immediate supervisor using the following sample subject line: Potential COVID-19 Exposure or Symptoms – Wednesday, July 15 (12:00pm);
Students - Call the Health Clinic at 405-466-3335 or the Dean of Students at 405-466-3205.

**STEP 3:** If you have been in close contact with any Langston University employees or students in the 48 hours prior to the onset of symptoms, make a written list of those contacts and share the list with the ELT via the Notification Form linked above. Close contact is defined as being within approximately 6 feet (2 meters) of a person with confirmed COVID-19 for a prolonged period (more than 15 minutes), or having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on) without wearing personal protective equipment.

**STEP 4:** Make a written list of spaces on Langston University campuses where you (1) spent any time without a face covering or mask, (2) spent more than 15 minutes, even with a face covering or mask, and (3) touched surfaces extensively and repeatedly. Share the list with the ELT via the Notification Form linked the QR Code above.

**STEP 5:** Send the above information to the Langston University Emergency Leadership Team (ELT) by completing the form at the QR Code above:

More information about potential exposure to and symptoms of COVID-19 can be found on the website of the CDC.

**Testing:** At this time, neither the CDC nor state/local guidelines include COVID-19 testing as a required or recommended protocol for returning to school or work. Test results only reflect a brief snapshot in time. As a result, the university will not be conducting universal testing and will only refer individuals to appropriate off-campus providers for testing on a case-by-case basis. The University has created layered strategy which does not rely single points of defense; rather, we employ a multi-layered approach designed to isolate, contain, and mitigate the risk.
ENSURING HEALTHY ENVIRONMENTS

The University has developed and deployed a layered approach to ensuring a healthy environment on all Langston campuses:

Cleaning Products. The cleaning products utilized in Langston University processes meet the appropriate CDC, FDA, EPA, and OSHA criteria, will be used and stored properly and securely, and will be utilized by trained professionals. These products include, but are not limited to: “Ecolab” foam hand sanitizers containing 62% ethyl alcohol, consistent with CDC guidelines and meeting the FDA requirements for healthcare personnel handwash; “Bioesque” disinfectant solution for safe, heavy-duty cleaning, disinfecting, and sanitizing, consistent with and meeting OSHA requirements.

Cleaning Schedule. A schedule for increased, routine cleaning and disinfection, to include frequently touched surfaces (e.g., door handles, light switches, sink handles, drinking fountains, hand railings, bathroom stalls, dining hall tables) within University facilities at least daily, and where feasible, between and during use.

Cleaning Stations. All classrooms on Langston University campuses will be outfitted with “Bioesque” spray bottle containers and industrial wipes. Faculty, staff and students are encouraged to use these products to wipe down shared desks, lab equipment, and other shared objects and surfaces before and after use.

Sanitization Stations. The University has now deployed over one hundred (100) “Ecolab” sanitization stations throughout campus locations, including having stations in every building and floor of the Langston Campus. Note that these stations can take more than one hand motion before the sensor engages and the sanitizer disburses. Should you encounter an empty station, please email the Langston University Emergency Leadership Team at luelt@langston.edu and identify the location of the station.

Communal Spaces: The University will be closing shared spaces such as dining halls, game rooms, and lounges; in limited circumstances where these spaces remain open, the University will stagger use and restrict the number of people allowed in at one time to ensure everyone can stay at least 6 feet apart, and clean and disinfect between use.

Food Service: Sodexo Dining will provide grab-and-go options for all meals provided to students with a meal plan and paying customers. Operations to dining will be modified to maximize physical distancing and support safety precautions related to handling of food. Buffet and self-serve stations will be reduced or temporarily eliminated. The use of disposable food service items (e.g., utensils, containers) will be preferred and increased. When disposable items are not feasible or desirable, all non-disposable food service items will be handled with gloves, washed and sanitized according to industry standards by trained professionals. Individuals will wash their hands after removing their gloves or after directly handling used food service items.

