RETURN TO CAMPUS PLAN

FALL 2020

Table of Contents

Southeastern Oklahoma State University | Page 1

Introduction

Southeastern Community,

Southeastern Oklahoma State University is planning to welcome back our students, faculty, and staff for the Fall 2020 semester with classes beginning on August 17. We have developed the following plan to promote health and safety, while minimizing exposure to COVID-19.

It will take every member of our University community to ensure the plan's success through cooperation and compliance. This plan provides guidance to students, faculty, and staff, while keeping in mind the changing landscape with COVID-19 that require these plans to evolve. We will remain flexible as we monitor the virus' impact on our campus, and at the community, state, national, and international levels.

We will be following the guidance from the Centers for Disease Control and Prevention (CDC), and the Oklahoma State Department of Health.

As we return to campus, the health and safety of students, faculty and staff, especially of vulnerable individuals, is the top priority of Southeastern Oklahoma State University. Our commitment to offer a high quality education remains constant as we begin the fall semester. We look forward to helping each other reach our goals.

Dr. Thomas Newsom
President

General Practices

This University has many responsibilities, one of which is to provide students, faculty, staff, and visitors with as safe an environment as possible. In doing so, during this unprecedented and ever-changing time, certain policies and procedures have been implemented to protect our campus community which will be in effect until further notice, and we all are expected to comply with them as directive from the leadership of this University. Southeastern continues to follow practices put in place by the Centers for Disease Control and Prevention. As a result, while faculty, staff, students and visitors are on campus, they are required to do the following:

Face Coverings

For the protection of yourself and others, wear face coverings when around others, both indoors and outdoors.

The University <u>requires</u> that all students, faculty, staff, and visitors wear face coverings when they are in buildings on campus, unless wearing face coverings is contrary to meeting educational or participation objectives as determined by faculty and staff. The complete policy can be accessed at www.se.edu/facecoveringpolicy.

Accepted face coverings include cloth, disposable, or surgical. The covering should completely cover the nose and mouth.

* One SE-branded cloth face covering will be provided to each employee and student.

* Disposable masks are available at a centralized location in each building for those who forget to wear a mask; however, there is a limited supply.

* Individuals are not required to wear face coverings in a campus building if they are alone in a private office or space, or if they are in their assigned residence hall room.

* While face coverings are not required in outdoor spaces, they are strongly recommended where 6 feet of physical distancing is difficult to maintain. Face coverings must be worn by all passengers in University-provided transportation, unless the driver is alone in the vehicle.

* Visitors, vendors, and contractors are under the same requirements for face coverings while on campus, and are asked to supply their own face coverings. This policy may be amended as needed in response to conditions on campus.

* If you are seeking a personal exception to this policy as an accommodation, please contact the Disabilities Services Office at 580-745-3036.

Social Distancing

Practice social distancing of at least 6 feet when possible, both inside and outside of buildings.

- Watch for signage and floor stickers to encourage distancing or directing you to divided hallways and staircases.

- Only one person is allowed in an elevator at a time.

- When possible, meetings and services should be conducted virtually.

- Classrooms and public spaces have been set up for social distancing, limiting the number of seats in each room, and allowing for 6 feet between seats. In some cases, furniture may be covered, overturned, or stored in unused rooms.

SOCIAL DISTANCING

2M
6feet
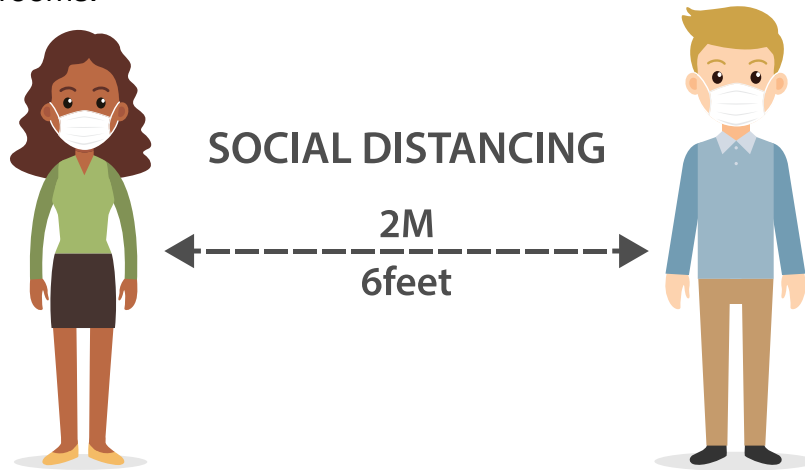
Personal Daily Health Screenings

Each member of the University community is required to complete the daily health screening protocol to help monitor their personal health and to help prevent the spread of COVID-19. This screening should be conducted daily before reporting to campus. You can download a health screening form at www.se.edu/healthscreening.

