



TEXAS TECH UNIVERSITY SYSTEM™

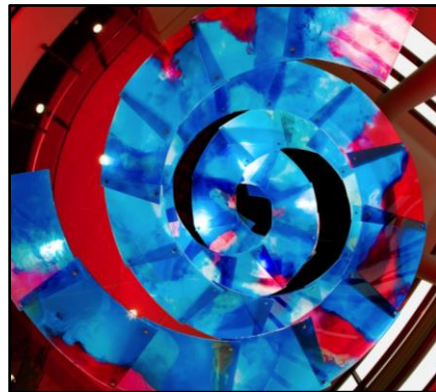
COVID-19 Pandemic

OUR COMMITMENT *to a* SAFE RETURN

Texas Tech University System Administration

Issued June 5, 2020

Updated June 24, 2020 and Aug. 5, 2020





Our Commitment to a Safe Return

The Texas Tech University System and our universities are committed to a safe reopening of our campuses and work locations for our students, faculty, staff and stakeholders through a phased-in approach that allows all to return with confidence and the ability to balance our commitment to advancing higher education and health care with our commitment to keeping our people safe.

- *How everyone departed is not how each entity within our System will return.*
- *While there will be many consistencies, each component's plans will vary to accommodate specific aspects related to its operational areas, magnitude and broader community.*



Our Commitment to a Safe Return






Guiding Parameters:

- Health and safety of employees and visitors
- Consideration of reopening plans from [national guidelines](#), [state guidelines](#), and [local city guidance](#)
- Recommendations from the Centers for Disease Control and Prevention, Texas Department of State Health Services
- Leadership and health experts throughout the Texas Tech University System
- **Shared values at the Texas Tech University System Administration**



Our Commitment to a Safe Return

Shared Values:

- **PEOPLE FIRST:** Support those around us 
- **COMMUNITY:** Grow together to achieve mutual success 
- **RESPECT:** Value others 
- **EXEMPLARY SERVICE:** Go above and beyond 
- **INTEGRITY:** Adhere to strong moral principles 



Our Commitment to a Safe Return

Additional Considerations:

- Considerations for team members in vulnerable, high-risk populations
- Considerations for team members in families and households with vulnerable, high-risk populations
- Considerations for child-care needs and flexibility
- Considerations for density of workspaces
- Considerations for demonstrated productivity and efficiencies during remote work operations



Workforce Phases and Capacity

- **Phase 4** – Closed building operations, remote work for all personnel with few exceptions for essential employees
- **Phase 3** – Limiting to 25% on-site workforce capacity for department suite, with exceptions for department suites with fewer than 10 individuals
- **Phase 2** – Limiting to 50% on-site workforce capacity for department suite, with exceptions for department suites with fewer than 10 individuals
- **Phase 1** – Normal operations, full return to work locations, with specific exceptions and other productivity considerations



Workforce Phases and Capacity

- **Phase 4** – Closed Campuses/Remote Work ... ***through June 7***
- **Phase 3** – Limited Physical Work Presence (~25% workforce capacity) ... ***starting June 8 through July 12****
- **Phase 2** – Partial Physical Work Presence Operations (~50% workforce capacity) ... ***starting July 13 through August 9****
- **Phase 1** – Normal Operations (full return, on-site workforce capacity) ... ***starting August 10****

** Tentative phased-in return is subject to change in monitoring the containment of COVID-19 pandemic. Additional modifications may apply for specific departments.*



Health and Safety Protocols

Personal Protective Equipment (PPE) and Sanitation Coordination

- Coordinate purchasing of equipment and supplies through TTU Procurement and TTU System Administration CFO Office
 - *Will be increasing inventory during return to office phases*
 - *Order requests and distribution to be managed through David Mondt and Cynthia Jobe*
- Providing: no-touch forehead thermometers, door stops, cleaner, hand sanitizers (individual, refills, stations)
 - Face coverings, gloves and sanitation wipes available upon request (limited supplies available)
- Communication: Posting work location signage (awareness and informational)



Health and Safety Protocols

Face Coverings

- Required for all employees and visitors at on-site office locations until further notice, per a [memo from Chancellor Tedd Mitchell](#)
- Employees are responsible for obtaining personal face coverings
- Worn in high-traffic, common areas, such as lobbies, hallways, shared spaces, conference rooms and restrooms, as outlined in the [TTU System Facial Covering policy](#)
- A limited supply will be available and provided by the Texas Tech University System Administration for visitors and employees
 - Distribution coordinated and managed through Cynthia Jobe (cynthia.jobe@ttu.edu or 806.834.1258)
- Employees are responsible for regular laundering of cloth face coverings
- Wearing of face coverings in individual office suites or personal offices is to be determined by department supervisors or respective Vice Chancellor



