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

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 II - LIMITED OPERATIONS

Planned for August 1, 2020

Intent: Resume University campus-based operations with modifications and prepare for Phase I.

Faculty and Staff Status:

During Phase II, faculty and staff return to their designated on-campus work locations. All faculty and staff are classified as "on duty." Noted exceptions are listed below.

Exceptions May Include:

- Those faculty and staff who have been approved for [Non-Working Pandemic Leave](#), [Families First Coronavirus Response Act Leave](#), or other eligible leave.
 - During this phase, the department must work with Human Resources prior to utilizing non-working pandemic leave or Families First Coronavirus Response Act Leave.
- Vulnerable individuals as defined by the CDC guidelines or individuals with disabilities may request accommodation from their supervisors or through the [ADA Process](#) when their presence is required on campus.
 - 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.
- All other requests for remote work must be requested through the [Change of Duty Point](#) process.

Hiring and Recruitment:

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

Essential and Non-Essential Travel:

- [Guidelines provided by Procurement Services should be followed.](#)

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 of 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. 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 two 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 [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 follow the [Supervisor and Employee COVID-19 Reporting Procedures](#).

Personal Protective Equipment (PPE):

- On June 24, 2020, Texas Tech University implemented a [mandatory face covering policy](#) for all faculty, staff, and students.
 - 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. If needed, you may reach out to the TTU Central Warehouse to coordinate purchase of the needed items.

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.
- Consider using telephone and video conferencing instead of face-to-face meetings. If face-to-face meetings are unavoidable, meet in a large room to avoid close contact.
- 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 may have designated points of entry and exit. Building support staff should work with campus security, Fire Marshall, and Office of Student Disability Services to coordinate and approve requests for mandatory traffic flow. All exterior building doors must remain unlocked and available for entrances and exits in an emergency. Use of elevators should be discouraged for anything other than ADA access and deliveries of items that cannot safely be made via a stairway.
- Employees should maintain 6 feet social distancing within the office. 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; 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.
- Congregating in break rooms for lunch is highly discouraged.
- Providing or consuming food and drinks in the workplace during face-to-face meetings or during group gatherings, regardless of the size, is not permitted as it necessitates the removal of masks.