

# FAQs for Oregon Tech's Reopening Plan

## Faculty/Academics:

### Concern about ill students

Q: Should we buy every faculty member a thermometer to take students **temps** before each class? What if the student has a temperature?

A: *No – Faculty taking students' temperatures is problematic on a number of levels. If a student indicates they have an elevated temperature, they should request the student leave the classroom and immediately call ISHC at 541-885-1800.*

Q: Can professors ask/demand students to leave a classroom if they are showing signs of illness?

A: *Yes. If the faculty are concerned about a student who seems to be showing signs of illness, they should request that the student leave the classroom and immediately call ISHC at 541-885-1800.*

### Face coverings

Q: Can a faculty member require their students to wear **masks while attending class** or lab or office hours, etc. for fall term? Will students be asked to wear (cloth) masks while in class, or only when in transit?

A: *A requirement for face coverings for the university was released in June 2020, effective Summer term. Face coverings are to be worn in instances when physical distancing (of at least 6 feet) is not a possibility, which would include moving around campus in between classes. More information about face covering expectations and enforcement will be communicated at a later time.*

Q: Will the University be providing face coverings to employees and/or students?

A: *Yes. The University is purchasing two face coverings for each employee and for each student, at each site. Distribution plans for the face coverings is still in progress.*

Q: What about contractors? Visitors?

A: *Yes, they will also need to comply with Oregon Tech's face covering requirements. Any contractors or visitors who fail to bring their own face coverings to OREGON Tech property may request disposable (single-use) masks at the Welcome Center in the CU. In Portland-Metro, they may request a disposable mask from the main desk on the 1<sup>st</sup> floor?*

Q: If a student refuses to wear a face covering and is instructed to leave campus, will there be an obligation to provide services remotely?

A: *No. A student's refusal to comply with the Face Covering Requirement will not make them eligible to receive services remotely.*

Q: If an employee refuses to wear a face covering, what are the repercussions?

A: *Any employee who refuses to comply with the face covering requirement may be found to have violated the requirement and engaged in insubordination and will be subject to disciplinary measures.*

Q: What if a student or employee has an underlying health condition that their medical provider says will not allow them to wear a face covering?

Q: As an instructor, I think that face shields would be preferable to masks to teach. Face shields would enable teachers to project better, and students would be better able to see their facial expressions, which aids comprehension. Face shields would also be easier to implement than plexiglass barriers. However

(and here's the question), would we be able to install plexiglass barriers in all SPE 111: Public Speaking classrooms? I ask because a face shield would work, but using one would eat up a lot of class time disinfecting it before each student speaks. Alternatively, though still not great, maybe we could have two or three face shields issued to each SPE 111 classroom and "on deck" students could be disinfecting a mask they would use while another student is speaking.

*A: The university is in the process of ordering Personal Protective Equipment (PPE) for the entirety of campus, and is making every effort to obtain enough face shields to provide to not only all faculty who will have students in their courses with documented disabilities requiring the use of shields instead of masks, but also for purposes similar to those you have outlined above. Currently, it is difficult to obtain PPE due to vendor restrictions, but we hope to have resources by the Fall term.*

*Facilities has placed an initial order for plexiglass barriers and will be placing a follow-up order soon. Currently stocks are limited and additional barriers will be ordered when available and needed. To place an order email Erin Foley.*

### **Group Work/labs**

**Q:** Will students be allowed to **work in groups** at all while in class (perhaps while wearing masks), or only remotely/when social distance can be maintained? This question greatly affects our labs in Natural Science, as almost all lab classes are set up to have students work in groups. Some lab activities cannot be done by individuals, while there are others for which we don't have the equipment necessary for students to work as individuals. So if they can't work in groups at all, this would fundamentally change almost all labs across the Natural Science dept, at the very least.

*A: Physical distancing of 6 feet is required, per state guidelines. This social distancing requirement will remain in place for the Fall term, perhaps even longer. However, when this distancing is not possible, face coverings will need to be utilized.*

**Q:** Can multiple students use the **same piece of equipment** during a class/lab period?

*A: This would depend upon the nature of the equipment. If the equipment can be wiped down in between uses, then it would seem that it would be possible for students to disinfect it after their use to prepare it for the next student. If the equipment is not able to be cleaned in between uses, then students should not be allowed to utilize it until it has been disinfected properly. Any questions about whether disinfecting is feasible or advisable can be directed to...?Sherry Himmelright??*

**Q:** How are lectures and labs going to be structured? will students and staff wear clear face masks or plexiglass shields to support ADA accessibility? -What are the classroom cleaning protocols? -What is the Universities plan for remote access to lectures? Many universities in Oregon are providing remote access for all in-person classes to assist with COVID-related barriers that will likely prevent students from safely attending classes. What is the plan for students at high risk or student who develop COVID? -How will students be notified of their options for access to remote courses? -Who will be managing Non-Disability, COVID related access?