Cleaning
• The removal of food residue, dirt, grease and other undesirable debris
• Requires physical energy (elbow grease), heat and/or chemicals (detergents)
• Only removes dirt from the surface – does not kill all bacteria

Sanitizing
• Designed to reduce the number of microorganisms to a safe level
• Performed after cleaning
• Unclean surfaces will reduce the effectiveness of sanitizing
• All surfaces that come into contact with food must be cleaned and sanitized regularly

Disinfecting
• Eliminates many or all pathogenic microorganisms, except bacterial spores

Cleaning, Sanitization, & Disinfection: The University partners with Sodexo to design and execute all environmental strategies related to cleaning, disinfection, and sanitization. For the purposes of this Plan, Sodexo and the University define and describe these methods as follows:
**Modified Staffing Arrangements for Faculty:** This guidance temporarily modifies the “Faculty Work Hours” section found in the Langston University Faculty Handbook (see Section 5.32 on page 81) during this period of pandemic and is subject to additional modification by the President, Vice President for Academic Affairs and the Emergency Leadership Team. The regular work week for full-time employees remains forty hours divided into five days a week, Monday through Friday, with employees regularly scheduled to work eight hours per day.

While the normal work hours for full-time employees will continue to be 8:00 am to 5:00 pm, the required physical presence on campus will be reduced from 40 hours to 25 hours per week to facilitate staggered staffing or rotation of staff in order to maximize physical distancing within office and classroom locations. These 25 hours are inclusive of instruction time, office hours, and other assigned academic responsibilities.

Whether working from the campus or not, faculty should be accessible and available on work days between 8:00 am and 5:00 pm to respond to supervisor requests, to conference with students, participate in meetings, etc. During work hours, faculty are expected to be responsive within the amount of time (e.g., within 30 minutes, one hour, etc.) and in the manner outlined by the department head and/or dean (e.g., Microsoft Teams, email, or phone). Expanded teleworking for faculty, when appropriate, may be granted by a dean to minimize the density of employees reporting to an office site. For more information about an individual department or School schedule, faculty members should reach out to department chairs and deans.

**Physical Barriers, Guards, and Guides:** The University installed physical barriers, including desk and lectern guards, in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., cash registers or reception desks). In addition, physical guides, including stanchions and signage, will be utilized to ensure that individuals remain at least 6 feet apart in lines and in other high traffic areas.

**Shared Objects:** Sharing of items that are difficult to clean or disinfect is discouraged, including electronic devices, books, pens, and other learning aids. The University will ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., assigning each student their own classroom supplies, lab equipment) or limiting use of supplies and equipment by one group of students at a time and cleaning and disinfecting between use.

**Ventilation:** The University will ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to students, faculty, or staff using the facility.

**Water Systems:** The University will take steps to ensure that all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown. In some areas, drinking fountains may be disabled. Operating drinking fountains will be cleaned and disinfected, but faculty, staff and students are encouraged to bring their own water to minimize use and touching of water fountains.
**SUSTAINING HEALTHY OPERATIONS**

Langston University will be implementing several strategies to maintain healthy operations, including, but not limited to the following operational adjustments.

**Academic Coursework:** The following planned operational modifications apply to all coursework at Langston University during the Fall 2020 Academic Term. In order to provide maximum flexibility to faculty and students, the University offers courses in hybrid, flexible and web modalities consistent with the social distancing modifications and safeguards outlined in this Plan.

**Traditional (TRAD).** Courses will be delivered 100% face-to-face, in person and in a physical classroom by credentialed faculty. Supplemental content may be placed on the learning management system (D2L). These classes are not subject to distance learning fees. Note that there will be no traditional courses offered in the Fall 2020.

**Hybrid (HY).** Courses will combine online (D2L), videoconferencing technology (Zoom, Microsoft Teams, or Adobe Connect), and in-person delivery by credentialed faculty. Face-to-face sessions will consist of small, rotating small groups (usually 10 or fewer) with social distancing. Students enrolling in hybrid courses are expected to be on campus. Instructors will identify the expectations, schedule, and technology required in hybrid courses in the syllabus. These classes are not subject to distance learning fees.

