



Memorandum

To: Faculty and Staff
From: Lawrence Schovanec
President
Date: April 20, 2021
Subject: Phase I Transition

Texas Tech University faculty and staff began returning to our on-campus work locations in June 2020 and by now, many of you have already returned. As we continue the transition towards Phase I and prepare for a more traditional fall semester, we would like to provide you with additional guidance and resources.

COVID-19 Vaccines

The roll-out of the COVID-19 vaccines is progressing at a rapid pace, and the federal government has announced that all adults in the U.S. should have access to the vaccine by April 19, 2021. As of March 29, all Texans age 16 and older are eligible to receive the vaccine and additional vaccine clinics across the city of Lubbock are now able to serve our university community. The City of Lubbock is operating its vaccination clinic at the Lubbock Memorial Civic Center (through May 1) and you can make an appointment through [Select-A-Seat](#). Vaccinations are also available locally through Walmart, Sam's Club, H-E-B, United Supermarkets, United Market Street, United Amigos, CVS, and Walgreens. United Supermarkets began hosting weekly on-campus vaccination clinics in early April at United Supermarkets Arena. If you have not already received your vaccine, we encourage you to do so as soon as possible.

COVID-19 Vaccine Message from Dr. David Edwards

Please take a few minutes to watch a [short video](#) where Dr. David Edwards discusses three common myths associated with the COVID-19 vaccine as it is vital you have accurate information in your decision making.

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 a faculty or staff member becomes ill or diagnosed with COVID-19, the instructions for reporting in the [TTU COVID-19 Management System](#) should be followed.

COVID-19 Vaccination Survey

As Texas Tech continues making plans for the summer and fall terms, we would like input from you regarding whether you have already received the COVID-19 vaccine or your intentions to receive the vaccine. You will receive a short voluntary survey for the purpose of gathering this information. The information will be used in an aggregated format as one component in our decision-making processes regarding future events and capacity.

On-Campus Work

Based on an expectation that by August 2021, the percentage of the U.S. population that has acquired immunity to COVID-19 through vaccination will result in an environment with minimal risk of disease spread, we believe it is safe for departments to plan for normal capacity in classrooms and teaching laboratories. Texas Tech has always had a robust schedule of online classes, which will continue to be the case next fall, but we expect that classes that were taught in a face-to-face modality before the pandemic will return to that modality for the Fall 2021 term. Accordingly, the Registrar's Office has worked with academic unit schedulers to allow for normal classroom capacity for the Fall 2021 semester. Advisors and students should be able to plan for advanced registration as usual, which is now underway. That said, we are committed to working through ADA procedures with students, faculty, and staff who require accommodations for documented health reasons. If circumstances change, and we need to decrease classroom capacity because of a resurgence of the virus, we will pivot to hybrid and online modalities as appropriate for individual classes.

Remote Work

All remote work, including short-term, temporary, or intermittent requests should have already been approved through the processes available in the [Guide for Leave, Remote Work, Flexible Schedules, and Temporary Change of Duty Point related to COVID-19 Reasons](#). As the remote work approvals will be expiring soon, please work with your employees to ensure their safe return to their on-campus work locations by May. If you have questions regarding extenuating circumstances, please contact Human Resources Talent Management hr.talent.management@ttu.edu, or if additional safety measures are needed, please work with the [Operations Divisions](#).

Safety Protocols and Mask Policy

At the conclusion of the spring semester, the university will evaluate its current safety protocols and the mandatory mask policy. An updated communication will be sent to the university community outlining any changes or updates to these safety protocols and the mask policy.

Hiring and Recruitment

- The Hiring Review Committee will be suspended on May 31, 2021.

Essential and Non-Essential Travel

- [Guidelines provided by Procurement Services should be followed](#).
- Domestic research-related travel funded through external sponsored projects is no longer restricted. This Summer faculty scholarly travel awards for domestic research-related travel will be offered.
- International research-related travel (using either external sponsored project funding or university funding) will still be subject to CDC and State Department guidance about the safety of the destination and should be reviewed by OIA.

Academic Operations

- Guidelines provided by the Office of the Provost for the return to face-to-face academic instruction in the [Summer and Fall](#) should be followed.

Research Operations

After the end of the Spring semester the “**Request to Start/Restart On-Campus Research, Creative and Scholarly Activity**” will be suspended.

Summer Camps

Summer Camp information may be found at the following site: <https://www.ttu.edu/majors-and-colleges/learning-opportunities/summercamps.php>

Texas Tech University COVID-19 Resources

- [Texas Tech Commitment](#)
- [Texas Tech Faculty & Staff Health and Wellness Information](#)
- [Caregiver Resources](#)
- [COVID-19 Vaccine Information](#)
- [COVID-19 Employee Resources](#)
- [COVID-19 Student Information](#)
- [TTU Academic Affairs Resources and Information for COVID-19 Response](#)
- [TTU Operations Division](#)
- [TTU Environmental Health & Safety](#)
- Emergency Management at covid19@ttu.edu
- TTUHSC Nurse on Demand 806-743-2911. If you are a faculty or staff member and think you may have COVID-19, please call 806-743-2911 to speak with a nurse.

Additional Resources

- [Center for Disease Control and Prevention \(CDC\)](#)