



**BUILDING RE-OPENING, PHASE I**  
**(May 28, 2020, through at least June 14, 2020)**  
**Last Update: May 26, 2020**

**GUIDING PRINCIPLES AND BACKGROUND**

1. Safety of the community and their loved ones is our top priority.
2. The situation is very fluid, so we all must be flexible and realize our plans will most assuredly change as we move forward.
3. Our plans for Phase 1 meets or exceeds the recommendations and guidelines from:
  - a. the [CDC](#);
  - b. Governor Abbott's [The Governor's Report to Open Texas](#) and [relevant orders](#);
  - c. Texas Higher Education Coordinating Board's [Reopening of Campus Operations](#);
  - d. County Judge Hidalgo's most recent [order](#);
  - e. American College Health Association's [Considerations for Reopening Institutions of Higher Education in the COVID-19 Era](#);
  - f. an epidemiologist hired by a local law firm (a board member's firm) to provide reopening guidelines;
  - g. [National Association of Independent Colleges and Universities](#); and
  - h. several insurance companies, law firms, and consultants.

## UNTIL FURTHER NOTICE

- Any member of the community not following any one of the guidelines contained below or in the relevant Phase is subject to immediate removal from the building and, at a minimum, suspension of building access for two weeks. We must take seriously our individual responsibilities and hold ourselves and one another accountable for our community's safety.
- By entering the facility each person is affirming and attesting that:
  - They do not have symptoms consistent with COVID-19, such as fever, cough, shortness of breath or difficulty breathing, chills, persistent headaches, muscle pain, sore throat, or loss of taste or smell.
  - They have not been in contact with anyone within the last 14 days who has the coronavirus or who is under quarantine due to exposure to the coronavirus.
- Facial masks must be worn whenever one is in a common area. Common areas are all areas of the building except for private study rooms, offices, and departmental suites. Facial masks may also be required in other situations, which are identified below. An acceptable facial mask is a covering of any material that sufficiently covers one's mouth and nose.
- Social distancing must be maintained whenever feasible. Social distancing means maintaining at least 6 feet of separation with other people. If social distancing is not possible, then each person must significantly limit their time in that setting.
- Gatherings of more than 10 are not permitted, except as otherwise expressly permitted.
- Meetings:
  - All meetings should be conducted remotely.
  - In the event an in-person meeting is required, the meeting must be held in a conference room sufficient to maintain social distancing protocols and all participants must wear a facial mask.
  - The goal is to limit the number of face-to-face interactions to a bare minimum and ensure that any face-to-face interactions create little or no risk of transmitting the virus.
- Walking/Directional guidelines:
  - Tower floors 2-11 are all one-way to the right (counterclockwise) as one leaves the elevator lobby (directional signage will be displayed).
  - Where feasible, all other directional flows will be to walk on the right side of the hall, stairs, or open space.
  - Social distancing should be maintained in the hallway – that is, at least six feet should separate an individual from the person in front and the person behind.
  - There is no loitering or waiting in hallways.
  - The goal is to limit the number of face-to-face interactions to a bare minimum and to maintain social distancing.
- Elevators:
  - No more than 4 people may ride in the Tower or Cullen elevators at a time. Each rider should stand in an open corner.
  - Library elevators are limited to no more than 2 people, standing in opposite corners.
  - No more than 8 people may wait in any elevator lobby.
  - For those physically able, elevators should only be used to move between the first floor and floors 4-11 or if you are moving up four or more floors, or down six or more floors, at a time.

- Elevator priority will be given to those who are not physically and/or medically able to take the stairs.
- The goal is to minimize the use of the confined space in the elevator.
- Stairwells:
  - Tower:
    - Open Tower stairwells are labelled up or down. If the stairwell is not otherwise labelled, it is closed to anything other than emergency usage.
  - Stairwells in other buildings:
    - Always travel on the right side of the stairwell.
    - There should always be at least six empty stairs between individuals.
    - The goal is to limit the number of face-to-face interactions to a bare minimum and to maintain social distancing.
- Classrooms and Conference Rooms:
  - All classrooms and conference rooms are to remain locked, except for those identified for use by students preparing for the bar exam.
  - If a conference room is needed, Kent Brazelton must approve the usage of the room. This approval will be given only under urgent circumstances.
  - The goal is to limit the amount of cleaning that must be performed each night so that the cleaning crew can do extra cleaning in spaces that are used during the day.
- Administrative Suites and Individual Offices:
  - Staff and faculty are responsible for ensuring their offices and high-traffic areas under their control are disinfected throughout the day and not later than the end of the business day. Examples include front desk counters and doorknobs.
  - Contact Property Services at x1765 or email [whill@synermarkprop.com](mailto:whill@synermarkprop.com) should you need disinfecting wipes.

