Years 1-3 Student Policy for
Fall Semester 2020 COVID-19 Management
Useful Links

Return to Work/School Guidelines: Return to Work/School Guidelines (PDF)

Testing Sites in and Around Stillwater: https://vetmed.okstate.edu/covid-19.html


CVM Code of Conduct During the COVID-19

Knowledge is Power and Responsibility

As students in a medical profession, you are in a unique position to understand virus behavior, modes of transmission, sterility, epidemiology, and medical/scientific fact from fiction. Knowledge also bestows a responsibility to model safe behavior and adhere to scientific recommendations. The rules established for the CVM community are intended to keep the most number of people safe, protect those with increased risk, allow for more efficient tracing should an infection occur, and minimize the spread of COVID-19 among our community. Please be aware that at any time during the pandemic, an outbreak could close the VTH and the College resulting in a delay of your graduation. The more obvious risk and critical effect is infection with a potentially fatal disease among your friends and colleagues.

What we DO know is effective against the transmission and spread of COVID-19:

- Minimizing contact with individuals that is closer than 6 feet and longer than 15 minutes.
- Wearing a mask.
- Hand and surface hygiene.
- Avoiding large gatherings, especially those held inside.
- Immediately taking action if you have any suspicious symptoms: stay home, get tested, and report positive results immediately.

Please note that violations of the CVM Veterinary Teaching Hospital guidelines may be considered a Student Code of Conduct violation and result in referral to the CVM Professional Standards Committee and/or the University Student Conduct Office.
EVERYONE IS RESPONSIBLE!

- Mask
- Social distancing
  - Greater than 6 feet
  - Less than cumulative 15 minutes in 24 hrs.
- Hygiene/Cleaning
  - Wash hands/use hand sanitizer
  - Don’t touch face
  - Surface cleaning for high-contact items

STAY HOME WHEN SICK AND REPORT TESTING RESULTS!

Students report positive test results to Dr. Gilmour.
margin.gilmour@okstate.edu

Faculty, staff and graduate students report positive results to the respective department head.

Students who believe they have had effective contact with a positive COVID-19 individual should stay home and contact Dr. Gilmour.
margin.gilmour@okstate.edu

*Effective contact* is defined by the following, all of which would risk transmission and result in self-quarantine:
- Contact within 6 ft. for a cumulative total of 15 minutes or more over a 24 hour period, with or without a mask, starting 48 hours before the individual showed symptoms (or 48 hours before day of test for asymptomatic individuals), OR
- Direct physical contact (hug or kiss), OR
- Providing care to a sick, COVID-positive person, OR
- Sharing eating or drinking utensils, OR
- If a person sneezes, coughs or otherwise gets respiratory droplets on you.
General Rules of Conduct

The following measures are to decrease the spread of COVID-19 among all CVM individuals, particularly those at increased risk of infection or severe illness. Of particular importance are asymptomatic carriers, and those infected but not yet showing symptoms, within the CVM community.