Reporting Illness or Exposure

We recognize that the situation regarding the coronavirus is causing worry and anxiety for all of us in the University community, especially related to:
- Concerns you have been exposed to the disease
- You have symptoms of COVID-19
- A colleague or classmate has been tested
- You have tested positive for COVID-19

If an employee, colleague, or student reports that they have tested positive for COVID-19, been exposed to COVID-19, or have symptoms of COVID-19, they should follow the steps listed below:

1. Have that person complete the SE Illness Reporting form at: https://form.jotform.com/201426138264046, or complete the form on their behalf.

2. Notify Student Health Services at 580-745-2988, or alehrling@se.edu that you have had a report of a COVID-19 related case to begin the process of contact tracing.

3. Contact your primary health provider and begin self-quarantine. **DO NOT COME TO CAMPUS** until you meet the requirements in the University reporting protocol.

Isolation and Quarantine

- Individuals who have active symptoms and/or have tested positive for COVID-19 will need to isolate.

- Individuals who have had direct contact with someone exhibiting symptoms, or someone having been diagnosed with COVID-19, will need to quarantine.

- Student Health Services will help determine the appropriate use of quarantine and isolation for members of the University community. Use the SE Illness Reporting form at https://form.jotform.com/201426138264046 to begin the process for assistance.

- Students living in University housing who need to quarantine or isolate will need to make arrangements to evacuate to a pre-determined off-campus location. For residential students who have no alternate options, a limited number of quarantine/isolation rooms will be made available by the University with support and care.

- Learn more about isolation and quarantine by visiting www.se.edu/quarantine.

- For more CDC guidelines and information, visit www.cdc.gov/coronavirus.

Contact Tracing

The University will continue to use contact tracing methods in order to ensure that those on campus who may be directly impacted are notified in a timely manner. Student Health Services will be handling COVID-19 surveillance for all members of the campus community (faculty, staff, students). They will ensure appropriate support is provided and distribute valuable resources. They will also collaborate with the Oklahoma State Department of Health to assist with campus exposure based on evolving public health guidance.

WASH HANDS

- Wash hands frequently, for at least 20 seconds, and use hand sanitizer as often as possible. Sanitizer stations have been installed in all campus buildings.

DISINFECTION

- Wipe down desks/workstations in offices and classrooms at the beginning of each workday or class. Supplies will be provided for this task; employees should work with supervisors to access necessary supplies.

WEAR MASK

- SE will continue to provide PPE as necessary. However, employees should continue to use the University's work order system to request PPE, as needed by departments.

- Each employee will be provided with a cloth face mask and hand sanitizer, along with directions for the use and cleaning of personal work space. PPE will be distributed by supervisors.

- Each student will be provided with a cloth face mask that will be distributed on-site during the first week of classes.

Required COVID-19 Training

Employees and students are required to complete COVID-19 education prior to returning to campus.

- Employees, including student employees, will be notified via email of the process to complete the training.

- Students will receive directions via email with instructions on accessing the training, which will include relevant information on prevention and assistance offered through the University. Sections focus on general COVID-19 information; healthy learning, living, dining, and fun; medical care and well-being during COVID-19; and where to access help.
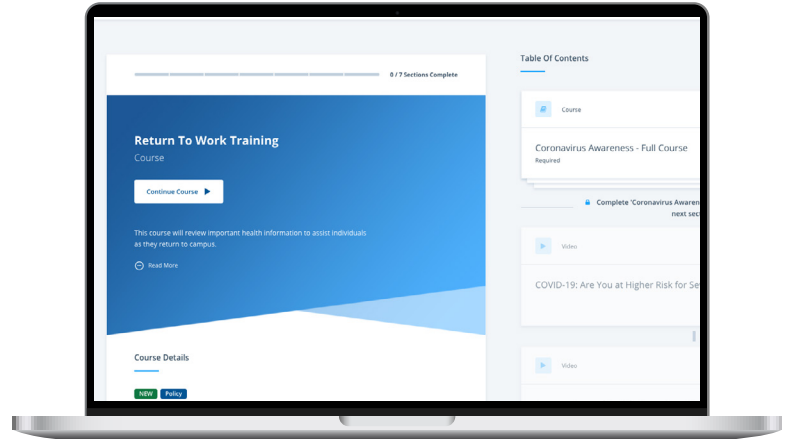
High-Risk Populations

Students and employees inquiring about general campus accommodations or accommodations related to COVID-19 for academics or housing should contact the Disability Services Office at 580-745-3036.

