

Emergency Action Plan for a safe return to campus during the COVID-19 pandemic

The purpose of this plan is to assist in guiding employees, students and visitors as campus operations resume at Texas Tech University during the COVID-19 pandemic. In this unprecedented situation, policies are being revised regularly. The guidelines below are supplemental to those available at: <https://www.ttu.edu/commitment/>

1. Self-health check.
 - Everyone who accesses the Biology building should monitor their health status daily, and refrain from coming in if they are feeling ill.
 - A set of health-related questions, and recommended protocols for both “yes” and “no” responses will be made available to encourage TTU members to self-monitor any changes in health status.
 - The campus is developing a COVID-19 hotline for those who think they may be exposed.
2. Practice Preventative Measures
 - You are required to wear a face covering/mask at all times in public spaces (classrooms, halls, offices with more than one person) as per TTU policy. A video on proper mask use is online.
 - Students not wearing a mask will be asked to don appropriate face covering or leave the building
 - Students who do not comply with policy will be referred to the Dean of Students / Dean of the Graduate School (as appropriate)
 - Frequently wash your hands using soap and water or ethanol-based hand sanitizer
 - Avoid touching nose, eyes and mouth.
 - Use disinfecting wipes to clean surfaces (seats, desks, etc.), in classrooms and labs.
3. Social Distancing & Traffic Flow
 - Social distancing and reduction in density in the building and classrooms is facilitated by decreasing the number of face-to-face classes, and the use of hybrid lab formats.
 - Signs will be posted throughout Biology facilities that designate the direction of flow for entrance/exit and transit through halls, into/out of classrooms, and up/down stairways.
 - Instructors will develop plans for orderly flow of students into and out of their classrooms
 - Students will sit in assigned seats to facilitate contact tracing should another student become ill
 - Elevator use is discouraged, with a maximum number of people per elevator limited to 4.
 - Non-essential furniture will be removed to maximize space for social distancing.
 - Offices and labs will be modified to permit social distancing and/or students may work in shifts that keep occupancy within guidelines.
4. Housekeeping.
 - The building, including bathrooms, lecture halls and teaching labs, will be thoroughly cleaned and decontaminated every day by janitorial staff.
 - Faculty, staff, and graduate students will assist in keeping the building clean and sanitary.
 - In teaching labs, students will help decontaminate surfaces before and after lab work.
5. Health Concerns and Instructional Policy
 - Hybrid and online courses must comply with University, State, and Federal policies surrounding regular and substantive interactions, and accessibility for all students (as highlighted in the Provosts memo of 6/24/20).
 - Instructors and TAs are encouraged to identify students who may need special accommodations due to health concerns, face covering policies, and/or ability to complete online course activities.
 - Instructors are developing plans for the continuation of the course (e.g. online) for any student in the class who tests positive as well as those who might have to self-isolate as a result of contact tracing.
 - All classes will follow TTU policy with respect to health-related absences, and that information will be included as a required element in syllabi for fall.