EXE CU TIVE SUM M A RY

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 on 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 university community.

Public health authority guidance and the best available data and science will continue to drive the decision-making of our COVID-19 response. 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 healthy, resilient, and safe campus 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 combined with best practices as prescribed by public health authorities.
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 deployed sanitization stations throughout buildings across our campuses. Sanitization stations are supplemented with hand sanitizer bottles available in classrooms and administrative offices. Additional sanitizer is available upon request to the Emergency Leadership Team (ELT).

**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.

---

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

**Acknowledgement:** 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 this QR Code.

**Masks and Face Coverings:** Masks and face coverings are expected to be worn while indoors on all Langston University campuses when physical or social distancing is not feasible. 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 close contact 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 any campus location for class or work for at least five (5) calendar days from the date of exposure or the date you began experiencing symptoms. During the 5 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 – [Your Name] (date);
- 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 3 feet (1 meter) 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 above.

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

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

**Testing:** Langston University has created a COVID-19 strategy which does not rely on single points of defense or testing; rather, we employ a multi-layered approach designed to isolate, contain, and mitigate the risks of COVID-19. While the CDC and OSDH do not currently require universal COVID-19 testing protocols for returning to school or work, the University employs case-by-case testing protocols and populations testing for a surveillance-based approach. Langston University offers, and in some circumstances require, the following:

- Optional On-Site Testing for University Employees and Students
- Required Pre-Arrival Testing for Returning to Campus Housing
- Routine testing of members of groups where surveillance testing is required or recommended by an external entity such as a licensing body or intercollegiate athletic conference
- Prioritized Testing for individuals receiving a vaccination, symptomatic individuals, or individuals identified as close contacts through the contact tracing process.

All individuals seeking a COVID-19 test will be required to wear a mask, as the test site is considered a patient-facing environment where masks may be required in accordance with Oklahoma Law (EO 2021-16 and 70 O.S. 1210.180).
**ENSURING HEALTHY ENVIRONMENTS**

Langston University will be implementing several strategies to maintain healthy environments in classrooms, laboratories, and offices.

**Cleaning, Sanitization, & Disinfection:** The University partners with our Facilities Management partner, HES Facilities, to design and execute all environmental strategies related to cleaning, disinfection, and sanitization. For the purposes of this Plan, HES and the University define and describe these methods as follows --

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 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: foam hand sanitizers containing 62% ethyl alcohol, consistent with CDC guidelines and meeting the FDA requirements for healthcare personnel handwash; 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, 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 disinfectant 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 deployed 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:** Where appropriate, indoor communal spaces have been reopened on all Langston University campuses. The wearing of masks and face coverings is expected. Social distancing of at least 6 feet apart is highly encouraged. Spaces are cleaned and disinfected between use.
ENSURING HEALTHY ENVIRONMENTS (Continued)

Food Service: Aladdin 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 as needed to maximize physical distancing and support safety precautions related to handling of food. Buffet and self-serve stations will be reduced or temporarily eliminated according to the campus operational posture (See Appendix E for more information). 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.

Modified Class and Office Layouts: If the number of active cases on campus necessitates the need for increased social distancing, the University may modify classroom and office layouts, including:
- Desks and seating will be at least 3 feet apart where feasible. For lecture halls or areas where seats cannot be removed, areas will be marked or taped off to ensure sufficient spacing and distance;
- Smaller classes will be hosted in larger rooms where feasible;
- Hybrid and Flexible learning, with synchronous live-streaming and asynchronous recording, may be offered to help reduce the number of in-person attendees.

Modified Staffing Arrangements for Faculty: A temporary modification to the “Faculty Work Hours” section found in the Langston University Faculty Handbook (see Section 5.32 on page 81) may be enacted by the President, Vice President for Academic Affairs, and the Emergency Leadership Team during this period of pandemic and is subject to additional modification. 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 workdays 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.