Fall 2020 Instruction

Southeastern has plans in place for the safe delivery of instruction this fall. The points below will help students understand many of these changes.

- As in a regular semester, there will be multiple modes of course delivery: face-to-face, multiple location Synchronous Interactive Distance Education (SIDE), hybrid, and online-only.

- These course notations are available in the COLLEAGUE enrollment system, but may require a deeper look at the course section information:

  » **Online-only** courses are designated with section numbers such as BIOL1114-**W1**. Clicking on the course offering in the enrollment/schedule section will open an information box under the meeting information, where it will state, "Online-only."

  » **SIDE** courses will be noted by section numbers with two digits such as EDUC3434-**44**. These courses will list a campus site location, room number and online, OR they may list interactive video and online.

  » **Hybrid** courses are face-to-face courses with an online component and have face-to-face section single digit numbers such as CHEM4553-**01**. Clicking on the course offering in the enrollment/schedule section will open an information box and under the meeting information it may have a classroom number listed as on-site, plus state online OR interactive video, plus state online. Many of these courses are described under additional information and will state, "On-site and synchronized Zoom meetings required."

  » **Face-to-face** courses have section numbers that end in just a number such as POSC1513-**01**. Clicking on the course offering in the enrollment/schedule section will open an information box, and under the meeting information, it will list a room number and state, "On-Site.'

- Many face-to-face courses may actually be more like a hybrid course this fall to achieve social distancing in the classroom. As an example, half of the students in the class may meet in the classroom on Tuesday, while the other half is online. Then on Thursday, the students will switch. It might also be that a class lecture is online Zoom, while the lab section meets face-to-face. It will be extremely important for students to access their campus email and check Blackboard before classes start this semester to determine how a course will be arranged. This is the only way students will know the details of how their face-to-face or hybrid class is being delivered.

- It is also possible during the semester that the delivery mode of a face-to-face or hybrid course may change, based on the health needs of the campus or on other outside guidance. All campus courses will complete the end of the semester (after Thanksgiving Break) by virtual delivery. It is important that all students have a plan in advance for access to technology (computer and internet) for any emergency changes and for the end of the semester.

- For questions about your fall courses, please contact the course instructor, your academic advisor, or the relevant academic department.

Health and Classroom Protocols

(The following policies concering health and classroom protocols are applicable at the Durant campus and the McCurtain County branch campus only. The other outreach locations will implement their health and classroom protocols at their respective sites.)

- Face coverings are required in all classrooms and in all buildings. The University will provide every student an SE cloth mask during the first week of classes and will have a limited supply of disposable masks available if a mask is forgotten. The syllabi statement on face coverings can be accessed at www.se.edu/facecoveringpolicy.

- As a general rule, face coverings must be worn in all University buildings. Please note, faculty and students may be authorized to temporarily remove face coverings at the discretion of the instructor to accomplish an educational objective as long as safety protocols are met (including ample distance, shielding, and other measures).

- Students without face coverings, or those who do not comply with the rules relating to face coverings, will not be able to participate in classroom activities. Students seeking a personal exception to this policy as an accommodation should contact the Disability Services Office at 580-745-3036. Failure to comply with the face coverings requirement may result in the Instructor directing the student to leave the classroom. Any student asked to leave the classroom may be referred to the Office of Student Conduct.

Seating/Classroom Changes

The number of available seats in all face-to-face classes has been reduced to accommodate social distancing among students and faculty.

- To help accommodate social distancing in classroom environments, some classes will meet in facilities such as the Visual and Performing Arts Center, Montgomery Auditorium, the Glen D. Johnson Student Union, and the Hallie McKinney Ballroom.

- Students will be asked to sit in the same seat each class period to assist with contact tracing should it be necessary.

