

JAMES E. ROGERS COLLEGE OF LAW

EXECUTIVE SUMMARY
Evolving Plan for a “New Safe Return”

v. 7/28/2020



THE UNIVERSITY OF ARIZONA

James E. Rogers
College of Law

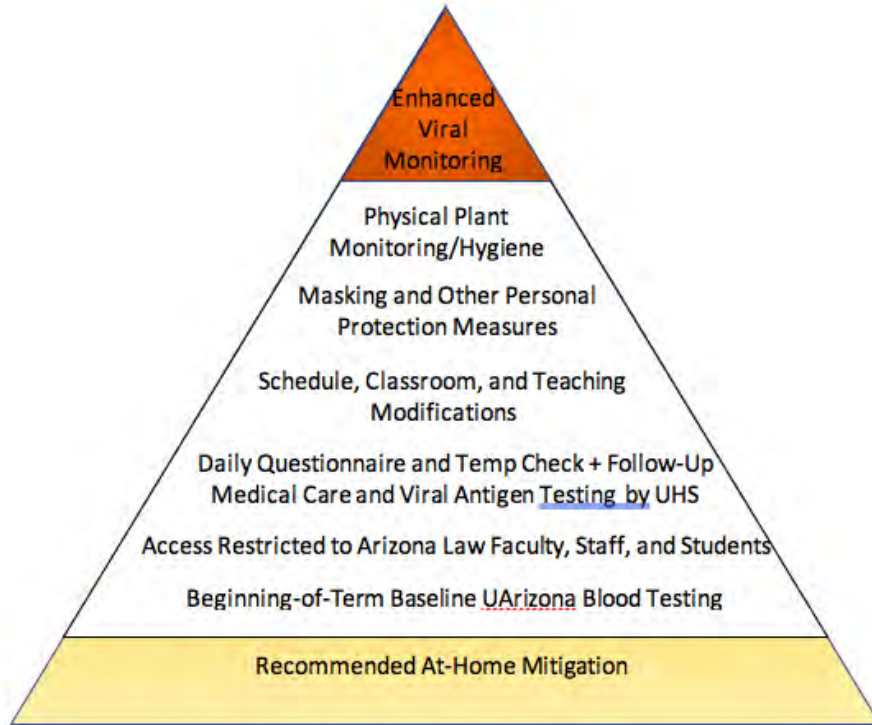
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James E. Rogers College of Law
EVOLVING Plan for a “New Safe Return”
—EXECUTIVE SUMMARY—

The James E. Rogers College of Law (“Arizona Law”) has developed a comprehensive “New Safe Return” operations plan (the “Plan”) to reopen and continue its overall mission of delivering a high-quality legal education as safely as possible.

The New Safe Return Plan builds upon and is consistent with all recommendations of the [University of Arizona Campus Re-entry Plan Working Group](#), including directives and guidance from the Test, Trace and Treat Team, the Implementation Team, and Return to the University Workplace Team. The Plan consists of a pyramid of layered mitigation measures, designed to leverage Arizona Law’s relatively insular environment and to work as an integrated whole. These mitigation measures are listed below and illustrated in the accompanying figure:

1. Recommended **at-home mitigation** (social distancing, personal hygiene, etc.);
2. **On-campus mitigation:**
 - a. Voluntary baseline blood testing for antibodies provided by UArizona;
 - b. Campus access restricted to Arizona Law faculty, staff, and students with limited exceptions;
 - c. Daily screening questionnaire (covering symptoms and exposure history) and temperature checks;
 - d. University-provided biofluid testing - i.e. nasal and/or blood testing - through University health services for those in need of confirmatory diagnosis and medical care;
 - e. Student schedule, teaching, classroom, and other space modifications to limit on-campus population density and facilitate social distancing;
 - f. Adherence to masking and other personal protection measures in all Arizona Law operations; and,
 - g. Physical plant monitoring and hygiene measures; and
3. **Enhanced viral monitoring:** serial testing for SARS CoV-2 and rhinoviruses of a **voluntary** cohort of the Arizona Law community—a research component under Institutional Review Board (IRB) supervision, conducted by Arizona Law.



This Plan is dynamic. In order to implement, evaluate, and update it as circumstances and university guidance evolve, Arizona Law will establish a COVID Task Force, whose members shall be appointed by the Dean’s Office.

To ensure maximum safety and confidence, all members of the Arizona Law community, both on and off campus, will participate in this comprehensive Plan. Members of the Arizona Law community who return to campus must adhere to the safety protocols set forth in the Plan as a prerequisite for physical presence on the Arizona Law campus. Individuals who opt out for any reason will participate in College of Law activities remotely.

The Plan proceeds as follows:

1.0 INTRODUCTION explains how the position of Arizona Law as a relatively insular unit within UArizona allows it to employ interventions not available to more populated or physically porous settings. To take advantage of this setting, Arizona Law will only be open to faculty, students, and staff of Arizona Law until further notice. The Plan integrates guidelines from UArizona, CDC and best practices from across the United States.

2.0 GUIDING PRINCIPLES first and foremost the Plan adopts the guiding principles established by UArizona. This Plan adopts additional principles: it offers flexible participation; minimizes contact and reduces crowding; minimizes transmission; preserves a culture of support; models science-forward and Arizona Law-sensitive measures; models rights-sensitive strategies; and subjects protocols to periodic review and modification. It gives particular consideration to high-risk special groups. The ultimate goal of this Plan is to allow Arizona Law to carry out its mission, modulated by the new realities of the COVID era.

3.0 TASK FORCE recommends that Dean Miller establish an **Arizona Law COVID Task Force** with responsibility for implementing the Plan.

4.0 MITIGATION PLAN lays out a mitigation plan for fully reopening Arizona Law, which is our primary goal and is not the same as returning to “life before COVID-19.” This plan consists of three principal layers: **At-home mitigation**, including social distancing, masking, and personal hygiene measures; **on-campus mitigation**, including baseline blood testing; restrictions on campus access; daily screening and temperature checks; schedule, classroom, and teaching modifications; masking and personal protection measures; physical plant monitoring and cleansing; and **enhanced viral monitoring**, including voluntary testing of a subgroup of the Arizona Law community and contact tracing provided by UArizona or other funders. In addition to preventing transmission of COVID-19 on the Arizona Law campus, the mitigation plan is designed to provide early warning if such transmission takes place.

5.0 ARIZONA LAW COMMUNITY offers guidance for when it is safe to return to work. This Plan implements UArizona Implementation Team recommendations.

5.1 Staff focuses on the more than 100 staff members who keep Arizona Law running on the front lines and behind the scenes. Some staff may be able to work from home, others can only perform their tasks if they are physically present on campus, and a final cohort may combine virtual with physical presence. This Plan is based on input from the Arizona Law workforce through a mix of online, voluntary, anonymous submissions and one-on-one conversations.

5.2 Faculty Arizona Law has 40 full-time faculty members, more than 90 Professors of Practice, and 6 emeritus faculty members. This section explains that each faculty member, in consultation with the Dean, Chief of Staff, and Associate Dean for Academic Affairs, will determine whether he or she will teach in-person, remotely and synchronously, remotely and asynchronously, or a combination of methods.

5.3 Students, all JD, LLM, SJD, and MLS students, will have flexibility to choose to learn in-person (on campus), remotely, or a combination. Students who do not wish to submit to Arizona Law’s safety protocols will learn and study from home or elsewhere on campus. In addition, students attending courses not held at the College of Law must do so remotely. Exceptions may be granted by the Dean’s Office or Arizona Law COVID Task Force.

Students are expected to comply with these guidelines for their own and others’ health and safety. Repeat violators will be subject to discipline. Students will be asked to sign a Code of Responsibility before coming to campus.

5.4 Members of the UArizona Community, including undergraduate and graduate students, faculty from other departments, and staff from across campus, frequently attend meetings and events at Arizona Law. Until further notice, Arizona Law is open only to faculty, students, and staff of Arizona Law.

5.5 Alumni, guests, and members of the public will be prohibited from entering the buildings of Arizona Law, including the law library, except in limited circumstances and with pre-approval from the Dean’s Office or the Arizona Law COVID Task Force. This prohibition does not apply to clients of our clinical programs. Anyone requesting entrance

to the Arizona Law campus, including clinic clients, must be escorted into the building by a staff or faculty member to ensure compliance with temperature testing and questionnaire requirements.

6.0 INSTRUCTION Arizona Law will continue to deliver high quality instruction across a range of courses, clinics, and externships. The Plan’s goal is to maintain the highest standards for teaching and learning while mitigating the risk of COVID-19. Arizona Law will promote flexible teaching and learning modalities to accomplish this goal. This Plan seeks to respect the significant challenges students and faculty face in returning to campus.

The Plan will implement UArizona guidelines for Instruction and COVID-19.

6.2 JD Curriculum explains the Plan’s proposal to adopt a Red/Blue Team schedule to reduce density on campus, maximize safe opportunities for in-person instruction models, and further develop pedagogically effective online lessons. Each JD class, as well as the MLS, LLM, and SJD students, will be divided in half, into a Red Team and a Blue Team. While all students will have the option to attend classes remotely, the Red and Blue Teams will alternate weeks when they are permitted to attend classes in-person. In the alternate weeks, students will be required to attend class remotely and remain off campus. This staggered schedule reduces campus density, promotes physical distancing in the classroom, and has the added advantage of leveraging the latency period of the virus.

The **Instruction** section of the Plan has other recommendations, including encouraging faculty members to hold office hours using a mixture of in-person, Zoom, and phone; temporarily suspending Arizona Law’s fall break for 2020, making it possible to end in-person classes before Thanksgiving break; and requiring faculty to administer exams remotely in the fall semester so that students do not have to return to campus for exams. The Committee is considering whether to move classes that have over 50 students to operating fully online.

6.3. Classrooms Arizona Law shall maintain appropriate distancing within classrooms to minimize contact and transmission. The Plan requires instructors to wear a mask. In order to reduce congestion during class transitions, instructors holding classes in the courtyard classrooms are encouraged to keep the doors open during class. To mitigate the congestion when exiting classes, professors should end class five minutes early. Professors are encouraged to dismiss the students in stages, by row or section. The lost classroom time will need to be made up with online instruction to comply with ABA guidelines.

Arizona Law will provide adequate A/V equipment in each classroom in order to allow students to attend the class synchronously and asynchronously. Each class should be recorded and promptly posted to D2L for students attending asynchronously. Arizona Law will provide training for faculty, faculty support, and library staff to minimize glitches, and will refine the system for contacting IT staff when glitches arise.

