



TEXAS TECH UNIVERSITY SYSTEM™

COVID-19 Pandemic

OUR COMMITMENT *to a* SAFE WORKPLACE

Texas Tech University System Administration

Issued June 5, 2020

Updated: June 24, 2020 | Aug. 5, 2020 | Oct. 23, 2020 | Dec. 3, 2020 | Jan. 8, 2021 | March 9, 2021 | April 14, 2021 | May 18, 2021





Our Commitment

The Texas Tech University System and our institutions are committed to providing a safe environment at our campus and work locations for our students, faculty, staff and stakeholders. We are dedicated to advancing higher education and health care while also keeping our people safe.

- *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

Guiding Parameters:

- Health and safety of employees and visitors
- Recommendations from the [Centers for Disease Control and Prevention](#)
- Leadership and health experts throughout the Texas Tech University System
- [Shared Values](#) at the Texas Tech University System Administration



Our Commitment

Our Shared Values:



- **PEOPLE FIRST:** Support those around us



- **INTEGRITY:** Adhere to strong moral principles



- **COMMUNITY:** Grow together to achieve mutual success



- **RESPECT:** Value others



- **EXEMPLARY SERVICE:** Go above and beyond



Health and Safety Protocols

Face Coverings:

- Optional for all employees and visitors at on-site office locations, per a [memo from Chancellor Tedd L. Mitchell, M.D.](#) (May 18, 2021), following a statewide [executive order](#) from Governor Greg Abbott (May 18, 2021).
- Employees are responsible for obtaining personal face coverings.
- Anyone who has not been vaccinated should consider continuing to wear a face covering and practice social distancing per guidance from the CDC.
- Please be mindful that some members of our community may not be able to get vaccinated, or may be vaccinated and choose to continue wearing a mask.



Health and Safety Protocols

Daily Health Screening Assessment:

- Completing a daily health screening before arriving at work is highly recommended.
- 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 look for include:
 - Cough
 - Shortness of breath
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Vomiting
- 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:

- **Personal hygiene and social distancing is highly encouraged**
 - Wash your hands thoroughly and often, for at least 20 seconds each time.
 - Avoid touching your eyes, nose and mouth.
 - Avoid close contact by putting distance between yourself and others (6 feet).
- **Sanitation supplies and cleaning**
 - Hand sanitation stations and sanitizer are provided in shared areas and conference rooms.
 - Individuals are encouraged to sanitize shared spaces after use with disinfectant spray or wipes.



Building Access and Operations

Events & Public Gatherings:

- Events and public gatherings will be allowed at higher capacities indoors and outdoors.



Building Access and Operations

Shared Spaces & Conference Rooms:

- Shared spaces, conference rooms and common areas are available for use.
- Please continue to coordinate reservations through the online reservation system and Cynthia Jobe (Cynthia.job@ttu.edu or 806-834-1258).
- Sanitation supplies will be available for individual cleanings in shared conference spaces.

Department Suite Protocols:

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



Work-Sponsored Travel

- Domestic work-related travel should be reviewed by the appropriate supervisor and receive approval as normal operations would require.



On-Campus Vaccination Clinics

United Supermarkets will host free, on-campus vaccination clinics at United Supermarkets Arena on April 8, 15, 22 and 29 from 2-7 p.m. These clinics will feature the single-dose Johnson & Johnson vaccine. Students, faculty and staff should [register in advance](#) and enter the arena through the student entrance (SE corner). [Designated parking](#) has been made available for added convenience. [For more information, visit the vaccine clinic website.](#)



COVID-19 Testing

Employees (symptomatic):

- Employees who are exhibiting symptoms of COVID-19 should contact their primary care physician. They also may make an appointment at the Texas Tech Physicians Family Medicine Faculty/Staff Clinic, located in the Student Wellness Center., by calling 806-743-2345.

Employees (with concerns/know exposure):

- Free, on-campus testing provided by the Texas Department of Emergency Management will be available to employees for the spring semester. Appointments for testing are not required, and employees will register at the testing site through their mobile device. Please wear your mask and maintain social distancing at all times while at the testing location. [More information on free testing.](#)



What To Do If You Become Ill or Test Positive

- If individuals are symptomatic, they are required to stay home, seek proper medical advice, including testing, and inform their supervisor.
- If you become ill or have been diagnosed with COVID-19, you should make a disclosure to your supervisor. Additional contact tracing will be managed by the local health department.
- [Guide for Leave – for employees who are temporarily unable to be in the workplace due to a COVID-19 related reason only](#)



What To Do If You Become Ill or Test Positive

It is important to familiarize yourself with the following COVID-19 resources, so everyone is prepared to notify others 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](#)
- [TTU/TTUSA COVID-19 Management System](#)



TTU System Building Exposure Notifications

Notification Protocols:

- Report the positive case via email to Dailey Fuller (dailey.fuller@ttu.edu), David Mondt (david.mondt@ttu.edu) and Cynthia Jobe (cynthia.job@ttu.edu) with the following information:
 - Employee's name
 - Date of positive test
 - Department
 - Current status (as available)
 - Work, shared spaces to be sanitized
- Cynthia will send the email notification to employees in the TTU System Building and contact Operations to clean and sanitize workstations and common areas.
- Supervisors will share with respective departments and directly contact employees with potential high-risk exposure, as necessary.



COVID-19 Reporting

- CDC guidance now includes information for vaccinated individuals who were exposed to COVID-19 after receiving the COVID-19 vaccine. Individuals are not required to quarantine after exposure if they:
 - Are fully vaccinated (i.e. ≥ 14 days after receiving the second dose of the Moderna or Pfizer vaccine or 14 days after receiving the single-dose Johnson & Johnson vaccine) **and**
 - Have remained asymptomatic since the exposure.
- If the criteria above are not met, the protocol in the [COVID-19 Positive Employee Test Notification and Protocol](#) should be followed.
- If at any time an employee becomes ill or diagnosed with COVID-19, the instructions for reporting in the [TTU/TTUSA COVID-19 Management System](#) should be followed.



Taking Care of Each Other

“Throughout this COVID-19 pandemic, our commitment to one another has never been more important. We are dedicated to providing a safe work environment for everyone on our team; however, we also need your help to ensure our success. These times require us all to take health and safety seriously. We must all do our part and take care of each other.”

“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.



People First



Integrity



Community



Respect



Exemplary Service



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](#)
- [Human Resources related COVID-19 Information](#)
- [TTU System Administration Risk Management COVID-19 Resources Page](#)
- TTU Campus COVID-19 Related Questions: 806-742-5929
- TTUHSC Nurse-on-Demand (after hours/weekends): 806-743-2911
- [Faculty/Staff COVID-19 Reporting](#)
- [Symptoms of COVID-19](#)



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