**Flexible (FLEX).** Courses will combine online (D2L) with videoconferencing technology (Zoom, Microsoft Teams, or Adobe Connect) by credentialed faculty. These remote courses can be held synchronously (at scheduled class time) or asynchronously (recorded lecture). Students enrolling in flex courses are not required to be on campus. Instructors will identify the expectations, schedule and technology required in remote courses in the syllabus. These classes are subject to applicable distance learning fees.

**Web (WEB).** Courses will be delivered 100% online (D2L) and taught by credentialed faculty. Faculty must also meet the Faculty Credentials & Course Certification outlined in the Langston University Online Learning Policy. Courses are held asynchronously (recorded lecture). These classes are subject to applicable distance learning fees.

Students should contact their academic coach or faculty advisor for more information about the course modality that best fits their program and situation.

**Access to a Campus:** Any nonessential vendors, visitors, volunteers, and activities involving external groups or organizations are discouraged and require prior authorization and proper documentation. Langston University campuses are open to the public, but by appointment only. Until further notice, the South Gate of the Langston campus remains the only entrance and exit. Requests for access to Langston University campuses and steps to initiate the authorization process may be found by visiting this link [https://forms.office.com/Pages/ResponsePage.aspx?id=HdpKKnGmFmZ6v43Ew4n4Z2EboBvJ4HlpEeVZGDqbiUrrxUNUpLWUJTTFsSkoZTEqzWUhUUlDRFVFBQMC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=HdpKKnGmFmZ6v43Ew4n4Z2EboBvJ4HlpEeVZGDqbiUrrxUNUpLWUJTTFsSkoZTEqzWUhUUlDRFVFBQMC4u).

**Designated COVID-19 Point of Contact:** The University administrators responsible for responding to all COVID-19 concerns serve on the Emergency Leadership Team (ELT) and can be reached by email at luelt@langston.edu. All faculty, staff, and students are free to contact the ELT with questions and concerns. Please allow 48 to 72 hours for a response from the team. The membership of the emergency management and operations groups can be found in this document in Appendix A.

**Events and Gatherings:** In an effort to mitigate risk, large-scale University-sponsored events and gatherings will be transitioned to a virtual format where possible or modified to limit capacity -- fewer than ten (10) individuals -- wherein social distancing will be enforced. If a limited capacity or virtual experience is not conducive to the spirit of the event, the event will be postponed, or suspended as appropriate. In some cases, the University could sanction events over this limited capacity, if the event is planned in accordance with CDC guidelines and receives written authorization from the Emergency Leadership Team (ELT).
Employee Leave and Excused Absence Policies: The University, via Student and Employee Services, has implemented appropriate sick leave policies and practices that enable faculty, staff, and students to stay home or self-isolate when they are sick, have been exposed, or caring for someone who is sick. More information concerning applicable leave may be found here and here, or by contacting Student and Employee Services directly.

Meetings: In-person meetings should be replaced with video or tele-conference calls whenever possible. The use of conference rooms and break areas should be minimized to the extent possible and restricted to fewer than ten (10) individuals at once in accordance with CDC guidelines. Employees are encouraged to periodically telework when possible and with the consent of supervisors, especially employees at higher risk for severe illness from COVID-19.

Modified Fall Session: The University will also observe a modified fall semester to end in-person instruction on Friday, November 20, 2020, before the Thanksgiving holiday. Students will complete the final two weeks of the fall semester remotely in order to not return to any campus following Thanksgiving 2020 and minimize the risk of an outbreak following a time of increased travel.

Notification Health Officials and Close Contacts: In accordance with applicable federal, state and local laws and regulations, Langston University will notify local health officials and directly impacted faculty, staff, and students immediately of any case of COVID-19, while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA) regulations, FERPA or and other applicable laws. In addition, University Health Services and the Emergency Leadership Team will inform those who have had close contact with a person diagnosed with COVID-19 to stay home or in their living quarters and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

Regulatory Awareness: The Emergency Leadership Team will be aware of and monitoring federal, state and local regulatory agency policies related to group gatherings to determine if, when, and how University events can be held and if any operational modifications are warranted.