6.5 Clinics Arizona Law hosts 13 in-house clinics. Each clinic incorporates both a classroom component and clinical casework. The Clinics will continue to maintain high-quality, client-centered representation, while also minimizing transmission and ensuring

the health and safety of the Arizona Law community and clinic clients. To foster these goals, this Plan establishes the following rules for the daily operations of Arizona Law clinics: 1. No walk-ins will be permitted into the clinic offices in Rountree Hall. 2. In-person meetings with individuals from outside the Arizona Law community will be restricted. 3. Travel for case-related purposes will be minimized to the extent possible.

6.6 Externships/Off-site Clinics Students participating in clinical and experiential learning opportunities outside of Arizona Law should follow the policies and guidelines of the host organization and UArizona guidance as set forth in the Plan.

6.7 BA Curriculum To the extent that BA in Law students attend classes, participate in clinics, or have job responsibilities on the Arizona Law campus, they must conform with this Plan including the access provisions contained in section 4.2.

8.0 PHYSICAL PLANT The changes and new protocols in this section aim to protect members of the Arizona Law community from infection and limit the spread of the COVID-19 virus in our environment.

9.0 LAW LIBRARY There are 17 dedicated staff and faculty members as part of the law library. With social distancing, the library will seat approximately 70 students at single-seat tables and carrels, and another 50–60 students in our soft-seating and modular furniture. Under the Plan, the library will offer traditional services, such as research support, interlibrary loan, and course reserves. The extent of each service will necessarily depend on staffing levels and guidance from the university.

Library use will be limited to Arizona Law students, faculty, and staff only. All members of the public, other UArizona students, and alumni will not be allowed to enter without prior approval by the Director of the Law Library, or in the Director’s absence, a member of the law library staff. Requests can be made via email, *AskCirculation*, or *AskLawRef*. In order to facilitate social distancing, only those permitted on the Arizona Law campus on any given day will be permitted to use the library. (Thus, when Red Team is on campus for classes, Blue Team may not use the library.) Exceptions may be granted in advance by the Director of the Law Library or, in the Director’s absence, a member of the law library staff.

10.0 DELIVERIES AND MAIL HANDLING establishes new protocols for deliveries and mail handling.

11.0 EVENTS AND GATHERINGS Arizona Law traditionally holds dozens of events each semester, ranging from small (10+) specialized lunchtime talks to large (200+) high-profile community events. These gatherings are integral to Arizona Law’s culture, offering social and educational growth while also strengthening its image within the Tucson community and beyond. For fall 2020 and perhaps into spring 2021, events involving non-Arizona Law persons will be held in a virtual setting, with the intent of keeping the law campus relatively isolated from the community at large.

Section 12. COMMUNICATION Arizona Law is committed to communicating frequently and substantively with the community throughout this process and will continue to give the community opportunities for input and feedback.

Section 13.0 SUPPORT AND RESOURCES outlines the various support services and resources available to the College of Law community during this unprecedented and difficult time. Arizona Law has added additional opportunities for students to engage counseling services during the fall semester.

Section 14.0 FACE COVERINGS Arizona Law adopts the face coverings directives and guidelines, issued by the University, including the requirements for wearing face coverings on campus, the procedures around compliance, and the considerations around accessibility

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TABLE OF CONTENTS

OVERVIEW.....	1
1.0 INTRODUCTION	3
2.0 GUIDING PRINCIPLES	3
2.1 UArizona Guiding Principles & Directives	3
2.2 The Arizona Law Principles	4
2.3 Consideration of High Risk Groups	5
2.4 Outcome Goals	5
3.0 ARIZONA LAW COVID TASK FORCE.....	6
3.1 Membership.....	6
3.2 Responsibilities	6
3.3 Data Monitoring and Management.....	7
4.0 MITIGATION PLAN	7
4.1 At-Home Mitigation	8
4.2 College of Law Campus: Access Restricted	8
4.3 Available COVID Testing.....	9
4.4 Daily Entry Screening	9
4.4.1 Online Screening Process (Preferred).....	9
4.4.2 On-Site Screening Process (Back-Up).....	11
4.5 Other On-Campus Mitigation	11
4.6 Enhanced Viral Monitoring (Voluntary Research Component Under IRB).....	12
4.6.1 Serial Testing Plan.....	12
4.6.2 Privacy, Positive Results, and Contact Tracing	13
4.7 Certification for Return to Campus.....	13
4.8 Data Management and Analysis	14
4.9 Feedback Mechanisms.....	15
4.10 Adapting to Change	15
5.0 ARIZONA LAW COMMUNITY.....	16
5.1 Staff.....	19
5.1.1 UArizona Guidance	19
5.1.2 Additional Arizona Law Guidance	21
5.2 Faculty.....	23
5.3 Students	24
5.4 Members of the UArizona Community.....	24
5.5 Alumni, Guests, and Public	25
6.0 INSTRUCTION	25
6.1 UArizona Guidance	25
6.2 JD Curriculum	26
6.3 Classrooms.....	27

6.4 Flow..... 29

6.5 Clinics 29

6.6 Externships/Off-site Clinics..... 30

6.7 BA curriculum..... 31

7.0 NON-CURRICULAR PROGRAMS.....31

7.1 Student Organizations, Journals, Law Reviews..... 31

7.2 First-Year Orientation 32

8.0 PHYSICAL PLANT32

8.1 Office Spaces..... 32

8.2 Public & Common Areas 33

8.3 Elevators & Stairs 34

8.4 Physical/Functional Zones 35

9.0 LAW LIBRARY38

10.0 DELIVERIES AND MAIL HANDLING40

11.0 EVENTS AND GATHERINGS.....42

11.1 Fall Events 42

11.2 Spring Events..... 42

11.3 Food at Events 43

 11.3.1 Fall..... 43

 11.3.2 Spring 43

11.4 *Meetings Generally*..... 44

12.0 COMMUNICATION44

13.0 SUPPORT AND RESOURCES.....45

14.0 FACE COVERINGS46

14.1 Wearing Face Coverings..... 46

14.2 Accessibility Considerations..... 47

APPENDIX.....49

OVERVIEW

The University of Arizona James E. Rogers Arizona Law (“Arizona Law”) has developed a comprehensive operations plan, entitled “New Safe Return,” to reopen and continue its overall mission of delivering a high-quality legal education as safely as possible.

The New Safe Return Plan builds upon and is consistent with all recommendations of the [University of Arizona Campus Re-entry Plan Working Group](#), including directives and guidance from the Test, Trace and Treat Team, the Implementation Team, and Return to the University Workplace Team. It consists of a pyramid of layered mitigation measures, designed to leverage Arizona Law’s relatively insular environment and to work as an integrated whole. These are listed below and illustrated in the accompanying figure:

1. **Recommended at-home mitigation** (social distancing, personal hygiene, etc.);
2. **On-campus mitigation:**
 - a. Voluntary baseline blood testing for antibodies provided by UArizona
 - b. Campus access restricted to Arizona Law faculty, staff, and students with limited exceptions;
 - c. Daily screening questionnaire (covering symptoms and exposure history) and temperature checks;
 - d. University-provided “biofluid” testing—i.e. nasal and/or blood testing—through University health services, for those in need of confirmatory diagnosis and medical care;
 - e. Student schedule, teaching, classroom, library, and other space modifications to limit on-campus population density and facilitate social distancing;
 - f. Adherence to face coverings and other personal protection measures in all Arizona Law operations;
 - g. Physical plant monitoring and augmented sanitation practices; and
3. **Enhanced viral monitoring:** serial testing for SARS CoV-2 and rhinoviruses of a **voluntary** cohort of the Arizona Law community—a research component under IRB supervision, conducted by Arizona Law.

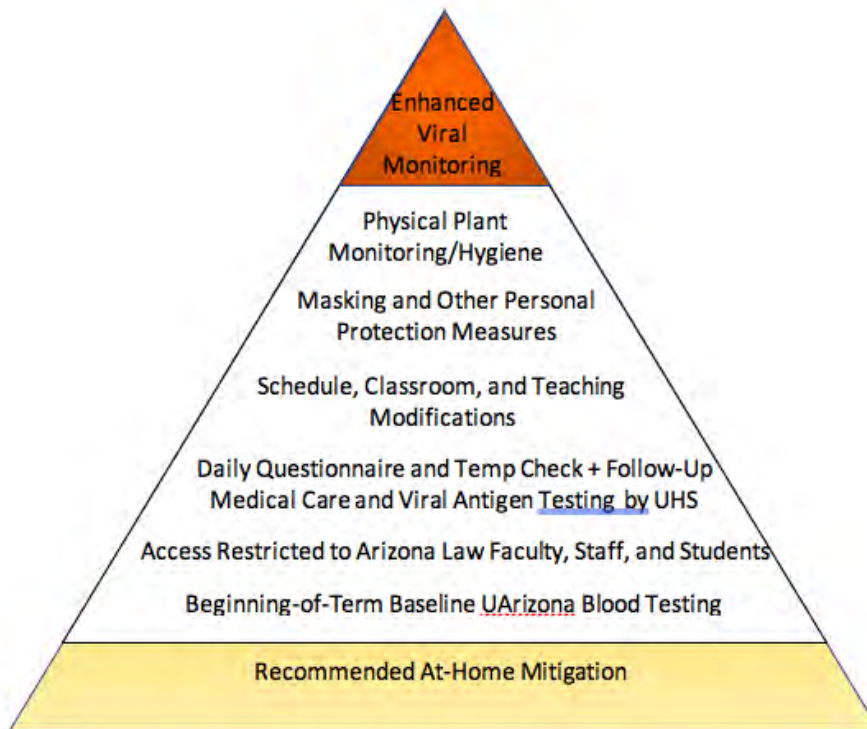


Figure 1: Arizona Law New Safe Return Plan

This Plan is dynamic. To implement, evaluate, and update the Plan as circumstances and University guidance evolve, Arizona Law will establish a COVID Task Force, whose members shall be appointed by the Dean’s Office.

To ensure maximum safety and confidence, *all* members of the Arizona Law community, both on and off campus, will participate in this comprehensive Plan. Members of the Arizona Law community who return to campus must adhere to the safety protocols set forth in this New Safe Return Plan as a prerequisite for physical presence on the Arizona Law campus. Individuals who opt out for any reason will participate in Arizona Law activities remotely.

Arizona Law is committed to communicating frequently and substantively with the community throughout this process and will continue to give the community opportunities for input and feedback.

All data collected or used for research purposes will be obtained with appropriate Institutional Review Board (IRB) approval and supervision.