- University signage will be utilized to assist with the health and safety protocols. There will often be signs directing hallway traffic, and it is important not to cluster in the hallways, while waiting for a class or leaving a classroom.

## Plans for Moving to Remote/Online Delivery University-Wide

Southeastern students, faculty, and staff should be aware that in the event of a University closure due to COVID-19, there may be a need for on-site classes to be converted to an online/remote format; whether this happens or not, pre-planning is necessary. Students should plan ahead to ensure they have access to the computer equipment (either PC, MAC, or tablet), webcam, and internet connectivity to continue their classes in an online/remote format.

- Students are asked to be aware of all official Southeastern student emails as the transition, if necessary, from on-site to online/remote, might require a reorganization in the student's situation.

- If this transition occurs during the semester, students will be granted a 72-hour transition and grace period. Existing online classes will continue as scheduled without disruption. If this plan becomes necessary, the University will communicate additional details.

The anticipated surge of COVID-19 in November, combined with the arrival of the flu with similar symptoms, increases the potential to create challenges to the health of the communities on college campuses at the end of the fall semester.

Thanksgiving Break is November 23-27; the following week, November 30 - December 4, all face-to-face instruction ends and virtual delivery-only begins. Finals week, December 7-11, will be conducted virtually, with either online exams or alternative projects/presentations. This is being implemented in the spirit of preventing high stakes, compulsory face-to-face attendance following the break. This shift in delivery will not change the fall academic calendar.

- Students who needed to stay/return to campus would be allowed to remain in the residence halls for the normal length of the semester for any remaining housing needs, including for those more voluntary activities like athletics, aviation training, and commencement ceremonies (assuming such activities are continuing). Residents will be required to abide by any additional safety measures imposed upon their return from the Thanksgiving break.
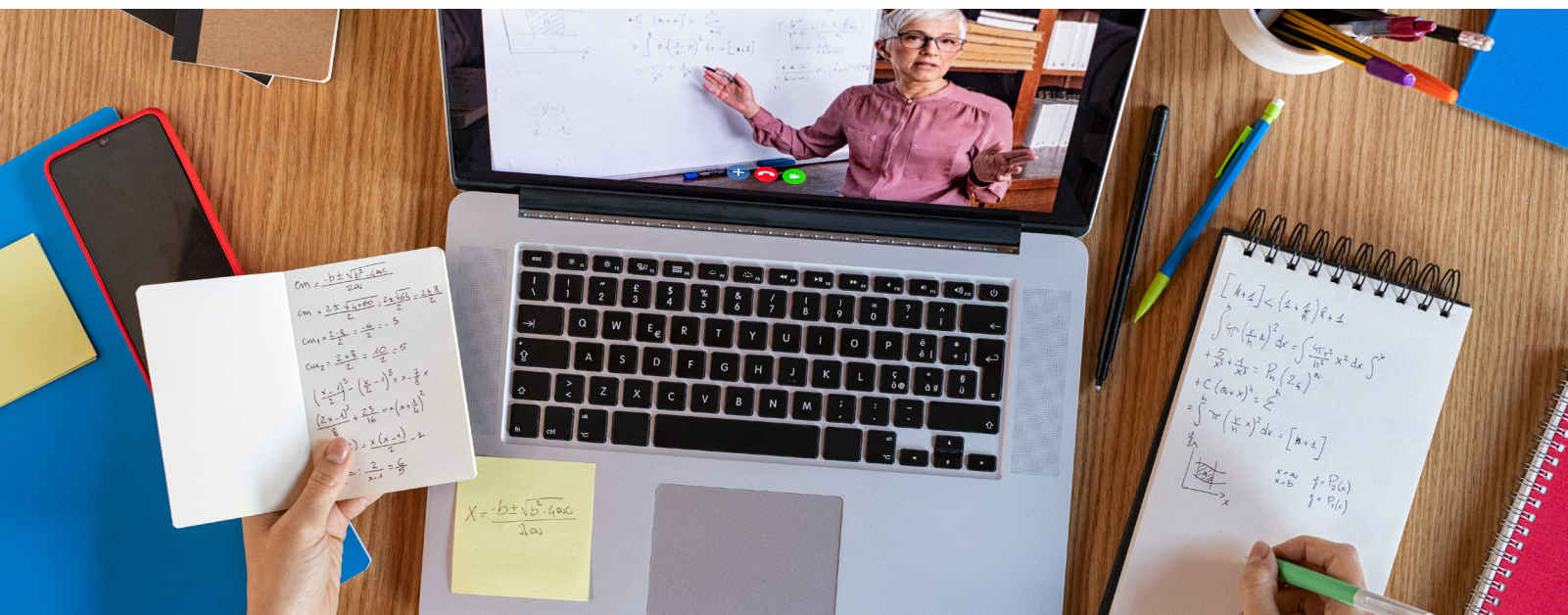
Temporary COVID-19 Attendance Policy