Student Attendance Policy: The existing University Attendance Policy will remain in place. Students are expected to follow Langston University’s attendance policy and notify instructors of individual course absences, in advance if possible. Course syllabi should include additional information regarding class absences and make-up work. Depending on the delivery modality of the class, attendance may be defined more broadly than physical presence. In other words, an absence may include failure to join scheduled synchronous class sessions; failure to participate in remote class activities, whether synchronous or asynchronous; failure to log on to D2L, or failure to meet deadlines for submission of assignments. COVID-19 related absences will be excused. The student should contact the instructor and/or Mrs. Cynthia Buckley (ADA officer) at cynthia.buckley@langston.edu for assistance.

Travel and Transit: As of the release date of this Plan, Langston University has placed a temporary freeze on all domestic and international travel for University business or academic purposes, including but not limited to study abroad, internships, to perform academic work for credit, service, conferences or presentations, teaching or training, performances, recruiting, or athletic competitions. Travel required for research and grant activity will be reviewed and approved on a case-by-case basis. Travel of any kind will be prohibited to “hot spots”, that is, locations with extremely high case counts of COVID-19. Authorization for all potential travel and participation in virtual conference opportunities with an associated cost will be administered through the Travel Authorization Form available from Fiscal and Administrative Affairs. For potential exceptions to this guidance, employees should consult with their supervisor. Any exceptions to this guidance will require the approval of the Office of the President and the Emergency Leadership Team.

Visitors, including Vendors and Volunteers: Any nonessential vendors, visitors, volunteers, and activities involving external groups or organizations are discouraged and require prior authorization and proper documentation. Requests for access to campuses and initiating the authorization process may be found by reviewing the Access to a Campus section above or by visiting the COVID-19 Information and Resource page.
COVID-19 is a new disease. Currently there are limited data and information about the impact of underlying medical conditions and whether they increase the risk for severe illness from COVID-19. Based on what we know at this time, people with certain conditions might be at an increased risk for severe illness from COVID-19. A list of those conditions may be found here.

Accommodations and protections will be available throughout the ongoing pandemic for all faculty and staff, including and especially for employees identifying with the categories and conditions listed above. Accommodations might include extended telework, relocation of a workstation, rotating shifts, and/or staggered hours. Extended teleworking may only be granted for those who can perform their job functions remotely. Supervisors will have discretion to be flexible on finalizing accommodation requests. Supervisors will have discretion to make decisions concerning staffing levels.

If an employee believes that extended telework is the only reasonable option to create the necessary accommodations and protections for one of the categories or conditions listed above, the employee must advise their supervisor of their intent to utilize the COVID-19 Medical Accommodation Guidance Form and Process found in Appendix C. Upon supervisor notification, the formal and official requests for medical accommodations for the Fall 2020 semester should be submitted via email Cynthia Buckley, Assistant Vice President for Student and Employee Services, at cynthia.buckley@langston.edu.

Accommodations and Protections for Students at Higher Risk for Severe Illness: All students are at risk for getting COVID-19 if they are exposed to the virus. Some students are more likely than others to become severely ill, which means that they may require hospitalization and intensive care. Students of any age with certain underlying medical conditions are at increased risk for severe illness from COVID-19:

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes mellitus
- Type 2 diabetes mellitus

COVID-19 is a new disease. Currently there are limited data and information about the impact of underlying medical conditions and whether they increase the risk for severe illness from COVID-19. Based on what we know at this time, students with certain conditions might be at an increased risk for severe illness from COVID-19. A list of those conditions may be found here.

