



July 31, 2020

Dear Texas Tech University Faculty and Staff,

As we move to phase II campus operations next week, classes scheduled to begin by August 24th and some students possibly arriving on campus in the next two weeks, we plan to host a drive-thru testing site, organized by the Texas Department of Emergency Management, for our university community beginning August 3rd and ending August 24th. The drive-thru testing is being provided at no charge for students, faculty, and staff, but pre-registration is required. The pre-registration form will be shared via email by Saturday, August 1st.

Once the drive-thru clinic closes on August 24th, 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.

We recommend that faculty and staff 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. In addition to testing, we highly encourage you to monitor your daily health, watching for fever, cough, shortness of breath, or [other symptoms](#) of COVID-19.

If you test negative for COVID-19, it is very important that you continue taking all the necessary health-related precautions throughout the fall semester, such as wearing your mask, washing your hands, and maintaining physical distance. If you think you may have COVID-19, please call (806) 743-2911 to speak to a nurse. If you experience symptoms or test positive for the virus, you need to follow these important steps:

1. Self-isolate and inform your immediate supervisor, sharing all necessary information to complete the [TTU COVID-19 Reporting Form](#). If you are at work when symptoms arise or you learn of a positive test result, depart immediately after notifying your immediate supervisor. If you are at home, please stay at home.
2. Maintain communication with your immediate supervisor to see if you may continue to work remotely during the self-isolation period. An employee who is ill should take the appropriate leave and not work while on sick leave.
3. Employees who tested positive or had COVID-19 symptoms may return to work after at least 10 days have passed since symptom onset, and at least 24 hours have passed since resolution of fever without the use of fever-reducing medications, and other symptoms have improved. Please contact your immediate supervisor to discuss the details of your situation prior to returning to work.

The details for the on-campus COVID-19 drive-thru testing clinic are as follows:

Dates: August 3rd - 24th

Hours of Operation: 8 am - 4 pm, Monday through Saturday (weather permitting)

Location: TTU Museum - North Parking Lot

Address: 3301 4th Street – [Traffic Access Map](#)

Cost: Free

Remember, stopping the spread of COVID-19 will be a shared responsibility, and we are encouraging our entire campus community to remain diligent and take all necessary precautions to avoid contracting and spreading this virus.

Sincerely,

Lawrence Schovanec
President
Texas Tech University