This Plan shall comply with all applicable federal, state, and university laws and regulations regarding privacy, equality, and other rights. This Plan will be reviewed by the Provost or its designee and we will adjust this Plan accordingly as needed. We will inform the Provost of any substantial changes to this Plan.

1.0 INTRODUCTION

Arizona Law has developed a preliminary Plan for reopening its campus as safely as possible. As a relatively insular subcommunity within the University, Arizona Law is in a unique position to employ interventions that may not be available in a more populated or physically porous setting. To make the most of this advantage, Arizona Law is open only to faculty, students, and staff of Arizona Law until further notice, subject to limited exceptions noted below.

Monitoring and mitigation of COVID-19 at Arizona Law, as recommended in this Plan, will provide public health benefits for the UArizona community as a whole. Detection of infection within Arizona Law will provide information about likely infection more broadly and enable a university-wide response.

The Plan integrates and comports with the guidelines and recommendations advanced by the UArizona Campus Re-entry Plan Working Groups and Teams; CDC guidelines; state and local guidelines; and best practice guidelines gleaned from around the United States. In drawing from these materials, the Plan addresses the unique circumstances of Arizona Law, including those related to community (faculty, staff, and students), physical plant, class schedules, clinics, the law library, workflow, and supplemental activities.

The Plan is adaptive and dynamic in nature. It incorporates an investigative research component to collect information about the efficacy of interventions, to actively enable feedback to refine best practices, and to provide contingency planning for foreseeable changes in circumstances. All data collected for research purposes will be obtained with appropriate IRB approval and supervision.

Implementation of this Plan shall comply with all applicable federal and state laws and regulations and University policies regarding privacy, equality, and other rights. This Plan will be reviewed by the Provost or its designee and we will adjust this Plan accordingly. We will inform the Provost of any substantial changes to this Plan.

2.0 GUIDING PRINCIPLES

The Plan is designed to promote overall community safety through rational, effective and science-forward interventions, while carefully balancing personal respect, dignity, privacy, equality, and individual rights. It incorporates [UArizona’s Guiding Principles](#) and the best elements of other available guidance to address the unique circumstances of Arizona Law.

2.1 UARIZONA GUIDING PRINCIPLES & DIRECTIVES

The Plan adopts and incorporates the [Guiding Principles](#) established by the University of Arizona:

1. **Equitable outcomes** for all students, staff, and faculty regardless of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or their need to refrain from in-person activities due to concerns about COVID-19.

2. **Rapid identification and containment** of COVID-19 case clusters in University of Arizona communities.
3. On-campus and off-campus **isolation options** and **wraparound wellness services** for students, staff, and faculty with confirmed COVID-19 infection.
4. **Protection of individuals** in our University of Arizona community, and their family members, who are vulnerable to severe COVID-19 disease, or to harassment or discrimination.
5. **Commitment to transparent and participatory decision making** with regard to reopening University of Arizona campuses with clear and consistent communication protocols.
6. **Vigilance in regular review and updating of approaches** according to a rapidly emerging evidence base with active monitoring by key advisors from across University of Arizona colleges and support units.

This Plan also incorporates the latest [University of Arizona Campus Re-entry Plan Working Group](#) directives, including those [published](#) by the Implementation Team; the Test, Trace, and Treat Team; and the UArizona Return to the University Workplace Team. If and when new or revised guidance is provided, this Plan will be updated to reflect those changes.

2.2 THE ARIZONA LAW PRINCIPLES

Arizona Law adopts UArizona’s “Test, Trace, Treat” plan of action and additional principles outlined here:

1. **Offer flexible participation:** Explore remote and hybrid learning, working, and teaching options for students, staff, and faculty to protect individuals vulnerable to COVID-19 and reduce campus density to the extent possible. Provide students with choices about whether to participate in classes virtually or in person.
2. **Minimize contact and reduce crowding:** Reduce instances of close physical contact among students, faculty, staff, and visitors during on-campus activities.
3. **Minimize transmission:** Reduce the probability of transmission of COVID-19 during in-person campus activities.
4. **Foster a culture of support:**
 - a. Communicate: maintain an active COVID-19 Reopening Campus communication plan to minimize confusion.
 - b. Protect: protect all students and employees within our community and focus particularly on protecting more vulnerable individuals.
 - i. supply a “return to campus” kit to facilitate safe reopening and foster confidence and solidarity within our community. The kit will include an Arizona Law mask, a spray bottle for disinfectant, and a touch tool.

- ii. provide sanitization stations throughout campus to encourage users of common spaces to sanitize both before and after use.
- c. Connect: promote a culture of wellness and sense of community.
 - i. hang posters promoting physical, emotional and mental health.
 - ii. furnish amenities to community members to demonstrate care while simultaneously reducing the need for members to leave the COL campus to purchase coffee or snacks.
 - iii. designate a person or persons to assist students and/or employees in distress as a result of COVID-19.
- d. Comport: adhere to UArizona baseline Guideline Principles.
- 5. **Exceed** baselines where possible to respond to Arizona Law’s unique workforce and circumstances.
- 6. **Model science-forward and Arizona Law-sensitive measures** that respond to emerging research.
- 7. **Model rights-sensitive strategies** for community (workforce and student) compliance.
- 8. **Subject protocols to periodic review and adaptation** as new information and virus-related impacts at Arizona Law emerge.

2.3 CONSIDERATION OF HIGH RISK GROUPS

Following UArizona guiding principles, this Plan recognizes and commits to **equitable outcomes** for individuals and groups at higher risk for severe illness from COVID-19 [according to the CDC](#) including older adults and people with underlying health conditions.

Furthermore, Arizona Law recognizes the disparate impact the COVID-19 pandemic is having on particular communities, e.g. our frontline workers, communities of color, and lower income workers. The [CDC highlights the “long-standing systemic health and social inequities”](#) as contributing factors to this disparate impact. The College will continue to monitor and attempt to mitigate these disparate impacts through such accommodations as UArizona and other applicable law and policies allow. It is imperative that this Plan provide equitable opportunities and outcomes for all members of the Arizona Law community regardless of position.

2.4 OUTCOME GOALS

The overall outcome goals of this Plan are to:

1. Allow Arizona Law to carry out its mission, modulated by the realities of the COVID era;

2. Advance the education, research, scholarship, outreach, and experiential capacity of Arizona Law, in sync with the University, under the new operating reality;
3. Foster safe achievement of collective and individual academic success;
4. Communicate often and effectively with the Arizona Law community;
5. Foster a culture of teamwork, positivity, collaboration and support for all involved; and
6. Foster a smart, safe, and connected Arizona Law community.

3.0 ARIZONA LAW COVID TASK FORCE

To implement, evaluate, and update this Plan as circumstances and University guidance require, Arizona Law will establish a “COVID Task Force.”

- ▶ **MILESTONE:** The members of the Task Force will be appointed and begin to convene by **August 1, 2020**.

3.1 MEMBERSHIP

The COVID Task Force will have at least six members, all of whom shall be selected by the Arizona Law Dean. At least one member must be drawn from the faculty, one from the staff, and one from the student body.

3.2 RESPONSIBILITIES

In coordination with the Arizona Law Dean’s Office and subject to its direction, the COVID Task Force will be responsible for carrying this Plan into action.

For the duration of the fall 2020 semester, the Task Force shall meet at least weekly to evaluate new information about COVID-19 or incidence of the disease at the Law School or University and to supervise implementation of this Plan, evaluate its effectiveness, and make any necessary revisions. Thereafter, the Task Force shall continue to meet as the Dean and Task Force chair judge necessary. At all times, the Task Force shall make every practical effort to ensure that this Plan conforms to the latest University guidance and directives. In case of any conflict between this Plan and those directives, University directives shall take precedence. Arizona Law may seek variances if necessary to keep the College of Law community safe.

The Task Force shall continue to identify relevant sources of information to guide its work. At the outset, sources of information are expected to include information produced as part of this Plan and information provided by the University’s Data Platforms and Communications Committee.

Unless otherwise specified below, the COVID Task Force and the Dean’s Office shall possess sole authority to make exceptions to this Plan.

3.3 DATA MONITORING AND MANAGEMENT

At least three members of the Task Force designated by the Dean shall serve as a data monitoring and oversight subgroup. These members shall be responsible for ongoing data review, relaying information to the overall Task Force, and ensuring that all data collection, storage, and disclosure conform with applicable IRB and privacy standards.

4.0 MITIGATION PLAN

This section lays out a mitigation plan for fully reopening Arizona Law, which is our primary goal and not the same as “life before COVID-19.” This Plan consists of three principal layers:

1. **At-home mitigation**, including social distancing, masking, personal hygiene measures, and more.
2. **On-campus mitigation**, including:
 - a. Free and voluntary baseline antibody blood testing provided by UArizona;
 - b. Campus access restricted to Arizona Law faculty, staff, and students, with limited exceptions;
 - c. Daily screening, temperature checks, plus follow-up medical care and testing provided by University health services and contact tracing provided by UArizona or designee;
 - d. Schedule, classroom, and teaching modifications, incorporating social distancing;
 - e. Masking and other personal protection measures;
 - f. Physical plant monitoring and hygiene.
3. **Enhanced viral monitoring** (Appendix A), including:
 - a. Voluntary, biweekly testing of a subgroup of the Arizona Law community for COVID-19 and rhinovirus;
 - b. Contact tracing provided by UArizona or designee for any individual who tests positive for COVID-19.

Enhanced viral monitoring is designed as a voluntary, supplemental measure of protection involving sampling of a campus cohort. This is a research study component under IRB review. If this component does not advance for whatever reason, the entirety of section 4.6 and some elements of section 4.8 will become inoperative, but no other aspect of the Plan shall change as a result.

The remainder of this section provides an overview of all three mitigation layers and a detailed Plan for at-home mitigation, baseline viral testing, daily screening and temperature checks, enhanced viral monitoring, and contact tracing. Other on-campus mitigation measures and their impact on Arizona Law operations receive more comprehensive treatment in subsequent sections.

4.1 AT-HOME MITIGATION

On-campus or off, the actions of every member of the Arizona Law community have the potential to affect the health of all other members. Arizona Law therefore strongly recommends that all faculty, staff, and students follow the latest public health guidelines when off-campus, including those pertaining to social distancing, face coverings, and personal hygiene.

To facilitate compliance, Arizona Law will keep all community members continuously updated on CDC, Arizona, and Pima County public health guidance at [Arizona Law’s official COVID-19 Response website](#) and through other channels. It shall be part of Arizona Law’s official Pledge for a Safe Return (Appendix B) that all community members keep themselves informed about the latest public health guidance and follow that guidance to the extent their personal circumstances permit.

