Contents
Introduction ..................................................................................................................................................2
Returning to Worksite ...............................................................................................................................2
Facility Readiness ......................................................................................................................................3
Screening and Procedures for Employees Exhibiting Signs and Symptoms of COVID-19 .....................4
Handwashing .............................................................................................................................................5
Respiratory Etiquette: Cover Your Cough or Sneeze ...................................................................................5
Social Distancing .......................................................................................................................................5
Personal Protective Equipment (PPE) ........................................................................................................5
Visitors .....................................................................................................................................................6
Cleaning, Disinfecting and Decontamination ............................................................................................6
Work-related Travel .................................................................................................................................6
Use of Conference Facilities ....................................................................................................................6
Conclusion ................................................................................................................................................6
Introduction

The Oklahoma Department of Career and Technology Education (ODCTE) is committed to providing a safe and healthy environment for all employees, students, clients, and visitors. To ensure the safest environment possible, we have developed the following COVID-19 ODCTE Returning to Worksite Preparedness Plan in response to the pandemic.

Our goal is to minimize the potential for transmission of COVID-19 within the Agency. Achieving this goal requires the full cooperation of our employees, students, clients, and visitors. Only through this cooperative effort can we establish and maintain the safety of our worksites and work areas.

The COVID-19 ODCTE Returning to Worksite Preparedness Plan follows the Centers for Disease Control and Prevention (CDC) guidelines, Oklahoma State Health Department (OSHD) guidelines, federal OSHA standards related to COVID-19, and aligns with the Governor’s 3-phase “Open Up & Recover Safely (OURS) Plan.” Topics covered by this plan include:

- Returning to Worksite
- Facility Readiness
- Screening and Procedures for Employees Exhibiting Signs and Symptoms of COVID-19
- Handwashing
- Respiratory Etiquette
- Social Distancing
- Personal Protective Equipment
- Visitors
- Cleaning, Disinfecting and Decontamination
- Work-related Travel
- Use of Conference Facilities

This plan document will evolve and be expanded soon to address protocols related to the return of students, clients, and guests of the Agency.

Returning to Worksite

A multi-phase reopening plan has been developed to ensure the safety of our employees. We encourage employees to continue to telework. However, for those employees that would like to return to the worksite, options are outlined below.

Stillwater Based:

- Employees approved to return to the worksite will report no earlier than 7:30 a.m. Employees are asked to work between the hours of 7:30 a.m. -5:00 p.m.(starting June 1). If an employee chooses to work past 5:00 p.m. they must disinfect exit doors and their high touch work areas when they leave. Some AWS schedules may require employees to supplement hours with telework, please work with your manager. This process will be in place through June 15 and will reassessed for after June 15.

- Sanitation and disinfection of the exit doors and others areas will begin at 5:00 p.m. by our facilities staff.

- Employees will need to enter the East/Visitor doors to check-in each morning for temperature check and health assessment questions. There will be a staff member who will be at the reception area from 7:30 a.m.-noon to perform the temperature checks and health assessment questions.
• During the lunch hour, please exit the East/Visitor doors. When returning from lunch, if you are unable to enter these doors and there is not someone at the front desk, you may enter an alternative door.

• Employees approved to return to the worksite must follow social distancing and CDC guidelines.

• If you are approved to return to the worksite and are unable to follow the social distancing guidance, you may be asked to return to telework status immediately.

The phases of this plan, which are subject to change, are as follows:

- **May 18, 2020 – May 29, 2020** – “Work from Home” status continues for all employees except for those approved to return to work through Human Resources/Chief of Staff.

- **June 1, 2020 – June 12, 2020** – Employees may request to return to the worksite through their manager. The manager will need to submit list to HR by May 27, employees wanting to be considered for return to worksite. For the safety of returning employees and employees already on site, the agency will approve approximately 10-12 requests during each phase. All other employees will continue to telework. The Agency will remain closed to the public.

- **June 15, 2020 – July 2, 2020** – Employees may request to return to the worksite through their manager. The manager will need to submit list to HR by June 10. For the safety of returning employees and employees already on site, the agency will approve approximately 10-12 requests during each phase. All other employees will continue to telework. The availability to the public or group meetings for this phase will be determined by June 10.

- **We recommend vulnerable populations continue to telework.** However, employees in this category may request to return to the worksite after June 15th. If approved to return, social distancing and CDC guidelines must be followed.

- **July 6, 2020 – July 17, 2020** – Employees may request to return to the worksite through their manager. The agency will approve an additional 10-12 requests. All other employees will continue to telework. The availability to the public or group meetings for this phase will be determined by June 10.

- **July 20, 2020** – Updated guidance will be provided to all employees before this date.

If your position is an area of agency operations you may be asked to return on-site as needed.

We will continue to monitor the Covid-19 situation and may need to adjust the plan as needed.

**Off-Site and Skills Centers:**

Will follow their facilities guidelines and timeline for return.

**Facility Readiness**

Numerous changes are being made to the work environment to ensure that social distancing measures can be enforced.

Plexiglass or plastic partitions are being installed in customer service areas such as Administrative Assistant and other public-facing reception desks. This will provide a barrier between the employee and visitors. Other physical workplace changes, such as increased distance between desks and workstations, will be implemented when possible. The use of plexiglass or plastic barriers will be used.
when spacing cannot be increased between employee workspaces.

Social Distancing decals will be on floors indicating customer standing/waiting areas.

