

## OSU COVID-19 Safety and Success Plan

### BACKGROUND

On June 12, 2020, Governor Kate Brown issued Executive Order [No. 20-28](#), guiding the operation of higher education institutions during the Coronavirus pandemic.

Among other directives, the order requires each public university to develop and submit for their respective board's approval a written plan describing how the university will comply with the [standards](#) adopted by the Oregon Health Authority and Higher Education Coordinating Commission (HECC) for in-person instruction, research, and residential activities. The order also requires the board to review the plan and any amendments to it at each regular board meeting. Although we anticipate Executive Order No. 20-28 will not be in place for fall 2021, we need to move forward with fall preparations. Therefore, we are presenting the fall 2021 "Pathway to Fall" plan under the existing requirements of the executive order.

Development of the universities' plans must include consultation with local health officials. Also, universities are encouraged to consult with a broad range of constituents such as faculty, staff and students. Upon approval, the board must submit a copy of the plan to the HECC.

### PROPOSED PLAN

The university's proposed plan is provided in Attachment 1. The plan includes principles and guidance, primarily for employees, in their preparation for the return of more traditional onsite work and activities.

The plan is based on the following principle: the health and safety of the university community and those OSU serves, as well as the safety of the communities in which OSU is located, are the university's priority. The university has engaged students, faculty and staff; represented employee unions; community members in the Corvallis, Bend and Newport areas; local and state leaders; and local and state health authorities. OSU has also collaborated with Oregon's other public higher education institutions, and collaborations with other universities nationwide through the Pac-12 and the Association of Public and Land-grant Universities (APLU) networks.

Given the wide availability of vaccines, we are planning for the return of onsite activity, while continuing to maintain necessary and required public health measures. The plan provides for some flexibility in setting the precise level of on-site research, teaching, and engagement activities in response to the status of COVID-19 in the communities OSU operates and health directives from local and state health authorities, yet it is clear about our intent to provide for onsite and in-person instruction, research, programs, and services. The criteria the university is using to operationalize the level of on-site activity are clearly posted on [OSU's COVID-19 webpage](#), along with a status report on public health conditions and associated operational implications at every OSU location.

OSU's plan outlines guidelines on how the university will deliver instruction, conduct research, offer residential services, and provide programs, engagement, and outreach through the coming year.

OSU's Continuity Management Team (CMT)—comprised of over 25 representatives of units across the university—is responsible for developing and recommending strategies for managing on-site activities, including evaluating the feasibility and logistics of different options. Since it

was established, the CMT has engaged community stakeholders extensively to inform and refine its planning. The university's communications have been detailed and frequent. OSU's COVID-19 webpage is updated daily. The university has engaged students, faculty, and staff; represented employee unions; community members in the Corvallis, Bend and Newport areas; local and state leaders; and local and state health authorities. Additionally, OSU's planning and response has been strengthened by ongoing alignment with the HECC, cooperation with Oregon's other public higher education institutions, and collaborations with other universities nationwide through the Pac-12 and the Association of Public and Land-grant Universities (APLU) networks.

### **RECOMMENDATION**

Staff recommend that the Board approve the university's plan specified in Executive Order No. 20-28 as provided in Attachment 1.

# Oregon State University

Pathway to Fall

Planning Guide to Return to Traditional On-Site Activity

*Many thanks to the members of OSU's [Continuity Management Team](#) for their significant work in creating this guide.*

**BEAVER WELCOMING  
BEAVER CARING  
BEAVER READY**



**Oregon State**  
University

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## Section I: Introduction (Executive Summary)

Oregon State University is planning to resume traditional on-site and in-person activities at OSU locations for academic year 2021-22.

We make these plans with a careful eye on current, comprehensive public health and mitigation strategies and continuation of the Oregon Health Authority's (OHA) vaccine distribution plan for all Oregonians.

OSU's plans will require ongoing commitment and support from all members of the OSU community, a continued decline in COVID-19 infection rates, and adherence to federal, state, and other applicable guidance and requirements that permit increased on-site and in-person activities.

While subject to change, we are currently planning for fall to include:

1. Resumption of in-person instruction as the primary modality of delivery at all OSU locations.
2. Resumption of in-person administrative and operational services.
3. Resumption of in-person and site-based research and fieldwork.
4. Resumption of in-person and on-site co-curricular and extracurricular activities.
5. Expansion of on-campus housing to function at a more traditional capacity.
6. Collegiate athletic competition with limited on-site fan attendance.

OSU will operate in alignment with Oregon Governor's [Executive Order 20-28](#) and associated Oregon Health Authority and Higher Education Coordinating Commission [Guidance for the Conduct of In-Person Instructional, Residential, and Research Activities at Oregon Colleges and Universities](#). Additional local public health requirements may apply depending on the type of OSU activity, a county's COVID-19 risk level, and the location of activities planned.

### Principles and Tactics of Return to Traditional On-site Activity

The following principles serve as the foundation of OSU's resumption plan.

- We will continue to take informed, proactive and intentional approaches to supporting the health, well-being and safety of all members of the OSU community. This includes careful review, exploration and adjustment of policies, practices and systems of support for students, faculty and staff at OSU locations.
- We plan to implement a [vaccine program](#) that will include a requirement for all students and employees learning or working at any OSU location to be vaccinated for COVID-19.
- OSU's service as a state and national leader in teaching, research and outreach and extension necessitates resumption of on-site and in-person activity to the greatest extent possible. While OSU delivered on its mission during the most extreme conditions of the global pandemic, continued remote delivery of nearly all of OSU's education and programming is not effective on a long-term basis to fulfill the university's mission.