The risk for severe illness from COVID-19 also increases with age, with older adults at highest risk. As students get older, the risk for severe illness from COVID-19 increases.
Accommodations and protections will be available throughout the ongoing pandemic for all students, including and especially for students identifying with the categories and conditions listed above. Accommodations might include hybrid or flexible course modalities or modified housing arrangements. All requests for accommodations for the Fall 2020 semester must be submitted via email Cynthia Buckley, Assistant Vice President for Student and Employee Services, at cynthia.buckley@langston.edu.

Criteria for Isolation: Faculty, staff and students must follow CDC guidance and self-isolate if they are experiencing COVID-19 symptoms or have tested positive for COVID-19. Self-isolation may require staying at home. Individuals who are sick should visit a healthcare facility, depending on how severe their symptoms are, and follow CDC Guidance for caring for oneself and others who are sick. Sick faculty, staff, or students should not return to in-person classes, campus facilities, or end isolation until they have met CDC’s criteria to discontinue home isolation.

Criteria for Quarantine: Faculty, staff and students must follow CDC guidance and self-quarantine if they have been exposed to, and in close contact with, a person with a confirmed case of COVID-19. Close contact is defined as being within approximately 6 feet (2 meters) of a person with confirmed COVID-19 for a prolonged period (more than 15 minutes), or having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on) without wearing personal protective equipment.

Designated Isolation or Quarantine Areas: The University identified isolation rooms and areas (within on-campus housing) to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. University Health Services will use guidelines outlined by the CDC when caring for those who are sick.

Ending Isolation or Quarantine: The University requires that employees and students follow all applicable CDC guidelines for ending isolation or quarantine, including completion of the full 14-day time period. In accordance with applicable CDC guidelines, testing is not currently recommended in order to leave isolation or end quarantine. As such, the University will not require testing before personnel or students can be around others within the community. Depending upon the circumstances, personnel and students may be required to submit appropriate medical release documentation upon returning to work or class.

Impacted Area Cleaning and Decontamination: The University will close off areas used by a sick person and not use these areas until after cleaning and disinfecting. Sodexo facilities teams will wait at least 24 hours before cleaning and disinfecting the impacted areas. If 24 hours is not feasible, Sodexo facilities will wait as long as possible before cleaning the area. Sodexo facilities teams will ensure the safe and correct use and storage of cleaning and disinfection products.

Support Coping and Counseling: Employees and students are encouraged to take breaks from watching, reading, or listening to news stories, including social media if they are feeling overwhelmed or distressed. Employees and students are encouraged to eat healthy, exercise, get sleep and find time to unwind. Students should consult with University Counseling and Health Services for more information and resources available to them.

Transportation: The University will work with local emergency teams to establish procedures for safely transporting Langston University residents who are sick to their home or to a healthcare facility. If calling an ambulance or bringing someone to the hospital, the ELT will try to call first to alert them that the person may have COVID-19.
PROTECT THE PRIDE

CONCLUSION

All questions and inquiries related to the above principles and plan should be directed to the Langston University Emergency Leadership Team at luelt@langston.edu. Updates to this plan and the operations of the University can be found at Langston’s COVID-19 Information and Resource page found here.

As a reminder, all members of the Langston University community are required to acknowledge receipt, and a careful reading, of this Plan. To acknowledge that you have read and understand the plan, visit the form found at the QR Code in the above right hand corner.

Langston University cares for its pride -- our students, faculty, staff, alumni, and friends all around the world that make up the Langston family. Lions everywhere are caring for our loved ones, our communities, and for the world as we navigate these unprecedented circumstances together.

