OSU Extension Office Reopening Guidance, May 5, 2020

Updated June 1, 2020

The guidance that follows is intended to help with a smooth transition to reopen local Extension offices. Because our normal work environment is one that involves cooperation with local government and ongoing engagement with the public, we are conscious of the need to be community-minded as well as focused on the health and welfare of our employees, volunteers and the public. This guidance aims to align with Governor Stitt’s Oklahoma’s Open Up and Recover Safely (OURS, see end of document) as well as OSU guidance. It is subject to change as either of those changes or if we deem changes advisable to protect the health of our employees, volunteers and stakeholders. Phases are defined by the State of Oklahoma’s status. All Extension office operations must be compliant with all federal, state, county and local public health proclamations and ordinances.

Safety is our guiding principles for operations through Phase 3. Employees will not return to the office if:

1. A family member living with the employee or the employee has been confirmed positive for COVID-19 until released by a physician.
2. The employee has unmet childcare obligations.
3. The employee feels unsafe returning to the office. The supervisor and employee will agree upon arrangements within HR guidelines associated with their OSU affiliation.

<table>
<thead>
<tr>
<th>Phase 1</th>
<th>For OSU employees, Phase 1 does not begin until after May 8 and only if state status also remains in Phase 1</th>
</tr>
</thead>
</table>
| Return to Work| - Employees over 65 or part of a vulnerable population will continue following safer-at-home guidelines.  
                 - Rotational staffing is recommended. No more than one employee should be in the office full-time on a given day. Other employees will continue to telework when not in the office. Employees should not be coerced or required to cover the office if they are uncomfortable with office protocol, have a health condition that makes them more vulnerable, or have a vulnerable individual in the household. County Extension Directors (CEDs) will work with employees to decide on an appropriate schedule. Consult with District Extension Director as needed.  
                 - Employees are responsible for monitoring their health (symptoms, temperature checks) and should not go to the office if symptomatic or unwell. |
| Travel        | - Continue current travel policy limitations.                                                      |
| Office Opening| - Offices remain closed to the public.                                                            |
| Office Practices| - Carefully sanitize any common area used.  
                      - Frequently clean high-touch areas, including door handles, restroom surfaces, handrails, etc. |
- Limit sharing of office supplies and equipment. If sharing is essential, all items should be disinfected before and after use.
- Wash hands thoroughly with soap and warm water for 20 seconds and particularly
  - Before and after work
  - Before and after work breaks
  - Before and after using the restroom
  - After touching money or objects that have been handled by clients
  - Before putting on and after taking off disposable gloves.
- Avoid touching eyes, nose or mouth.

<table>
<thead>
<tr>
<th>Service Practices</th>
<th>• Continue to provide services through contactless methods as currently recommended.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meetings/Events</td>
<td>• No gatherings until Phase 2 is in place.</td>
</tr>
<tr>
<td>Volunteers</td>
<td>• No volunteers in the workplace until Phase 2.</td>
</tr>
</tbody>
</table>

**Phase 2**

Phase 2 will begin only when the state of Oklahoma enters Phase 2 as declared by the Governor unless directed otherwise by OSU Administration.

<table>
<thead>
<tr>
<th>Return to Work</th>
<th>• Employees over 65 or part of a vulnerable population will continue following safer-at-home guidelines.</th>
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<tbody>
<tr>
<td></td>
<td>• All employees may return to work on a full-time basis but should practice social distancing. Wearing masks is encouraged when in public spaces.</td>
</tr>
<tr>
<td></td>
<td>• Employees are responsible for monitoring their health (symptoms, temperature checks) and should not go to the office if symptomatic or unwell.</td>
</tr>
</tbody>
</table>

| Travel         | • In-state travel is unrestricted. Only one individual should be in each vehicle unless it is possible to maintain CDC social distancing guidelines in the vehicle. |