- A mask must be worn at all times in any CVM building, and when outside when within 6 feet of another individual. The only exception is if you are in a personal office alone. The ZERO TOLERANCE mask policy includes:
  - Anyone NOT wearing a mask will be asked to leave the room, including the classroom. Extra disposable masks will be kept in Student Services if a student inadvertently leaves their mask at home.
  - Anyone can accidentally forget therefore, if you notice someone not wearing a mask, please politely point it out.
  - If someone intentionally is not wearing a mask and does not respond to a reminder, report the person to Student Services or the Associate Dean for Academic Affairs office (see below).
- Wash hands (20 seconds or more) and/or use hand sanitizer frequently. Suggest after each class for easy recall, and when moving from one room to another.
- Maintain strict hand hygiene
  - No hand shaking.
  - Sneeze or cough into your arm; if your hand is used accidentally, immediately wash your hands.
  - Wash hands thoroughly before touching food and eating.
- Do not mingle in class or between classes. Disperse following class as efficiently as possible. Use all exits, including the exit-only classroom door, when leaving the RJP Education Center building.
- When using restrooms, moving between classes, etc. maintain 6 feet distancing whenever possible and always when stationary (e.g. standing in a line).
- Do not use the elevator unless necessary.
- Cleaning spray and paper towels will be in all classrooms for individual use. NO SHARING! Use only your own laptop, pens, etc.
- DO NOT LEAVE ANY PERSONAL ITEMS in the classroom. Any items left pose a transmission threat to the next individuals using the room, interfere with cleaning protocols, and are likely to be discarded.
- Food and drink will be allowed but only if the rules below are consistently followed:
  - All drinks must be in closed containers including cups with lids (straw is OK).
  - All food must be wrapped and for individual consumption only. NO communal food.
  - Always consider your hands contaminated. Wash hands at least 20 seconds before food consumption.
  - Dispose of all food items, wrappings, napkins etc. in a trash receptacle as soon as you are finished. Under no circumstances should any food items be left out.
  - Clean the desk surface after eating with the spray disinfectant in each room.
  - Eat outside whenever possible.
  - Maintain personal distancing (6’) when eating with others.
- If you are concerned about any irresponsible behavior by CVM individual(s), please contact:
  - Robin Wilson, Director of Student Services robin.wilson@okstate.edu for DVM students
  - Michelle Kuehn, Sr. Administrative Support Specialist, michelle.kuehn@okstate.edu, for graduate students
• Melinda Tharp, Sr. Administrative Associate, melinda.tharp@okstate.edu for staff
  o Dr. Margi Gilmour, ADAA margi.gilmour@okstate.edu for faculty

• **Please** be socially responsible during personal time by social distancing, wearing a mask when in public, and limiting movement within and outside the Stillwater community – particularly locations in which responsible guidelines are disregarded.

**Class Management**

*The following measures are to decrease student density and allow more distancing between individuals, as well as allow more efficient contact tracing in the event of a positive COVID-19 case.*

• Students in each class will be split into **Group A** or **Group B** for attendance in ALL core courses, and electives with a high enrollment, throughout the semester.
  o It is ***IMPERATIVE*** to adhere to this schedule regardless of any mitigating circumstances, and to not change groups with another student.
  o Students in Group A will alternate attendance week with students in Group B. Please see calendar below.
  o The exception will be examination days. When the IOR schedules an *in-person* exam, students scheduled to be in attendance that week will take the exam in their normal classroom. Students NOT scheduled to be in attendance that week will arrive for the exam, proceed directly to the auditorium (Room 101) through the east facing doors (facing McFarland Rd.), take the exam in the auditorium, leave the building through the same doors once the exam is completed, and leave campus. Do not congregate inside or outside the building.

• The CVM will be following the University Fall Semester scheduling for Weeks 16 and 17. **Students will not return to classes following Thanksgiving week break.** Week 16 curriculum will be delivered on-line. End of course assessments will be given virtually during “Finals Week.” If an exam is given, the day and time will be according to the Fall Semester Master Schedule.

• Roger J. Panciera Education Center Classrooms
  o Students will select their seating in the classroom on their first day of attendance, and mark the table with their name using the labels provided. Each table will therefore have the name of a student in Group A and a student in Group B. This will create a seating chart for each Group in each class to use in the event contact tracing occurs. Keep all chairs and tables in place to maintain the same positions throughout the semester in order to limit contacts and facilitate tracing.

• Elective courses
  o If scheduled in the RJP Education Center, use the desk with your name when possible.
  o Regardless of the classroom, spread out evenly throughout the classroom to maintain personal distancing. Use the same seat throughout the semester (instructors will be asked to make a seating chart for elective courses).
  o For electives with smaller enrollment that can maintain room capacity guidelines with all students in attendance, students may attend every week. See Attachment I for information on each Fall elective course.