Health and Safety Protocols

Daily Health Screening Assessment

- Before arriving at work, it's highly recommended to undergo daily health screenings.
- All team members who come to work are asked to self-assess that they are not exhibiting COVID-19 symptoms before beginning their workday. Symptoms* to be looking for include:
 - Cough
 - Shortness of breath
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Vomiting
- The Texas Tech Operations Division are offering [drive-thru employee health screenings](#) on-campus.
- If you are sick or not feeling well, please notify your supervisor and stay home.

* Symptoms should not be attributable to another known medical condition



Health and Safety Protocols

Sanitation & Health Etiquette

- **Highly encourage practicing personal hygiene and social distancing**
 - Thorough washing of hands often (for 20 seconds)
 - Avoid touching your eyes, nose and mouth
 - Avoid close contact by putting distance between yourself and others (6 feet)
- **Enhanced sanitation supplies and cleaning**
 - Nightly cleaning crew and full-time staff personnel implementing additional measures
 - Providing hand sanitation stations, sanitizer in shared areas and conferences rooms
 - Encouraging individuals to sanitize shared spaces after use with disinfectant spray or wipes



Building Access and Operations

Building Entry Points – Encouraging use of main entrances

- Card access required for exterior entrances in Phases 3 and 2 due to limited on-site workforce capacities

Building Security – Department suites will be unlocked in Phases 3 and 2

Visitors & Guests:

- Continue to limit visitors to the building in Phases 3, 2 and 1, *until notified otherwise*
- Guests must coordinate with individual or department visiting for access
 - *TTU System Building COVID-19 information should be shared with visitors.*

Public Gatherings:

- Limit gatherings to 10 or fewer people in Phases 3, 2 and 1, *until notified otherwise*



Building Access and Operations

Shared Spaces & Common Areas:

- Limiting use of shared kitchen space to encourage social distancing.
- Appliances such as the refrigerator, sink and microwave are still available for use, but we ask that you properly disinfect any appliances you use and return to your workspace to eat.

Elevator Use:

- To maintain proper social distancing, limiting occupancy in elevators to no more than two people at a time.



Building Access and Operations

Personal Workspaces:

- Analyze individual workspaces to support social distancing and other health and safety protocols, such as:
 - Density and proximity of workspaces
 - Additional protection or privacy
- Requests can be made to department supervisor or respective Vice Chancellor

Department Suite Protocols:

- Additional health and safety measures may be determined by department supervisors and respective Vice Chancellors



Building Access and Operations

Shared Conference Rooms:

- Limiting use and occupancy capacity during Phases 3, 2 and 1, *until notified otherwise*
- Highly encourage meeting ***virtually*** during Phases 3, 2 and 1, *until notified otherwise*
- Requiring at least 30-minute window between multiple use
- Highly encourage wearing of face covering in shared meeting space, [in accordance with TTU System policy](#), and individual disinfecting and cleaning before/after use

Conference Room	Phases 3, 2 & 1, until further notice	
	Availability	Max. Occupancy
Rio Grande (103A)	Open	9
Pecos (105)	Designated Wellness Area	-
Canadian (223)	Open	10
Llano (211)	Designated Wellness Area	-
Red (217)	Open	6
Colorado (210)	Closed	-
Concho (313)	Designated Wellness Area	-
Pease (308)	Closed	-
Brazos (303)	Open	8
Board of Regents Dining (110)	Closed	-
Board of Regents Room (106)	Closed	-
Board of Regents Room (104A)	Closed	-
Board of Regents Meeting Room (108)	Closed	-



Building Access and Operations

Wellness Check Areas (not be used for meetings):

- Designating certain conference rooms in the TTU System Building for employees who might not feel well after arriving at work and would like to self-check their temperature.
 - Resources provided include face coverings and no-touch forehead thermometers
 - Employees who do not feel well should let their supervisors know and return home for the day
 - One person use at a time
 - Request access through Cynthia Jobe (cynthia.job@ttu.edu or 806.834.1258)



Financial Considerations

We also must begin to plan for the financial impacts of COVID-19.