<table>
<thead>
<tr>
<th>Office Opening</th>
<th>• Offices are open for appointments only.</th>
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<tbody>
<tr>
<td></td>
<td>• Provide signage on doors and at counter for clients with guidance on social distancing or other policies to facilitate this. For example, visitors may be allowed in the office by appointment or on a first come, first served basis, one person at a time with social distancing maintained in the waiting area, including outdoors if needed.</td>
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<tr>
<td></td>
<td>• Place notices that encourage hand hygiene at the entrance to the workplace and in other workplace areas where they are likely to be seen.</td>
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<tr>
<td></td>
<td>• Place markers on the floor in 6’ intervals to encourage social distancing of clients waiting for counter service</td>
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<tr>
<td></td>
<td>• Limit the number of people in the office to 10 or fewer including employees and clients, considering space available to maintain social distance.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Office Practices</th>
<th>• Continue practices listed in Phase 1.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Employees should wear face coverings and practice social distancing whenever interacting with the public and if circumstances put you within 6 feet of other Extension staff members.</td>
</tr>
</tbody>
</table>
| Service Practices | • Continue to provide services through contactless methods as currently recommended.  
• Wear face coverings when the job or circumstances puts you within 6 feet of others. |
|-------------------|------------------------------------------------------------------------------------------------|
| Meetings/Events   | • Group meetings of 10 or fewer people only if social distancing can be practiced. (Employees in large offices don’t count against this max if not part of the meeting in an office and socially distanced.)  
• Pre-order supplies and materials, including tissues and hand sanitizer for all participants. Have face coverings available.  
• Hosts and participants should wear face coverings, with participants expected to provide their PPE.  
• Tables and chairs should be sanitized before and after meeting and at breaks.  
• Frequently clean high-touch areas, including door handles, restroom surfaces, handrails, etc.  
• Actively monitor where COVID-19 is circulating. Advise participants in advance that if they have any symptoms or feel unwell, they should not attend.  
• Send anyone who appears sick away, whether employee or client. |
| Volunteers        | • Adhere to guidelines that apply to employees, office and events  
• Local offices should consider setting a schedule with rotations if a large number of volunteers are frequently present. |
| Phase 3           | Phase 3 will begin only when the state of Oklahoma enters Phase 3 as declared by the Governor unless directed otherwise by OSU Administration. |
| Return to Work    | • All employees will be at work site.  
• Employees are responsible for monitoring their health (symptoms, temperature checks) and should not return to work if symptomatic or unwell. |
<p>| Travel            | • In-state travel is unrestricted. Out-of-state travel requires authorization from the VP office unless or until University policy allows for out-of-state travel. |</p>
<table>
<thead>
<tr>
<th>Office Opening</th>
<th>Visitors are allowed in the office by appointment or on a first come, first served basis, one person at a time with social distancing maintained in the waiting area, including outdoors if needed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Practices</td>
<td>Continue practices listed in Phase 2.</td>
</tr>
<tr>
<td>Service Practices</td>
<td>Continue to practice social distancing.</td>
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<tr>
<td></td>
<td>Continue to employ remote drop off of soil samples.</td>
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<tr>
<td>Meetings/Events</td>
<td>Group meetings of 50 or fewer people only if social distancing can be practiced. (Employees in large offices don’t count against this max if not part of the meeting in an office and socially distanced.)</td>
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<td></td>
<td>Actively monitor where COVID-19 is circulating. Advise participants in advance that if they have any symptoms or feel unwell, they should not attend.</td>
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<td>Pre-order supplies and materials, including tissues and hand sanitizer for all participants. Have face coverings available.</td>
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<td>Hosts and participants should wear face coverings, with participants expected to provide their PPE.</td>
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<td>Tables and chairs, high touch surfaces should be sanitized before and after meeting and at breaks.</td>
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<td>Frequently clean high-touch areas, including door handles, restroom surfaces, handrails, etc.</td>
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<td>Send anyone who appears sick away, whether employee or client</td>
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<td>Volunteers</td>
<td>The State of Oklahoma’s “Open Up and Recover Safely” document states that:</td>
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<td></td>
<td>Citizens should minimize time spent in crowded environments and continue following CDC guidelines regarding social distancing</td>
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<tr>
<td></td>
<td>If you are over 65 or part of a vulnerable population, continue following safer-at-home policies.</td>
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<tr>
<td></td>
<td>Extension volunteers should also adhere to guidelines that apply to Extension employees, offices and events.</td>
</tr>
</tbody>
</table>