- Students who are ill or need to quarantine should not attend classes. Students will not be required to provide formal documentation from a health care provider, and will not be penalized for COVID-19 related absences when proper notification to campus health officials is made in accordance with the guidelines stated in the policy. This policy may be accessed at www.se.edu/attendance.

Campus Events

Guidelines for University-Sanctioned/Sponsored Events On and Off Campus

   To maintain proper space usage inside buildings in accordance with social distancing, the following guidelines are in place:

- When possible, consider conducting virtual events or communicating electronically.

- When <u>indoor</u> in-person events are necessary, limit gatherings to groups of 10 or less and overall attendance to less than 250 people or what the venue will allow when social distancing of 6 feet per attendee is less than 250 people.

- When <u>outdoor</u> in-person events are necessary, limit gatherings to groups of 15 or less and overall attendance to less than 500 people.

- University facilities and space continue to remain unavailable for any events held in spaces that may be needed for the purpose of providing instruction until the needs of faculty are determined.

- Clearly communicate the guidelines for protective measures to participants prior to attendance, and provide signage or messaging at the event location.

- Provide methods for hand washing and/or sanitization during the event.

AVOID CROWDS

- The University <u>will require</u> that all students, faculty, staff, and visitors wear face coverings when they are in buildings on campus, unless wearing face coverings is contrary to meeting educational or participation objectives as determined by faculty and staff. All individuals should be reminded not to touch the face covering and to wash their hands frequently.

- Ensure that the event location is capable of sustaining social distancing for each individual of at least 6 feet. Evaluate the need for seat spacing or floor markings to assist in accomplishing 6 feet of social distance.

- Consider the need for separate points of entrance and exit to avoid a buildup of conflicting foot traffic.

- Event coordinators will be responsible for recommending and strongly encouraging physical distancing, and wearing masks or face coverings.

- Event coordinators will create and keep a registry/roster of all attendees and support staff for purposes of COVID-19 contact tracing and decontamination procedures.

- It is the event coordinator's responsibility to seek guidance through Student Health Services to the appropriate County Health Department one week prior to any scheduled event to obtain the most relevant and timely information concerning any health threat that might exist.

- The event coordinator will ensure that the planned event meets all of these guidelines before requesting or approving the event. Department heads and/or Vice Presidents will be responsible for approving events that meet all of the guidelines listed above.

- Until further notice, University facilities are currently unavailable for use by outside entities.

- The University reserves the right to cancel any event for health and safety reasons.

Event Dining
- Sodexo, the University's dining partner, should be used whenever possible as they can follow stringent food preparation and serving requirements.

- Meals at events should be take-away style as no buffets or self-service options will be allowed. No homemade or cooked items to share, such as baked goods or pizza, may be served.

Student Organizations

- Student meetings and events this fall will follow the guidelines listed in this document as well as those of state and local health officials with regard to limits of attendees. SE's policy for Student Organizations can be accessed at www.se.edu/studentorgpolicies.

- Student organizations must work with the Office for Student Life to reserve campus spaces.

Student Housing/University Dining

- Student Housing plans include reducing occupancy to one student per room and no more than 2 students per bathroom, rearranging of shared spaces, increasing frequency of cleaning, acquisition of specialized disinfecting equipment, and dedicated rooms reserved for student quarantine, if necessary. Detailed information about changes in Housing and Residence Life will be emailed directly to the resident.

- Dining Services has reduced the capacity for seating to allow for social distancing within the Café and Student Union. All meals will be served in individual take-out boxes. New hands-free service options have been put into place, along with guidelines for entering and exiting the facility. Seating options have been added inside and outside of the Glen D. Johnson Student Union.

- Face coverings must be worn in common spaces in all residence halls and in the Café, except when eating.

Additional Guidance

Staying Informed
- Students, faculty, and staff should check their official SE e-mail regularly for important messages and updates.