- We plan to use an appropriate mix of pedagogically appropriate instructional modalities at both the undergraduate and graduate levels (face-to-face, synchronous online/remote and asynchronous online/Ecampus). Regardless of modality, we will provide students with quality instruction allowing them to attain course and program learning outcomes, and progress successfully to graduation, graduate study, and/or career.
- OSU prioritizes consistent communication with students, faculty, graduate assistants and staff. We are committed to transparency in decision-making and communications and to engaging perspectives and voices from students, faculty and staff to the greatest extent possible.
- The pandemic has had disparate impacts on members of the OSU community. The move to remote services also has provided disparate impacts, as will the resumption of on-site and in-person activity. Addressing these disparities is a driving force in the university's planning for return to on-site and in-person activity.
- In parallel with our efforts to resume traditional on-site operations this fall, the university will conduct full assessments of flexible learning and work approaches as part of an overall future of learning and work strategy.<sup>1</sup>
- Ventilation in university buildings is an important aspect as we return to on-site. HVAC systems have been adjusted where possible to maximize fresh air and filtration, and HVAC operations follow [the recommendations of the Centers for Disease Control and Prevention](#) and the [American Society of Heating Refrigeration and Air Conditioning Engineers](#). Please see more details on the [Campus Building Ventilation](#) webpage.
- Custodial staff and contractors will continue to clean and disinfect university spaces based on CDC recommendations, utilizing EPA-approved chemicals. Additional information about cleaning standards will be maintained on the [Environmental Health and Safety Website](#).

## Pathway to fall – Returning to On-site and In-person Activity

### **Subject to change based on executive order or other legal requirements and local conditions.**

OSU expects to transition to higher-density, on-site and in-person activity in phased and gradual steps over the next several months, helping employees to develop comfort and confidence as we re-establish on-site workplace norms. This transition can be altered quickly if local conditions or legal requirements warrant.

<sup>1</sup> We have the strategic opportunity to re-envision work arrangements (including remote work, hybrid/partial remote work, out-of-state and out-of-country work arrangements) to attract and retain talented faculty and staff in a highly competitive and evolving labor market. We also have the strategic opportunity to examine our suite of modalities for delivery of instruction. Two taskforces will work on strategies to attract and retain talented faculty and staff in a highly competitive and evolving labor market. Provost and Executive Vice President Edward Feser is charging a committee to recommend future workforce practices around remote work. This work will run in parallel to the shorter-term operational planning associated with 2021 spring and fall terms.

Employees should continue to review the OHA Sector Guidance — [General Guidance for Employers and Organizations](#) to ensure requirements are met for non-instructional or research workspaces; [OHA/HECC Guidance](#) for workspaces that support in-person instruction; residential and research activities; and the [OSHA Temporary Rules](#) for COVID-19 workplace safety.

## General Guidelines for Return

- Most employees -- who prior to the COVID-19 pandemic remote work requirements provided on-site and in-person instruction, research, outreach and engagement, programming, services, and operations -- are expected to return to on-site activities. Yet, some positions may remain working remotely dependent on unit-based strategies for maintaining lower density presence and physical distancing or as otherwise permitted by unit leadership, as described below.
- There may be circumstances where remote learning and working continue as a component of in-person activities and university program delivery. Given OSU's commitment to a culture of care, supervisors will work within university-level guidance within this document and on the OSU Safety & Success website in assessing and approving continued remote work arrangements that extend into the fall term.
- Employees who are required and approved to be on-site to deliver reduced density/mixed modality, instruction, research, outreach and engagement, programming, services, and operations may be on-site.
- Employees who provide extracurricular, co-curricular<sup>2</sup> and other in-person programming to support limited in-person engagement (preferably outside, if possible) for students and community members can be on-site as public health conditions allow.
- Starting with fall term 2021, any continuing partial or full-time remote work arrangements must be documented and approved in advance by an employee's supervisor as part of a [remote working agreement](#).

<sup>2</sup> **Curricular activities** are those activities that are a part of the formal curriculum and are credit bearing. All of the courses offered by OSU's colleges are curricular activities. Some [Student Affairs](#) units, including the Academic Success Center (ALS courses), University Exploratory Studies Program (UEXP courses), Disability Access Services, Recreational Sports, and others offer for credit courses and services that directly support curricular activities.

**Co-curricular activities** are those activities that are outside of yet complementary to the formal curriculum. Nearly all of what [Student Experiences & Engagement](#) including [University Student Organizations \(USOs\)](#), or sponsored and advised student clubs and organizations, offer falls into this category. Much of what [Student Affairs](#) does would be categorized here as well.

**Extracurricular activities** are defined as activities that are not tied directly to the curriculum. Most of what falls into this category are unaffiliated activities self-organized by students and activities offered by student groups that aren't working directly with campus departments, units, and colleges for advising.

## **Spring Term 2021**

Spring term operations are expected to be consistent with fall 2020 and winter 2021 terms. There may be minimal increases in on-site and in-person activity, though offices that have been fully remote may continue to operate remotely for the remainder of spring term. Deans, vice presidents and vice provosts may provide gradual allowance for return to offices and workspaces, while continuing to provide remote services for students, faculty, staff, and community members for the remainder of the term.

In the mid- to late spring, employees who are preparing for the delivery of on-site and in-person activity beginning summer term may be on-site.