4.2 COLLEGE OF LAW CAMPUS: ACCESS RESTRICTED

The College of Law campus includes the Law Commons (main building and Daniel F. Cracchiolo Law Library), Roundtree Hall, Alumni & Development Casita, BA/MLS Casita, and the Courtyard. Until further notice, the College of Law campus is open only to Arizona Law faculty, students, and staff.

Exceptions will be limited to those having official business on campus and must be authorized by the Dean’s Office or the Arizona Law COVID Task Force, unless expressly authorized by subsequent sections of this document. Conversely, Arizona Law faculty, staff, and students will limit their interactions with the rest of the UArizona community, as detailed below.

Absent an exception, students may enter the Arizona Law campus only under the following criteria:

1. *Entry for Class.* Students may enter the law school during a week (Sunday-Saturday) in which their class or classes are being held within the Arizona law campus and they are scheduled to attend in person under the Red Team/Blue Team structure described in Section 6. Attending classes held online or in person elsewhere on the University campus does not authorize a student to enter the Arizona Law campus.
2. *Entry for Clinic.* Even if they are not otherwise eligible for entry onto the Arizona Law campus, students who are enrolled in a clinic may access Roundtree Hall for purposes of attending essential clinic meetings that must be conducted in-person. These may include meetings with clients or others not part of the College of Law community which cannot be conducted remotely or at another location.
3. *Entry for Work.* Student workers may enter the Arizona Law campus during a day in which they are scheduled to work and to perform duties that have been determined incapable of being performed remotely.

These restrictions leverage the relatively insular and nonporous character of the Arizona Law community and physical plant to protect Arizona Law against viral transmission in the broader UArizona community. At the same time and in the same way, the restrictions protect the broader UArizona community from viral transmission at Arizona Law. The restrictions also make possible more robust screening and monitoring of the Arizona Law community, which will generate information about likely infection more broadly and enable a university-wide response. Any approved individual accessing the College of Law, not from the Arizona Law community, will be subject to the same health questionnaire, temperature check and masking requirement employed by Arizona Law community members.

4.3 AVAILABLE COVID TESTING

UArizona has developed an advanced testing plan which includes baseline blood testing that measures **antibody** (Ab) to SARS CoV-2, the causative agent of COVID-19. An antibody test determines whether one has been exposed to COVID-19 in the past and has developed proteins, called antibodies, against the virus. This free and voluntary [testing is part of a research study](#) and is available to all faculty, staff, and students.

The College of Law plans to implement **antigen testing** of a cohort of the Arizona Law community volunteers as a research component under IRB approval to monitor the efficacy of Arizona Law protection and mitigation strategies (detailed below and in Appendix A). This component is not meant to serve as an alternative to diagnosis for those suspected of having illness. Any individual suspected of having COVID will be instructed to seek official viral testing via Campus Health or the equivalent, e.g., Banner.

- ▶ **MILESTONE:** August 1, 2020

4.4 DAILY ENTRY SCREENING

Information is our safety guard and a primary key to keeping the College of Law campus as safe as possible.

Consistent with the UArizona [Returning to Workspaces](#) guidance, all faculty, staff, students, and visitors will be **required** to complete a daily health screening questionnaire, **developed by Arizona Law**, before entering the College of Law Campus.

We also recommend that all members of the College of Law participate in the University of Arizona’s daily [Wildcat WellCheck](#) each day.

4.4.1 Online Screening Process (Preferred)

To avoid long lines and a potential breach of social distancing, this screening questionnaire will be placed securely on the Arizona Law website. Arizona Law community members will log in, answer the questions, and obtain “clear status” to proceed to campus.

We will also examine the availability of a phone app from UArizona or the development of such an app internally to enhance user flexibility. For visitors and community members who are unable to complete the questionnaire at home, an on-site screening process will be available. See section 4.4.2.

The daily screening questionnaire will include the following questions:

- ▶ **Over the past 24 hours, have you experienced any of the following** (beyond your normal baseline health if you have respiratory, gastrointestinal, or other medical condition that would routinely yield a "yes" to any of these questions):
 - Felt ill at all? (Yes/No)
 - Had a fever? (Yes/No)
 - If you had a fever please specify temperature: _____ (enter number, select degrees F/C)
 - Had chills? (Yes/No)
 - Had a headache? (Yes/No)
 - Had any body aches? (Yes/No)
 - Had a sore throat? (Yes/No)
 - Had any respiratory symptoms including:
 - Runny nose? (Yes/No)
 - Sneezing? (Yes/No)
 - Coughing? (Yes/No)
 - Bringing up phlegm? (Yes/No)
 - Had any gastrointestinal symptoms including:
 - Nausea? (Yes/No)
 - Vomiting? (Yes/No)
 - Diarrhea? (Yes/No)
 - Had any new rashes? (Yes/No)
 - Had any new joint pains ? (Yes/No)
 - Any loss or change in your sense of smell ? (Yes/No)
 - Any loss or change in your sense of taste? (Yes/No)
- ▶ Is anyone in your household or with whom you have had close personal contact in the past 14 days experiencing any of these symptoms beyond their baseline? (Yes/No)
- ▶ What is your temperature now? _____ (enter number, select degrees F/C)

If you have answered “yes” to any of the above questions or if you have a temperature over 100.4°F (38°C) you are encouraged to stay home. If symptoms and/or fever persist, please seek medical attention.

If the Arizona Law Task Force determines that the Arizona Law community is not completing the daily wellness checks (questionnaire and temperature), Arizona Law community members will be directed to take a time-stamped photo of their temperature at home immediately prior to accessing campus as additional evidence of daily compliance.

The procedure for returning to campus after a positive indicator of illness (i.e., an affirmative answer to any daily screening question or positive test for SARS CoV-2) is outlined in section 4.7.

4.4.2 On-Site Screening Process (Back-Up)

For visitors and community members who have not completed the screening questionnaire and/or temperature check before arriving on campus, an on-site screening kiosk will be available, equipped with a rapid body temperature detection system (Figure 2) and tablet-based questionnaire identical to the one described in section 4.4.1. Arizona Law community members will be prompted to provide an identifying number and visitors will be given a telephone number to call for instructions.



Figure 2: On-site Temperature Screening System

4.5 OTHER ON-CAMPUS MITIGATION

In addition to the mitigation, testing, and screening described above, Arizona Law will extensively modify its class, library, and workforce schedules, modes of instructional delivery, and physical plant to reduce density and otherwise mitigate the risk of viral transmission on campus.

Arizona Law will also require face coverings, social distancing, and other protective measures for all persons physically present on the Arizona Law campus, including visitors and delivery service providers. The University and the City of Tucson also require wearing face coverings in public.

Enhanced sanitation protocols will be instituted to disinfect high-touch surfaces and regular swipe testing will be employed to monitor the presence of viral material on campus.

Each of these mitigation measures provides an additional layer of protection against the spread of COVID-19 at Arizona Law. All are described in greater detail in subsequent sections.

4.6 ENHANCED VIRAL MONITORING (VOLUNTARY RESEARCH COMPONENT UNDER IRB)

Arizona Law will build upon UArizona’s baseline antibody testing plan and adopt an additive serial testing plan to more closely monitor the Arizona Law community. Serial testing for COVID-19 will be performed (detailed below and in Appendix A). The purpose of this additional testing will be to: (a) monitor the efficacy of the composite of integrated mitigation strategies being employed by Arizona Law; (b) to limit viral presence and spread in the community; and (c) to obtain greater granularity as to asymptomatic viral presence within the Arizona Law community, eluding screening measures employed. This added testing will be useful to identify infected individuals, emerging trends, or other situations altering the stability of the community.

In addition, **Rhinoviruses** (e.g. Influenza A/B, RSV, Parainfluenza, Rhinovirus and Adenovirus) will also be tested for in this study. As these viruses will be prevalent in the fall, and causing symptoms and signs confusingly similar to COVID-19, it will be valuable to determine the spread of these in the Arizona Law community, differentiating the common cold and flu from COVID.

4.6.1 Serial Testing Plan

Arizona Law has obtained access to supplemental viral antigen testing. All tests selected are reliable, accurate, and easy to perform with regard to sample collection. The technical specifics of each test will be provided in Appendix A.

Eighty individuals from the Arizona Law community will be enrolled as volunteers consisting of: 1L – 18; 2L – 18; 3L – 18; MLS/LLM/SJD – 6; Staff – 10; and faculty – 10. Arizona Law will perform baseline viral antigen tests for both SARS CoV-2 and Rhinoviruses, establishing a “time 0” (baseline) status for all participants. Thereafter, all group members shall be tested biweekly, as depicted on the following timeline:

College of Law Testing Plan

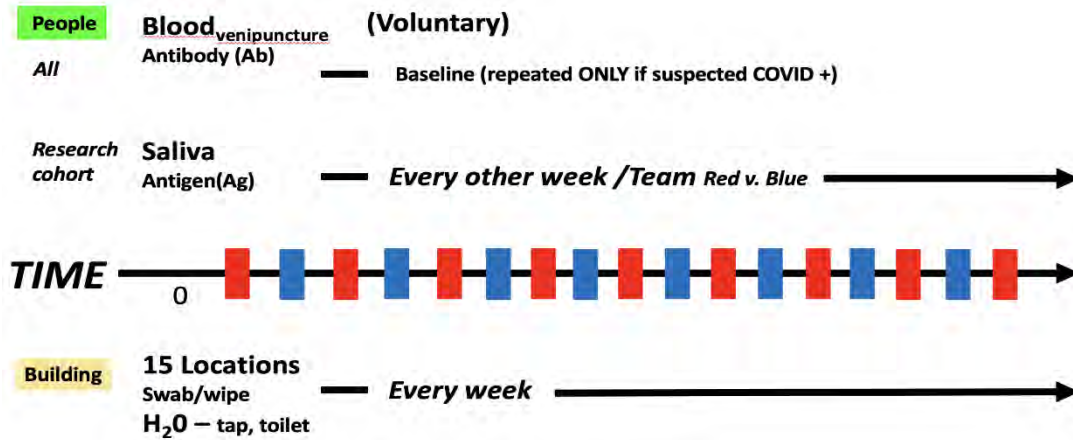


Figure 3: College of Law Testing Plan

4.6.2 Privacy, Positive Results, and Contact Tracing

All results will be maintained in accordance with privacy and IRB standards. An identity-free tag will be given to all Arizona Law community participating members. Results will be stored in a secured database that has been specifically constructed for this purpose. Results will be monitored by the Arizona Law COVID Task Force to determine emergence of illness.