Modified Staffing Arrangements for Staff: The President and the Emergency Leadership Team may enact a temporary modification to the workday schedule during this period of pandemic. Employees on campuses may be assigned staggered staffing or rotation of staff in order to maximize physical distancing within office locations. Continued or periodic teleworking for employees, when appropriate, may also be granted by a supervisor to minimize the density of employees reporting to an office site. 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. Whether working from the campus or not, faculty should be accessible and available on workdays between 8:00 am and 5:00 pm to respond to supervisor requests, participate in meetings, etc. For more information about an individual department or division schedule, employees should reach out to their supervisor.

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 3 feet apart (e.g., cash registers or reception desks). In addition, physical guides, including stanchions and signage, may be utilized to ensure that individuals remain at least 3 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.

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 faucets.
SUSTAINING HEALTHY OPERATIONS

Langston University may implement several strategies to maintain healthy operations, including, but not limited to the following operational adjustments.

**Academic Coursework Delivery Modality:** The delivery modality for coursework at Langston University may be modified at any point in the semester if deemed necessary by the President, the Emergency Leadership Team, and academic deans. To ensure safety and provide maximum flexibility of faculty and students, the University may shift from traditional, face-to-face courses to hybrid, flexible and/or web modalities. Descriptions of each delivery modality are provided in Appendix D.

**Access to a Campus:** Langston University campuses are open to the public, but by may shift to appointment only if it becomes necessary to reduce the number of people on the campus. If campus access needs to be restricted, the South Gate of the Langston campus will be the only entrance and exit.

**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:** As needed and to mitigate risk, large-scale University-sponsored events and gatherings may be transitioned to a virtual format where possible or modified to limit capacity 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 by contacting Student and Employee Services directly.

**Meetings:** In-person meetings should be replaced with video or teleconference calls whenever possible. The use of conference rooms and break areas should be minimized to the extent possible.

**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 Canvas, or failure to meet deadlines for submission of assignments. COVID-19 related absences will be excused by the Office of Academic Affairs following appropriate notification to the ELT via the Notification Form. The student should contact the instructor and/or Mrs. Cynthia Buckley (ADA officer) at cynthia.buckley@langston.edu for assistance.

**Travel and Transit:** Langston University may invoke a temporary freeze on domestic and/or 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 as reported by public health authorities. 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 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.
CREATING A RESILIENT COMMUNITY

Langston University implemented the following strategies to prepare for and respond to members of the community that are directly impacted by COVID-19.

**Guidance for Employees Concerning Absences:** Langston University has leave policies in place that encourage faculty and staff to stay home when they are sick, when household members are sick, or when they are required by a health care provider to isolate or quarantine themselves or a member of their family.

COVID-19 is an evolving disease. Based on what we know, people with certain conditions might be at an increased risk of severe illness from COVID-19. A list of those conditions may be found here.

Modifications will be available throughout the ongoing pandemic for all eligible faculty and staff, including and especially for employees identifying with the categories and conditions listed above and in accordance with ADA guidelines. Potential modifications Accommodations might include extended telework, use of accrued leave or leave without pay, 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 the discretion to be flexible on finalizing accommodation requests. Supervisors will have the 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 Spring 2022 semester should be submitted via email Cynthia Buckley, Assistant Vice President for Student and Employee Services, at cynthia.buckley@langston.edu.

**Guidance for Students Concerning Absences:** Langston University has an attendance policy in place which encourages students to stay home when they are sick, when household members are sick, or when they are required by a health care provider to isolate or quarantine themselves or a member of their family.

COVID-19 is an evolving disease. Based on what we know, 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 the highest risk. As students get older, the risk for severe illness from COVID-19 increases.

Modifications will be available throughout the ongoing pandemic for all students, including and especially for students identifying with the categories and conditions listed above. Modifications might include hybrid or flexible course modalities or modified housing arrangements. All requests for accommodations for the Spring 2022 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 3 feet (1 meter) 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: Isolation and quarantine space on our residential campus is limited. Students are encouraged to isolate off-campus whenever possible. Contingent upon availability, the University may identify isolation rooms and areas (within on-campus housing) to separate anyone who has COVID-19 symptoms or tests positive. 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. In accordance with applicable CDC guidelines, testing is not currently required 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. Langston University health clinic staff will conduct screenings via phone at the conclusion of isolation to confirm release. 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. HES facilities teams will wait at least 24 hours before entering, cleaning and disinfecting the impacted areas. If 24 hours is not feasible, HES facilities will wait as long as possible before cleaning the area. HES 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 healthily, 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.
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 using this QR Code:

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.
As of August 3, 2020, all employees have returned to work at their on-campus location. The table below reflects the phased return-to-work timeline followed by Langston University.