## **Summer Term 2021**

Central operations (e.g., Office of Admissions, Business Office, and Office of the Registrar) are expected to be open in summer - and may do so with reduced staff density. On-site flexibility options include modified in-person service hours, with remote service provided during standard business hours. The plan is to increase on-site and in-person activity associated with all summer programming, as allowable given public health conditions, OHA requirements and other applicable requirements and guidelines. Remote work for employees whose functions can be fully performed remotely may continue if their working remotely does not negatively impact program/service delivery or place undue burden on other personnel, units or resources.

In the mid- to late summer, employees who are preparing for the delivery of on-site and in-person activity beginning fall term should plan to begin to transition back on-site.

## **Fall Term 2021**

The pathway to fall 2021 gradually transitions OSU back to traditional on-site and in-person activity to the greatest extent possible. All university operations and offices are expected to be open during traditional business hours with reduced density only where necessary. It is assumed that employees traditionally working on-site before the pandemic are expected to work on-site in the fall unless they are working remotely as part of reduced density rotation or staffing strategy. Some employees may wish to continue to work either fully or partly remotely even as much of our on-site operations resume. These arrangements may be possible, and they will require a [remote working agreement](#).

## **Facilities Preparation**

For fall 2021, university spaces may require some amount of physical distancing, based on [Oregon Health Authority](#), OSHA and other applicable requirements. OHA guidance on physical distancing requirements and/or total capacities on the number

of people in one room will be followed. Resources such as the following provide information for units to determine the appropriate capacity for their areas:

### Space Playbook

### OSU Maximum Allowable Capacity in Space

- At times and due to space restrictions, other methods might be needed to maintain physical distancing requirements. Unit level decisions include:
  - Consideration of rotating employee schedules if unable to configure space with adequate distancing.
  - Continued remote work of some employees to limit contact between employees and spread of COVID-19.
- Units will be responsible for ensuring appropriate signage is in place and that signage adheres to campus signage plan standards for temporary signage where applicable (i.e., physical distancing expectations, face coverings requirement, traffic flow patterns, and cleaning protocols).
- OSU is planning for building entrances to display signs to indicate maintaining proper distancing and to “keep to the right” in passage. Where practical to the operation of the building, specific entrances and exits should be designated to limit density at doorways. All identified entrances and exits must not be blocked and provide for emergency egress.
- Inventories of cleaning supplies, personal protective equipment and face coverings must be monitored and maintained. OSU has arranged for bulk pricing of many items. The “Resumption Supplies Link” in BennyBuy offers access.
- Face coverings will be made available in key locations (i.e., library, Memorial Union, health services locations).

### **Furniture, Technology & Equipment**

Many OSU employees were encouraged to take furniture, technology, equipment and supplies home when OSU transitioned into a remote teaching and working mode in spring 2020. As we plan for resuming on-site activities and operation, we have devised a program for assuring a safe return to work environment. Brief information provided below and details will be available on the Operations Move-in Guide website the week of April 26, 2021.

### **Move-in Assistance**

To support the successful and deliberate moving of employees back on-site, facilities management, with assistance from building managers, is planning to provide a move-in assistance program over the summer. An anticipated schedule of building-by-building assistance will be available on the Operations Move-in Guide website the week of April 26, 2021.

As employees return on-site, support for reconnecting technology and equipment will be provided by the central IT Team assigned to your college, department or unit. Updated cyber tools will be loaded to ensure protection of OSU resources. Guidelines for bringing equipment back within OSU locations, provided by OSU

University Information and Technology, will be available on the Operations Move-in Guide [website](#) the week of April 26, 2021.

OSU IT also will assist in reviewing and updating technologies and equipment that have been unused or minimally used during primarily remote work, such as printers, copiers, conference room technology and phones.

Service Desks and other support units are planning to continue to offer a hybrid level of services with remote as well as on-site support to guide and assist transitions for those returning to campus.

### **Parking & Transportation**

- Corvallis on campus parking will continue to emphasize flexibility with [daily permits](#) available for hybrid students and employees.
- Visit the Transportation Services [website](#) for information about parking on campus.
- For OSU-Cascades, visit the parking services [website](#).
- The BeaverBus on the Corvallis campus is planned to operate the 2021-22 academic year and will follow applicable CDC, OSHA, Oregon Health Authority, and industry specific best practices, requirements and guidelines. Transit service adjustments will be made as needed to accommodate campus activity and safety protocols. See the [Beaver Bus website](#) for routes and schedules.
- The University Motorpool is planned to continue to operate while following all applicable CDC, OSHA, OHA and industry requirements and OSU policies. Changes in operations or guidance will be updated on the [Motorpool website](#).

### **Travel**

#### **OSU-Sponsored Essential Travel**

OSU expects to update travel restrictions as public health conditions and guidance from public health authorities change. For the latest travel guidance and restrictions review the travel related [Frequently Asked Questions](#) on the COVID-19 Safety & Success website.

### **On-site Events and Activities**

#### **Planning Framework**

All on-site events and activities will be conducted in alignment with:

- Applicable Oregon Health Authority and Higher Education Coordinating Commission (HECC) [Guidance](#), as well as Governor Executive Orders.
- Applicable [sector guidance](#) as directed by the [Oregon Health Authority](#).
- Relevant OSU policies, including [Face Covering](#) and [Physical Distancing](#) policies.
- Any other applicable federal, state, or local requirements.

