



**The Plan for a Healthy and Safe Return to Langston University
Guidance and Principles for Our Community
June 1, 2020**

EXECUTIVE SUMMARY

Our community demonstrates continued courage and creativity throughout a 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. As a result of developments in the data and science surrounding COVID-19, additional and ongoing adjustments to Langston University efforts and operations are necessary. This document will outline our principles and plan for a healthy and safe return to campus over the weeks to follow and into the next academic year.

The current version of this document and plan were principally prepared by Langston University's Executive Policy Group and Emergency Leadership Team, with review and guidance from University stakeholder groups that included our Administrative Council, Deans, Division and Department Heads, Faculty Senate Representatives, and Executive Directors. The gradual and phased reopening of Langston University begins Monday, June 1, 2020 with certain designated team members and will continue throughout the summer in measured increments that will allow continuous monitoring and reassessment of the most current health situation.¹

All summer courses will be conducted via online delivery methods and begin Monday, June 1, 2020. No new or additional summer housing accommodations will be granted as the University continues its operational preparations for the fall semester. Langston University plans to resume traditional operations in the fall semester, including face-to-face course offerings and on-campus residential housing, but subject to the principles and initial guidance outlined in this document. As has been the case throughout this unprecedented pandemic and process, 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 will continue to develop throughout the summer and into the fall and is subject to significant and immediate change. 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.

¹ For the full and detailed timeline, see Appendix A on page 9).

GUIDING PRINCIPLES FOR THE PLAN

Langston University is committed to the following guiding principles as a part of healthy, resilient, and safe reopening of our campuses and operations, including: (1) Promoting Healthy Behaviors; (2) Maintaining Health & Safety Protocols; (3) Ensuring Healthy Environments; (4) Sustaining Healthy Operations; and (5) 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.

PROMOTING HEALTHY BEHAVIORS

In general, the more an individual interacts with others, and the longer that interaction, the higher the risk of COVID-19 spread. COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as handwashing, staying home when sick) and environmental prevention practices (such as cleaning and disinfection) are important principles that are covered in this document. 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.

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: The Office of Public Relations will post signs in highly visible locations 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.

Supplies: Langston University will support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer containing at least 60% alcohol, paper towels, tissues, disinfectant wipes, and cloth face coverings (if needed).

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 (links).

MAINTAINING HEALTH & SAFETY PROTOCOLS

Langston University establishes and requires the following protocols upon the return of an employee or student to a University campus.

Face Coverings: Face coverings should be worn as feasible and are most essential in times when physical distancing is difficult such as elevators, stairwells, restrooms, hallways, and break rooms. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.² If employees are unable to provide their own cloth face mask coverings, they should contact the Langston University Emergency Leadership Team at luel@langston.edu for information regarding available resources.

Protections for Faculty and Staff at Higher Risk for Severe Illness from COVID-19: Options and protections for faculty and staff at higher risk for severe illness (including older adults and people of all ages with certain underlying medical conditions) that wish to limit their exposure risk are available by consulting supervisors and Student and Employees Services.

Protections for Students at Higher Risk for Severe Illness from COVID-19: Options and protections for students at higher risk for severe illness that limit their exposure risk (e.g. virtual learning opportunities) are available by consulting with Student and Employees Services.

Self-Screening Requirements: A health questionnaire will be required for employees returning to campus, and on a periodic basis, and will be administered through the health clinic. Telehealth screenings will continue for students and on-campus residents through the summer months and the process will be assessed for continued use into the fall semester.

Staying Home or Self-Isolating when Appropriate: Before returning to campus, faculty, staff and students who have been sick with COVID-19 symptoms, have tested positive for COVID-19, or have been potentially exposed to someone with COVID-19 must follow CDC guidance and self-isolate or stay home. 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.

Temperature Screenings: Where practical and necessary, on-campus temperature screenings will be implemented. Employees are encouraged to self-screen and report to supervisors if they are experiencing a fever or [any symptoms associated with COVID-19](#).

Testing: At this time, neither the CDC nor state/local guidelines include COVID-19 testing as a required or recommended protocol for returning to 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 providers for testing on a case-by-case basis.

² Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment. Face coverings should not be placed on -- (a) babies and children younger than 2 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.

ENSURING HEALTHY ENVIRONMENTS

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

Cleaning: The University has developed a schedule for increased, routine cleaning and disinfection, to include frequently touched surfaces (e.g., door handles, light switches, sink handles, drinking fountains, grab bars, hand railings, bathroom stalls, dining hall tables) within University facilities at least daily and between use. The cleaning products utilized in these processes meet the appropriate EPA disinfection criteria, will be used and stored properly and securely, and will be utilized by trained professionals. Faculty, staff and students are encouraged to use disinfectant wipes to wipe down shared desks, lab equipment, and other shared objects and surfaces before and after use.

