



TEXAS TECH UNIVERSITY
Office of the Vice President

Institutional Diversity

June 5, 2020

The Division of Diversity, Equity & Inclusion, through our UIL Office, is collecting and serving as a central repository of information and as a centralized camp and summer experience approval committee in conjunction with the Office of the Vice President for Research and Innovation and the Office of the Provost. Our team is working to coordinate communications efforts to ensure our TTU colleagues have access to information regarding best practices for summer camps and programs during the time of COVID-19.

University Approval Process for Faculty/Staff Return to Campus

As you make plans to offer an in-person or virtual camp experience, please make sure to follow all guidelines provided by our Texas Tech University administration as outlined via the memos or information posted on the appropriate websites. For camps/programs administered by academic units, please also make sure you have completed the appropriate forms as required to bring faculty and staff or others back on campus as required by the following university administrative offices:

- [Office of the Vice President for Research and Innovation](#)
- [Office of the Provost](#)
- [Phase III Return to Work Memo](#)

Camp Opening Decision Checklists

The ACA (American Camping Association) and YMCA are working together and have created a [Camp Operations Guide](#) to provide educational resources to those coordinating both day and overnight camps. The [CDC](#) has also provided the following guidance for camps. We offer these resources as a first step in the decision-making plan for individual programs.

Governor Abbott issued a new Executive Order that will be in effect starting May 31, 2020. This includes a checklist for minimum standard health protocols for:

- [Day Youth Camp Operators](#)
- [Day Youth Camp Families](#)
- [Overnight Youth Camp Operators](#)
- [Overnight Youth Camp Families](#)

Updated Release Forms

We have been working with the Texas Tech University Office of the General Counsel to gather updated acknowledgement and release forms. These are to be completed by the appropriate

groups prior to hosting a camp. Please save and use these revised forms. The completed forms should be retained in your records for until the participants have reached 18 years of age + 2 (20 years of age).

- [Adult Participants](#)
- [Minor Participants](#)
- [Staff Members](#)

Summer Experience Assessment and Approval Process

The [COVID-19 Camps Support](#) website provides guidelines to assist with planning camps and providing updated COVID-19 information. On this website you will also find the [COVID19 Camp and Summer Experience Assessment](#) that the Approval Committee will utilize to determine if the plan that has been developed for each camp or summer experience is prepared to follow Governor Abbott's Minimum Health Standard Protocols and the guidelines for being on campus presented by the Office of Research and Innovation. As we move forward, we encourage the utilization of each of these resources for guidance in preparations to host a summer program. Submissions will be reviewed weekly – on Mondays and Thursdays. We hope to see our TTU summer experiences flourish in a way that remains enjoyable for participants and staff while keeping health and safety our top priorities.

The Division is in the process of planning for virtual camp experiences, though we know the population of children who would participate might not get the full benefit of the programs were they to be held in person. Social distancing for children in camps that are intended to be interactive can take away from the overall experience and we know that some of the facilities we might want to use might not be available or that capacity limits would have to be reduced. We are disappointed not to host camps in person and we look forward to providing a virtual experience with in-home activities that will be both engaging and educational.

For questions, please feel to reach out to the team in the Office of the Vice President for Research and Innovation or the University Interscholastic League staff. We will do our best to provide you with information or connect you with the appropriate individuals. Please forward this letter to those you believe might also benefit from the information provided.

Sincerely,



Dr. Carol A. Sumner
Vice President and Chief Diversity Officer

Cc: President Lawrence Schovanec
Dr. Michael Galyean, Provost and Senior Vice President
Dr. Joseph Heppert, Vice President for Research and Innovation