#### **Planning Tool**

OSU recognizes that as on-site learning, research, and extension and outreach activity increases, there may be increased interest in holding in-person events. OSU

has designed an approval request [form](#) for planners hosting in-person, on-site events in Corvallis. Approval request forms for events held at OSU-Cascades, [OSU Extension & Engagement locations](#), the [OSU Portland Center](#) and the [Hatfield Marine Science Center](#) are available on their respective web pages. Submissions are not approved until a final confirmation email is received. If there are any questions about the submission, the reviewers will reach out to the event planner(s). This review process supports OSU's compliance efforts with local, state, and federal guidelines and requirements, as well as OSU policy. Note that this approval process is not required for unit-based, college or departmental meetings in the interest of university business.

### **Other Guidance**

Recreational Spaces: Campus recreation and outdoor common areas will follow all applicable CDC, OSHA, Oregon Health Authority, and industry specific requirements and carefully consider best practices guidelines.

## **Section II: Public Health Guidance**

Additional details about OSU's mitigation strategies can be found on the [COVID-19 Safety & Success](#) website.

### **Vaccine Requirement**

Oregon State University intends to implement a COVID-19 vaccination requirement beginning fall term 2021 for those students who learn, work or engage in-person in OSU activities and for those employees who, as part of their OSU work, engage in-person with individuals outside of their household. OSU will engage in additional conversation with employees, the Faculty Senate, unions and others as it finalizes the policy, specific exemptions and compliance/enforcement.

The best way to prevent infection from COVID-19 is to be vaccinated as soon as possible and continue to follow recommended or required public health measures (e.g., face coverings).

Some OSU community members may not have had access to the vaccine (e.g., youths) prior to the resumption of university on-site and in-person activity. In addition, some individuals may have medical or religious reasons that preclude them from being vaccinated. OSU will provide a pathway for exemptions legally required by state or federal law. Employees, volunteers and students should understand that any individual they come in to contact with may or may not be vaccinated. Therefore, everyone must follow the current requirements provided by the Oregon Health Authority and university's COVID-19 [health and safety policies](#).

Employees, volunteers and students are discouraged from discussing who has or has not been vaccinated. Because it is private medical information, supervisors are directed not to ask employees whether they have been or plan to be vaccinated. OSU employees may not ask students whether they have been or plan to be

vaccinated. We anticipate that there will be a central process to determine compliance with the vaccination requirement, such that supervisors and others need not determine vaccination status on their own.

### **Distribution Support**

OSU continues to support regional distribution of COVID-19 vaccines by providing space and logistical support, as requested by local health authorities. Oregon State also supports education and communication efforts to inform our community of the public health benefits, science and impact of broad acceptance of the COVID-19 vaccines.

## **Public Health Policies and Practices**

### **General Guidance**

OSU community members are expected to take personal responsibility to contribute to public health and safety for themselves and others by reducing the risk of spread of COVID-19.

Individuals are expected to:

- Follow applicable [OHA](#) and [CDC](#) guidance, any applicable Executive Orders or other requirements and adhere to OSU Policies.
- Ensure that they [self-screen](#) for [COVID-19 symptoms](#) before coming on-site or engaging in in-person activities and remain at their residence if symptomatic or ill. Individuals may find additional resources at their my.oregonstate.edu app under [COVID-19 Resources](#).
- Prioritize personal hygiene by washing hands frequently, covering coughs and sneezes, and avoiding face touching and handshaking.
- Clean personal workspace (office, desk) and living spaces frequently.
- Stay informed about the latest university, local and general COVID-19 related developments via resources such as the [OSU Safety and Success Website](#) and the [Oregon Health Authority](#) website.
- Reinforce university public health practices and messaging within the workplace, classrooms and other areas of engagement.

**Face Coverings:** University Policy: 04-041, [Face Covering in Public and Common Settings During Response to COVID-19 Pandemic](#) is anticipated to remain in effect for fall term 2021 and applies regardless of whether someone has been vaccinated. Updates will be communicated to the OSU community as the policy is revised or terminated.

**Physical Distancing:** University Policy: 04-040, [Physical Distancing During COVID-19 Pandemic](#) is anticipated to remain in effect. Updates will be communicated to the OSU community as the policy is revised or terminated.

**Policy Violations:** Each member of the OSU community is responsible for holding themselves accountable to OSU policies and standards. Supervisors are expected to hold their direct reports accountable. As always, faculty are responsible for classroom management and may refer students to the Office of Student Conduct

and Community Standards for further discipline if warranted. View guidance for [preventing and responding to disruptive behavior](#) related to these and other policies.

**Communicable Disease Management Plan:** In compliance with [Executive Order 20-28](#) and [guidance](#) from the OHA and HECC, all Oregon colleges and universities shall have a written [communicable disease management plan](#). OSU's [Communicable Disease Management Plan](#) remains in effect until further notice.

**OSHA Workplace Risk Exposure and Risk Assessment and Infection Control Plan:** [Oregon OSHA Rule Addressing COVID-19 Workplace Risks, Exposure Risk Assessment and the OSU Infection Control Plan](#) remain in effect until further notice.

**Positive Case Exposure Response Guide:** OSU's [COVID-19 Notification Plan](#) remains in effect until further notice.

## Testing Program

### High-Frequency Asymptomatic Screen Testing

The university intends to conduct High Frequency Asymptomatic Screen Testing (HFAST) to mitigate the spread of COVID-19 if it is determined that such testing will improve public health conditions at OSU sites. OSU intends to provide testing for students, faculty and staff who are regularly accessing on-site university space in Corvallis, Bend and at the Hatfield Marine Science Center in Newport. OSU is likely going to include offering testing to on-site individuals one time per week as part of effective mitigation efforts. We will be encouraging those who have been vaccinated to participate to inform OSU's public health response.