- Updated information about procedures, guidelines, and announcements are accessible at www.se.edu/coronavirus on the webpage.

University-Related Travel
- Until further notice, <u>In-State Travel</u> is allowed with restrictions. In-state travel is highly discouraged and should only occur when there is a clear directive from the Regents or for essential duties that are approved by the Division's Senior Officer and the President. Travel restrictions do not include traveling to locations to work at University-sponsored events. At this time, there is no traveling for recruitment purposes.

- University-sponsored international travel is <u>not</u> allowed at this time and out-of-state domestic travel must be approved by the President, until such a time as the state has lifted the moratorium.

- The U.S. Department of State issued a Global Level 4 Travel Advisory on March 19, which advised U.S. citizens to avoid international travel of any type. It is not clear at this time when the State Department travel advisory will be revised.

Cleaning/Sanitizing of University Facilities
The SE Physical Plant, following guidance from the CDC and Environmental Protective Agency (EPA), have added the following protocols to slow the spread of COVID-19:

- Increased cleaning and disinfecting daily in campus buildings.

- Installed hand sanitizing stations in key locations in all buildings.

- Portable sprayers have been acquired to allow for the quick disinfecting of areas, and atomizing vapor disinfection equipment has been acquired and distributed for applying preventative disinfectant coverage to targeted areas.

- Upgrades to air handling and filtration systems have been made to increase fresh air in the buildings, and where possible, filters have been increased from MERV 10 to MERV 13. More details regarding air handling and filtrations are accessible at www.se.edu/airhandling.

- Additional details regarding the cleaning of University facilities are accessible at www.se.edu/cleaning.

Enforcement of Guidelines

The guidelines set forth in this plan and supporting documents are in addition to those policies, procedures, and practices set forth in the Student Code of Conduct, Employee Handbook, and the Academic Policies and Procedure Manual. This University has many responsibilities, one of which is to provide students, faculty, staff, and visitors with as safe an environment as possible. In doing so, during this unprecedented and ever-changing time, certain policies and procedures have been implemented to protect our campus community which will be in effect until further notice, and we all are expected to comply with them as directive from the leadership of this University.

Employees and students who refuse to comply with the guidelines and policies included in Southeastern's Return to Campus Plan are subject to disciplinary action, in accordance with the applicable faculty, staff, or student handbook policy. If an employee or student indicates compliance is not possible due to medical reasons, the individual should be referred to the Disability Services Office.

Task Force for COVID-19 Recovery

The Task Force for COVID-19 Recovery, commissioned by the President, included representation from across campus and the community to develop a thorough set of recommendations for the phased-in reopening of campus in June and for the return to campus operations in Fall 2020. These recommendations were reviewed, amended where needed, and accepted by the Executive Team and the President.

In addition to the Task Force, several sub-committees and working groups were established to create the specific recommendations for instruction, on-campus living, University events, and athletics. These committees were made up of faculty, staff, and students.

Task Force Members
Ms. Liz McCraw, Student Affairs, Task Force Chair
Ms. Anna Antuono, Student Government Association President
Mr. Keith Baxter, Athletics
Dr. Tim Boatmun, Enrollment Management
Mr. Alan Burton, University Communications
Mr. John Carey, Southeastern Foundation President
Dr. Randy Clark, Faculty Senate President
Mr. Durwood Cook, Campus Police/ Emergency Management
Dr. Mike Davis, Compliance/Criminal Justice
Dr. Teresa Golden, Academic Affairs
Ms. Paula Harp, Choctaw Nation
Mr. Chris Kates, Chickasaw Nation
Ms. April Lehrling, Student Wellness Services
Ms. Alisha Ridenour, Staff Association Chair
Mr. Dennis Westman, Business Services
Regent Amy Anne Ford, Ex Officio
Dr. Thomas Newsom, Ex Officio

Sub-Committee on Instruction
Dr. Teresa Golden, Academic Affairs, Chair
Dr. Jeremy Blackwood, Music
Dr. Randy Clark, Faculty Senate Chair
Mr. Mike Gaffney, Aviation Flight
Dr. Stewart Mayers, Teacher Education/Educational, Instruction Leadership
Dr. Shannon McCraw, Art, Communication, and Theatre
Dr. Randy Prus, English, Humanities, and Language
Dr. Rhonda Richards, Accounting and Finance
Dr. Tim Smith, Chemistry, Computer, and Physical Sciences