Various signage will be in place, providing social distancing reminders, hand washing reminders, and providing visitor instructions for obtaining services.

Break areas, lounge areas, and common spaces will be blocked off to minimize the availability of shared spaces. Coffee makers, ice makers, microwaves, and refrigerators in kitchen areas will still be available for use. Single-use food service gloves will be available in those areas to use when accessing this shared equipment. Employees will be required to wipe down areas/items used. Sanitizing wipes must be used on coffee pot handles, vending machine buttons, shared surfaces that you have touched, etc. following each use.

**These area are available for single use. As more individuals return to the worksite we evaluate utilization and may have to adjust guidance.**

Disposable single-use foodservice gloves will be available near copiers, coffee makers, and other shared objects.

Offices will remain closed to the public until further notice.

Numerous additional hand sanitizing stations are being installed throughout the Agency and Print Plant.

Elevators will have signage indicating a limit of 1 passenger at a time. The use of stairs will be preferred, if possible.

One way signs have been placed throughout the building.

Sanitizing wipes will be available for individual workplace usage.

**Off-Site and Skills Centers:**

Employees will follow their site guidance and timelines. ODCTE will provide mask and disinfectant supplies if needed.

**Screening and Procedures for Employees Exhibiting Signs and Symptoms of COVID-19**

You should self-monitor for signs and symptoms of COVID-19. The following procedures are being implemented to assess your health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

On a daily basis, before entering the building through the main doors (East Entrance), you should be prepared to answer the Employee Health Screening Questionnaire and have your temperature taken. If your answers indicate that you might have COVID-19 or have been possibly exposed to COVID-19, you will not be allowed to enter the building.

A temperature reading of 100.4 degrees or higher is considered a fever. If you have any of the following symptoms, you should stay at home: Fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.

If you become sick or experience symptoms while at work, you should notify your supervisor and leave work.
Any employee who tests positive for COVID-19 should contact either Becki Foster or Melissa Sturgeon immediately. You will be advised when you can safely return to work.

Employees with underlying medical conditions or who have household members with underlying health conditions should contact Human Resources to determine what accommodations might be available.

**Handwashing**

Basic infection prevention measures should be followed at all times. You should wash your hands for at least 20 seconds with soap and water frequently throughout the day, especially before mealtimes and after using the restroom.

Numerous hand-sanitizer dispensers are available and can be used for hand hygiene in place of soap and water as long as hands are not visibly soiled.

Updated signs have been placed throughout the building.

**Respiratory Etiquette: Cover Your Cough or Sneeze**

You should cover your mouth and nose with your sleeve or a tissue when coughing or sneezing and avoid touching your face, in particular your mouth, nose, and eyes, with your hands. You should dispose of tissues in the trash and wash or sanitize your hands immediately afterward.

Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available in numerous areas.

**Social Distancing**

Social distancing is being implemented Agency-wide. Employees should maintain six feet of distance between others. Signage will be located throughout our facilities to serve as reminders to follow social distancing guidelines.

All employees will be provided with a “COVID-19 Kit”. This kit will contain face mask, hand sanitizer, and disinfecting wipes.

Employees and visitors are prohibited from gathering in confined areas, including elevators, and from using other workers’ personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices, or other personal work tools and equipment.

Team meetings should be held from individual offices using Microsoft Teams, Zoom or Skype, rather than meeting face-to-face, when possible. Conference rooms are currently closed. Conference rooms will be open and available to schedule for **internal staff** tentatively June 15. Limited occupancy will be established for each room and posted on the door.

**Personal Protective Equipment (PPE)**

A mask is being provided to each employee. Employees may also bring their own mask to wear. Masks should be used when traveling throughout the Agency, interacting with co-workers, and when 6’ social distance cannot be maintained.
distancing is otherwise impractical. Masks are not required to be worn in your own office.

Single-use disposable food service gloves are provided near copy machines, coffee makers, microwaves, ice machines, and other shared equipment. The use of these disposable gloves will be required when using these items.

**Visitors**

Agency buildings, including the Print Plant, are closed to the general public until further notice. Signage will direct visitors to call for assistance. Signage on entry doors will include the Agency’s phone number and address.

**Cleaning, Disinfecting and Decontamination**

Our Facilities team will be sanitizing spaces that were occupied during the day every evening. Regular housekeeping practices have been implemented, including routine deep cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles, and areas in the work environment, including restrooms, vending areas, and drop-off and pick-up locations. Frequent cleaning and disinfecting by our daytime facilities staff will be conducted in high-touch areas, such as door handles, elevator panels, railings, copy machines, etc. Daytime restroom cleaning and sanitizing frequency will be increased.

**Work-related Travel**

In-state work-related travel may not resume until announced, on a minimal basis, if necessary. Out-of-state work-related travel will not be permitted until further notice.

**Use of Conference Facilities**

All outside group meetings have been canceled through June 30, 2020. This date is subject to change. Feel free to contact Becki Foster for more information.

**Conclusion**

We will continue to monitor the COVID-19 situation closely with the support of the CDC, Oklahoma State Department of Health, State Emergency Management, Governor's Executive Orders, as well as our state agency. Know that we will continue to take all measures necessary to ensure the well-being of our staff and stakeholders.

If you have any questions or concerns about topics covered within this ODCTE Returning to Worksite Preparedness Plan, please contact your supervisor, Chief of Staff, Human Resources Manager, or any Senior Leader.