### Surveillance Testing

If OSU determines that public health conditions can be improved via testing, OSU intends to continue to perform wastewater surveillance to determine the existence and level of the virus that causes COVID-19 in Corvallis, Bend and at the Hatfield Marine Science Center in Newport.

### Symptomatic Testing for Students

Student Health Services is planning to continue to provide COVID-19 on-site testing to Corvallis campus students who are symptomatic or have been determined to be in recent close contact, as defined by public health authorities, with someone who has tested positive for COVID-19.

OSU-Cascades students who are symptomatic or have been determined to be in recent close contact will have access to COVID-19 testing on campus. The OSU-Cascades Student Health Coordinator is an available resource for referrals and general navigation of regional health care options.

### Symptomatic Testing for Employees

OSU employees should continue seek symptomatic testing services from their primary health care provider.

### **Rapid Response/On-Demand Testing**

There may be circumstances where the university determines it necessary to test a specific group to quickly assess level of exposure to a positive case. This determination will be made by OSU Coronavirus Response Coordinator, in consultation with the Executive Director of Student Health Services and the local public health authority.

### **Use of Test Results**

The university will not use COVID-19 test results to determine access to university spaces or programs, unless approved by the OSU Coronavirus Response Coordinator. There may be circumstances where the university determines it is necessary to require proof of test results in certain situations or environments. This decision will be made by the OSU Coronavirus Response Coordinator, in consultation with appropriate offices and authorities.

### **Isolation and Quarantine Requirements and Protocols**

**Requirements:** Students, faculty and staff are required to isolate or quarantine per protocols specified in the [Physical Distancing Policy](#), as updated from time-to-time.

**Notifications:** Per the Oregon Occupational Safety and Health Division (OSHA) [Temporary Rule Addressing COVID-19 Workplace Risks](#), employee notifications must be initiated in the event an employee has been exposed to, or affected by, COVID-19 while working at an OSU location. Protocols for this requirement can be found in the [OSU COVID-19 Notification Plan](#). As these requirements change, OSU will comply with any updated or removed requirements.

## **SECTION III: Supervisor/Employee Guidance**

*For the purpose of this section, "employee" means all academic and professional faculty, classified staff, graduate assistants, temporary and academic wage employees, and student employees.*

### **Return to On-Site Work Arrangements**

All employees who previously worked at an OSU location prior to the pandemic should be preparing for a return to on-site work as OSU transitions to fall term, depending on their position and the plans of their work unit. Most employees are expected to return to on-site work with the fall term.

Updated guidance for return to on-site work will be available in May for both employees and for supervisors. This updated guidance will include:

- Checklist of tasks to prepare for return to on-site work.
- Supports planned and available to assist employees in preparing for transition back to on-site work.
- Move-in plans for specific building and work-sites.
- Return of furniture and equipment.
- Required University IT process for computer equipment.
- Availability of continued remote working arrangements.

Supervisors are responsible for understanding the pathway to fall 2021 as it relates to the university, their work unit and to the individual employees under their supervision. Organizing for a return to a full residential student experience requires flexibility, clarity of purpose and a commitment to OSU's culture of care at all stages of the process. Specific guidance will be provided to supervisors to inform decisions regarding when employees will return to on-site work, including decision support tools on how to effectively and equitably assess and arrange continuing remote work arrangements.

OSU understands that the ongoing environment of uncertainty and change presents challenges to our community. A [Culture of Care](#) website describes support available to the university community during the pathway to fall 2021.

## Remote Work Arrangements

OSU is committed to supporting work-life balance for employees and provides general guidance on requesting flexible work as outlined in the [Guide to Flexible Work Arrangements at OSU](#) on the [Work Life](#) website. Flexible work arrangements are assessed and approved by an employee's supervisor and unit leadership based on suitability for remote work, unit on-site operations and service goals, and equity of opportunity across the team or like positions.

In addition to these general flexible working parameters, continuation of some COVID-19 remote work arrangements may be appropriate in some cases into the fall term. Full or partial remote work arrangements may be requested by an employee or suggested or even required by a supervisor.

- An employee whose role requires them to return to on-site work may request continued remote work on a transitional basis for fall 2021 as they resolve needs associated with childcare or other household situations. Supervisors must consider these requests in an equitable way that does not favor or disfavor employees based on, for example, parental or family status. Supervisors will consider such requests in the context of job and unit needs, as well as needed flexibility in the fall.
- An employee may request continued remote work as a formal [medical accommodation](#) related to COVID-19.
- A unit may determine that certain remote work arrangements are required for reasons of physical density or other safety-related reasons. In this case, employees will be assigned to continued remote work;
- A unit and/or supervisor may wish to leverage the benefits of remote work experienced during the past year and decide to support full or part-time

remote work during fall 2021 in certain situations.

Employees should expect that any remote work arrangements approved for fall term will be:

- Assessed in the context of a unit's ability to deliver on its mission and service commitments through a remote work strategy.
- Equitably distributed to the extent possible across teams and for individuals in the same and/or similar position.
- Dependent upon continued business needs and future workforce strategies adopted by the university.
- Discussed in consultation between employee and supervisor.
- Documented and approved through a [remote work agreement](#).
- Subject to adjustment as necessary throughout the fall term.