Sub-Committee on On-Campus Living

Ms. April Lehrling, Student Wellness Services, Chair
Mr. Howard Bridges, SODEXO Dining Services
Dr. Kelly D'Arcy, Housing and Residence Life
Mr. Mitchell Emberson, Student Life
Dr. Charla Hall, Psychology
Mr. James Reed, Student Conduct, Rights and Responsibilities,
Mr. Ken Schultz, Housing and Residence Life - Facilities
Ms. Cherrie Wilmoth, Athletics - Compliance

Sub-Committee on Campus-Hosted Events (On and Off Campus)

Mr. Durward Cook, Campus Police and Emergency Management, Chair
Dr. Tim Boatmun, Enrollment Management
Mr. Mitchell Emberson, Student Life
Mr. Seth Dutton, Athletics – External Operations
Dr. Brad Ludrick, Academic Affairs
Ms. Terri Rogers, President's Office
Mr. Mark Webb, Alumni Relations and University Development

Sub-Committee on Athletics

Dr. Mike Davis, Compliance/Criminal Justice, Chair
Mr. Curtis Armor, SE Alum
Mr. Durward Cook, Campus Police and Emergency Management
Dr. Kelly D'Arcy, Housing and Residence Life
Mr. Tyler Fenwick, Athletics - Coaching
Dr. Joe Harrison, Community
Dr. Brad Ludrick, Academic Affairs
Ms. April Lehrling, Student Wellness Services
Mr. Jeremy Rowland, Admissions and Recruitment
Mr. Scott Willman, Athletics - Training
Ms. Cherrie Wilmoth, Athletics - Compliance

Semester Dates	16 Weeks	First 4-Week Block	Accelerated Online Programs – Term I	Accelerated Online Programs – Term II
Classes Begin	August 17	August 17	August 24	October 19
Payment Due Date for Tuition & Fees (without Fin Aid)	August 17	August 17	August 21	October 16
Last Day to Add a Class	August 21	August 17	August 21	October 16
Last Day to Drop a Class with No Grade	August 21	August 21	August 28	October 23
Last Day to Drop a Class with Refund/No Charges	August 21	August 21	August 28	October 23
Faculty Deadline to Certify Attendance	August 31 by 12:00 noon	August 31 by 12:00 noon	August 31 by 12:00 noon	October 27
Faculty Deadline for First Early Alert Reporting (EAR)	September 11	N/A	N/A	N/A
Faculty Deadline for Second Early Alert Reporting (EAR)	October 9	N/A	October 9	N/A
Deadline to Apply for Graduation	October 30	October 30	October 30	October 30
Faculty Deadline for Final Early Reporting (EAR)	November 5	N/A	N/A	November 5
Final day to Drop or Withdraw (Grade will be "W")	November 6	September 4	September 29	December 1
Virtual Class Delivery Only	November 30 – December 4			
Finals Week – All tests and projects will be conducted virtually	December 7-11	Last Day of Class	Last Day of Class	Last Day of Class
Commencement	December 12	December 12	December 12	December 12
Faculty Deadline to submit Final Grades to Registrar	December 15 by noon	September 15	October 13	December 15 by noon
Holidays (no classes)	Labor Day (September 7)	Thanksgiving (November 23-29)		

Helpful Links/Websites

COVID-19 Home Page   www.se.edu/coronavirus

Policies
Face Covering policy   www.se.edu/facecoveringpolicy
Student organization policies and procedures   www.se.edu/studentorgpolicies
Syllabi statement for face coverings   www.se.edu/facecoveringsyllabi
Temporary attendance policy   www.se.edu/attendance
Syllabi statement for 72-hour transition   www.se.edu/transition

Procedures
COVID-19 accomodations pathway checklist   www.se.edu/covidaccomodations
COVID-19 quarantine and isolation procedures   www.se.edu/qurantine
How to report COVID-19 symptoms or exposure   www.se.edu/reportingcovid

Resources
Overview of air handling and filtration   www.se.edu/airhandling
Overview of cleaning and disinfecting   www.se.edu/cleaning
University sanctioned and sponsored events   www.se.edu/universityevents

Other Resources   www.cdc.gov/coronavirus
                                                           coronavirus.health.ok.gov
                                                           bryan.health.ok.gov
                                                           www.acha.org

Date: July 30, 2020