*A: The university is in the process of ordering face coverings to provide to all students and employees. Single use/disposable face coverings will also be available upon request. Additionally, Oregon Tech is making every effort to obtain enough face shields to provide to all faculty who will have students in their courses with documented disabilities requiring the use of shields instead of masks.*

*The Facilities staff will be equipping each classroom with cleaning totes and instructions. Each faculty member will be responsible for cleaning the space at the close of their class.*

*Lectures have been moved into larger classrooms to allow for social distancing. Various scenarios are being implemented for labs – reduced number of students, staggered times etc. Students and faculty will wear masks. Faculty may wear clear face shields if needed for ADA accessibility.*

**Q:** Will the university conduct a tabletop exercise with key personnel and county officials/partners (at both Klamath and Portland-Metro) this summer to prepare for the fall? From my experience, emergency response tabletop exercises tend to expose many issues that are not considered otherwise. There are several simulation manuals - for example, <https://www.fema.gov/media-library/assets/documents/101306>. For example, what is the response to just one student case in the fall: - one student with Covid who is taking five classes in three buildings - the one student comes in contact with students and faculty in those five classes that now must self isolate for two week forcing the classes to go remote. At a minimum, this will affect 5 faculty and around 100 students. - The one student also comes in contact with other students outside of class (dorms, sports facility, etc) so an additional group of students/staff must self isolate for two weeks. - Process for isolating students living on campus and off-campus. - Process and cost of cleaning the buildings after this case. - The exponential effect, steps, and cost if one or more additional students/faculty/staff contract COVID from the initial case. The effect of a faculty member(s) becoming ill and a class(es) being canceled for longer than two weeks - up to the entire remaining term.

**A:** *The university is working closely with the Klamath County Public Health Division (KCPH), the HECC, and other agencies to ensure compliance with current national, state, and local guidance. To that end, a tabletop exercise is not necessary at this time, given that lines of communication (regarding Re-Opening Plans and protocols) are being maintained. KCPH has read and approved the current Re-Opening Plan as well as protocols which will be implemented in the event of positive cases on campus.*

*Portland-Metro campus, located Clackamas county, is contacting public health staff about the PM plan and protocols. Likewise, staff at the Seattle campus is addressing requirements from Washington state/*

*The assumption that an entire class will be required to self-isolate in the event that someone in the course develops COVID-19 is incorrect. Current guidance from the CDC specifies that simply being in the same room as someone who is positive for COVID-19 would not warrant self-isolation. Currently, the parameter which would trigger self-solation, per CDC, is “being within 6 feet for more than 10 minutes of someone with a confirmed case of COVID-19”. If the faculty and students are abiding by physical distancing, wear face coverings, and maintaining good personal hygiene, it is unlikely that KCPH would require the entire class to self-isolate. Further, KCPH is spearheading the contact tracing for the county, and would contact each person whom they believe are at risk for having been exposed. The other aspects which you mentioned (process for isolating students living on campus and off-campus; process and cost of cleaning the buildings after this case) have all be considered and are included in the protocols at the end of the Re-Opening Plan.*

*If a faculty member is ill all efforts will be made to find a substitute instructor. In a case where this is not possible the department will make arrangements on an individual basis.*

### **Miscellaneous**

**Q:** How much say will an individual professor have in deciding whether to run their class in person, remotely, as some hybrid version, etc.?

**A:** *At this time the plan is for the fall schedule to be taught in the same modality as previous years. Students have expressed the importance of face to face experiences. If the faculty member needs an accommodation to teach remotely they should contact HR (Sarah Henderson).*

Q: What safeguards can/should a professor take while teaching (can they teach in masks or with a face shield, etc.)?

A: *A faculty member should wear a mask or face shield while teaching and remain socially distanced. In a few cases where labs require closer interactions PPE will be provided to protect the students and faculty.*

Q: Should we all be prepared to teach all of our fall classes **remotely**, again (in case there is an outbreak on campus)?

A: *Faculty should be prepared to revert to remote delivery due to the ongoing uncertainty about the pandemic.*

## Case on Campus

### Protocol

Q: I would like to know that there are very clear plans about what happens this fall when the first COVID case happens on any of our campuses.

