Boone Pickens School of Geology (BPSoG)
Return to School Guidelines
(The C-19 Geology Plan)
by
Geology COVID-19 Task Force
August 25, 2020
Forward

The health and safety of all our students, faculty, and staff members in our workplace is our number one priority. The information contained in the BPSoG Return to School Guidelines represents our School's proposed practices regarding the recommended operation of our classrooms, research labs, and common areas in our buildings starting in August 2020 and assuming an in-person OSU campus reopening. Our research facilities are spread over four buildings including the Noble Research Center (NRC), Henry Bellmon Research Center (HBRC), Gary F. Stewart Core Research Facility (GFSCRF), and Hazardous Reaction Laboratory (HRL). Unless noted as a global policy, practices / protocols may vary by region, by location. These guidelines provide for health and safety practices when inside our facilities or interacting with our personnel. The C-19 Geology Plan has been developed specifically for our needs and is subject to change over time as expert recommendations, regulatory guidance, and Oklahoma State University (OSU) practices change.

Note

The C-19 Geology Plan does not constitute legal advice, but is a handbook of recommended practice guidelines regarding sanitation, personal protection, and social distancing and aligns with the Centers for Disease Control (CDC) and Oklahoma State University guidelines. This is a working document and will be updated to reflect changes in directives and introduce new recommended practices as they become available. It is intended to support the OSU Cowboys Coming Back plan and to provide information and instruction for all who enter Geology facilities to keep themselves and others safe. The C-19 Geology Plan is not a one-size-fits-all approach, however, it is based upon the guidance provided by the Centers for Disease Control and Prevention and OSU.

The C-19 Geology Plan Covers the Following Topics:

1. Classroom Safety
2. Research Labs Safety
3. Communal Areas Safety
4. Field Activities Safety
5. PPE, Cleaning, and Disinfecting

Disclaimer

All the findings in this report will comply with the OSU Cowboys Coming Back plan:
If there are any discrepancies, the OSU Cowboys Coming Back plan takes precedence. Additionally, OSU, state, and federal guidance takes precedence over this document.
1. Classroom Safety

**Committee Members:** Mary Hileman (Chair), Ashley Burkett, Trenity Ford, Michael Grammer, Brendan Hanger, Camelia Knapp

**GOALS:**

- Create guidelines for use of classroom spaces in NRC
- Identify basic technology needs for NRC Lab Classrooms

**CLASSROOM USE:** Proposed Guidelines for Social Distance and Cleaning in NRC Classrooms

**Room 001** – Round tables create issues for social distance requirements (6 feet)

- Only 1 student at each round table (8 students)
- Possible to seat 2 additional students at long bench along wall
- Possible to add 1-2 rectangular tables, for 1 – 2 additional students
- Max size would be 10 students

**Room 002** – Used for Geophysics Group and discussion group meetings

- Have at least 1 empty chair between students
- Max size would be 6 students

**Room 003-004** – Used for various upper division labs and classes

- Have at least 1 empty chair between students
- Max size would be 14 students total

**Rooms 007, 008** – used for GEOL 1013 and GEOL 1114

- 24 chairs with 24 students
- Social distance is essential – at least 1 chair empty between students
- Max capacity would be 8 students per each classroom
- Hybrid class schedule to be determined – by faculty

**Room 101** – First Floor Conference Room

- Possible to have 5 persons

**For further Discussion Closer to Fall:**

- Determine best practices for social distance in each lab
- Block off chairs in each room

**OTHER ISSUES:**

- NOT require rock/mineral and other teaching samples be sanitized. Can harm samples.
- Instead, require students wash hands with soap before touching samples (cuts cost)
- NO food in classrooms
- Permit water bottles in classroom
SUPPLIES:
• Face masks - required
• Hand soap and paper towels (use in sinks in labs)
• Hand sanitizer
• Sanitizing spray – wipe down tables between labs

BASIC TECHNOLOGY NEEDS FOR NRC CLASSROOMS
Considered possible IT classroom needs for 3 teaching possibilities for fall:
Face-to-Face (FSF) Classes/Labs – Need to record live class for students unable to attend class
Hybrid Classes/Labs – Required in GEOL 1013, GEOL 1114 for social distance
Fully online classes/labs – As may be needed later

Lecture Halls: The University will provide cameras and other technology in all lecture halls, so that lectures can be recorded live and posted online.