Supervisors should make information on OSU's accommodation process accessible and work with the Office of Equal Employment and Access (EOA) in instances where individual disability or medical accommodations for remote work are requested. The [EOA form](#) provides more information.

## **Section IV: Academic Programming, Research & Student Services**

As we resume primarily in-person instruction, OSU remains committed to do so by following all applicable health authority guidelines and university policies that increase public health and safety for all.

### **Academic Programming**

Standards, Options and Approaches:

- Academic units should have plans in case faculty become ill or a faculty member needs to quarantine/isolate or care for someone else who gets ill.
- Each faculty member teaching an in-person course should have a plan to work with students if students need to isolate or quarantine while taking their class. Review [best practices](#) and [include options](#) for make-up work in the event that students are unable to attend classes.
- Academic units and instructors should have plans in place to serve international students who are unable to return to the US because of visa complications resulting from the pandemic. Every effort must be made to allow these students to participate in courses and learning activities, where compliant with legal requirements.
- Review [field trip guidance](#), including information on the protocol in the event there is a positive COVID-19 test result during the field activity. There may be some group activities (such as CEOAS ships and research) for which vaccinations become required as part of the activity. Application of the protocol will be handled by each unit.
- Academic units should carefully review their course fees to ensure they reflect fall 2021 needs. Review [course fee guidance](#).

### **Student Success and Pedagogy**

OSU class sections (other than those offered through Ecampus) are expected to be offered primarily in-person beginning in fall. Except in cases where individual faculty members request an accommodation (through HR/EOA) to teach remotely, selecting course modalities should fall to unit leadership, guided by the criteria listed below, rather than individual faculty.

- All courses with the remote modality must be approved by program and unit leadership, college leadership, and the Provost's Office. Details about Provost approval is available via the [Office of the Registrar Scheduling Team](#).
- At this time, no college should have more than 5% to 15% of courses offered in the remote modality unless necessitated by public health requirements and guidance, as determined by the OSU COVID-19 Response Coordinator.
- All instructors teaching remotely should contact the Center for Teaching and Learning to learn about [best approaches](#) for course design.
- Justifications for remote modality courses must meet one or more of the following criteria unless public health restrictions (e.g., maximum course size allowable) require it, as determined by the OSU COVID-19 Response Coordinator:
  - Content delivery through remote means (other than Ecampus) enhances student access and success and does not compromise access to in-person experiences. This may include the use of innovative methodologies involving remote delivery to provide flexibility for students who find these methods preferable to more traditional methods.
  - Content delivery through remote means (other than Ecampus) allows students in different physical locations to engage with, and learn from one another in ways that are not possible for a course delivered in person or using the Ecampus, asynchronous approach.
  - Individual faculty members' demonstrate the ability to teach in a "HyFlex" modality well. HyFlex<sup>3</sup> means some students are physically present and some are participating remotely. Should a program/unit/college decide on this approach, they must consult with the Center for Teaching and Learning for assistance in designing the course.
- Faculty must plan for the ability for students who enroll in a program with the expectation of attending via one campus to be able to complete all courses in that program under that same campus, absent university decision based on applicable public health requirements or guidance.
- Students who enroll in a program with the expectation of a given teaching modality must be able to complete all courses in that program under that modality absent university decision based on applicable public health requirements or guidance.
- Another option for units and instructors is to consider a hybrid approach in which some, but not all, class sessions are planned to be in person. This is a special schedule type. Please contact the Center for Teaching and Learning

<sup>3</sup> Over the last year, we have learned that the "hyflex" model for teaching is very challenging. Instructors should only choose to use this approach in very limited circumstances or limited periods of time. OSU does not anticipate that there will be a requirement to use a hyflex approach.

for more information about developing a hybrid course.

- [Course modalities](#) will be defined and communicated clearly in the [Schedule of Classes](#). Some academic activities associated with course delivery, like office hours and advising appointments, may need to be offered remotely if it is best for health and safety reasons.
- Instructors should make determinations about office hour locations in consultation with their unit head/chair. Every effort should be made to hold at least some portion of office hours in person.

## Resources

- Teaching experts are exploring expanded [multi-modality course development](#), designing classes using technology and utilizing long-term strategies for innovative course offerings. The [Center for Teaching and Learning](#) has the most recent [tips and resources](#) related to teaching in our new world. The provided guidance addresses requirements for use of [OSU tools such as Canvas](#).
- The Return to Campus Workgroup is focused on how to provide the best experience to students. [Resources cover topics](#) such as office hours, teaching modalities, flexibility for students and the transition back to campus. The group also is developing a document to help faculty understand teaching modalities and how to best work within the constructs of those modalities. This document includes the expectations with respect to minimum contact hours and attainment of student learning outcomes. The basic definition of these modalities is also on the [Schedule of Classes](#) website so that students' expectations and understanding of modalities are the same. The focus is on the quality of the teaching outcomes in each modality.
- Students who may need medical or disability accommodations should work with [Disability Access Services](#) (DAS) for guidance.

## Scheduling

Classrooms in fall 2021 may require some amount of physical distancing, based on [Oregon Health Authority](#) guidelines, OSHA or other applicable requirements and guidelines. Applicable health authority requirements and guidance on physical distancing requirements or total capacities on the number of people in one room will be followed. If necessary, OSU classroom inventory can accommodate a reduction by using alternative approaches to scheduling and offering classes during non-peak times of the week including the evening or weekends.