On an event-specific basis (i.e. an individual tests positive), Arizona Law will adhere to the [COVID-19 Workplace Positive Case Notification Protocol and Related Personnel Actions](#). This guidance provides step-by-step instructions for employees, supervisors, and department heads in the event of a COVID-positive employee in the building. It includes notification protocol to public health, close contacts, facilities management, and everyone in the building. It also includes important [privacy guidelines](#) when an employee tests positive. The University has similar protocol and privacy requirements in the event a student tests positive, as noted in the [Instructor FAQ](#). Campus Health also has [SAFER guidelines and forms for self-reporting and supervisory reporting](#) of a positive COVID test.

Once medically cleared and back on campus, those individuals who tested positive will return to the serial testing sequence.

4.7 CERTIFICATION FOR RETURN TO CAMPUS

Arizona Law adopts UArizona’s [COVID-19 Workplace Positive Case Notification Protocol and Related Personnel Actions](#) for faculty, staff, and students returning to campus after failing the daily screening process or receiving a positive test for COVID-19:

1. **Exposure to positive COVID-19 individual, but experiencing no symptoms consistent with COVID-19: Individual may return to work after 14 days of**

quarantine after remaining fever-free and symptom-free for the duration of that period.

2. **Positive COVID-19 test, but experiencing no symptoms consistent with COVID-19:** *Individual may return to work after 14 days of quarantine after remaining fever-free and symptom-free for that period.*
3. **Positive COVID-19 test, and experiencing symptoms consistent with COVID-19:**
 - a. *Individual may return to work after fever-free for 72 hours (3 full days) without fever-reducing medication; AND*
 - b. *All other symptoms have resolved (e.g. symptoms are no longer present). If you are unsure if your symptoms are fully resolved, contact your primary care provider; AND*
 - c. *At least 10 days have passed since symptoms first appeared.*
4. **Not tested or results unknown, but is experiencing symptoms consistent with COVID-19 OR Negative COVID-19 test, but is experiencing symptoms consistent with COVID-19:**
 - a. *No fever for 72 hours (3 full days) without using fever reducing medication; AND*
 - b. *All other symptoms have resolved; AND*
 - c. *At least 10 days have passed since symptoms first appeared.*

If any member of the Arizona Law community is experiencing symptoms and has not had a test, they are strongly encouraged to get tested.

4.8 DATA MANAGEMENT AND ANALYSIS

All data will be obtained with appropriate IRB and privacy standards maintained. The data will be maintained in a secure database so as to allow serial assessment of the community in case illness develops within the population. This will allow rapid referral to the UArizona contact tracing program and further history inquiry to provide insight as to any evolving disease process and to guide a change in the course of Arizona Law operations. UArizona Test, Treat, Trace Group 7 is developing a data management plan with which Arizona Law will comply.

If UArizona data management resources are unavailable, Arizona Law will have access to a safe, secure and HIPAA-protected database provided by ASAIO (formerly the American Society for Artificial Internal Organs) for maintenance of information that may be utilized to identify progression of disease on Arizona Law campus. The secure ASAIO database is being utilized for the research component of the Plan. Access to the database will be restricted. The database will operate with identity-protected identifiers for general monitoring purposes. Individual identity will only be obtainable by designated members of the Arizona Law COVID Task Force on a health-driven, personal basis if evidence of infectivity or illness emerge. This information will be protected under HIPAA guidelines.

Data from individual daily screening questionnaires will be uploaded automatically to the protected database specifically designed for this Arizona Law project. The database will be queried daily via a specifically designed program to identify individuals who may be ill. A daily report will be generated and made available to the Arizona Law COVID Task Force. As outlined above, if an individual is determined to have evident health issues at risk of COVID, their identity will be determined and they will be privately notified so as to seek additional health scrutiny.

All data will be evaluated serially as well, incorporating weekly building and biweekly supplemental viral testing. Reports will be generated and either the Dean’s Office or the Arizona Law COVID Task Force will communicate the overall “health” of the Arizona Law community.

4.9 FEEDBACK MECHANISMS

In addition to preventing transmission of COVID-19 on the Arizona Law campus, the mitigation plan outlined in this section is designed to provide early warning if such transmission takes place. In addition to following protocol outlined in [COVID-19 Workplace Positive Case Notification Protocol and Related Personnel Actions](#), Arizona Law will proceed as follows:

- ▶ If we detect COVID-19 within the building through **testing of the physical plant**, the Arizona Law COVID Task Force will immediately notify the Dean. The Dean will then determine—subject to UArizona approval—whether to temporarily suspend in-person operations until we investigate the source of the contagion. This investigation may include additional testing of faculty, staff, or students. If the source of contagion cannot be identified, the Dean will determine—subject to UArizona approval—whether to resume in-person operations. Contemporaneous efforts will be employed to safely disinfect the premises.
- ▶ If there is a substantial increase of infection within UArizona or the City of Tucson, UArizona will decide whether to temporarily or permanently suspend in-person operations campus-wide. If operations are not suspended, the Arizona Law COVID Task Force, in consultation with the Dean’s Office, shall assess whether additional mitigation measures are warranted.
- ▶ If we detect community spread of COVID-19 within the law school community, the Arizona Law COVID Task Force will immediately notify the Dean. The Dean will then determine—subject to UArizona approval—whether to temporarily suspend in-person operations until we can assess whether additional mitigation measures, or whether longer-term suspension of in-person operations is necessary.

4.10 ADAPTING TO CHANGE

This Plan is predicated on a fully reopened UArizona campus. If UArizona is unable to reopen for in-person operations or able to reopen only partially, Arizona Law will adapt this Plan accordingly and in conformity to the latest UArizona guidance. All faculty teaching in fall 2020 should be prepared for the possibility that instruction may need to move fully online on short notice.

5.0 ARIZONA LAW COMMUNITY

Arizona Law recognizes the disparate impact the COVID-19 pandemic is having on particular communities, e.g. our frontline workers, communities of color, and lower income workers. The [CDC highlights the “long-standing systemic health and social inequities”](#) as contributing factors to this disparate impact. The College will continue to monitor and attempt to mitigate these disparate impacts, as possible through such accommodations as UArizona and other applicable law and policies allow. It is imperative that this Plan provide equitable opportunities and outcomes for all members of the College of Law community regardless of position.

This Plan thus incorporates the [University of Arizona’s Guiding Principles](#) (see above Sec. 2.0) regarding equality. Understanding that the work of some employees at the College of Law requires they be present on campus all or part of the time, this Plan further endeavors to keep them -- and everyone -- as safe as possible while they are on campus. Part of this strategy includes minimizing density while also providing rigorous cleaning, outdoor meeting and working spaces, and high ventilation within the building. More details below and throughout this Plan.

UArizona Guidance for all Members of Arizona Law:

This Plan adopts the UArizona [Returning to Workspaces](#) directives and guidelines (7/21/2020) for faculty and staff. This Plan also incorporates guidance received from communications issued by University administrators.

This Plan adopts the following safety **protocols** directly from the [UArizona COVID-19 Response](#) website:

Physical Distancing (7/21/2020)

The most effective means of preventing the transmission of COVID-19 is to minimize in-person interactions by working from home. When employees must be present in the workplace, the supervisor and employee must strive to maintain a distance of at least 6 feet between individuals at all times. While [no distance has been proven to be perfect](#), maintaining at least 6 feet of separation will reduce the risk of spreading COVID-19 significantly.

When to Stay Home (7/21/2020)

All employees should stay home and contact their healthcare provider as soon as possible if they are sick or are experiencing symptoms consistent with COVID-19, and/or if they have had or are currently in close contact ([within 6 ft for at least 15 minutes](#)) with another person who is a known positive case of COVID-19.

Personal Hygiene and Handwashing (7/21/2020)

Employees should proactively disinfect personal workstations in addition to shared areas or items (e.g., conference rooms, equipment, workstations) before and after use. When departments operate in a unique setting (e.g., clinical, dental, childcare), cleaning, disinfection, and hygiene procedures originating from the appropriate regulatory agency, research protocol, or more specific guidance should be implemented.

All employees should:

- Follow CDC recommended [hand hygiene](#).
 - Wash your hands often with soap and water for at least 20 seconds (long enough to sing Bear Down!).
 - Use hand sanitizer if soap and water are not available.
 - Avoid touching your eyes, nose, mouth, and/or face coverings with unwashed hands.
- [Cover your cough and sneezes](#), ideally with a disposable tissue or your elbow. Wash hands or other contaminated areas thoroughly afterwards.
- Use disposable materials, like tissues ([NOT gloves](#)), to touch common surfaces such as doorknobs, elevator buttons, etc. Gloves should be reserved for cleaning and disinfecting only, and should be removed and disposed of as soon as those activities are completed.
- Clean and disinfect frequently touched objects and surfaces, particularly in common areas, before AND after each use (personal work areas, desks, keyboards, phones, handrails and doorknobs).
- Avoid touching hands to face, eyes, and mouth and practice proper hand washing hygiene after leaving a public or common area and after touching any public or common area surfaces/equipment.

Supervisors should:

- Ensure all employees have adequate stores of disinfectants, hand sanitizer, and other supplies.
- Ensure all employees have been provided information on when and how to practice increased hygiene.
- Supplies can be obtained through Facilities Management, (520) 621-3000.
- **Note: At the College of Law, please contact Bernadette Wilkinson or Bryan Wilson for supplies.**

[Cleaning & Disinfection](#) (7/21/2020)

The spread of COVID-19 can be reduced by [cleaning and disinfecting surfaces and facilities](#) frequently. Supervisors must ensure that spaces are being cleaned regularly and that there are adequate supplies for cleaning and disinfection in their workplace. Employees are responsible for practicing good hygiene and cleaning surfaces and equipment they touch before and after each use.

All employees should:

- Practice routine cleaning and robust cleaning of frequently touched surfaces.
- More frequent cleaning and disinfection may be required based on level of use.

- *High touch surfaces in workplaces include tables, doorknobs, light switches, countertops, handles, desks, phones, and keyboards.*

Clean surfaces using soap and water to remove any dirt or debris before disinfecting.

- **Cleaning** reduces the number of germs, dirt and impurities on the surface.
- **Disinfecting** kills germs on surfaces.

Disinfect by using an [EPA-registered disinfectant](#), which will be supplied through Facilities Management.