• Laboratories
  o Depending on the laboratory activities, requirements to achieve learning outcomes, and the laboratory environment, a laboratory may be in-person, on-line, or modified in number and/or format.
o Each instructor will modify the course laboratories as needed to maintain safety and provide the learning experience and outcomes. Laboratory schedule and protocol will be outlined in the course syllabus.
  o For laboratories in which personal distancing cannot be maintained for safety or learning purposes, students will be provided with additional PPE.

- Instructors are required to wear a mask at all times in the classroom including during instructional delivery. Face shields may also be worn in addition to a mask. Face shields are encouraged during instruction that will require closer than 6 ft. proximity to students, teaching assistants, etc.

CVM Library User Guidelines for Fall Semester 2020 during COVID-19

- All visitors to the Library are required to wear face coverings. Library staff must wear face coverings unless alone in a private office.
- Library staff and visitors are asked to maintain 6 feet distance from others whenever possible. This includes when visiting the Circulation/Information Desk, waiting in lines, using the computers and printers, and studying at public tables and desks.
- Visitors are asked to return library books at the book drop located by the Circulation Desk to encourage contactless material drop-off and pickup. Laptops should be returned to the Circulation Desk.
- Study Rooms are open and available on a first-come first-served basis. The smart boards will be unavailable, and occupancy limits will be posted on each room.
- Some seating areas may be blocked off to encourage social distancing. Please respect any posted occupancy levels and “closed” seating.
- Visitors are asked to limit gatherings to no more than 5 individuals unless occupancy limits are otherwise noted. Group gatherings are asked to maintain 6 ft. personal distancing as much as possible.
- Food & Drink Policy
  o No food of any kind is allowed in the Library.
  o Drinks are permitted only in closed or spill-proof containers. Please keep masks on when you are not consuming beverages.
- Visitors are encouraged to request a research consultation with the librarian virtually, by email or phone. In-person research consultation will be available by appointment only, and wearing a face covering is expected during an in-person meeting with the librarian.

Environmental Hygiene

- Classrooms will undergo daily cleaning (evening) with vapor disinfection equipment.
- HVAC units and air filters have been adjusted to increase airflow and improve filtration.
- Hand sanitizer stations have been positioned throughout the buildings.
- Disinfectant spray bottles and wipes are in all classrooms.
- Commonly touched items (door handles/bars), bathrooms, eating areas, conference rooms and study areas (library rooms, Old Phys, etc.) will have increased frequency of cleaning.
- All CVM buildings will remain locked with swipe card entry to control outside individuals from entering without escort. All guests are required to wear a mask when entering a CVM building.
  o Faculty or staff requiring a mask for a visitor can obtain from their Department Head office or from the Dean’s office.
Student Programs and Activities

Study Areas in McElroy Hall, Roger J. Panciera Education Center, and the CVM Library
The following measures are to minimize large group congregation that is known to facilitate the spread of COVID-19. Students may use the facilities but only in a responsible manner.

- If you are able to study at home, please do so.
- Do not study in groups larger than 5 and maintain personal distancing (6 ft.) as much as possible.
- Try to maintain the same study groups throughout the semester to decrease the likelihood of transmission and facilitate contact tracing.
- Wear masks at all times.
- If more than one group is studying in a classroom, spread out to maintain as much distance between groups as possible.
- Please follow directions from any of the janitorial staff including leaving a room when asked. DO NOT INTERFERE WITH THE ROOM CLEANING PROTOCOLS! These are critical and are in place for the well-being of everyone.
- Follow all directions in the CVM Library. Failure to do so will result in loss of use privileges for the rest of the semester.
- When done with classes and studying, GO HOME. Do not linger, congregate or socialize on campus.