NRC Classrooms: The BPSoG is responsible for any technology we need for our classrooms for live recording of classes.
• All classrooms are equipped with touch screen Smart Boards (except 002 NRC).
• Discussed 2 proposals to purchase technology for teaching:
  o iPad Pro, with stand and keyboard
  o Dell 24” Touch Screen Monitor, with pen and webcam.
Committee concluded that both options are expensive. We want to maximize multiple use.
• Technology we have that can be repurposed.
• Dr. Burkett has a touch screen monitor that may be used in 002 (with no touch screen)
• We have 8 iPad Mini’s purchased for field camp that may be useful for teaching
• Discussed integration of live in-class recording with Canvas – “Studio” and “Big Blue Button”
• Dr. Burkett will coordinate with ITLE about recommendations for our IT compatibility with Canvas
• Considered Minimum Technology Requirements for the 5 Labs in NRC, for all 3 teaching possibilities. The intent is for cost effective technology to be used by all Faculty and TA’s.

Recommendation of Minimum Technology Needs - ‘Live’ Recording of Lab/Lectures
• 5 webcams – one for each lab
• 5 wireless lapel microphones - one for each lab
• 5 document cameras – one for each lab (Cost effective writing surface for teaching)
• Have 1 large document camera in 003-004 NRC (on cart) to use with F2F classes
• These portable cameras will be available as writing/teaching surfaces to project diagrams and equations for online classes, to use in case multiple faculty or TA’s must teach from home.

Tim Sickbert will prepare cost spreadsheet for recommendation.
2. Research Labs Safety

**Committee Members:** Tracy Quan (Chair), Tim Sickbert, Ashley Burkett, Julie Cains, Michael Grammer, Camelia Knapp

**GOAL:** Create guidelines for use of research lab spaces in NRC, HBRC, Core Lab, HRL

**Research Lab Use:** Proposed Guidelines for Social Distance and Cleaning in Research Labs

- PIs should make safety and cleaning/sanitization guidelines based on their lab and research requirements. Among things to consider:
  - The size of the lab and location of equipment
  - The presence of sinks
  - The ease of sanitizing equipment
  - Once rules are set, PIs should inform all lab researchers and post the rules on the outside doors to the lab.
  - Wearing masks is required, especially if there are multiple people in lab or social distancing is not possible
  - Researchers who do not need access to lab equipment are encouraged to work from home, and virtual meetings are encouraged
  - Staggered occupancy is encouraged to minimize numbers of researchers present. Schedules can be used to ensure required access with minimal overlap.
  - Frequent hand washing is recommended for labs with sinks; use of hand sanitizer is recommended for labs without sinks
  - Interior doors should be propped open if possible, and moving equipment should also be considered to maintain social distancing.
  - Additional resources include the VPR Office Research Continuity Guidelines (https://research.okstate.edu/researchcontinuity/) and EHS recommendations (below).

