



Memorandum

To: Texas Tech University Faculty and Staff

From: Michael Galyean, Ph.D.
Provost

Noel Sloan
Vice President and Chief Financial Officer

Grace Hernandez
Associate Vice President for Administration and Chief of Staff

Jodie Billingsley
Assistant Vice President for Human Resources

Copy: Lawrence Schovanec, Ph.D.
President

Date: May 22, 2020

Subject: Return to On-Campus Work

On April 29, 2020, President Schovanec announced that Texas Tech University (TTU) would remain in [Phase IV, Closed Campus Operations](#) through the end of May and preparations were being made for a phased return to on-campus work. This phased approach has been designed to support TTU's unique environment and to provide workplace standards that align with [national guidelines](#), [state guidelines](#), and [local city guidance](#). The COVID-19 Return to On-Campus Work Operational Phases document is intended to serve as a guideline for TTU expectations as faculty and staff transition back to their on-campus workspaces.

Beginning June 1, as we move into [Phase III](#) of the COVID-19 Return to On-Campus Work Operational Phases, our priority is to protect the TTU community by maintaining a safe working environment while allowing for the return of operations on our campus. We understand that each college, department, division, and research unit have particular circumstances that should be taken into consideration. The Return to On-Campus Work Operational Phases document is intended to serve as a guide to assist Vice Presidents and Deans as they develop and implement processes and protocols for their areas. Also included for your information is the protocol for [Phase II](#), which will not occur until later this summer.

The following resources are intended to provide you with information and assistance regarding TTU's return to on-campus work phases so you may direct your questions accordingly:

- [Research Operations](#)
- [Academic Operations – Summer](#)
- [Academic Operations - Fall](#)
- [Campus Cleaning and Health Screen Assessments](#)
- Personal Protective Equipment (PPE) – email central.warehouse@ttu.edu

Additional Resources:

- [TTU Coronavirus \(COVID-19\)](#)
- [TTU Office of Human Resources](#)
- [TTU Operations Division](#)
- [TTU Office of the Provost](#)
- [TTU Office of Research and Innovation](#)
- [Office of the Dean of Students](#)
- [Centers for Disease Control and Prevention](#)

Thank you for the excellent work you continue to do. Your hard work and diligence over the last several weeks is making our safe return to campus possible.