



TEXAS TECH UNIVERSITY  
Office of the President™

**MEMORANDUM**

DATE: December 22, 2021

TO: Faculty, Instructors of Record and Staff

FROM: Lawrence Schovanec, President  
Ron Hendrick, Ph.D., Senior Vice President and Provost

RE: COVID-19 Reminders, Omicron Variant

We must be mindful and aware of the spread of the COVID-19 omicron variant around the country, especially as to the potential impact on our university, and be prepared to adjust our protocols for operations and instruction as necessary.

To this end, we encourage you to read and review [the Teaching and Classroom Guidance](#) and the [Guidance on Positive COVID-19 Case Notification](#). Both include information about COVID-19 to consider for your syllabi at the start of the new semester. As we communicate with deans and chairs, we will leave decisions about temporary changes to course modalities at the unit level, as we did last semester.

The [Teaching and Classroom Guidance](#) includes the following:

- CDC recommendations on vaccinations, boosters and masking
- Instructions for students to develop quarantine and isolation plans
- Reporting procedures for faculty, staff and students
- Information on absences, course modalities
- Syllabi suggestions for including information about masking and distancing

The [Guidance on Positive COVID Case Notification](#) includes the following:

- Instructions for positive case notification requirements
- Template for communicating with students about their positive test
- Template for communicating with a class about a positive test

Please be prepared to accommodate students who may not be able join us in person at the beginning of the semester due to illness or quarantine. When a [student reports their positive test result](#), Student Health Services provides them a letter to send to their professors and the Dean of Students Office that they are in isolation. We will enhance communication to ensure instructors are aware of positive cases in their classrooms and labs.

In the coming weeks, we will continue to closely monitor the situation and share additional information and updates as needed. We plan to issue a communication to students and families prior to the start of the new year and an updated communication to faculty and staff in the first week of January.

We know that masking, social distancing and vaccines – including boosters – are the best tools we have in mitigating the spread of COVID-19. Campus testing and vaccination sites will resume in early January. The pandemic has impacted all of us and while many are encountering ‘pandemic fatigue,’ staying vigilant to the practices that we know work to lessen the spread will help us support each other – and provide the best for our students.



**FROM HERE, IT'S POSSIBLE**