

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY

WORKFORCE GUIDANCE

FOR RETURNING EMPLOYEES TO CAMPUS

OSUIT will begin implementing a two-wave approach to open campus for employees to return
Wave 1 target date May 20, 2020 | Wave 2 target date June 3, 2020

WAVE 1

Prior to Wave 1, the PRT will confirm:

- That the State of Oklahoma has advanced to Phase II of statewide Open Up and Recovery Safely plan
- That OSUIT can supply sufficient Personal Protective Equipment (PPE)
- That OSUIT can supply sufficient critical cleaning/sanitation supplies for all areas/departments opening

Before May 20, the OSUIT vice presidents will identify, for their respective areas, the essential personnel that need to return to campus to make preparations for the summer semester to begin face-to-face instruction on the target date of June 15 with the following considerations:

- Continue following safer-at-home guidelines if they are over 65 or part of a vulnerable population
- Maintain social distancing from others
- Use PPE when appropriate using the guidelines established by OSUIT
- Avoid meeting or socializing in groups
- Use virtual meetings (like Zoom) when possible and appropriate
- Follow proper cleaning/sanitation protocols

WAVE 2

Before proceeding with Wave 2, the PRT will confirm:

- That the State of Oklahoma has advanced to Phase III of statewide Open Up and Recovery Safely plan
- That OSUIT can supply sufficient Personal Protective Equipment (PPE)
- That OSUIT can supply sufficient critical cleaning/sanitation supplies for all areas/departments opening
- No significant increases of COVID-19 cases have occurred in the State of Oklahoma or Okmulgee County

All remaining employees will return to campus to make preparations for the summer semester to begin face-to-face instruction on target date of June 15 with the following considerations, until further notice:

- Case by case consideration may be given for employees to continue following safer-at-home guidelines if they are over 65 or part of a vulnerable population for the summer semester.
- Maintaining social distancing is recommended.
- Use PPE when appropriate using the guidelines established by OSUIT
- Avoid meeting or socializing in groups when possible
- Use of virtual meetings (like Zoom) is recommended
- Follow proper cleaning/sanitation protocols

ADDITIONAL CONSIDERATIONS

- If you have employees who are simply not comfortable returning to the physical workspace, and you are unable to move them to different duties, please work with Human Resources to provide options (e.g. continued remote work, available leave, etc.).
- Employees are not to attend work when sick (even if it may just be allergies).
- During the month of May, please have employees work on their personal plans regarding childcare and other areas that may have been radically changed due to the pandemic.