- *Be certain to read and follow the instructions on the label.*
- *Different disinfectants should never be used at the same time; some cleaners and disinfectants create a potentially lethal gas when mixed.*
- *When completed, practice [proper hand hygiene](#) and thoroughly wash your hands with soap and water.*

Cleaning Services:

Facilities Management has [increased their regular cleaning services](#) in common areas around campus and are able to supply disinfectants, hand sanitizers, and other cleaning and disinfection supplies.

For questions, concerns, or to request additional cleaning, please contact Facilities Management at (520) 621-3000.

[Face Coverings](#) (7/21/2020)

Employees, students, and visitors must use face coverings in all UArizona locations, both indoors and outdoors, in accordance with UArizona’s [Administrative Directive](#). Face coverings [are not a substitute for physical distancing](#), which should remain the primary means of preventing transmission.

Face coverings, when worn by the majority of people in a community, can [help prevent the transmission](#) of viral particles into the air and onto common surfaces, thereby reducing potential exposures and rates of transmission in the community.

More information about face coverings, including **accessibility considerations**, are detailed in **Section 14.0 of this Plan**.

In addition to these safety protocols, the University of Arizona Office of the Provost sent email communications to faculty and staff regarding **preparations** for the fall semester. An [excerpt from the June 5, 2020 communication](#) follows:

***Requested action of all employees.** An important matter for each of our employees, however, is to self-assess their own risk of developing serious complications from a coronavirus infection. To start this process, we ask each employee to take the time to please carefully review the guidelines provided by the Centers for Disease Control and Prevention (CDC). General information, based on collective understanding of the disease so far, is found at the [CDC](#)*

[website](#), including specific information about the disproportionate burden of illness and death among [racial and ethnic minority groups](#). If you have questions about your own risk factors after reviewing the information provided by the CDC, we strongly encourage you to consult with your primary care physician or a medical specialist (as appropriate).

If you are at higher risk for severe illness from COVID-19 or have related concerns, then we strongly encourage you to initiate a discussion about possible temporary modified work conditions (with associated modified work expectations as appropriate) with your manager/supervisor as soon as possible. Managers/supervisors are encouraged to work with employees to develop flexible work arrangements to the extent that operational needs allow it. It is prohibited for managers/supervisors to retaliate on the basis of an employee requesting and/or being assigned temporary modified work conditions.

Provost Liesl Folks provided further clarification for staff preparations at a workshop in the chat box to “everyone” on June 5, 2020:

Managers / supervisors have discretion to approve partial or total WFH (without DRC or HR involvement) if the work of their group can be completed without in-person engagement, and that doing so doesn't adversely impact the work of other people. We hope that groups that CAN do this will do it as much as possible, to reduce the numbers of people coming to campus regularly. Flexibility will be key!

5.1 STAFF

There are over 100 staff members of the College of Law who keep Arizona Law running on the front lines and behind the scenes. These include staff in admissions, academic affairs, alumni and development, BA/MLS programs, building services, career development, clinic support, dean's office, event planning, faculty support, finance, global programs, law library, marketing, Phoenix program, registrar, student affairs, student success, and more.

Some staff members can perform core duties working remotely; others must be in the building to perform their functions; still others can complete their work in a mix of in-person and off-campus.

This Plan is based on input from the Arizona Law workforce through a mix of online, voluntary, anonymous submissions and one-on-one conversations.

Worker voice is essential as workers have expert knowledge about how to make their jobs safe and when safety-related rules are not being followed. Arizona Law community members have had, and will continue to have, a vital role in designing, implementing, and monitoring compliance of Arizona Law's safe-return plan.

5.1.1 UArizona Guidance

This Plan adopts the UArizona [Returning to Workspaces](#) directives and guidelines, including those found in [Employee Resources](#) and [Supervisor Resources](#), both of which link to additional information and support. Further, UArizona Human Resources has

tools to assist supervisors and employees in making a plan for [remote and flexible work](#) as well as helpful guidelines for [return to the campus](#). Directives and guidelines pertaining to office space and other building-specific considerations can be found in Section 8.0 Physical Plant.

The following information is taken directly from the [Returning to Workspaces](#) guidance:

[Guidelines for Work at Home](#) (7/21/2020)

Supervisors and employees must work together to ensure that as many employees as possible are able to work from home, for as long as sensible. This is especially true for those employees who may be at risk of severe illness from a COVID-19 infection, based on [CDC Guidance](#).

Disability & Medical Concerns

If, after discussing temporary modifications with your supervisor, you still have concerns based on your own disability or medical condition, please connect with the Disability Resource Center for options. The DRC may ask for medical documentation to assess reasonable accommodation. Medical information will be kept confidential.

Contact the DRC at workplaceaccess@email.arizona.edu or 520-621-3268.

Age-Related and Caregiver Concerns

If, after discussing temporary modifications with your supervisor, you still have concerns based on other risk-factors or related issues (e.g., age-related or caregiver concerns), please connect with Human Resources for support in working with your manager/supervisor.

Contact Human Resources at HR-COVID19-Questions@email.arizona.edu or 520-621-3660.

When work from home is not feasible:

- *Enact staggered or rotating schedules and break times*
- *Stay at least 6 feet apart from others when onsite and eliminate contact (e.g. handshaking, hugging)*
- *Avoid large gatherings of employees (greater than 10 people) when feasible*
- *Use virtual meetings as much as possible and in all cases where more than 10 people*
- *Encourage employees to take the stairs and reserve elevators only for those who are unable to use the stairs*
- *Take separate vehicles or distance as much as possible when sharing*

Supervisors and employees should work collaboratively to ensure that the unique circumstances and needs of their workplace are considered and all possible means of increasing physical distance are utilized.

Arizona Law will also adhere to the [COVID-19 Workplace Positive Case Notification Protocol and Related Personnel Actions](#). This guidance provides step-by-step instructions for employees, supervisors, and department heads in the event of a COVID-positive colleague in the building. It includes notification protocol to public health, close contacts, facilities management, and everyone in the building. It also includes important [privacy guidelines](#) when an employee tests positive.

5.1.2 Additional Arizona Law Guidance

In accordance with UArizona [Returning to Workspaces](#) guidance and directives (7/21/2020) and communications from the Office of the Provost and Provost Liesl Folks (6/5/2020; see Sec. 5.0 above), supervisors will meet with every employee to determine remote work opportunities. Supervisors should complete the [UArizona COVID-19 Workplace Prevention Checklist](#) in planning their unit’s safe return. Supervisors will make a plan for their units in consultation with the College of Law Chief of Staff.

1. Following UArizona guidance for supervisor-supervisee communications, identify workers who can or need to continue to fully **work from home** (WFH).
 - ▶ Determine who can perform all or most core functions remotely.
 - ▶ Those who can work remotely (as determined in consultation with supervisors) should continue WFH arrangements.
 - ▶ Support alternative work for workers who are unable to come to campus.
 - ▶ Advise workers on how to seek accommodations for those who are unable to come to campus and unable to WFH.
 - ▶ **MILESTONE:** July 1, 2020
2. Following UArizona guidance for supervisor-supervisee communications, identify workers and teams whose core work must be performed **partially onsite**.
 - ▶ Adopt flexible on-site work schedules to avoid congestion and minimize contact.
 - ▶ In each department or work zone, adopt alternating daily or weekly shifts for workers or teams to be on campus and to work remotely. This will help to reduce congestion at the Arizona Law, aid in social distancing, and help comply with the 144 sq. ft. per person office recommendation. Weeks will begin on Sunday and run through Saturday for purposes of defining “alternating weeks.”
 - ▶ Stagger and extend traditional work day hours to avoid congestion at “rush hour.”
 - ▶ Ensure team members are able to socially distance while onsite.
 - ▶ **MILESTONE:** July 1, 2020

3. Following UArizona guidance for supervisor-supervisee communications, identify workers and teams whose core work must be performed **fully on-site**.
 - ▶ Adopt flexible on-site work schedules to avoid congestion, minimize contact, and comply with the 144 sq. ft. per person office recommendation.
 - ▶ Stagger and extend traditional work day hours to avoid congestion at “rush hour.”
 - ▶ Ensure team members are able to socially distance while onsite.
 - ▶ **MILESTONE:** July 1, 2020
4. In accordance with UArizona Safe Return to Work Guidance:
 - ▶ Work to achieve 25%-50% staffing occupancy at any given time at the College of Law.
 - ▶ Arizona Law Chief of Staff will provide the Dean with an overall, anonymous staffing plan based on input from all supervisors in an effort to meet this criteria. **MILESTONE:** July 15, 2020
 - ▶ Review and regulate flows of foot traffic on Arizona Law property to reduce the density of people moving through tight spaces.
 - ▶ Observe social distancing at all times.
 - ▶ Require all individuals to wear cloth face coverings or masks while on site and not wholly within their own domains (e.g. a face covering is not required in an office, while only one employee is in that office). See 14.0 for additional guidance.
 - ▶ Provide disposable masks to individuals who do not have one or need a new one during the work day.
 - ▶ Make available gloves, disinfectant, hand sanitizer, and other sanitation items to every unit, department, and work zone.
 - ▶ Enhance disinfection of fomites (objects or materials which are likely to carry infection) with EPA-registered disinfectants on a regular basis by professional custodial services.
 - ▶ Provide extra protection (e.g. Plexiglas shields, face shields) for Arizona Law community members whose jobs require more regular and repeated face-to-face interaction or direct contact (e.g. clinic welcome desk).
 - ▶ Refer individuals with COVID-19 infections to UA healthcare support, affordable housing and wrap-around wellness services.
 - ▶ Regularly communicate best practices, updates, levels of protection, and possible infectiousness following a positive result to the workforce.

5. Student Workers

- ▶ Students working at the College of Law should work from home whenever possible.
- ▶ Students who must work on the College of Law campus must comply with the provisions of this Plan including daily wellness checks, temperature readings, and the Pledge for a Safe Return.
- ▶ UArizona guidance for staff applies equally to student employees.
- ▶ Additional College of Law guidance for staff applies equally to student employees.
- ▶ Supervisors should employ the same strategies for student employees that they do for staff, including staggering shifts of student workers to promote social distancing and reduce density.
- ▶ Office space and conditions of student workers shall be equally safe as for all employees.
- ▶ Student workers should not access facilities at the College of Law campus when they are not at work or otherwise eligible to be on the College of Law campus.

5.2 FACULTY

Arizona Law has 40 full-time faculty members, more than 90 Professors of Practice, and 6 emeritus faculty members who continue to teach at Arizona Law.

Professors of Practice include a variety of attorneys, judges, and other legal professionals who teach part-time at Arizona Law. Approximately 30 Professors of Practice are scheduled to teach courses or portions of courses in Fall 2020.