APPENDIX A

EMERGENCY MANAGEMENT AND OPERATIONS
LANGSTON UNIVERSITY

Executive Policy Group (EPG)
Dr. Kent J. Smith Jr., President
Mr. Joshua Busby, Dean of Students
Mr. Mario Holland, Chief of Police
Dr. Ruth Ray Jackson, Vice President, Academic Affairs
Mrs. Theresa Powell, Chief of Staff
Dr. Joshua Snively, Dean, School of Business

Emergency Leadership Team (ELT)
All Members of the EPG Listed Above, as well as the following representatives:
Dr. Dytisha Davis, Executive Director, LU-Tulsa
Dr. Carolyn Eastlin, Assistant Dean of Students
Mrs. Mautra Jones, Vice President, Institutional Advancement & External Affairs
Mr. William Morris, Director of Sodexo Facilities
Ms. Donnita Rogers, Director of Athletics
Ms. Alicia Sumlin, Coordinator of Fiscal Affairs

The ELT Advisory Group
Dr. Eartha Collier, Director of Counseling & Health Services
Mrs. Karlon James, Comptroller
Mr. Pritchard Moncriffe, Chief Information Officer
Mr. Lenard Smith, Network Administrator
Dr. Abe Soltani, Director of CTI
Dr. Wesley Whittaker, Dean, School of Agriculture & Applied Sciences
Dr. Teresa Hunter, Dean, School of Nursing & Health Professions
Dr. Elicia Pollard, Dean, School of Physical Therapy
Dr. Lynne Simpson, Dean, University Libraries
Dr. Emily Patterson Harris, Dean, School of Education & Behavioral Sciences
Dr. Alonzo Peterson, Dean, School of Arts & Sciences
Dr. Jason Johnson, Assistant VP for Student Success
Dr. Sheilynda Stewart, Associate VP, Assessment & Accreditation
Ms. Del Kirkpatrick, University Registrar
Dr. Edward Maniybe, Faculty Senate Chair
Dr. Mick Howard, Faculty Senator
Mrs. Sheila McGill, Executive Director, Enrollment Management
Mr. Kavaris Sims, Assistant Dean of Students
Mrs. Cynthia Buckley, Associate Vice President
Ms. Teneisha McKinney, Assistant Director of Athletics
Mr. Patrick Hurd, Sodexo Dining
Mr. Michael Klaers, Sodexo Dining
Mr. Jay Wakefield, Sodexo Facilities
Mr. Manny Kpogeh, Sodexo Facilities
Mr. Darryl Hughes, Sodexo Facilities
Note: All employees should continue pre-existing teleworking arrangements as coordinated and directed by supervisors until their designated date for return. Approved access to return to campus does not mandate an employee’s return to campus. Employees should consult with supervisors and discuss a number of factors including personal and family health situation, current viability of teleworking, and the needs of the department and students.
COVID-19 MEDICAL ACCOMMODATION GUIDANCE FORM
LANGSTON UNIVERSITY

All requests for medical accommodations related to COVID-19 for the Fall 2020 semester must be submitted via email to Cynthia Buckley, Assistant Vice President for Student and Employee Services. All requests must contain information from the following three categories:

Employee Information:
- Name of [employee who is requesting to continue working remotely]
- Name of immediate supervisor
- Name of department head

Faculty members must provide the name and course number of each class they are scheduled to teach. If this is unavailable, please provide information related to the curriculum generally taught by the individual and a rationale for why the name and course number is unavailable at this time.

Identify at least one required COVID-19 higher risk category for which you may qualify:
- Older adult with an underlying medical condition that may be severely impacted by COVID-19. Must be accompanied by documentation from a physician.
- The employee has an underlying medical condition that may be severely impacted by COVID-19. Must be accompanied by documentation from a physician.
- The employee has an immediate family member (father, mother, sister, brother, son, daughter, husband, wife, grandfather, grandmother, grandchild, aunt, uncle or corresponding in-law relations), a person who regularly resides in the employee’s home, or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she were quarantined or self-quarantined, who has an underlying medical condition that may be severely impacted by COVID-19. Must be accompanied by documentation from a physician.

Medical Documentation:
- Attach medical documentation on the letterhead of your physician or the physician of your immediate family member, person who regularly resides in your home, or the similar person with whom you have a relationship confirming that you or the individual is in a vulnerable category as defined by the Center for Disease Control (CDC) requiring you to work remotely for the 2020 Fall semester. The letter must include the physician’s name, signature, and credentials. No extensive medical information is needed.


Revised 7/15/2020