If local guidance differs from OSU Extension Office Reopening guidance, please develop a county plan to be approved by District Extension Directors. CEDs, in cooperation with their county government partner, will be responsible for assuring a safe workplace for workers and the public. A phased CDC/state OURS guideline-based plan should be followed to re-open the office. Components of such a plan should address items such as:

- Allowing only a limited number of employees in the office
- Applying social distancing to employees and the public
- Having vulnerable populations follow “safer at home” guidelines
- Limiting or preventing public access
- Requiring workers to wear face coverings
- Washing hands regularly
- Disinfecting common surfaces, tools, and other shared items throughout the day
- Following other measures recommended by the CDC (reference websites at the end of this document).
It will be important to collaborate with county government in plan development and to confirm that the county will cover any reasonable cost of implementation. Here’s an example adapted from the University of Florida/IFAS:

**Plan to Safely Resume County Extension Office Operations**

_______ County

1. **Background and context – Provide a narrative to include:**
   a. How OSU Extension guidelines are balanced with county needs
   b. How the CED has communicated with county government
2. **Safety guidelines that will be followed during phased resumption of operations**
   a. Provide specific measures to be taken in the office. For example:
      i. Social distancing
      ii. Face coverings
      iii. Hand sanitizer
      iv. Disinfectant and cleaning
      v. Health practices
   vi. Reminders, posters, and rules:
      1. Stay at home if symptoms arise
      2. Wash hands frequently
      3. Avoid touching face
      4. Cover mouth and nose if coughing or sneezing
   vii. Additional health considerations
      1. Will body temperature be taken or required?
      2. Will asking health questions be required?
      3. Will visitors be required to wear masks?
   viii. Other measures
3. **Phases of resumption**
   a. **Phase 1:** Describe what your county office is doing now.
      i. Who has taken an alternative work location?
      ii. Who goes to the office?
      iii. How are employees available to clientele?
      iv. How is programming being delivered?
      v. How are diagnostics being handled?
   b. **Phase 2:** Reopen the office to the public by appointment. Describe:
      i. How services will be provided with minimal employees in the office while others continue to e-work.
      ii. How appointments with clientele will be arranged and managed.
      iii. How protections will be put in place.
      iv. The potential challenges.
      v. Volunteer management:
         1. Will volunteers assist from their homes?
         2. How will you prepare for a phased reentry of volunteers?
   c. **Phase 3:** Office open to walk-ins. Describe:
      i. How social distancing will be managed.
      ii. How walk-ins will be treated when some educators are in the office and others are e-working.
      iii. How appointments will be treated vs. walk-ins.
iv. How returning volunteers will follow CDC guidelines.
v. Potential challenges protecting workers and visitors.
d. Phase 4: No social distancing, office is open to all with no restrictions. Describe:
i. How you will adapt to provide comfort for clientele when face-to-face and group events return:
   1. Social distancing
   2. Limited class sizes
   3. Use of larger facilities
   4. Continue to provide online content
   5. Sanitizer stations

ii. Potential challenges

4. List any additional considerations not covered above.

The latest OSU employee-related COVID-19 information can be found here:
   o https://go.okstate.edu/coronavirus/index.html

Oklahoma’s OURS plan is here:
   o Guidance from Oklahoma’s OURS (https://www.okcommerce.gov/covid19/ours-plan/)

CDC resources for businesses and employers:

CDC guidelines for using cloth face coverings to help slow the spread of COVID-19:

The vulnerable population (people who need to take extra precautions):