



TEXAS TECH UNIVERSITY
School of Law™

Our Commitment: Education, Health & Safety

A Guide for Students

December 18, 2020





Our Commitment: Education, Health & Safety **Requirements & Guidelines for Spring 2021**

Introduction:

Texas Tech University School of Law wants to reassure every member of our Law School family that our priority is to utilize every measure that contributes, as much as possible, to providing a quality education in a safe and healthy environment. Slowing the spread of COVID-19 is a shared responsibility, and we encourage our entire Law School community to remain diligent by taking all necessary precautions to avoid contracting and spreading this virus. The following requirements and guidelines will help us remain healthy and safe during the Spring 2021 semester.

NOTE: The University is currently operating under Phase II restrictions. Please be aware that changes to the University's operations may occur in response to the COVID-19 pandemic. You will be promptly notified of any operational changes or changes to these requirements and guidelines. Please check your TTU email daily to ensure you receive all information about operations. General COVID-19 communications will also be posted on the Law School's website.

Key Safety and Reporting Requirements:

Here are a few key safety and reporting requirements:

- Wear a face covering at all times in any shared or open space in the law building (essentially everywhere except a personal carrel).
- Refrain from eating or drinking in all areas where a face covering is required.
- Maintain social distancing at all times.
- Wash your hands regularly and use hand sanitizer.
- Follow all classroom health and safety protocols.
- Refrain from attending in-person classes if you are feeling ill.
- Report immediately any exposure to COVID-19 to Dean Sofia Chapman.
- Report immediately any symptoms of COVID-19 to Dean Sofia Chapman.
- Report immediately any COVID-19 test results to Dean Sofia Chapman.

Law School Building/Library Hours:

The Law School is taking significant steps to ensure that the building is clean and fully disinfected each day. To allow sufficient time for cleaning/disinfecting, the Law School building will be accessible

to students from 7:30 a.m. to 6:30 p.m., Monday through Friday. The Law Library Circulation desk will be staffed from 8:30 a.m. to 5:30 p.m., Monday through Friday.

Below are some important things to keep in mind about access to the building:

- All current law students are welcome in the building as long as they remain socially distanced and follow all other health and safety measures.
- Keep in mind that some faculty and staff will continue to work remotely if their job duties are suitable for remote work and their presence on campus is non-essential.
- Any visitors in the building must be approved by the appropriate administrator, *e.g.*, protocol will be in place for any client that must visit the clinical offices in person.
- Only delivery persons approved by the Dean's suite may enter the building. Thus, if food is delivered for any reason, you must meet the delivery person outside.

Required Protective Face Covering:

The Texas Tech University System has implemented a mandatory [Facial Covering Policy](#) to ensure a safe and healthy educational experience and workplace. Current research on the COVID-19 virus suggests that there is a significant reduction in the potential for transmission of the virus from person to person by wearing a face covering that covers the nose and mouth areas. Because of the potential for transmission of the virus, and to be consistent with the University's requirement, students, faculty, and staff are required to wear a face covering in classrooms, common areas, restrooms, and other non-individual spaces. Observing safe distancing practices by spacing out and wearing a face covering will greatly improve our odds of remaining safe and healthy. For the safety of others, any student, faculty member, or staff member choosing not to wear a face covering will be directed to leave the classroom/building. The University has provided guidance to faculty to assist with implementation and enforcement of the policy.

NOTE: When you are alone in individual spaces such as an office or carrel, you are not required to wear a face covering. Further, instructors and student presenters in a classroom setting are not required to wear a face covering if they are sufficiently distanced at least nine feet from students, although other protective measures, such as face shields and partitions, are required.

What constitutes a face covering? The main message is to follow the [CDC's Guidance](#). While the Guidance does not specify what may or may not constitute a face covering beyond referring to the term "cloth face covering," there is a section on wearing a face covering correctly, which portrays an actual mask rather than pulling up a tee shirt or something similar. Under this guidance—which includes putting the face covering over your nose and mouth, securing it under your chin, and fitting snugly against the sides of your face—a pulled up tee shirt would not qualify, but something like a burka could, depending on its construction.

Here is some additional information about face coverings:

- A face covering can be made from woven or non-woven fabrics or combinations of fabrics (avoid elastic barrier).
- A face covering may involve layering (ideally at least three layers).
- A face covering can have "diverse" appearance.

- Any writings or images on a face covering should be in good taste and exude professionalism.
- A face covering should have a close fit emphasized by covering the nose, cheeks, and chin.
- Few of these combinations have been systematically evaluated and there is no single design, choice of material, layering, or shape among non-medical masks that are available. The unlimited combination of fabrics and materials results in variable filtration and breathability.
- Main campus has advised us that the sort of mask seen with a button or disk on one side is not effective against virus transmission.
- **If a professor or student presenter is a minimum of nine feet from the first row of students, they do not have to wear a face covering. But these instructors/presenters should wear a face shield, and many classrooms will have plexi-glass partitions.**

NOTE: The Law School will have a supply of face coverings available for students, faculty, and staff. Please remember to wash and disinfect your face coverings regularly. Faculty who are teaching in person will also be provided with a face shield.