Does the campus shut down? Particularly buildings only? How long?

What cleaning protocols will there be?

Will we be putting in to place recommendations/guidelines on anyone that gets sick, or enforceable restrictions?

Suppose someone from the campus community tests positive, and says they have been to the library or the CU or any number of campus buildings for class, where they didn't have a mask.

Would the campus then have to go into quarantine and remote delivery for 2 weeks, given that nearly the entire campus would likely pass through some of these areas?

A: *Protocols for when/if there is a positive case of COVID-19 with the campus community have been established and are included in the Oregon Tech Re-opening Plan.*

## Facilities

### HVAC

Q: Can the buildings on campus have their ACH (air changes per hour) increased to **circulate** air more regularly and reduce potential transmission risk?

A: *The current CDC recommendation to reduce the potential transmission risks is the use of face coverings combined with 6' social distancing. Other preventative steps will be considered as recommendations change.*

Q: HVAC – concerns with keeping **doors open**? Doors open for fresh air circulation

A: *Keeping doors open will have a negative effect on the buildings HVAC balancing, keeping doors open will have a negative effect on doors circulation.*

### Construction

Q: Campus update regarding current/on-going **construction** (esp if impacting parking options or whether buildings are open, services are offered).

A: *The first two drive isles at Lot F, west of Cornett, will be 100% complete prior to the start of fall term and ready for use (the new replacement parking lot, east of Facilities, is 100% complete and available to use).*

*The renovation of Lot D will be 100% complete prior to the start of fall term and ready for use. The new information booth will be completed later this fall with minimal disruption to the use of Lot D.*

### **Doors**

Q: Are there issues with using alternative exits - emergency doors? Are doors propped open to reduce handle touching?

A: *Emergency doors should not be utilized unless there is an actual emergency. Faculty will be encouraged to be mindful of the manner in which students enter and exit the classroom (the faculty Re-opening Workgroup will address this issue). Leaving doors open may reduce the handling of the doorknobs, but may not be practical in every situation. Each classroom will be equipped with cleaning supplies, so that doorknobs can be disinfected on a regular basis.*

### **Signage**

Q: Do we need additional (and mandated/consistent) signage on all building entries?

A: *Yes – Oregon Tech Marketing will work with the Re-opening group to create signs with consistent messaging to be placed throughout campus. They are also working to create floor decals to help in reminding the campus community to engage in physical distancing.*

## **Cleaning Materials & Supplies**

### **Purchasing/Stock**

Q: Have we been stocking the **hand sanitizer** dispenser solution in preparation for a massive increase in usage this fall?

Is the campus using a **centralized procurement** plan: i.e. facilities buying safety materials - masks, sanitizer, wipes, and especially Plexiglas for F2F shields, for all departments?

If not, are departments individually buying these materials through the COVID fund?

Determine supply chain for safety materials (masks, gloves, cleaning supplies, etc.)

A: *To minimize duplication of efforts, as well as to make judicious use of the COVID-19 funds, the university is streamlining the ordering of masks, gloves, and related cleaning supplies.*

### **Staffing**

Q: Increased custodial services? Will there be increased rounds from custodial to do a thorough cleaning at regular intervals?

Do custodial staff need additional training, PPE?

A: *Custodial staff is limited. Multiple custodians will be assigned to days to help address cleaning of common areas on regular bases. Totes with cleaning supplies, with instructions, will be placed in all classrooms and labs for use by faculty and students.*

*Additional training of all Facilities staff, including custodians, will be provided as needed.*

Q: Is the CU expecting students to perform enhanced cleaning?

*A: The CU employs a team of custodial staff outside of the student workers. These custodians have been trained to follow safety protocols when using cleaning products, and have been diligently working to ensure that the facility is cleaned thoroughly daily. However, upon resuming Fall term, the student workers will receive additional training with regards to cleaning, and will primarily focus upon door handles, stairwell handrails, table surfaces, and chairs. The cleaner that is being utilized by the CU does not require additional PPE, but this will be provided to the students if they so desire.*

Q: If regular deep cleaning is needed, but facilities is furloughed, how is that supposed to work? Even with access to sanitizer and table wipes, additional cleaning needs may exist. How will this be anticipated, monitored, and addressed? Are we then going to be wiping down classroom tables between sessions as well?

*A: The plan for maintaining a clean, disinfected campus has been provided in the Re-opening Plan itself. Appropriate equipment and cleaning supplies known to be effective on COVID-19 have been purchased and have been utilized since before Spring Break.*

### **Deep cleaning**

Q: Do we have a vendor lined up to come in and do deep cleaning/sanitizing, if necessary?

