



## TEXAS TECH UNIVERSITY SYSTEM™

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### MEMORANDUM FOR INFORMATION

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**To:** Texas Tech University System  
**From:** Tedd L. Mitchell, M.D., Chancellor  
**Subject:** Operational Phases – Novel Coronavirus (COVID-19) Response  
**Date:** March 24, 2020

**Purpose:** In response to the Governor’s charge to consider how to effectively utilize working remotely, the purpose of this memorandum is to outline the operational phases at the Texas Tech University System during the COVID-19 pandemic. These will serve as guidelines as we respond to the impact COVID-19 has on our universities and the Texas Tech University System Administration.

Our priority is to protect the Texas Tech University System communities and maintain a safe working environment, allowing for the continuity of operations and avoiding workforce pay interruption.

Phases are to be implemented as we both progress in the response to the outbreak and by which we will return to normal operations.

#### **Emergency Remote Work Status Operational Phases**

##### **Phase I - Normal Operations**

Intent: Continue daily operations in all areas with no restrictions.

Personnel Status: During normal operations, all team members are working at their normal work location. All faculty and staff are classified as “on duty.”

##### **Phase II - Limited Operations**

Intent: Continue university operations with modifications and prepare for Phase III.

Personnel Status: During normal operations, all team members are working at their normal work location. All faculty and staff are classified as “on duty.”

- Move on-campus academic classes to online.
- Move employee in-person trainings to online.
- Approve emergency remote work agreements in accordance with Centers for Disease Control and Prevention (CDC) and state guidelines.
- Cancel all university-related non-essential travel and all international travel.
- Cancel or postpone all university-sponsored conferences and events.
- Use discretion to minimize all non-essential in-person meetings.

- Continue university clinical operations unless otherwise directed by the respective Vice President or Dean.
- Adhere to ambulatory clinic policies, direction from health authorities and guidance from the CDC in addressing any COVID-19 related cases.
- Strongly discourage the presence of visitors (excluding patients) and volunteers on campus.
- Use discretion to minimize the presence of third-party vendors to only those essential to ongoing university operations.
- In coordination with Payroll and Tax Services, recommend all personnel to utilize direct deposit.
- Develop department/school/college succession plans to continue operations in the event an individual is unable to perform mission-essential positions.
- Develop emergency remote work agreement plans for Phase III operations
  - Vice Chancellors, Vice Presidents and Deans will identify “essential core” functions\* for Phase III and Phase IV.
  - Identify team members whose work can be performed from a remote location, such as their home.
  - Identify team members who are considered “high risk” as provided by CDC guidelines.
  - Authorize emergency remote work agreements for team members who can complete assigned duties remotely.
  - Identify equipment, systems and documentation necessary to support telecommuting, which should include:
    - Emergency remote work agreement authorization form
    - Temporary use of property authorization form

### **Phase III – Restricted Operations**

Intent: Continue operations with limited on-campus presence.

Personnel Status: During restricted operations, team members identified in Phase II are “on duty, working remotely” or “on-duty working on campus.”

- Implement emergency remote work agreement plans.
- Continue university essential operations unless otherwise directed by the respective President, Vice President or Dean; continue TTU System Administration essential operations unless otherwise directed by the Chancellor, Vice Chancellor or executive leadership
- Continue to offer online academic classes unless otherwise directed by the respective Dean or Provost.
- Suspend employee recruitment
  - Critical positions will be approved by the respective Dean, Vice President, Vice Chancellor, Chancellor, President or CFO prior to posting (Based on University and TTU System Administration specific authority).

## Phase IV – Closed Campuses

Intent: On-campus operations restricted to critical functions only.

Personnel Status: During closed-campus operations, all team members “on duty, working remotely,” with exception of those positions designated as essential core\*.

- Cancel all travel and events.
- Implement a hiring review approval committee
- Conduct all operations remotely, except for minimum workforce needed and approved by the Chancellor at the TTU System Administration and President at the respective university, including:
  - Operate critical clinics as determined by respective Vice President and Deans.
  - Operate Animal Resource Centers.
  - Maintain buildings and equipment.
  - Police Department and Security Guards.
  - Other University-specific and TTU System Administration-specific positions.

\*Essential core functions, including:

- Security
  - Police Department
  - Dispatch
- Environmental health and safety
- Food services (particularly if residence halls remain open)
- Marketing and Communications
- Vice President, Chief Information Officer
- Residence Life Director
- Managing Director of Employee Assistance Program
- Direct patient care providers
- Clinical department chairs
- Facilities, operations
- Budget accounting (emergency purchasing and processing authority)
- Human Resources (selected staff)
- Payroll and tax services
- President’s and Chancellor’s executive leadership

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