Social Distancing:

Strict compliance with social distancing requirements is essential to maintaining a safe and healthy environment at the Law School. Please keep the following things about social distancing in mind:

- Students, faculty, and staff should maintain six feet of social distancing at all times when on campus—whether inside a building or outside. Follow all social distancing signage.
- In general, meetings and conferences need to be conducted virtually rather than in person.
- Please avoid using the elevators other than for ADA access and for deliveries of items that cannot safely be made via a stairway.

Law School Wellness & Cleaning:

We ask all students, faculty, and staff to help the Law School community stay well by following these basic wellness and cleaning/disinfecting steps:

- Stay home when you are sick. (Students, please see the COVID-19 Class Attendance & Accommodation Requests statement below. This statement will also be in each course syllabus.)
- Follow all signage about social distancing, facial coverings, hand washing, entering/exiting classrooms, kiosk stations, etc.
- Wash your hands frequently with soapy water for at least 20 seconds. If soap and water are not available, use an alcohol-based sanitizer.
- Use hand sanitizer dispensers, which have been placed in high traffic areas.
- 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.
- In general, avoid contact with people who are sick with respiratory symptoms.
- When greeting others, do not shake hands or hug.
- On a regular basis, clean and disinfect frequently touched objects and surfaces, *e.g.*, counter spaces, workspaces, and other similar areas within high-traffic areas, with sprays or disinfectant wipes. (TTU 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.)
- Consider using telephone and video conferencing instead of face-to-face meetings. If face-to-face meetings are unavoidable, meet in a large room so you can avoid close contact.
 - **For your safety, use of common-area microwaves, refrigerators, coffee machines, and water fountains is prohibited.** Additionally, please do not fill up any water bottles using the restroom sink (bottled water will be available for outside consumption).
 - If you would like wellness resources or virtual access to the Food Pantry, please contact Associate Dean for Student Life, Sofia Chapman, at sofia.chapman@ttu.edu or (806) 834-2468. The Wellness Room and Food Pantry will reopen as soon as safety and health restrictions allow.
 - Do not move any furniture in the building, as it has been spaced to conform with social distancing measures.
 - If necessary, contact (806) 742-4OPS for more information or to request specific cleaning or supplies.

NOTE: For everyone's safety, you may consume food or drink only when you are alone in an individual space such as an assigned carrel or office, or outside the building. Bottled water will be available at the building entrances/exits, and it should be consumed outside.

Classroom Protocol:

To maintain our health and safety, it is important for us to observe all signage in the classrooms and to follow all classroom protocol. Please adhere to the following list of basic classroom protocol:

- Follow all instructions when entering/exiting a classroom. Each classroom will have specific entrance/exit procedures, *i.e.*, entering through one designated door and exiting through another designated door. Please maintain social distancing when entering/exiting any classroom.
- Please do not enter a classroom until students in the previous class have exited the classroom. Further, students are encouraged not to queue for classes until at least ten minutes before start time.
- Sit only in seats that are marked with a Texas Tech "Sit Here" sign/sticker.
- Keep your face covering on before, during, and after class.
- Refrain from eating or drinking in the classroom. (Reminder: You may consume food/drink only when you are alone in an individual space such as an assigned carrel or office, or outside the building.)
- Please follow all instructions when using equipment such as microphones and headsets. Students who attend a face-to-face class that is being live streamed will be provided with a headset (a headset will be needed in all classrooms except for the Lanier Auditorium). If you have any other technology needs, please contact Associate Dean Chapman.
- Follow all instructions for disinfecting your classroom space. In general, students entering a classroom will use disinfecting wipes to clean their classroom space (and microphone if in the Lanier Auditorium). Disinfecting wipes will be available at each designated seat. Wipes should be placed in the provided plastic bags and disposed of upon exiting the classroom.
- If students are not attending a face-to-face class, they may study, attend a class remotely, or engage in other academic activities in the building. Some students will have access to an

individual carrel, and other students will have access to sufficient workspace in the building. Remember to adhere to all social distancing measures and other health and safety protocol such as disinfecting your workspace.

- Please refer to the “How to Read Your Schedule” information to ensure you understand your class schedule.

NOTE: Main campus IT, in conjunction with Traffic and Parking, has increased the wi-fi signal in parking lots R21 (north of the Law School, spaces closest to Law School building) and Z4 (directly east of the Law School, spaces closest to Law School building). In between classes, please consider using the wi-fi that is available in these parking lots.

Campus Events & Meetings:

All face-to-face events and meetings—including any school-sponsored events (*on or off campus*), school-organized events, student organization meetings, and faculty/staff meetings—are restricted so that the Law School community remains safe and healthy. With rare exceptions, events and group meetings need to be held virtually rather than face-to-face. Any face-to-face event must be approved in advance by the Dean’s Office and must comply with all [University Campus Event Guidelines](#).