<table>
<thead>
<tr>
<th>MONDAY, JUNE 1, 2020</th>
<th>MONDAY, JULY 6, 2020</th>
<th>MONDAY, JULY 20, 2020</th>
<th>MONDAY, AUGUST 3, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Other personnel</td>
<td>Department Chairs</td>
<td>All Employees,</td>
</tr>
<tr>
<td>Vice Presidents</td>
<td>designated by</td>
<td>Directors</td>
<td>including student</td>
</tr>
<tr>
<td>Associate Vice</td>
<td>supervisors and</td>
<td>Registrar</td>
<td>payroll and Federal</td>
</tr>
<tr>
<td>Presidents</td>
<td>approved by the ELT</td>
<td>Resident Assistants</td>
<td>Work Study (FWS)</td>
</tr>
<tr>
<td>Assistant Vice</td>
<td></td>
<td></td>
<td>student employees.</td>
</tr>
<tr>
<td>Presidents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deans</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate and</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Deans</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Directors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resident Directors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comptroller</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief Information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Officer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counseling and</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Clinic Staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dining Staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities Staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Scientists</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>and Farm Operators</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enrollment Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>and Admissions Staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other personnel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>designated by</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>supervisors and</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>approved by the ELT</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Mandatory telework may be invoked by the President, Vice President for Academic Affairs, and/or the Emergency Leadership Team when circumstances require. 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. Refer to Appendix E for more information on operational postures.
APPENDIX C

COVID-19 MEDICAL ACCOMMODATION GUIDANCE FORM
LANGSTON UNIVERSITY

All requests for an ADA accommodation related to COVID-19 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:

1. Employee Information --
   - Name of [employee who is requesting accommodation]
   - 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.

2. Identify at least one required COVID-19 higher risk category for which you may qualify --
   - Older adult with an underlying medical condition which 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.
   - Medical Documentation --
     - Attach medical documentation on the letterhead of your physician confirming that you are in a vulnerable category as defined by the Center for Disease Control (CDC) and the requested accommodation. The letter must include the physician’s name, signature, and credentials. No extensive medical information is needed.

Additional information is available at https://www.cdc.gov/coronavirus/2019-ncov/index.html
Revised 1/1/2022

APPENDIX D

ACADEMIC COURSEWORK DELIVERY MODALITIES

To provide maximum safety and flexibility to faculty and students, Langston University may shift the delivery modality of courses from traditional face-to-face courses to hybrid, flexible and/or web modalities. Each modality is defined below.

**Traditional**
Course Location: Campus Classroom
Course Time: Scheduled Day/Time (synchronous).
Delivery Method: 100% Face-to-Face with supplemental content placed on the learning management system (Canvas).
Distance Learning Fees: No
Instructors and students meet on campus at scheduled days and times.

**Hybrid**
Course Location: Campus Classroom and Virtual Instruction
Course Time: Scheduled Day/Time and Synchronous and/or Asynchronous Virtual Instruction Delivery Method: Combination of Required Face-to-Face and Videoconferencing (Zoom or Microsoft Teams) with supplemental content placed on the learning management system (Canvas)
Distance Learning Fees: No
Instructors and a limited number of rotating students meet on campus on assigned days of scheduled days and times (Central Time Zone) while the other portion of the course is delivered virtually. The latter may be with videoconferencing or online.