Faculty, like staff and students, are required to participate in all campus safety protocols outlined in this plan when they come to campus to teach, work, attend meetings and events, use the law library, or engage in any other on-site activity.

Following a [communication](#) from the Office of the Provost and Provost Liesl Folks on June 5, 2020, faculty members who self-assess to be at “higher risk for severe illness from COVID-19 or have related concerns” should initiate a discussion with the College of Law Associate Dean for Academic Affairs or Chief of Staff about possible temporary modified work conditions.

- ▶ **MILESTONE:** Faculty who wish to discuss modified work conditions should initiate a discussion with the Associate Dean for Academic Affairs or the Chief of Staff by **July 1, 2020.**

The Associate Dean for Academic Affairs, Dean, and Chief of Staff will work with faculty members to develop flexible work arrangements to the extent curricular needs allow.

- ▶ **MILESTONE:** Arrangements to be made by **July 15, 2020.**

5.3 STUDENTS

For the 2020–2021 academic year Arizona Law has approximately 400 students enrolled in the JD program, including 130 first-year students, 150 second-year, and 120 third-year. We also have approximately 46 Advanced JD students (included in the numbers above), 8 LLM students, 5 SJDs on campus, and 5 SJDs off campus working on their dissertations. We have approximately 20 MLS students on campus, and 200 online. The fall curriculum for Arizona Law is addressed in section 6.2.

Arizona Law, together with the School of Social and Behavioral Sciences, enrolls approximately 900 BA in Law students in combined on-campus (700 students) and remote programs (200 students). The BA in Law program is addressed more fully in section 6.7.

The following rules shall apply to all JD, LLM, SJD, and MLS students:

1. In accordance with the COVID-19 Adjusted Teaching Models (aka Teaching & Learning Guidelines (6/15/2020) (Appendix C), and [UArizona Fall Four Class Formats](#), the College of Law will offer classes in four modalities: in-person, flex in-person, live online, and fully asynchronous online.
2. Students, like faculty and staff, are required to participate in all campus safety protocols if they opt to come to campus for in-person classes, clinics, events, to access spaces such as the law library or journal offices, or to use services such as Career Development Office and Student Affairs.
3. Students who do not wish to submit to the Arizona Law’s safety protocols will learn and study from home or elsewhere on campus.
4. Students attending courses not held at the College of Law must do so remotely.
5. Exceptions may be granted by the Dean’s Office or Arizona Law COVID Task Force.
6. Students are expected to comply with these guidelines for their own and others’ health and safety. Repeat violators will be subject to discipline.
7. Like all members of the University and Arizona Law, students will be provided with training materials related to returning to campus in a time of COVID-19, best practices, and unique aspects of the Arizona Law plan. Students will be asked to sign a Pledge for a Safe Return before coming to campus.

5.4 MEMBERS OF THE UARIZONA COMMUNITY

Members of the UArizona community, including undergraduate and graduate students, faculty from other departments, and staff from across campus, frequently attend meetings and events at Arizona Law. Until further notice, Arizona Law is open only to faculty, students, and staff of Arizona Law.

Except in limited circumstances with pre-approval from the Dean’s Office or the Arizona Law COVID Task Force, members of the wider UArizona community will be prohibited

from entering the courtyard and any of the buildings of Arizona Law, including the law library.

Anyone requesting entrance to the Arizona Law campus must complete the daily screening questionnaire and temperature check at the kiosk or online.

5.5 ALUMNI, GUESTS, AND PUBLIC

The Arizona Law community includes hundreds of alumni in Tucson and surrounding areas who frequently come to the Arizona Law for events, meetings, and other activities. Members of the public also visit Arizona Law to attend events and to use our law library. Until further notice, Arizona Law is open only to faculty, students, and staff of Arizona Law.

Except in limited circumstances and with pre-approval from the Dean’s Office or the Arizona Law COVID Task Force, alumni, guests, and members of the public will be prohibited from entering any of the buildings of Arizona Law, including the law library. See Sec. 9.0 for law library information.

This prohibition does not apply to clients of our clinical programs. Clients of the clinical programs who must come to campus will make prior arrangements with the clinic as outlined in section 6.5.

Anyone requesting entrance to the Arizona Law campus, including clinic clients, must be escorted into the building by a staff or faculty member to ensure compliance with temperature testing and questionnaire requirements.

The Arizona Law Admissions department will conduct prospective student events and meetings virtually and, in limited instances, on campus, in accordance with this Plan and in consultation with the Dean's Office and/or COVID Task Force.

6.0 INSTRUCTION

Arizona Law will continue to deliver high quality instruction across a range of courses, clinics, and externships. This Plan’s goal is to maintain the highest standards for teaching and learning while mitigating the risk of COVID-19. Arizona Law will promote flexible teaching and learning modalities to accomplish this goal. The Plan integrates the strong foundation Arizona Law has built for remote learning opportunities over the past several years with the rich on-campus learning environment that is core to Arizona Law. In doing so, this Plan seeks to respect the significant challenges students and faculty face in returning to campus.

6.1 UARIZONA GUIDANCE

This Plan adopts UArizona Guidance from two different sources: 1) COVID-19 Adjusted Teaching Models (aka Teaching & Learning Guidelines (6/15/2020) (Appendix C); and 2) and [UArizona Fall Four Class Formats](#).

6.2 JD CURRICULUM

Arizona Law currently plans to offer 107 courses in Fall 2020. (See Appendix D for Fall 2020 course schedule and current enrollment data.) Eighty-nine of these courses are in the JD curriculum. The remaining 18 courses are part of the BA in Law and Masters in Law curriculums.

The JD curriculum is standardized in the 1L year. In the Fall semester, every 1L student takes Civil Procedure; Contracts; Torts; Legal Research, Analysis, and Communication; and Preparing to Practice.

Second- and third-year JD students have significant flexibility in their schedules. Upper-level courses include large doctrinal courses, smaller specialty courses, simulation and skills-based courses (e.g., Basic Trial Advocacy and Advanced Legal Writing), clinics, and externships.

There are 75 upper-level JD courses scheduled for Fall 2020. The majority of these courses have enrollments of 20 students or fewer. Only six upper-level courses have an enrollment of 40 or more: Criminal Law (100 students), Evidence (81 students), Family Law (65 students), Trusts & Estates (50 students), Conflict of Laws (48 students), and Administrative Law (41 students).

Assuming a full reopening of campus in Fall 2020, Arizona Law shall:

1. Following UA guidance, and pursuant to section 5.2 above, Arizona Law will work with faculty to designate courses based on modality of instruction, either in-person, flex in-person, live online, or fully asynchronous online.
 - ▶ **MILESTONE:** By **July 15, 2020**, and after consultation with faculty members (see section 5.2), the Associate Dean for Academic Affairs will provide the Registrar a list of classes that will be taught fully remotely, for purposes of room and course scheduling.
2. Following UA guidance to reduce density on campus and Provost Folks’s example of staggered, alternate weeks of in-person instruction as a way to achieve that goal while maximizing safe opportunities for in-person instruction models and further developing pedagogically effective online lessons, Arizona Law will adopt a Red/Blue Team schedule:
 - ▶ Each JD class, as well as the MLS, LLM, and SJD students, will be divided in half, into a Red Team and a Blue Team. While all students will have the option to attend classes remotely, the Red and Blue Teams will alternate weeks when they are permitted to attend classes in-person.
 - ▶ In the alternate weeks, the students will be required to attend class remotely and remain off campus. Exceptions may be granted in limited cases by the COVID Task Force or the Dean’s Office.
 - ▶ Weeks will begin on Sunday and run through Saturday for purposes of defining “alternating weeks.”

- ▶ This staggered schedule reduces campus density, promotes physical distancing in the classroom, and has the added advantage of leveraging the latency period of the virus.
 - ▶ **MILESTONE:** By **August 1, 2020**, Red/Blue teams will be assigned.
3. Encourage flexible, hybrid methods of course delivery
 - ▶ Encourage all faculty to consider incorporating other approaches to teaching, consistent with this general plan, which would incorporate in-person and online components in a manner that: 1) reduces the number of students physically present at one time; 2) leverages the respective strengths of the online and in-person format; and, 3) ensures students’ accountability for course material. For example, a course could include pre-recorded introductory lectures, asynchronous small group work on problems, and in-person sessions to discuss and debrief. In tandem, these approaches could deliver a high-quality, interactive experience in which in-person interactions of a proportion of a class occur when they are of the greatest pedagogical value.
 - ▶ Provide support for faculty to develop and transition to new models of delivering instruction remotely.
 4. Encourage faculty members to hold office hours using a mixture of in-person, Zoom, and phone. When possible, faculty members should consider holding individual student meetings in the Arizona Law courtyard.
 5. Shorten fall break, making it possible to end in-person classes on Friday, November 20, 2020. The Fall 2020 Academic Calendar is available here: <https://law.arizona.edu/academic-calendar>.
 6. Require faculty to administer exams remotely in the fall semester so that students do not have to return to campus for exams.
 7. Develop teaching succession plans in the event a faculty member becomes ill or cannot work. Faculty members should contact the Associate Dean for Academic Affairs as soon as possible if they anticipate that disruptions related to COVID-19 will prevent them from fulfilling their teaching duties.
 8. Encourage all faculty to prepare in advance for a return to fully online course delivery on short notice.

6.3 CLASSROOMS

JD classrooms are located in three different Arizona Law buildings: the Law Commons building, the outer building (Rooms 160, 164, and 168), and Rountree Hall. A full list of the classrooms and seating capacity is provided in Appendix E. Arizona Law floor plans are provided in Appendix F.

The main Arizona Law Commons building has 10 classrooms, including several classrooms within the library.

The outer building contains three large classrooms, two with a capacity of 104 and a third with a capacity of 208, prior to the pandemic. These three classrooms are accessible directly from Arizona Law courtyard.

Rountree Hall has four classrooms, two reserved primarily for clinics and two reserved primarily for the Indigenous Peoples Law and Policy Program.

Finally, a small number of additional rooms can function as classrooms, including the faculty lounge, the Sullivan Conference room, and even sections of the lobby area in the main Arizona Law building.