Additional Considerations:

- It is possible some students may have a class that does not meet in person but units and advisors should help support the goal of all students having the opportunity for some on-site course work, even if optional.
- The Office of the Registrar (Otr) will assign all campus spaces to classes, including departmental classrooms. There will be a collaborative effort with unit schedulers to accommodate as many sections on campus as possible, utilizing available spaces.
- OSU will strategically accommodate planned classroom experiences for first

year and new transfer students to support the goal of all new student schedules including on-campus experiences.

- OSU's facilities and operations teams will follow all [OSHA](#), CDC, OHA, industry-specific (e.g. [ASHRAE](#)) or other applicable requirements and carefully consider best practices and guidelines.
- The unit (college, department and faculty member) should decide how lab courses will be anticipated to operate based on the course's particular resources, learning type and lab attributes. Some options include:
  - Teach additional, smaller sections and significantly expand teaching hours to evenings and weekends.
  - For health science programs, use PPE when distancing is not possible because of the necessary lab actions.
  - Continue to teach labs remote.
- There may be physical seating restrictions in some classrooms that include basic barriers such as tape. Student Conduct & Community Standards has [guidance](#) on how faculty can have conversations concerning restrictions and what to do if students disagree with a restriction.
- There may be continued tent usage on campus during fall 2021, including for the music department if there is not sufficient space in classrooms.
- Units may offer additional Ecampus sections but OSU is not anticipating a policy modification to be in place to replace the on-campus sections for students who chose to attend a campus and a campus-based program.
- OSU will continue to monitor the pandemic situation and its effect on students and faculty as it relates to registration policies. Details about modification to the S/U and W/D deadlines will be shared at the beginning of fall term. OSU's Academic Requirements Committee, which considers modifications to registration policies, has been advised by the Faculty Senate Executive Committee (FSEC) to be lenient during "COVID times." FSEC will offer ongoing guidance into fall 2021.
- OSU academic leaders are engaging in conversations around new modality options and how they affect Ecampus teaching to assist with long-term planning and strategy.

## **Research**

OSU's research facilities will follow all applicable Oregon Health Authority and other health authority requirements. Refer to the [COVID-19 Safety & Success](#) website for updates.

- Research activities can take place on campus or at on-site locations while remaining in compliance with the physical distancing, face covering or PPE use requirements, cleaning protocols, travel restrictions or other applicable health authority requirements or OSU policies that may be in effect in fall 2021. This includes considerations related to research with human subjects or animals.
- Activities related to training of staff, postdocs and students for research can take place while adhering to physical distancing, face covering or PPE use requirements, cleaning protocols, travel restrictions or other applicable health authority requirements or OSU policies.

- Field work or other off-site activities will adhere to physical distancing, face covering or PPE use requirements, cleaning protocols, travel restrictions or other applicable health authority requirements or OSU policies. Travel to such sites is informed by [OSU's travel guidance](#) that is in effect at the time of travel.
- Visitors for the purposes of engaging in research activities on campus or other on-site facilities can proceed provided all distancing, face covering or PPE use, and quarantine or other applicable health authority requirements can be met.
- It is anticipated that the research resumption approval process will no longer be utilized by fall 2021, but the process may be utilized again if public health concerns require such intervention and oversight, as determined by the OSU Coronavirus Response Coordinator. More specific guidance on research activities is provided in the [research resumption guidance](#).

## **Student Services**

### **START Orientation and Campus Visitation:**

- OSU is planning for START orientation to be fully virtual for summer 2021 in Corvallis and Bend. Prospective students will be able to register for START beginning May 10. Pending state and county or other health authority requirements, optional in-person campus visitation for START could take place in August 2021. Regular communications will be sent to students via Slate for all messaging on this topic.
- Campus tours are planned to resume in June 2021 in accordance with applicable health authority requirements for groups and gatherings. Campus tours at OSU-Cascades have resumed on an as-requested basis, pending any change in applicable health authority requirements.

### **Housing and Dining Considerations**

- OSU anticipates that the First Year Live-on-Campus Requirement will continue to be in place for the 2021-22 academic year in Corvallis and Bend. The policy (and applicable exemptions) is being finalized and will be available in early May 2021.
- Students living on campus will be in single or double rooms at the start of the 2021-2022 academic year.
- Dining centers will operate in accordance with relevant health authority guidance.
- Cleaning of touch points will be provided within residence halls and dining centers.
- Students may be required to test for COVID-19 as determined by the OSU Coronavirus Response Coordinator, based on prevalence in the community while living on campus.
- A quarantine and isolation program will be in place for students who live on campus in Corvallis and Bend.

### **Student Support Offices and Services**

- OSU is planning for all student support offices to be open and available for

in-person interactions with students beginning in fall 2021 in Corvallis and Bend. These offices include but are not limited to the Memorial Union, student cultural resource centers and Student Experience Center on the Corvallis campus.

- Office hours may be adjusted based on staff resumption to campus. During summer 2021 staff will confirm technology needed for this transition.
- Office of International Services will be tracking travel restrictions that may exist for students coming to the U.S. as well as the ability to access the vaccine once they have arrived.
- OSU anticipates that the Dixon Recreation Center on the Corvallis campus will be open and will follow the applicable health authority requirements and guidance to provide an on-campus location for students to experience community and wellbeing.