**Additional information and recommendations from EHS:**

- Ensure lab occupants have cloth or single-use face coverings (if they will not present a hazard based on the research taking place in the lab)
- Physical distancing in the lab that considers need to move between benches, equipment, and labs (including growth chambers, greenhouses, animal rooms, etc.)
- Acquire face shields (if applicable) and establish policies for use
- Post signs/labels as needed (i.e. hand-hygiene, disinfection, and distancing reminders; COVID-19 occupancy limits; disinfectant bottle labels)
• Check that waste bins for disposable wipes/paper towels are available near all points of use
• Ensure hand washing supplies including soap, paper towels, and skin moisturizer are available, or provide hand sanitizer for where sinks are not available
• Consider equipment protection covers, plastic wrap, or aluminum foil on common touch surfaces for ease of cleaning shared equipment
• Create floor markings as needed or required to promote physical distancing and direction of foot traffic (entry and exit flow if space allows).
• Establish working procedures (social distancing)
  o Consider shifts (ex: teams, no overlap, 4 days on, 10 days off)
  o Create log sheets for contact tracing, recommended
  o Establish reservations system for shared equipment
  o Establish collaborator access protocols
  o Determine which tasks can and must be done remotely
  o Laboratory meetings when needed use Zoom or other similar product
  o Establish procedures that each person cleans equipment and space when they are done for the next person
• Establish cleaning guidelines and schedules for laboratories
  o Also see the CDC’s Cleaning and Disinfection Guidance, https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html
  o Establish decontamination protocols for shared equipment
  o Establish decontamination protocols for personal work stations
  o Establish a document for tracking when decontaminations have been completed
• Consider alternate cleaning supplies as standard items may not be available.
  • 2.5% Bleach
  • 70% Isopropyl or Ethyl Alcohol
  • Soap and water solution
3. Communal Areas Safety

**Committee Members:** Tim Sickbert (Chair), Sandy Earls, Babita Xavier, Sheri Orr, Michael Grammer, Camelia Knapp

**GOAL:** Create guidelines for use of communal spaces in NRC

**Space and Workstations Use:** Proposed Guidelines for Social Distance and Cleaning in Communal Spaces

- Work remotely whenever possible. The school will try to help to provide necessary resources if you do not have them.
  - OSU IT provides virtual computer labs. See [https://it.okstate.edu/services/virtual-labs/index.html](https://it.okstate.edu/services/virtual-labs/index.html). You can use this service for most programs that do not require geology-specific software.
  - The School of Geology will provide remote access to several computers with geology-specific software, for which the vendor allows remote access. *[more information to follow.]*
  - If you have an assigned computer in a research lab or, e.g., the NRC 412 Ph.D. office, try to use it remotely unless the room has sufficient space to maintain appropriate distance from other users.
- Avoid common spaces, e.g., main office, student computer lab, student lounge, NRC 412 Ph.D. office, atrium 4th floor. Use computers available in NRC 301 or 001 to avoid crowding the NRC 101 student computer lab.
- Avoid people. Use phone, email, or videoconference as appropriate. Share your screen when reviewing your work with your advisor.
- Avoid paper (printing & copying, i.e., go digital).
- Wear a mask in all shared spaces (classrooms, student computer lab, research labs, hallways, offices).
- Clean all surfaces before and after using them (mice, keyboards, touch screens). Spray enough cleaner onto a paper towel to wet the surfaces, but not enough to drip.
- Follow pedestrian traffic signs (e.g., NRC east atrium stairs up, west stairs down).
- Avoid using elevators, only one passenger at a time if you must.
- Leave shared-space doors open to improve ventilation.
- Avoid using handrails and doorknobs when possible.
- Avoid touching your face.
- Wash your hands per CDC guidelines...
  - Frequently,
  - Before and after touching shared equipment,
  - After touching doorknobs or rails.
- If washing is not practical, use an appropriate-strength alcohol-based hand sanitizer.

**Flow:**

- Managed, coherent traffic flow minimizes contact and helps to maintain social distance. Observe directional signs on walls, floors, doors, and stairways.
- If a crowd forms, be patient, keep your distance, and wait for it to move.