State agencies and higher education institutions have been directed to submit a plan identifying savings to reduce state appropriations by 5% for the 2020-2021 biennium.

Current Practices:

- *Implement mission-critical hiring practices*
- *Hiring approval required for vacant, open and future positions*
- *Implement cost-saving measures, such as one-time savings as well as efficiencies identified in our modified work schedules*



Work Sponsored Travel

- **Phase 4** – Cancel all work-sponsored travel and adhere to [CDC](#), [U.S. Department of State](#), and [Texas state guidelines](#).
- **Phase 3** – Restrict nonessential travel and adhere to [CDC](#), [U.S. Department of State](#), and [Texas state guidelines](#).
- **Phase 2** – Restrict nonessential and international travel based on [CDC](#), [U.S. Department of State](#), and [Texas state guidelines](#).
- **Phase 1** – Minimize nonessential and international travel based on [CDC](#), [U.S. Department of State](#), and [Texas state guidelines](#).



Future Phases, Ongoing Operations Considerations

The TTU System Administration executive leadership team continues monitoring the impact of the COVID-19 pandemic to adjust operations and determine protocols based on demonstrated efficiencies, health and safety.

Please share comments or feedback to your respective supervisor and/or Vice Chancellor. Additional questions and comments can be submitted to chancellor@ttu.edu.



What To Do If You Become Ill, Potentially Exposed

- If individuals are symptomatic, they are required to stay home, seek proper medical advice, including testing, and inform their supervisor.
- Emergency Paid Sick Leave can be used for those team members required to self isolate or quarantine.
- All team members who are sick from any cause should use normal sick leave procedures.
- If you become ill or have been diagnosed with COVID-19, you should make a confidential disclosure to your supervisor. Additional contact tracing will be managed by the local Health Department.



What To Do If You Become Ill, Potentially Exposed

It is also important that you take some time to familiarize yourself with the following COVID-19 resources, so that everyone is prepared for when they need to make a notification or support a team member who has tested positive for COVID-19:

- [Employee Positive Test Notification and Protocol — Flowchart](#)
- [Supervisor's Guide](#)
- [Employee's Guide](#)



Free, Non-Mandatory Testing Available

- Free, non-mandatory COVID-19 testing is available to all employees through August 24 at a drive-thru location in Lubbock at the Texas Tech University Museum.
- The Texas Department of Emergency Management is managing the testing and employees and students can sign up for a test with pre-registration required prior to receiving a test.
- The drive-thru testing is being provided at no charge for students, faculty, and staff, but [pre-registration](#) is required.
- Once the drive-thru clinic closes on August 24, 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.



Building Exposure Plans

- Should there be an exposure in the TTU System Building or your work locations, proper notifications will be made.
- After considering the level of exposure or community spread, operations may be moved to remote work immediately.
- Remote work operations may continue for a required period of time that's communicated when transitioning out of the building.
- Enhanced sanitation and cleaning will be conducted in impacted areas and throughout the TTU System Building or work location.



Taking Care of Each Other

“Now that we are returning to the TTU System Building and our office locations, our commitment to one another has never been more important. We are dedicated to providing a safe return-to-work environment for everyone on our team; however, we also need your help in ensuring our success. Returning to our office locations requires us all to take health and safety seriously. We must all do our part and take care of each other.

“And by doing so, we are living our shared values in taking care of our community and putting people first.”

— Chancellor Tedd L. Mitchell, M.D.



Exemplary Service



Integrity



People First



Respect



Community



Resources & Information

Should you have specific questions or need more information, please visit with your department supervisors and respective Vice Chancellors.

A list of resources and information can be accessed at:

- TTU System Administration Commitment to Safe Return Plan: www.texastech.edu/safe-return.php
- Human Resources related COVID-19 Information: <http://www.depts.ttu.edu/hr/covid19.php>
- TTU System Administration Risk Management COVID-19 Resources Page: <https://www.texastech.edu/offices/risk-management/coronavirus.php>
- TTU Campus COVID-19 Related Questions: [\(806\) 742-5929](tel:8067425929)
- TTUHSC Nurse-on-Demand (After Hours/Weekends): [\(806\) 743-2911](tel:8067432911)
- Faculty/Staff COVID-19 Reporting: [Report a positive test result](#)
- Symptoms of COVID-19: [Symptom Checker](#)



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