



University Center at Ponca City Campus Plan

The UC has a strong desire to provide the safest and most responsible plan possible to protect our students, staff, and community. This plan requires the cooperation and understanding of each key stakeholder for the UC's continued success, including participation from students, staff, and community members. The UC will remain open to provide academic and IT support for the students of North Central Oklahoma. Classes are set to resume Monday, August 17th and conclude on December 11th.

This plan will continue to evolve and change as more information and guidance becomes available. Currently this plan is comprised from guidance from the CDC's Consideration for Institutions of Higher Education, the UC's partner institutions NOC and NWOSU, UC stakeholders, and Oklahoma's flagship research universities.

The UC will resume normal operating hours beginning on August 3rd, 2020. The UC lobby will open Monday-Thursday 8am – 8:30pm and until 5pm on Fridays in the fall. Students in the building after 8:30pm may remain until the facility closes at 10pm on Monday – Thursday.

- All students, staff, faculty, visitors, and vendors must wear a face covering (mask) on all UC property. Face shields can be worn in the event there is a medical reason for not being able to wear a mask.
 - Coverings will be worn in all public spaces and classroom spaces. **This policy goes into effect Monday August 10th, 2020.**

Wearing coverings has been shown to reduce the spread of COVID-19 to others. The face covering is not only a protection for you, but also to help with unknowingly spreading the COVID-19 virus to others.

- All students, staff, and faculty are encouraged to maintain at least 6 feet of social distancing. In classrooms or labs where this is not possible, students are encouraged to spread out as much as possible.
 - Seating will be assigned in classrooms to assist in possible future contact tracing.
- Students and staff will be provided a face mask. You may wear your own individual mask if you choose.
- Staff and students may remove their mask in offices and classrooms when they're the only one present in the room.

HEALTH PROCEDURES

The following procedures are intended to keep the health of the UC and our community protected. We encourage staff, students, and faculty to avoid an unnecessary exposure before the beginning of the semester.

- If you are sick, stay home. Your temperature must be below 100.4 F, or 38 C.
- The UC has a thermometer available if needed, however all students and staff are encouraged to perform a self-screening each morning.
- If you feel you have developed symptoms, or have been exposed to COVID-19, please seek testing immediately.
- Maintain social distancing guidelines where possible.
- Avoid sharing equipment and supplies.
- Students must self-quarantine if they have been exposed, exhibit signs and or symptoms, or are diagnosed as a possible COVID-19 case.
 - The UC will aid in contact tracing in addition to contact tracing performed by the health department.
 - Names and contact information will be collected and tracked by UC staff in accordance with NOC and NWOSU guidelines.
- Students identified in contact tracing or identified with a positive COVID test will be required to test negative or quarantine for a 10 day period.
 - Students may also receive a release from the County health department before resuming normal campus activities.
- Staff identified with COVID-19 or exposure to someone with a positive COVID-19 test, if at work:
 - Immediately close their office and go home
 - Symptomatic – isolate for 10 days from date of symptoms
 - Asymptomatic – isolate for 10 days from date of being tested
 - Staff will be screened daily for symptoms
- In the event the UC CEO must make any additional changes to the UC COVID campus plan to safeguard students and or staff, communication will be shared immediately through the UC's social media pages and the UC website. www.ucponcacity.com

Face Covering (Mask) Policy and Guidelines

To maintain building safety, all students, employees, and visitors must wear a cloth facial covering (mask) upon entering the facility. COVID-19 can be spread when people are asymptomatic. Facial coverings do not replace the need to maintain social distancing, frequent hand washing, and cleaning routines. However, facial coverings have been proven to significantly reduce the spread of COVID-19 to others.

- Face coverings should meet the following criteria:
 - Fits snugly but comfortable against the side of the face
 - Completely covers the nose and mouth

- Allows for breathing without restriction
- Can be laundered and machine dried without damage or change to shape
- You should carry at least two masks in the event one becomes damaged or unusable during the day

How to remind others of mask requirement:

- Be respectful in tone.
- Refer to this policy and signs posted throughout the UC.
- Do not make comments about them as an individual; refer only to needing to comply with wearing a mask.
- Thank them for helping keep our community, students, and the UC safe.

Cleaning of UC property

Facilities

- UC Staff will work to ensure each classroom space is cleaned frequently daily. Students and Staff will have access to disinfectant spray bottles to wipe down their area at their discretion.
- High touch areas, doorknobs, push bars, bathrooms, etc will be disinfected throughout the day.
- Maintenance will clean the facility thoroughly each day of the fall semester according to CDC standards.

Academic support

The UC is making every effort to support students and ensure they can continue with their studies throughout the semester.

- If a student must quarantine due to a documented COVID-19 exposure, the UC will provide a laptop to the student if they choose to utilize one during their quarantine.
- Students who have had a COVID-19 exposure may access the UC's wireless network from the parking lot to connect to classes and instruction.
- Students wishing to utilize the UC and are not enrolled in courses physically at the UC may purchase a badge for \$20 to acquire facility access. This include access to the wireless network, printers, and computer labs.

Questions?

- Students, staff, or visitors with any questions regarding face masks, health procedures, or the general campus plan are asked to contact the UC CEO, Adam Leaming. 580-718-5600 or by email adam.leaming@ucponcacity.com
- Questions about academic support, coursework, schedules, should contact student.services@ucponcacity.com