## Section IV: Specific Guidance

### Budget and Financial Planning

Revenue losses and additional costs for OSU's response to the pandemic have been felt throughout all university colleges, divisions and units. Funding these costs and losses will require use of federal relief funding, expense savings and fund balances at every level of the university. The specific requirements of the second and third federal relief packages are still being interpreted. However, those funds will be used to address losses in the current year (FY21) that impact the university broadly, affect long-term affordability for students and limit the ability of faculty to pursue work in scholarship and engagement. At this time:

- Costs that are required to meet federal, state or county health requirements as interpreted by the Continuity Management Team or university-wide policy requirements will be funded centrally to the extent resources are available.
- Costs that are deemed necessary for increased on-site campus density of critical functions will be funded centrally to the extent resources are available.
- Costs related to unit-level decisions about how to most effectively enable work responsibilities for individual employees will generally be the responsibility of the employing unit (much as is the case when units hire someone and define the nature of the work).
- Costs that are result of the university's response to the COVID-19 pandemic should be coded using the COVID-19 activity code, (ZCOV).
- If units provide additional resources to an employee, and believe those are because of pandemic-specific circumstances (as opposed to the nature of the work or the skills of the particular employee), those costs should be coded with (ZCOV) for consideration for reimbursement if resources are available.
- If unit leaders are unsure if budget impacts will be covered, they should commit to reasonable decisions that best serve the needs of their students, faculty, staff and stakeholders, as balanced against budget allocation (in consultation with their supervisor).
- If uncertain, units should include the ZCOV activity code in the transaction and costs will be reviewed and categorized as guidance evolves. The current ZCOV activity code tracking is expected to continue through the 2021-22

fiscal year.

- If you are spending funds that already use an activity code, please use your index and activity code and enter COVID-19 in the first line of the document text (e.g., the FOATEXT form).
- While everyone prefers certainty, we expect to remain in an uncertain environment for most of the next year regarding OSU's financial resources. The goal is that the whole university, regardless of fund type or level, exits the pandemic as intact as possible and able to move forward. That may involve using some unit-level resources — patience, collaboration, and consistent documentation will be essential as we work through the next year.

Examples	Centrally Funded	Unit Funded
Testing	Campus-wide testing (e.g., residential students), outbreak scenarios	Courses, student activities, research teams as requested by unit
Physical modifications	Child care centers, customer service desks, classroom density modifications, teaching technology (e.g., Zoom)	Individual workstations
Services and supplies	One PPE set per department, cleaning supplies	Personnel microphones for teaching, computers or equipment for remote working, telecommunications allowance, incremental PPE and cleaning supplies
Personnel	Personnel required to support university-wide response to COVID-19	Personnel or adjusted work assignments required to implement unit level COVID-19 response (e.g., incremental course sections, small group engagement)

- For Benny Buy follow the procedures below:
  - o When making purchases in BennyBuy, shoppers/requestors need to insert COVID-19 in the internal notes section of the requisition at checkout. This is critical, especially for catalog purchases.
  - o When processing payments in BennyBuy, invoice entry staff need to put COVID-19 in the check comment field, which is located in the general section of the invoice document. (The check comment field translates to FOATEXT in Banner, which is the field used by OSU to identify COVID-19 expenses.) If the end user properly puts in the internal note on the requisition, it will flow automatically into the invoice for PO invoices.

## Extension and Engagement Specific Guidance/Guidelines

Statewide extension service activities are generally determined by county risk levels and state sector guidance. The following links provide a description of the nature of the programming at each of the risk levels for general and 4-H youth activities. These are subject to change when state sector guidance is updated or as pandemic conditions or other applicable requirements change.

[OSU Extension Activity Risk Level Matrix](#)

[OSU Extension Activity Risk Level Matrix - Youth Enrichment Programs](#)

## **Student Activity and Engagement Specific Guidance/Guidelines**

Student activities and gatherings will be permitted in accordance with OSU, federal, state and county guidelines and requirements. Tracking participation at events will take place to the greatest extent possible.

## **Youth Programming Specific Guidance/Guidelines**

Currently, only day youth programs are permitted in Oregon and no overnight programs are allowed. As such, any day programs involving youth must comply with applicable OSU, federal, state, county and local guidelines and requirements for summer 2021.

## **Intercollegiate Athletics**

Intercollegiate Athletics will follow all protocols as outlined by the NCAA COVID-19 Medical Advisory Group, the Pac-12 COVID-19 Medical Advisory Committee and related OHA Guidance.

## **Resumption of Athletic Activities**

Medical and operational practice and competition activities will follow the minimum standards outlined by the NCAA COVID-19 Medical Advisory Group as well as enhanced protocols outlined by the Pac-12 COVID-19 Medical Advisory Committee. All such activities can only commence with approval from OHA pursuant to the Sector Guidance on the Statewide Reopening [Guidance](#) for Professional and Collegiate Sports.

Teams visiting campus for competition must follow protocols established by the Pac-12 COVID-19 Medical Advisory Committee.

## **Conduct of Athletic Events**

- Essential staff and participants involved in athletic events will follow event protocols determined by the NCAA COVID-19 Medical Advisory Group, the Pac-12 COVID-19 Medical Advisory Committee, related OHA Guidance and the Department of Athletics. Such protocols will be submitted in advance of the conduct of athletic events pursuant to the Statewide Reopening [Guidance](#) for Professional and Collegiate Sports.
- The allowance of spectators at intercollegiate athletic events will follow the OHA sector guidance on [Indoor](#) and [Outdoor](#) Entertainment Establishments
- Spectator capacities will be adjusted pursuant to county risk levels, per the

guidance. OHA and the University COVID-19 Response Coordinator will approve any exceptions to the capacities outlined in the sector guidance.