

# Fall 2020 Policies and Procedures Related to COVID-19

Key policies for the beginning of the fall semester are highlighted below and also are posted to the school's website at [www.stcl.edu/health](http://www.stcl.edu/health).

Link to August 13, 2020, Town Hall: <https://youtu.be/aEbVquyOnec>

## **FALL 2020 CAMPUS AND LIBRARY HOURS:**

- Monday through Thursday — 6 a.m. to midnight
- Friday — 6 a.m. to 10 p.m.
- Saturday — 7 a.m. to 10 p.m.
- Sunday — 8 a.m. to 10 p.m.
- For Library service hours and reference hours, please visit [www.stcl.edu/library/](http://www.stcl.edu/library/)

### **1. Definitions:**

See the [COVID-19 Code of Conduct](#) for definitions of

- “Common areas”
- “Facial Covering”
- “Potential Exposure”
- “Quarantine”
- “Safe Distancing Practices”

### **2. Policy on Facial Coverings and Safe Distancing Practices:**

- Facial coverings and safe distancing practices are required on campus in all common areas.
- Facial coverings may be removed while eating or drinking so long as safe distancing practices are observed.

### **3. Updated FAQs:**

- Updated [COVID-19 Policies and Procedures FAQs](#).
- [Registrar's FAQs](#) with information on course schedules, grading, attendance policy, and course administration.

### **4. COVID-19 Codes of Conduct:**

South Texas has adopted a specific [COVID-19 Code of Conduct](#), which applies to all students, and a new [COVID-19 Code of Conduct for Graduates](#), which applies to those graduates coming to campus to study for the bar exam. These Codes of Conduct will be enforced strictly.

### **5. Health and Safety Protocol Violations:**

Any community member who violates the law school's health and safety protocols (e.g., not practicing safe distance practices or not wearing a facial covering in a common area) will be provided notice of such violation. The member must immediately correct for his or her violation and strictly comply with all health safety protocols thereafter. If the community member refuses to immediately correct for his or her violation, security (ext. 1743) will be notified, and the member will be escorted from the building and subject to further sanctions.

6. **Faculty Response to Students Refusing to Follow Safety Protocols During In-Person Class:**

An in-person classroom is a common area. All safety protocols in effect for common areas must be followed in an in-person classroom. The faculty member should bring a safety violation to the student's attention and require immediate compliance. If the student refuses to comply, or habitually fails to comply, the faculty member may cancel the class, instruct the student to leave the classroom, and/or notify security at ext. 1743 (to remove the student). The faculty member may also consider marking the noncompliant student as absent for the class. Once the situation is resolved and the faculty member is able to do so, he or she should notify Mark Steiner or Mandi Gibson of the incident.

7. **ReturnSafe App:**

STCL Houston will use the ReturnSafe app to streamline the entry of individuals to campus and manage the confidential notification process for those in proximity of potentially exposed or infected persons. We selected this app for its many benefits to our community, including confidential tracking of potentially exposed or infected persons while on the STCL Houston campus, automatic notification to those within six feet of potentially affected persons in our buildings, and tracing of individuals *only* while they are on the STCL Houston campus.

- All individuals with smartphones will log onto the app **prior to entering campus** each day.
- There is a series of screening questions that each individual will answer each day.
- If the screening questions reveal low risk, the individual will receive a dated electronic “badge” which will allow for entrance on campus that day. The Security Desk will verify that each individual has that day's badge via smartphone screens.
- All members of the STCL Houston community are required to keep their smartphone with them at all times and the device's Bluetooth turned “on” throughout the duration of their stay on campus.
- The app uses Bluetooth technology via smartphones and is “geofenced” — meaning it only identifies individuals while they are on the STCL Houston campus.
- Those without smartphones will follow a daily, manual check-in process at the Security Desk **before entering the Atrium**.
- Individuals who are not cleared through the app or Security Desk will not be permitted to enter campus.

Information on how to download and use the ReturnSafe App can be found here: [Downloading information, Instructions for use](#).

8. **Mandatory Process for Reporting COVID-19 / Quarantining Away from Campus:**

- Individuals are required to report all cases of suspected COVID-19 exposure or infection — as soon as two or more COVID-19 symptoms appear — through the ReturnSafe app. (Coronavirus symptoms currently include a fever, sore throat, cough, significant headache, loss of smell or taste, or body aches, among others. Please visit the [CDC website](#) for a complete list of symptoms.)
- Individuals with a fever of 100.4 degrees Fahrenheit or above are required to stay away from campus and get tested for COVID-19. See the [Policy on Actions Regarding Potential or Suspected COVID-19 Scenarios](#) for details.
- Those with potential COVID-19 exposure or infection are required to quarantine. See the [Policy on Actions Regarding Potential or Suspected COVID-19 Scenarios](#) for details.
- Those without smartphones are required to self-report any potential exposure or infection via email to [health@stcl.edu](mailto:health@stcl.edu), with a cc: to [security@stcl.edu](mailto:security@stcl.edu).
- For additional policies relating to COVID-19 scenarios, please visit [www.stcl.edu/health](http://www.stcl.edu/health).

9. **Attendance Policy:**

- [Online Learning Expectations and Attendance Policy for Fall 2020](#).

10. **Visitor Policy:**

To protect the health and safety of our community, very few visitors will be allowed on campus. Please see the [Visitor Policy, COVID-19](#) for details.

**11. Policy for School-Sanctioned Travel:**

There will be no STCL Houston-sanctioned travel for students, faculty, or staff for the beginning of the fall semester and at least through September 30. STCL Houston will reassess this policy on a regular basis throughout the semester based on COVID-19 statistics across the country.

**12. Policy for Personal Travel Reporting:**

Currently, individuals are not required to register personal travel with the law school. As with all policies, this is subject to change based on the fluid coronavirus situation.

**13. Events Policy:**

To protect the health and safety of our community, there will be no in-person STCL Houston-sanctioned on- or off-campus events — including student events — for the beginning of the fall semester and at least through September 30. STCL Houston will reassess this policy on a regular basis throughout the semester based on COVID-19 statistics in the region.

- Should this “no events” policy change during the fall semester, individuals wishing to schedule events must receive approval from Kent Brazelton and Steve Alderman prior to planning the event.
- Student organizations may not meet in person in the building and should plan to hold meetings online.

**14. Procedure for Daily Cleaning:**

- Cleaning staff will disinfect the campus during the following hours:
  - Monday through Thursday — 5 to 11:30 p.m.
  - Friday — 5:30 to 9:30 p.m.
  - Sunday — 3 to 8 p.m.
- Individuals are responsible for the daily disinfection of their individual campus offices. Cleaning staff will clean individual offices upon request.

**15. Staff Time-Off Policy:**

South Texas has adopted an [Staff Time-Off Policy](#) that applies to COVID-19. This Policy supplements all current sick and time-off policies.

As these policies change, updates will be provided at [www.stcl.edu/health](http://www.stcl.edu/health). If you have questions about these policies or procedures, please email [questions@stcl.edu](mailto:questions@stcl.edu).