Are we establishing a regular schedule or is this just “as needed”?

*A: The university has several vendors who could be utilized in the event of needing a deep clean, and will engage them on an as needed basis. Their services would not be warranted unless a campus community member has tested positive with COVID-19 and had been on-site.*

## **Social Distancing**

### **Common Spaces**

Q: How will social distancing requirements affect common spaces across campus, like the library or the dining hall, where students tend to congregate and sit together for extended periods?

A couple of questions keep coming up in discussions pertaining to common areas such as the CU, SSC, and the library.

*A: Since the Executive Orders regarding physical distancing were issued, common spaces on campus have been adjusted to discourage groups of people from congregating. For instance, tables and chairs have been removed from the Marketplace seating area and couches/chairs in the both the Residence Halls and College Union have been spread out or removed. As the county begins to move through the re-opening phases, the Governor will be increasing the number of people who are able to congregate in groups, both indoors and outdoors. Furniture will be re-configured to remain in compliance with the coming Executive Orders.*

### **Visitors**

Q: Will **visitors** be permitted on campus and in Oregon Tech facilities? What do we do with visitors if they should not be on campus?

*A: Although campus did not “close” during the initial stages of the outbreak, there were limits put in place with regards to who was allowed to be in on campus and when. As the county moves through the re-opening phases, visitors will be permitted to be on campus with parameters in*

*place (for instance, they will need to comply with physical distancing and face coverings, and abide by any other procedures which the university and Re-Opening Workgroup establish.*

## **Medical Response**

### **Testing & Contact Tracing**

Q: Will we have testing here on site, or through the COVID drive-up testing across Sky Lakes? What does ISHC need to be best prepared for screening students and employees? Can they get testing kits?

Determine contact tracing protocol

Do we have a contact-tracing group?

Will we be able to contact trace students/staff/faculty that potentially get sick?

*A: ISHC has been working closely with the Klamath Falls Public Health Division (KFPH) with regards to both testing and contact tracing. To date, KFPH has employed sufficient contact tracers for the community, and will be doing the investigations of any Oregon Tech-affiliated person who has had a potential COVID-19 exposure. Similarly, given the multiple testing sites in the community, KFPH has determined that testing for any Oregon Tech employee or student will occur off-site (most likely at the drive-through site operated by Sky Lakes Medical Center). Portland-Metro and Seattle campuses will also use local testing sites and will not have faculty/staff/students trained to be contact tracers.*

### **Reporting Concerns**

Q: What should employees (e.g., faculty, student affairs staff) do if they have **concerns** that a student may be exhibiting COVID-19 symptoms?

*A: If any employees are concerned about a student who may be showing signs of illness, they should request that the student leave the classroom (or area) and immediately call ISHC at 541-885-1800. If the employee is not comfortable making that request, they can submit a concern through the Student Early Alert System or Non-Anonymous Incident Report Form (both located in TechWeb), or the Safe Campus Reporting Form (on the Oregon Tech Title IX webpage).*

## **Work Force**

### **Face Coverings (Employees)**

Q: Decision point: Provide or require face masks? We will need to be monitoring for the most current CDC, OHA, HECC, OSHA, etc. recommendations. If we do require masks, who serves as the mask police (supervisors, HR, campus security...?)

*A procedure for face coverings for the university was released in June 2020, effective Summer term. Face coverings are to be worn in instances when physical distancing is not a possibility, which would include moving around campus in between classes. The university is purchasing two face coverings for each employee, at each site.*

### **Training**

Q: Can we provide additional training to assure that everyone is aware of COVID-19 symptoms (and how to respond to a person who seems to be exhibiting symptoms)?

Can we provide additional training (for everyone or members of leadership and faculty) to identify employees and students who may be struggling with depression or anxiety due to the implications of the pandemic?

*A: Yes – trainings will be developed over the summer to assist the campus community in a variety of areas: expectations, knowledge of COVID-19 symptoms and ways to prevent transmission, resources, and so on. For students, the training videos may be uploaded to Canvas shells for each class; for employees the Office of Human Resources will spearhead making trainings available. This is likely to be included in the Convocation activities just prior to the Fall term.*

### **Community**

Q: Need to know whether K-12 schools, childcare facilities will be open to determine possible impact on employees.

*A: As each community (where Oregon Tech is located) begins to move through the phases for re-opening, guidance for childcare centers will be addressed. Further the local K-12 schools (both city and county) are in the planning stages for Fall and will make announcements about what their schedules and structure will look like later in the summer.*

## **Athletics**

### **Fall Sports**

Q: Given current state and federal restrictions, will the university sanction modified practices for Fall sports?

