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**TEXAS TECH UNIVERSITY  
COVID-19 RETURN TO ON-CAMPUS WORK  
OPERATIONAL PHASES**

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**Purpose:** In response to the [national guidelines](#) and the [state guidelines](#), the purpose of this guidance document is to outline the operational phases at Texas Tech University (TTU) to safely return our faculty and staff back to campus. The plan outlined in this document follows the original [four-phase operations plan](#) initiated by Chancellor Mitchell on March 16, 2020. These phases, will again serve as guidelines as we transition back to work on campus with modifications as necessitated by the COVID-19 pandemic.

Our priority is to protect our TTU community by maintaining a safe working environment while allowing for the return of operations on our campus. This phased approach has been designed to support TTU's unique environment and to provide workplace standards that exceed the minimum standards established by the President and Governor's directives.

**PHASE III – RESTRICTED OPERATIONS**

*Planned for June 1, 2020*

**Intent:** Begin transitioning remote work operations for specific administrators and faculty back to on-campus.

**Faculty and Staff Status:** During restricted operations, faculty and staff begin a phased return to campus as outlined below.

**Specific Faculty and Staff Recommended to Begin Working on Campus as of June 1, 2020:**

- Executive Leadership to include: President, Provost, Vice Presidents, Chief of Staff, Athletic Director
- Administrative Leadership to include: Associate/Assistant Vice Presidents, Chief Officers, Deputy Athletic Director, Executive and Senior Associate Athletic Directors, Managing Directors, Associate/Assistant Managing Directors, Executive Directors, Senior Directors, Directors
- Faculty Leadership to include: Senior Vice Provost, Vice Provosts, Assistant/Associate, Vice Provosts, Academic Deans, Associate/Assistant Deans, Department Chairs
- Research faculty and staff in accordance with guidance provided by the Office of Research and Innovation
- Administrative Support to include: Executive Assistants, Administrative Assistants, and other administrative support as deemed necessary during this phase by the department
- Operations and Auxiliaries as determined by Executive Leadership

**Faculty Access to Personal Offices:**

- During Phase III, faculty members not identified in one of the exception categories noted above may request access to their personal offices by contacting their department chair/area coordinator/school director and requesting permission to be in their office. Personal office access should be for a limited number of days per week (e.g., maximum of 2 days) and hours (e.g., maximum of 4 hours) within a day, and contact with other employees during these visits should be minimal.

**Return to On-Campus Work Process:**

- For faculty and staff who are not engaged in on-campus research, creative and scholarly activity or are not working in positions designated as essential employees, a [preapproved designation form](#) must be on file before commencement of work on campus by any faculty or staff member.
- For faculty and staff who are engaged in on-campus research, creative and scholarly activity, a [Request to Start/Restart On-Campus Research, Creative and Scholarly Activity form](#) must be on file with the Office of Research and Innovation before commencement of work on campus by any faculty or staff member.
- Colleges, departments, and divisions who have multiple faculty and staff members returning to work must have a [Department Return to Campus Approval Form](#) on file before commencement of work on campus.

**Exceptions May Include:**

- Those faculty and staff who are not included in the Recommended positions listed above, but who are working in positions designated as essential employees. A [preapproved designation form](#) must be on file before commencement of work on campus by any faculty or staff member.
- Those colleges, departments, or divisions who are not included in the recommended positions listed above, but who have a completed [Department Return to Campus Approval Form](#) on file before commencement of work on campus.
- Those faculty and staff who have been approved for either [Non-Working Pandemic Leave or Families First Coronavirus Response Act \(FFCRA\) Leave](#).
- Faculty and staff listed above in the recommendation to return to work who have concerns regarding returning to work during this phase, may continue to work remotely with notification to their respective supervisors.
  - Current federal guidelines define vulnerable individuals (previously termed at-risk by the CDC) as those over 65 years of age and those with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity (body mass index >40), asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy.
  - Additional information can be found in [OP 40.04 Access for Individuals with Disabilities](#).
  - Any employee or supervisor who has concerns or questions may contact the [Office of Human Resources](#) for assistance.

**Hiring and Recruitment:**

- Faculty and Staff hiring and recruitment will follow the University's [Hiring Review](#) guidelines.

**Essential and Non-Essential Travel:**

- Guidance regarding essential and non-essential travel will be provided in the near future.

**Academic Operations:**

- Guidelines provided by the Office of the Provost for the return to face-to-face academic instruction in the [Summer](#) and [Fall](#) should be followed.

**Research Operations:**

- Guidelines provided by the [Office Research and Innovation](#) for restarting research activity should be followed.