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. For a list of the open or modified communal spaces, visit the University COVID-19 Information and Resource site.

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. The use of disposable food service items (e.g., utensils, dishes) 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: The University is in the process of modifying class and office layouts to ensure social distancing, including --

- Desks and seating will be at least 6 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;
- Distance learning and live-streaming, in addition to in-person classes, will be offered where feasible to help reduce the number of in-person attendees.

Modified Staffing Arrangements: Employees returning to work on campuses may expect staggered staffing or rotation of staff in order to maximize physical distancing within office locations. Continued teleworking for employees, when appropriate, may also be granted by a supervisor to minimize the density of employees reporting to an office site.

Physical Barriers and Guides: The University is in the process of installing physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., cash registers). In addition, physical guides, such as stanchions, tape on floors, and signs on walls will be utilized to ensure that individuals remain at least 6 feet apart in lines and at other times.

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. 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.

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 initiating the authorization process may be found by visiting [this form](#).

Clearance to Return to Campus: In addition to being granted access, individuals must have clearance through the ELT to return to campus prior to July 20, 2020.

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.

Events and Gatherings: More information is forthcoming regarding University-sponsored events, and gatherings. In the short-term, all events and gatherings should be held virtually or restricted to fewer than ten (10) individuals at once in accordance with CDC guidelines.

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.

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. Employees are encouraged to telework when possible and with the consent of supervisors, especially employees at higher risk for severe illness from COVID-19.

Modified Summer and Fall Sessions: All courses during this summer session will be conducted via online delivery methods. The University will observe an abbreviated fall semester to end in-person instruction before the Thanksgiving holiday. Students will not return to any campus following Thanksgiving 2020 in an effort to minimize the risk of an outbreak following a time of increased travel.

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.

Reporting Requirements Regarding COVID-19: Consistent with applicable law and privacy policies, faculty, staff, and students are required to report to University Health Services and the Emergency Leadership Team, if --

- Experience symptoms consistent with COVID-19;
- Test positive for COVID-19, or were exposed to someone with COVID-19 within the last 14 days;

Student Attendance Policy: The existing [University Attendance Policy](#) will remain in place. Faculty are encouraged to work with students who may need accommodations due to exposure to COVID-19.

Teleworking: Continued teleworking is encouraged for most employees unless otherwise directed by their supervisor. Supervisors should communicate with their reporting lines to determine who may continue to work remotely. Communication with employees will be critical for a successful re-entry, as we want employees to feel safe and secure in their return to campus. The University will follow the planned phases for a gradual return of employees. The University will adjust the phased return for employees as necessary contingent upon available data.

Travel and Transit: More information regarding University-sponsored or funded travel is forthcoming. The current ban on international travel remains in place.

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 visiting this form – TBD.

CREATING A RESILIENT COMMUNITY

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

Criteria for Isolation: 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. The University will immediately recommend self-isolation for faculty, staff, and students with COVID-19 symptoms (such as fever, cough, or shortness of breath). Individuals who are sick should go home or to a healthcare facility, depending on how severe their symptoms are, and follow CDC Guidance for caring for oneself and others who are sick.

Impacted Area Cleaning: 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.

Isolation and Quarantine Areas: The University is in the process of identifying 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.

Notification of University Officials: Faculty, staff, and students should not come to Langston University campuses, or leave residential housing if an on-campus resident, if they are sick; and should notify the Emergency Leadership Team (via luelt@langston.edu) if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.

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.

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.

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](#).

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
TIMELINE FOR RETURN

Date	Employee Positions or Groups with Approved Access to Return
Monday, June 1, 2020	President Chief of Staff Vice Presidents Associate Vice Presidents Assistant Vice Presidents Deans Associate and Assistant Deans Executive Directors Resident Directors Comptroller Chief Information Officer Counseling and Health Clinic Staff Sodexo Dining Staff Sodexo Facilities Staff Research Scientists and Farm Operators Enrollment Management and Admissions Staff Other personnel designated by supervisors and approved by the ELT
Monday, July 6, 2020	Department Chairs Directors Registrar Resident Assistants Designated Representatives from the Following Departments -- Financial Aid Fiscal Affairs Student and Employee Services Other personnel designated by supervisors and approved by the ELT
Monday, July 20, 2020	All Employees, including student payroll and Federal Work Study (FWS) student employees. All campuses will officially open to the public.

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 factors including personal and family health situation, current viability of teleworking, and the needs of the department and students.