Access to the Veterinary Teaching Hospital
With rare exceptions, years 1-3 students will not be allowed into the Large Animal or Small Animal portions of the hospital. This includes shadowing, visiting, attending rounds, etc. Only essential personnel (clinical year students, staff, clinicians) are allowed in the hospital to minimize the risk of inadvertent exposure to COVID-19 through a non-essential person. Such exposure would risk closure of a service, quarantine of faculty, staff and students, disruption of patient care, and delay in graduation of 4th year students. Years 1-3 students will still have access to the basement of the VTH to attend class and labs. Please enter through a door with immediate access to a stairwell, or through the west door into the basement, and proceed directly to the lab or classroom. When your lab or class is completed, leave the building by the same route.

Achievement Through Mentoring and Study Hall
- Individual tutoring will still be available through virtual sessions. The criteria for both mentors and mentees is unchanged.
- Study Hall will be held in-person Tuesdays 6-8 pm in room 115 McElroy as long as there are no more than 6 people in the room at one time. Masks are required. Students being mentored should leave as soon as they no longer require the mentor’s assistance. If greater than 6 students are present at one time, the overflow should wait in the hallway until clear to go in.

Testing Accommodations
- There will be no change to the location or protocol for accommodation testing. Masks, of course, will be required at all times.

Student Organization Meetings and Wet Labs
- All meetings sponsored by student organizations or companies with student representatives must be virtual.
The Faculty Advisor(s) must still sign a form recognizing he/she is aware of the meeting, speaker and topic. The form is available on the Student Services Intranet page. This replaces the Room Request Form for this semester. Each faculty member has a Zoom account that the student organization can use to arrange the virtual meeting (other options are the SAVMA Zoom account or having the speaker schedule the meeting and provide the link).

Wet labs require approval and must follow the guidelines described in the Student Organization Wet Lab Requirements. For approval:

- **Student Organization Wet Lab Requirements and Request Form** – completed, signed and submitted to Ashley Kirven-Bobier (akirven@okstate.edu) – (Attachment II and available as a fillable PDF on the Student Services intranet site https://intranet.vetmed.okstate.edu/course/view.php?id=12
- Must be submitted no later than 14 days prior to the planned date of the wet lab.
- At least one faculty advisor must be present at the wet lab for its duration.

- Club items for fundraising must be sold online. They can be distributed by placing in mailboxes. Please do so during a low traffic time around the student lounge/mailbox area.

### Professional Meetings
- Students may attend professional meeting **only** when they are virtual. The same criteria will be used to receive an excused absence for a virtual meeting (officer in the organization, received a scholarship for registration, or is presenting at the meeting). No in-person meetings will be approved, receive an excused absence, or be financially supported by the CVM.

### Meeting with Faculty or Other CVM Personnel
- Whenever possible, conduct business electronically or by phone. If it is necessary to conduct business in person, follow occupancy signs outside office doors, knock before entering, and always wear your mask. If there is a line in the hallway, be sure to stay over 6 feet from the nearest person or return later.
- Meetings with advisors, administrators, instructors, etc. can be scheduled for in-person or virtual upon request. Please contact by email to request the meeting and meeting type.
- **Student Services**
  The team is available via phone, email and Zoom for consultation. Please call **405-744-6961** or email dvm@okstate.edu for general inquiries. Forms are now available electronically on the Student Services page of the intranet.

**Associate Dean for Academic Affairs Office**
Please contact Melinda Tharp at melinda.tharp@okstate.edu or **405-744-6595**.

### Events
- All in-person CVM social events are canceled for the fall semester. Those affecting students include:
  - **Buddy Social** – please be sure to virtually meet with your assigned buddy to introduce yourself, welcome her/him, and exchange contact information.
  - **Advisor Meet & Greet** – all advisors should reach out to their new advisees either individually, or in a group virtual meeting.
  - **Club Fair**
  - **Ultimate Cowboy Showdown**
  - **Moo Cup**
  - **House social activities**
Orientation and Induction Ceremony – all Orientation activities and meetings will be virtual with the exception of taking all new students on a detailed, “First-Year Student Tour” in groups of six. Students will receive their gray coats and welcome packet when they arrive for their tour.