*A: Oregon Tech athletics is bound to follow the guidance of NAIA, which has issued a statement that they will provide information July 1<sup>st</sup>. Although the Governor will address collegiate sports as we move through the phases of re-opening as a state, NAIA will make specific determinations that will impact Oregon Tech athletics practice and schedules.*

### **Athletic Facilities**

Q: Will **TechRec** be Open during Phase I?

*A: No, TechRec will not be open until fall term begins.*

Q: With added help (i.e. trained student workers/PPEs/cleansing materials and signage) to increase sanitation and cleansing procedures, would it be feasible to open the Athletics facilities to students/faculty and staff when the campus opens in September?

*A: Yes, the athletic facilities plan to open by fall term, if the CDC/OHA guidance supports this come September (or earlier).*



## Additional questions:

Q: Is there any consideration to instead of saying "masks on" using the term face coverings (e.g., "face coverings on") and leave "masks" to include true respiratory devices such as n-95, etc.?

A: *N95, PAPR, etc. should be referred to as respirators. Masks and face coverings should be equivalent and differentiated by cloth or other materials.*

Q: If you are walking 6 feet behind someone, aren't you just walking through their zone?

A: *The risk of transmission of droplets is primarily direct face-to-face interactions. Droplet transmission is reduced by having a mask. If they are facing away from you (such as walking in front of you) and wearing a mask, the risk of contracting the virus is low.*

Q: For labs that requires close contact with, including touching other people, will N-95 masks or goggles be required? If they are required, how does one obtain them?

A: *Faculty/students who interact with other participants (with community level risk) will use the same interventions being used in the general population for safety – cleaning hands, physical distancing (as much as possible), and wearing face covering.*

Q: In many areas, we normally need to touch doorknobs to enter: bathrooms; admin areas; supply areas (paper, pens); equipment areas; shared offices; break rooms. Can these areas be propped open all day to minimize everyone touching the same surface?

A: *This is not recommended by Facilities. Propping doors open can result in fire code violations.*

Q: To clarify, what would be considered "procedures that require a n95 mask"? I.e., would study procedures like EKG hook-up, polysomnography, or ultrasound require n95 masks?

A: *N95 respirators are reserved for procedures which would cause a large (and often forcible) amount of virus to be exuded. These are described as aerosol-generating procedures.*

Q: What about carpooling and public transportation? Do you need to wear a mask?

A: *Yes, you do need to wear a mask or face-covering while carpooling, unless the passenger is a household member. Given that physical distancing cannot be maintained, conversation should be almost non-existent (to minimize the spread of respiratory droplets).*

Q: Can faculty/staff lower their masks to speak to a hearing-impaired person that relies on lip reading, if they are at least 6 feet apart?

A: *Be aware that lowering your mask will increase risk of virus coming from you toward that person, even outside the 6 ft distance. Risk may be reduced if speaking is not audible (so not generating a lot of force and droplets). Clear-window masks may be helpful, but supply is scarce due to popular demand. The university is working on securing a number of clear face shields for this purpose. If a student indicates they need their faculty to have a clear mask, such faculty (or the student) may contact Student Disability Services to be sure that clear-window masks can be prioritized for that student's faculty—or alternative measures can be taken.*

*Consider that you're putting the hearing impaired person at risk by pulling down your mask but you're still protected as long as the deaf person continues wearing their mask (which they can since you can hear them). There are better options for communicating (e.g., go back to your computers and chat electronically). If it's absolutely urgent, confirm with the hearing impaired person first whether they're OK with you pulling down your mask.*

*A few good options for communicating with hearing impaired people:*

- *Arrange for the hearing person to wear a mask with a clear window (e.g., <https://safenclear.com/>).*
- *Use an automatic speech to text apps on your phone (e.g., Google Live Transcribe, Microsoft Translator). These apps work surprisingly well.*

*Basic pen and paper or whiteboards work as a backup and are great for impromptu situations.*

**Q:** Should common appliance handles, controls, equipment be disinfected after each use?

**A:** *Frequent disinfection, though not necessarily after each use, coupled with good consistent hand hygiene practices by users should be sufficient.*

**Q:** Do people working in cubicles need to wear masks at all times?

**A:** *The height of the walls of your cubicle, cubicle size, orientation of sitting areas, and amount of talking within that space can all affect the risk of exposure without a mask. It is safest to say that if someone is within 6 feet of you while you are in your cubicle then you should wear a mask.*