Please direct all inquiries about Law School events/meetings to immediate supervisors or to Associate Dean Sofia Chapman.

COVID-19 Class Attendance & Accommodation Requests:

In the interest of the health and safety of the entire Law School community, if at any time during this semester a student, faculty member, or staff member feels ill, they are strongly encouraged not to attend any face-to-face class or other in-person University meetings/activities. Further, as explained below, the Law School provides the flexibility necessary to make reasonable, instructional accommodations for students to avoid exposure to COVID-19 and to maintain their health and safety.

Student who are feeling ill and think the symptoms might be related to COVID-19 should:

- a. Promptly call Student Health Services at (806) 743-2848 or your health care provider. Please note that Student Health Services and many other health care providers offer virtual visits.
- b. Self-report as soon as possible to the Associate Dean Sofia Chapman. (NOTE: You will be notified when an online reporting form becomes available.)
- c. If your illness is determined to be COVID-19, it is imperative that you inform the Law School immediately. The University will be providing COVID-19 Positive Test Protocol, which also must be followed. (Please note that all communication with professors and staff will be handled through the Office for Student Life and/or the Registrar’s Office, and that the Office for Student Life may request documentation of your illness.)

If You Are Feeling Ill and Can Attend a Class Remotely:

If you are not attending a class in person due to feeling ill, a self-quarantine/self-isolation, or

some other circumstance related to the COVID-19 pandemic, but you are able to attend your classes remotely, please contact your professors as soon as possible via email to inform them so they can account for your remote attendance. If a course is not already set up for remote instruction, your professor will take the necessary steps to make reasonable instructional accommodations during the pendency of the illness, self-quarantine/self-isolation, or other COVID-19-related circumstance.

If you miss any class material during your shift to remote learning, please contact your professors for information on how to obtain the class material. In addition, if you will miss any assignment deadline, quiz, exam, etc. due to a circumstance related to COVID-19, please contact your professor to request a reasonable extension.

If You Are Not Well Enough to Attend a Class Remotely:

If you are unable to attend class remotely due to an illness related to COVID-19, please follow the steps (a)-(c) above to ensure your absence will be properly recorded by the Law School. These steps apply to being unable to attend (1) an in-person class (a face-to-face class or a hybrid/hyflex class with alternating attendance); (2) a synchronous online class; and (3) an asynchronous online class in which you will miss an assignment deadline or quiz/exam.

COVID-19 Testing for Students, Faculty & Staff:

Student testing will be coordinated by Student Health Services, and faculty and staff should contact their primary care provider or contact (806) 743-2911 to speak to a nurse to assist with information for COVID-19 testing. The costs for testing provided through Student Health Services will be billed to insurance for students who are covered. In most cases, insurance pays 100% of the testing costs. For uninsured students, the self-pay cost is \$40 and can be posted to a student's account through Student Business Services. If you would like assistance with the \$40 fee, please contact Associate Dean Chapman.

The University recommends that students, staff, and faculty who have not been practicing the safety guidelines recommended by the governor have a COVID-19 PCR viral test prior to returning to campus for any scheduled activities, meetings, or classes.

Additional information can be found on the University's [Testing & Reporting](#) webpage.

Daily Health Assessments:

Required for Faculty and Staff:

The Law School requires all faculty and staff to complete a daily health assessment, and they have two ways to complete the assessment.

- 1) Use the online [CDC Self-Checker](#). Employees using this online self-checker are expected to maintain the results of self-checks and provide them if requested. Self-checks taken from phones may be captured with screenshots to maintain an appropriate record. Self-checks taken by computers may be captured with screenshots or saved as a pdf file.

- 2) Use the University app that acts as a symptom checker. The app will give each person the ability to daily self-report, with an option for supervisors to receive feedback when someone is not feeling well. The University is in the final stages of integrating the app with other resources and areas. When complete, the app should be available [HERE](#).

Strongly Encouraged for Students:

Students are currently not required to complete a daily health assessment, but they are strongly encouraged to monitor their daily health, watching for fever, cough, shortness of breath, or other symptoms of COVID-19. To promote the health and safety of our Law School community, students may complete a daily health assessment using the sources below.

- 1) Use the online [CDC Self-Checker](#). Students using this online self-checker are encouraged to maintain the results of self-checks. Self-checks taken from phones may be captured with screenshots to maintain an appropriate record. Self-checks taken by computers may be captured with screenshots or saved as a pdf file.
- 2) Use the University app that acts as a symptom checker. The app will give each person the ability to daily self-report, with an option for instructors and supervisors to receive feedback when someone is not feeling well. The University is in the final stages of integrating the app with other resources and areas. When complete, the app should be available [HERE](#).

Stay Safe, Stay Healthy!