**Flex**
Course Location: Campus Classroom and Virtual Instruction OR 100% Virtual Instruction with Approved Accommodation
Course Time: Scheduled Day/Time and Synchronous Virtual Instruction
Delivery Method: Combination of Face-to-Face and Videoconferencing (Zoom or Microsoft Teams) with supplemental content placed on the learning management system (Canvas)
Distance Learning Fees: No
Instructors and students meet in a classroom or via videoconferencing technology on scheduled days and times (Central Time Zone). Instructors are encouraged to meet a limited number of rotating students in the campus classroom.

**Web**
Course Location: Virtual Instruction
Course Time: No Scheduled Day/Time
Delivery Method: Asynchronous Web Instruction with all content placed on Canvas.
Distance Learning Fees: Yes
Students may access available course content online at any time, but assignments have specific deadlines.

Revised 12/02/2020
Langston University has outlined four (4) defined levels for campus operational postures as guidance throughout the pandemic. Each level and campus operational posture is included in the table below.

<table>
<thead>
<tr>
<th>CAMPUS DESIGNATION</th>
<th>DESCRIPTION OF CAMPUS LEVEL AND OPERATIONAL POSTURE</th>
<th>DECISION THRESHOLDS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LEVEL 1</strong></td>
<td><strong>Coursework:</strong> Traditional Instruction</td>
<td><strong>Level of Disease:</strong> Endemic (or Community Baseline Level)</td>
</tr>
<tr>
<td></td>
<td><strong>Events:</strong> Campus Events with No Restrictions</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Housing:</strong> Regular Occupancy &amp; Operations</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Operations:</strong> Regular Access and Operations</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Research:</strong> All Research Activities</td>
<td></td>
</tr>
<tr>
<td><strong>LEVEL 2</strong></td>
<td><strong>Coursework:</strong> Flex, Hybrid, and Web Instruction with Enhanced Protocols &amp; Safeguards</td>
<td><strong>Level of Disease:</strong> Epidemic or Pandemic AND Langston University Case Level: Active cases between 0% to 3% of a campus/site location</td>
</tr>
<tr>
<td></td>
<td><strong>Events:</strong> Campus Events &amp; Meetings up to 10 persons with Enhanced Protocols &amp; Safeguards</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Housing:</strong> Regular Occupancy with Enhanced Protocols &amp; Safeguards, and with Single Occupancy in a Traditional Dorm Room</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Operations:</strong> Reduced Access and Hybrid Operations with Enhanced Protocols &amp; Safeguards</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Research:</strong> All Research Activities with Enhanced Protocols &amp; Safeguards</td>
<td></td>
</tr>
<tr>
<td><strong>LEVEL 3</strong></td>
<td><strong>Coursework:</strong> Remote and Web (Online) Instruction Only</td>
<td><strong>Level of Disease:</strong> Epidemic or Pandemic AND Langston University Case Level: Active cases between 3% to 5% of a campus/site location</td>
</tr>
<tr>
<td></td>
<td><strong>Events:</strong> No In-Person Events or Meetings</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Housing:</strong> Regular Occupancy with Enhanced Protocols &amp; Safeguards, and with Single Occupancy in a Traditional Dorm Room</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Operations:</strong> Restricted Access and Significant Telework</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Research:</strong> All Research Activities with Enhanced Protocols &amp; Safeguards</td>
<td></td>
</tr>
<tr>
<td><strong>LEVEL 4</strong></td>
<td><strong>Coursework:</strong> Remote and Web (Online) Instruction Only</td>
<td><strong>Level of Disease:</strong> Pandemic AND Langston University Case Level: Active cases exceed 5% of a campus/site location OR City/County Case Level: Safer-at-Home Order(s) Issued in Logan, Oklahoma, Tulsa, or Carter Counties OR State Case Level: Oklahoma Safer-at-Home Order Issued</td>
</tr>
<tr>
<td></td>
<td><strong>Events:</strong> No In-Person Events or Meetings</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Housing:</strong> Emergency Occupancy Only with Strict Protocols &amp; Safeguards</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Operations:</strong> Restricted Access and Mandatory Telework with Authorized and Limited Exceptions</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Research:</strong> Restricted Research Activities with Authorized and Limited Exceptions</td>
<td></td>
</tr>
</tbody>
</table>