**Health Screening Assessments:**

- It is recommended that all faculty and staff on campus undergo daily health screening assessments. At a minimum, all faculty and staff should have their temperatures monitored at least one time per day to confirm they pass the [Governor's employee screening criteria](#). College, department, division, and research unit processes and protocols will be determined by each respective Vice President or Dean.
- Faculty and staff waiting in line to be screened are considered "on the clock" and should report time worked accordingly.
- Listed below are three ways in which the health screening assessments may be completed for Texas Tech University employees:
  - i. The [Operations Division](#) has a drive-thru employee health screening available from 6:30am - 8:30am and 4:30pm - 5:30pm Monday through Thursday and 6:30am - 8:30am on Friday. These screenings are conducted on the second floor of the Flint Parking garage located at the corner of 18th Street and Flint Avenue. Please see the [drive-thru flyer](#) for additional information.
  - ii. The Office of Research and Innovation plans to establish a walk-up site that will be available beginning in early June from 7:30am – 8:00am Monday through Friday in the [TTU Administration Building](#).
  - iii. The [Centers for Disease Control and Prevention \(CDC\)](#) offers a [Coronavirus Self-Checker](#) survey located on the [CDC](#) website should be completed on all days you are scheduled to work on the Texas Tech University campus or a Texas Tech owned or managed property. You will be expected to maintain the results of all your surveys and provide them if requested. If taking the survey from your phone, the best way to capture the results is to take a picture of them. If taking the survey from your computer, you can either take a screenshot of the results or save the page as a pdf file.

- If at any time a faculty or staff member becomes ill or diagnosed with COVID-19, please contact [Human Resources](#) by emailing [hr.talent.management@ttu.edu](mailto:hr.talent.management@ttu.edu). The Office of Human Resources will assist with the coordination of the faculty or staff member's leave and also work with the [Operations Division](#) to ensure the workplace is properly disinfected and cleaned.

### **Personal Protective Equipment (PPE):**

- Colleges, departments, divisions, and research units will determine areas where employees must wear protective face coverings when on campus.
  - Examples of these areas include research labs and high-traffic areas that involve interaction with the public, employees, and students (e.g., reception areas, service kiosks, etc.).
  - Once it has been determined that PPE for your area is required, you may reach out to the TTU Central Warehouse to coordinate purchase of the needed items. In an effort to maintain costs, centralized bulk purchasing is being coordinated through the Office of Procurement Services and the Operations Division. The Central Warehouse may be reached at [central.warehouse@ttu.edu](mailto:central.warehouse@ttu.edu).
- Employees who are not housed in high-traffic areas are encouraged to wear protective face coverings when they are in high-traffic or common areas.
  - Examples of non-high-traffic areas include individual offices or work areas with adequate space for social distancing.
  - Examples of common areas include public restrooms, breakrooms, workrooms, or lobbies.
  - Employees in these areas are responsible for obtaining their own personal face coverings prior to arrival on campus or other TTU facilities.

### **Workplace Wellness:**

We ask all faculty and staff to help the Texas Tech University community stay well by taking the following steps to reduce the transmission of communicable diseases in the workplace.

- Stay home when you are sick.
- Wash your hands frequently with soapy water for at least 20 seconds. If soap and water are not available, use an alcohol-based sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash. If a tissue is not available, sneeze or cough into your elbow or upper sleeve, not into your hand.
- Avoid close contact with people who are sick with respiratory symptoms.
- Clean and disinfect frequently touched objects and surfaces.
- Use telephone and video conferencing instead of face-to-face meetings.
- Refrain from shaking hands.

**Cleaning:**

- Counter spaces or other similar areas within high-traffic areas should be disinfected on a regular basis with sprays or disinfectant wipes.
- Texas Tech University's custodial teams use Oxivir 1 and an EMist system in areas with high traffic to disinfect surfaces and workspaces that traditional cleaning methods may miss. Additionally, hand sanitizer dispensers have been placed in high-traffic areas such as the Student Union, Residence Halls, Dining Halls, and Library.
- Please contact 742-4OPS for more information or to request specific cleaning or supplies.

**Traffic Flow and Social Distancing:**

- To avoid congested spaces, each work area should have designated points of entry and exit. Building support staff will work with campus security, Fire Marshall, and Office of Student Disability Services to identify single points of access for entering and exiting buildings with significant employee populations. These entrances and exits should be designated to minimize crossflow of arriving and departing employees, and to minimize surfaces requiring frequent cleaning. Use of elevators should be discouraged for anything other than ADA access and deliveries of items that cannot safely be made via a stairway.
- Each employee should have a minimum of 144 square feet of space for their work area (i.e., 6-foot social distancing). Any exceptions to this space allowance should be noted on the [Return to Work Departmental Approval Form](#) and are subject to approval by the President, Chief of Staff, Provost, VPR, or CFO.
- Employees should avoid gathering in groups of more than 10 people in circumstances that do not readily allow for appropriate social distancing (i.e., the minimum 144-square feet area); however, group size limits are subject to change in accordance with state and local guidelines. Generally, group meetings and conferences should be conducted virtually rather than in-person.