**Signs:**

*Not yet really started. I need to measure spaces, draw it out, and work with the committee on BPSoG’s plan to manage/direct flow.*
4. Field Activities Safety

**Committee Members:** Todd Halihan (Chair), Trenity Ford, Ahmed Ismail, Brendan Hanger, Michael Grammer, Camelia Knapp

**GOAL:** Create guidelines for safe field activities including teaching field trips and research field work

**Types of fieldwork:**
1) On campus field activities
2) Oklahoma field activities for coursework
3) Oklahoma field activities for research
4) Out of state field activities

1) **On campus field activities:**

**Pre-field work arrangements**
- Make sure that you have access to enough PPE supplies for your students before the fieldwork.
- Disinfect all field equipment before use.
- Students need to walk to the field site or drive separate vehicles.
- Check the students’ body temperature using the temperature kiosks on campus before going to fieldwork. Students with a temperature of 100.4 F or higher are not recommended to participate in the fieldwork.

**During-fieldwork arrangements**
- Divide students into group of no more than 5 students in each group.
- Provide students with appropriate guidance on the use of PPE in the field.
- Every student needs to wear mask and keep social distance in the field.

**Post-fieldwork arrangements**
- Disinfect all field equipment before use.
- Washing hands with soap and water before leaving the field.
- If you develop any COVID-19 symptoms during the 14 days following the fieldwork, you need to report this immediately to your healthcare provider.

2) **Oklahoma field activities for coursework**

**Pre-field work arrangements**
- Make sure that you have access to enough PPE supplies for your students before the fieldwork.
- Disinfect all field equipment before use.
- Students need to walk to drive separate vehicles.
Check the students’ body temperature before starting the fieldwork.

**During-fieldwork arrangements**
- Divide students into group of no more than 5 students in each group.
- Provide students with appropriate guidance on the use of PPE in the field.
- Every student needs to wear mask and keep social distance in the field.

**Post-fieldwork arrangements**
- Disinfect all field equipment before use.
- Wash hands with soap and water for at least 20 seconds before leaving the field.
- If you develop any COVID-19 symptoms during the 14 days following the fieldwork, you need to report this immediately to the instructor.

3) **Oklahoma field activities for research**

**Pre-field work arrangements**
- Make sure that you have access to enough PPE supplies for your students before the fieldwork.
- Disinfect all field equipment before use.
- Students need to walk to drive separate vehicles.
- Check the students’ body temperature before starting the fieldwork.

**During-fieldwork arrangements**
- Divide students into group of no more than 5 students in each group.
- Provide students with appropriate guidance on the use of PPE in the field.
- Every student needs to wear mask and keep social distance in the field.

**Post-fieldwork arrangements**
- Disinfect all field equipment before use.
- Wash hands with soap and water for at least 20 seconds before leaving the field.
- If you develop any COVID-19 symptoms during the 14 days following the fieldwork, you need to report this immediately to the instructor.

4) **Out of state field activities**

**Pre-field work arrangements**
- Avoid or postpone nonessential travel.
- Avoid travelling to cities with high risk of COVID-19.
- Make sure that you have access to enough PPE supplies for your students before the fieldwork.
- Disinfect all field equipment before use.
- Students need to drive separate vehicles.

**During-fieldwork arrangements**
• Divide students into groups of no more than 5 students in each group.
• Provide students with appropriate guidance on the use of PPE in the field.
• Every student needs to wear a mask and keep social distance in the field.
• Make sure the students are staying in a safe and clean place during their stay.
• Make sure students have access to a healthcare facility near the place they are staying at and know how to use their health insurance plans when needed.

Post-fieldwork arrangements

• Disinfect all field equipment before use.
• Wash hands with soap and water for at least 20 seconds before leaving the field.
• If you develop any COVID-19 symptoms during the 14 days following the fieldwork, you need to report this immediately to the instructor.
5. PPE, Cleaning, and Disinfecting

Committee Members: Sandy Earls (Chair), Ashley Burkett, Julie Cains, Trenity Ford, Mike Grammer, Jay Gregg, Todd Halihan, Brendan Hanger, Mary Hileman, Ahmed Ismail, Camelia Knapp, Sheri Orr, Tracy Quan, Tim Sickbert, Babita Xavier

GOAL: Create guidelines for enhanced cleaning and disinfecting as well as effective use of PPE (Please see spreadsheet on next pages)
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