Attendance Policy and Leave During COVID-19

Attendance Policy
- Students should follow the standard Excused Absence Policy. If you feel ill, please note the following:
  - ALWAYS err on the side of caution if you have symptoms consistent with COVID-19 and/or fever and DO NOT COME TO CAMPUS. Contact the ADAA office and IOR immediately, but even if you do not receive a response before your scheduled exam, DO NOT COME IN.
  - Students will not be penalized for any absence due to suspected COVID-19 symptoms or effective contact with a COVID-19 positive individual. Instructors will be requested to NOT use attendance points this semester in order to support STAY AT HOME WHEN SICK policy.
  - If you have had an effective contact with a known COVID-19 positive individual, contact Dr. Gilmour immediately. DO NOT COME TO CAMPUS until cleared to do so.

At Risk Individuals
- If you are an at-risk individual due to a specific medical condition or immunosuppressive medication, please discuss your academic environment with your health care provider and then schedule an appointment with Dr. Gilmour.
- If you live with an at-risk individual and are concerned with the health risk you will pose to the individual, you are welcome to discuss with Dr. Gilmour.

CVM Counseling Services

Appointments can be scheduled for on-line counseling or in-person counseling. For more information and to schedule either form of appointment, visit:
https://vetmed.okstate.edu/wellness/counseling.html
## Attachment I: Fall 2020 Elective Course Room Assignments and Class A/B Scheduling

<table>
<thead>
<tr>
<th>Elective</th>
<th>Room</th>
<th>Students Follow Group A and B Scheduling</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>VMED 7411 Best Practices Business Model for Veterinarians</td>
<td>N/A</td>
<td>✓</td>
</tr>
<tr>
<td>VMED 7431 Small Animal Nutrition</td>
<td>N/A</td>
<td>✓</td>
</tr>
<tr>
<td>VMED 7441 Veterinary Emergency Response and Disaster Management</td>
<td>201 McElroy</td>
<td>✓</td>
</tr>
<tr>
<td>VMED 7510 Research Elective</td>
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<td>✓</td>
</tr>
<tr>
<td>VMED 7522 Small Animal Medical Diagnosis: Signs and Symptoms</td>
<td>148 RJPEC*</td>
<td>✓</td>
</tr>
<tr>
<td>VMED 7562 Avian and Exotic Pet Medicine</td>
<td>148 RJPEC*</td>
<td>✓</td>
</tr>
<tr>
<td>VMED 7571 Introduction to Behavioral Medicine</td>
<td>142 RJPEC*</td>
<td>✓</td>
</tr>
<tr>
<td>VMED 7591 International Veterinary Medicine</td>
<td>142 RJPEC*</td>
<td>✓</td>
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<tr>
<td>VMED 7661 Infectious and Parasitic Diseases of Wild Animals</td>
<td>201 McElroy</td>
<td>✓</td>
</tr>
<tr>
<td>VMED 7742 Bovine Theriogenology Laboratory</td>
<td>002C VTH*</td>
<td>✓</td>
</tr>
<tr>
<td>VMED 7771 Essentials in Equine Practice: Medicine</td>
<td>002C VTH</td>
<td>✓</td>
</tr>
<tr>
<td>VMED 7811 Basic Techniques in Equine Surgery and Sports Medicine</td>
<td>148 RJPEC*</td>
<td>✓</td>
</tr>
<tr>
<td>VMED 7651 Equine Theriogenology Laboratory</td>
<td>CVM Ranch</td>
<td>✓</td>
</tr>
</tbody>
</table>

*Laboratory attendance per syllabus directions.*

*New room assignment.*
Student Organization Wet Lab Requirements and Request Form

OSU CVM is supportive of the wet lab experience and grateful to those willing to offer their time and expertise to create a positive learning experience for students and classmates. During the COVID-19 pandemic, we are challenged with doing everything possible to keep our students safe, mitigating the spread of COVID-19 within the CVM and outside communities, and being respectful of sponsor policies and protecting sponsor personnel. The following requirements are in place to address these concerns. If you have any questions regarding the requirements, please contact Dr. Margi Gilmour, Associate Dean for Academic and Student Affairs (margi.gilmour@okstate.edu, 405-744-6595).