## PHASE I

MAY 28, 2020, through at least JUNE 14, 2020

*(The following are all subject to the items listed above under  
“Guiding Principles” and “Until Further Notice”.)*

- Building Hours:
  - Monday – Friday, 8:00 a.m. – 6:00 p.m.
- Building Access:
  - Only the main entrance will be used to enter or exit the building.
- Faculty Access:
  - As needed, permission not required.
  - Please limit access to conduct work that can be accomplished only on campus.
  - Meetings, including student meetings, should continue to be held remotely.
- Staff Access:
  - To be determined in conjunction with each department.
  - Work that is able to be performed remotely should continue to be done so.
  - Student service departments (e.g., Financial Aid, Registrar, Library, etc.) should provide limited staffing during building hours.
- Student Access:
  - Bar prep students:
    - Bar prep students will be allowed in the building to prepare for the bar exam.
    - Each of the students will be assigned study space for their preparation for either the July or September bar exam.
    - The majority of classroom lectures will be on Zoom.
    - All practice exams and limited lectures will be held in Joe Green to meet social distancing requirements.
  - All other students:
    - Research:
      - Students who need to access library materials that are not otherwise available online may enter the building, but they are allowed to access only the library for their research needs.
    - Summer Session:
      - Students who need to access the library to study or use internet service to attend their summer classes on Zoom may enter the building to do so.
    - Library Computer Lab and Lexis Printer:
      - The computer lab in L3022 will be open, but the number of available computers will be reduced to allow for social distancing.
      - The Lexis printer in L3046 also will be available.

- Bell Ringing:
      - An online scheduler is being prepared so graduating students and guests can access the lobby to ring the bell. The total group, including the graduating student, cannot exceed 10 people.
      - All participants must wear a facial covering while in the building.
      - Participants may not access the rest of the building, except for the 1<sup>st</sup> floor Tower bathroom.
      - Disposable gloves will be available near the bell if the student would like to wear one when ringing the bell.
      - The graduating student and their party cannot enter the building until their scheduled time begins and must exit the building not later than their scheduled ending time.
      - Students who wish to wait to ring the bell until a later phase may do so.
    - Locker Clean Out:
      - An online scheduler is being prepared so graduating students can schedule time to remove all items from their lockers.
      - Access to lockers over summer will be restricted to this clean-out.
      - The schedule for locker clean-out is being finalized. An announcement about this will be forthcoming.
- Law School-Sponsored Travel and Events:
  - All law school-sponsored travel or events are prohibited.
  - This prohibition includes the use of law school facilities by outside groups.
- Restrooms:
  - The following restrooms will be open:
    - Tower floors 1, 2, 3, 8, and 11;
    - Cullen floors 1 and 2;
    - Cullen floor 3 will only be open on Friday, 5/29;
    - Library floors 2 and 4.
- Breakrooms:
  - The following employee breakrooms will be open:
    - Tower, floors 2 and 8;
    - Library, floor 2; and
    - Neal, floor 1.
  - Breakroom usage must still adhere to all current health and safety protocols, including social distancing.
- Cleaning:
  - We will have two cleaning shifts (8 a.m. – 1 p.m. and 1 p.m. – 6:00 p.m.)
    - Services provided will include emptying trash, cleaning common areas, restrooms, and disinfecting high-touch areas.
    - Disinfecting high-touch areas will include:
      - Main entrance door handles,
      - Security desk counter,
      - Entrance turnstile tops,
      - Elevator lobby call buttons,

- Elevator cab buttons,
  - Stair door handles, and
  - Open restroom door handles.
- Staff and faculty are required to disinfect high-touch areas (e.g., door handles and front desk counters) under their control at least twice a day.
    - Contact Property Services at x1765 or email [whill@synermarkprop.com](mailto:whill@synermarkprop.com) should you need disinfecting wipes.