Students

- The signed Student Organization Wet Lab Request Form must be submitted to Ashley Kirven-Bobier (akirven@okstate.edu) no later than 14 days before the planned date of the wet lab.
- The organizer must obtain the exact number of participants (including students, faculty, assistants, and outside personnel) for the Request Form.
- If the wet lab is sponsored by personnel outside the CVM, the student is responsible for obtaining the sponsoring party’s signature before submitting the form.
- ALL participants in the wet lab must wear masks and adhere to personal distancing guidelines. All students participating are responsible for arriving at the host site with their own masks. Masks provided by the wet lab sponsor may be worn, but the sponsor is not required to provide masks for students. If the wet lab sponsor is outside the CVM, the CVM wet lab organizer is responsible for bringing disposable masks for non-CVM participants.
- Students are REQUIRED to adhere to the same safety protocols at the wet lab as on the CVM campus:
  - A mask must be worn at all times indoors, and be worn outside when within 6 feet of another person including those activities that involve continuous changes in personal distancing (inside and outside the 6 feet zone).
  - Maintain personal distancing (greater than 6 feet) from others whenever possible.
  - Maintain strict hand hygiene:
    - Wash hands for at least 20 seconds or use hand sanitizer frequently especially after leaving an area or touching a commonly used object (computer keyboard, mouse, drawer handle, medical equipment, etc.).
    - Avoid touching your face.
• No hand shaking.
• Always wash hands before eating.
• Never sneeze or cough into your hand.
  o Leave the premises as soon as the wet lab is completed.
  o It is strongly recommended when traveling to the wet lab site to have no more than 2 individuals in the vehicle.
  o Students should **NOT ATTEND** if they are experiencing any symptoms consistent with COVID-19, or if they have had effective contact with a person who has tested positive for COVID-19.

• The above requirements are a minimum. Students are required to adhere to any additional protective policies set by the wet lab organizers.
• Non-compliance of the above should be reported, and will be considered a Student Code of Conduct violation.

**Wet Lab Faculty Advisors and Site Personnel**

• Ensure students adhere to the requirements above for their safety, the safety of any outside personnel, and the safety of the CVM community. A student exposed to COVID-19 during a wet lab will have their academic year interrupted, as will all the individuals identified on contact tracing.
• Notify the Associate Dean for Academic and Student Affairs (margi.gilmour@okstate.edu or 405-744-6595) if any student or personnel is non-compliant with the above requirements and/or any additional requirements requested by the wet lab organizers.

**By signing below, I acknowledge I have read and understand the above requirements, and agree to abide by them.**

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Organizing Student PRINTED Name ___________________________ Organizing Student SIGNATURE ___________________________

Date __________________________

Faculty Advisor Attending the Wet Lab PRINTED Name ___________________________ Faculty Advisor Attending the Wet Lab SIGNATURE ___________________________

Date __________________________

Wet Lab Sponsor (if outside CVM) PRINTED Name ___________________________ Wet Lab Sponsor (if outside CVM) SIGNATURE ___________________________

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mag 10-25-20
Submit no later than 14 days prior to the date of the planned wet lab.

Student Organization Wet Lab Request Form for Fall Semester 2020
Submit no later than 14 days prior to the date of the planned wet lab.

Date:
Organization:
Requested By:
Phone Number:
Email address:
Date for Proposed Wet Lab:
Exact Number of Participants:
Location of Wet Lab:
Description of the Location if not on CVM Property:
Description of Activities Planned for Wet Lab:
Description of all COVID-19 Precautions for Wet Lab:

APPROVED ☐ NOT APPROVED ☐ DATE: ______________ SIGNATURE: ________________________________