Assuming a full reopening of campus in Fall 2020, Arizona Law shall:

1. Maintain appropriate distancing within classrooms to minimize contact and transmission: To the extent possible, maintain at least six feet of space between all persons at all times.
2. Require instructors and students to wear face coverings. See President Robbins July 13, 2020 [Administrative Directive on the Use of Face Coverings](#). See, also, Section 14.0 of the Plan.
3. Reduce congestion during class transitions:
 - ▶ Instructors holding classes in the courtyard classrooms are encouraged to keep the doors open during class, to the extent possible.
 - ▶ At a minimum, all classroom doors should be propped open at the beginning and end of class when students are entering and exiting.
 - ▶ To mitigate the congestion when exiting classes, professors should end class five minutes early. Professors are encouraged to dismiss the students in stages, by row or section. The lost classroom time will need to be made up with online instruction to comply with ABA guidelines.
4. Provide adequate A/V equipment in each classroom:
 - ▶ The equipment must provide for students attending the class synchronously and asynchronously.
 - ▶ Ideally, for synchronous delivery, the professor and in-person students should be able to see and interact with the remote, synchronous students seamlessly.
 - ▶ Ensure that each class is recorded and promptly posted to D2L for students attending asynchronously.
 - ▶ Provide training for faculty, faculty support, library staff, etc., to minimize glitches.
 - ▶ Refine the system for contacting IT staff when glitches arise.

6.4 FLOW

To facilitate the access restriction, daily screening, and physical distancing measures discussed earlier, this Plan establishes the following rules governing the flow of traffic on the Arizona Law campus:

1. Students will enter the Arizona Law campus at two designated entry points on the east and west ends of Arizona Law courtyard.
2. Students who have completed the daily screening questionnaire and temperature check online -- likely the vast majority -- may proceed directly to classrooms, the library, the lobby, the student lockers, or offices for student organizations.
3. Students who have not completed the daily screening questionnaire or temperature check must do so at the kiosk set up for this purpose before proceeding to their campus destinations.
4. In areas and times with predictably high traffic, for example, at 9:00AM, 10:30AM, and 1:30PM when several classes start, and also when other classes end, students should maintain social distancing to the extent possible and avoid congregating.
5. To aid in social distancing when students exit class, this Plan will make several changes to Arizona Law physical space. See Section 8.0.
6. Marks on the floors will aid in flow, social distancing and reduce congestion.

6.5 CLINICS

Arizona Law hosts 13 in-house clinics. Each clinic incorporates both a classroom component and clinical casework. The Clinics will continue to maintain high-quality, client-centered representation, while also minimizing transmission and ensuring the health and safety of Arizona Law community and clinic clients.

Where applicable, Arizona Law follows UArizona Guidance for Experiential Learning (set of three documents, 6/21/2020) (Appendix G).

To foster these goals, this Plan establishes the following rules for the daily operations of Arizona Law clinics:

1. No walk-ins will be permitted into the clinic offices in Rountree Hall.
 - ▶ Members of the Arizona Law community will continue to access Rountree Hall using CatCards.
 - ▶ Signs on each of the external doors will instruct all others that entrance into Rountree Hall is permitted only with advance arrangement and authorization by Arizona Law clinic faculty or staff. An intercom outside the west side, first floor entrance to Rountree will allow for communication with clinic administrative staff.

2. In-person meetings with individuals from outside the Arizona Law community will be restricted:
 - ▶ All clinic meetings and interviews involving anyone other than Arizona Law faculty, students, or staff, must take place in Rountree Hall 102.
 - ▶ All members of the public coming for a prearranged meeting, including clinic clients, witnesses, and co-counsel, will enter through the west side, first floor door of Rountree and be subject to Arizona Law daily screening procedures, including temperature check. This screening may be completed online or at the kiosk set up for this purpose.
 - ▶ The door to RH102 will remain locked at all times that it is not in use. Clinic administrative staff will oversee access and only unlock the door as needed.
 - ▶ Client and other meetings in RH102 will be on a strict appointment system. Sufficient time will be left between meetings to allow for cleaning.
 - ▶ Social distancing must be maintained during meetings. RH102 has a maximum capacity of seven people with social distancing. Meetings requiring the in-person participation of eight or more people will take **place at a location outside of Arizona Law**.
 - ▶ Visitors will not be permitted to access facilities on the College of Law campus outside of their designated meeting place without permission.
3. Travel for case-related purposes will be minimized to the extent possible.
 - ▶ When possible without jeopardizing case needs, case-related travel will be postponed.
 - ▶ Students whose casework requires travel will follow all university, state, and federal guidelines for travel.
4. Case Coverage: Clinic faculty will develop coverage plans to ensure continuous seamless representation in the event a faculty member or clinic student becomes ill.

6.6 EXTERNSHIPS/OFF-SITE CLINICS

In addition to in-house clinics, Arizona Law offers clinical and experiential learning opportunities through community partners.

Three offsite clinics provide students an immersive experience at the Attorney General’s Office, the Pima County Public Defender’s Office, and/or the Pima County Attorney’s Office. Arizona Law’s Externship program allows students to partner with outside attorneys and organizations, creating tailored experiential learning opportunities. Arizona Law’s Judicial Clerking program places students with local judges for academic term clerkships.

Students participating in clinical and experiential learning opportunities outside of Arizona Law should follow the policies and guidelines of the host organization as well as the UArizona Guidance for Experiential Learning (6/21/2020)(Appendix G).

6.7 BA CURRICULUM

The Bachelor of Arts in Law degree provides a core legal education at the undergraduate level. It includes a fully online degree path and an in-person degree path. For the 2020-2021 academic year, there are approximately 900 students enrolled in the BA Law program, with 200 participating in the fully online program.

In general, BA in Law students take Arizona Law courses during their Junior and Senior years. They frequently take one or two courses which are scheduled in the evening and taught by Arizona Law faculty. Some utilize the law library to study before and/or after their classes at Arizona Law.

Many BA classes and activities are held outside of the Arizona Law campus and will be subject to the rules governing the relevant facilities. To the extent that BA in Law students attend classes, participate in clinics, or have job responsibilities on the Arizona Law campus, they must conform with these rules and the access provisions contained in section 4.2

7.0 NON-CURRICULAR PROGRAMS

7.1 STUDENT ORGANIZATIONS, JOURNALS, LAW REVIEWS

Law school publications contribute to legal scholarship and explore new areas of research in the theory and practice of law. Student editorial boards work under the direction of student and faculty leadership to publish regular volumes, which can include student notes or articles by scholars and jurists nationwide.

Student organizations play an integral role in supporting the academic, administrative, social, and community engagement functions of Arizona Law. These functions include a wide range of activities including but not limited to: participation on Arizona Law committees, pro bono work, pipeline efforts, veterans affairs, distribution of food to ameliorate food insecurity, moot court competitions, access to justice, and restoration of civil liberties.

This Plan establishes the following rules for student organizations, including journals and law reviews, at Arizona Law:

1. According to the UArizona [Physical Distancing guidelines \(7/21/2020\) and CDC recommendations](#), people should avoid gatherings of more than 10 people. This rule applies to student gatherings regardless of where they are held.
2. All student organization gatherings and activities, whether held at the Law School, elsewhere at the University, or off-campus, shall conform to the safety protocols outlined in this Plan.
3. Until the Arizona Law COVID Task Force determines otherwise, at the beginning of every semester each student organization and law journal shall develop an

internal plan to carry out its operations and activities in conformity with this Plan.

7.2 FIRST-YEAR ORIENTATION

Planning for the Fall 2020 first-year orientation is ongoing and shall conform with all applicable University guidance and, insofar as practical, the safety protocols outlined in this Plan. First-year orientation will be held completely online with a mix of live events and asynchronous modules. Arizona Law is also planning re-entry presentations for returning students to ensure they are familiar with our new protocols.

- ▶ **MILESTONE:** AUGUST 1, 2020

8.0 PHYSICAL PLANT

In accordance with UArizona guidelines, this Plan establishes the following protocols for operation of the Arizona Law physical plant. These protocols aim to protect members of the Arizona Law community from infection and to limit the survival of the COVID-19 virus in our environment. A coordinated and cooperative effort between Arizona Law students, faculty, and staff, as well as outside parties, is essential to limit the spread of the virus.

The University of Arizona’s [Returning to Workspaces](#) website includes helpful guidance for employees who are returning to campus. There is information on how to navigate and prepare [Office Spaces](#), [Public & Common Areas](#), and [Elevators & Stairs](#).

8.1 OFFICE SPACES

The most important prevention methods in office spaces are to maintain physical distance, wear a face covering, wash your hands, and disinfect common surfaces regularly.

Supervisors in office settings should:

- ▶ *Use the “UArizona COVID-19 Workplace Prevention Checklist” to plan your office’s safe return.*
- ▶ *Work with employees to create work from home strategies, staggered schedules, and other ways to minimize the density of people physically present at work to maintain physical distancing.*
- ▶ *Encourage and support all employees to stay home if they are sick, have been in close contact (within 6 ft for 15 minutes or longer) with a COVID-19 positive case, or if they have tested positive themselves.*
- ▶ *Ensure all employees have face coverings and are aware of CDC guidance and UArizona’s Administrative Directive on the use of face coverings.*
- ▶ *Ensure disinfectants are made available to all employees; including hand sanitizer, hand soap, disinfectant solution for common surfaces, etc.*

- ▶ *Check in with employees to determine if they have questions, concerns, and are informed about all available resources (such as mental health and well-being, campus pantry, etc.).*

Employees in office settings should:

- ▶ *Maintain at least 2 face coverings and wear them in accordance with UArizona guidance and CDC best practices.*
- ▶ *Stay home, seek healthcare, and inform your supervisor if you begin exhibiting symptoms of COVID-19, have a confirmed positive COVID-19 test, or have been in close contact with a confirmed positive COVID-19 case.*
- ▶ *Clean and disinfect workspaces and equipment daily or more frequently*
- ▶ *Cover coughs and sneezes as much as possible.*
- ▶ *Follow all instructions and signage regarding COVID-19 prevention measures.*

8.2 PUBLIC & COMMON AREAS

Public and common areas are the places where COVID-19 is most likely to spread. Physical distancing is the most important means of controlling the spread of COVID-19 in these locations.

Supervisors should ensure:

- ▶ *Cleaning and disinfection of all public and common surfaces should be performed before and after each use or at least daily using an [EPA-approved disinfectant](#).*
- ▶ *Physical distancing and elevated hygiene measures ([proper hand hygiene](#)) is being practiced and encouraged.*
- ▶ *Remove and alter these spaces to minimize common touchpoints. Changes to the workplace itself can only be done by Facilities Management. Do NOT attempt to alter any location yourself; contact at (520) 621-3000.*

Common Areas

All employees should review and adhere to the best practices below for common public settings

Bathrooms

- ▶ *Face coverings should always be worn in bathrooms.*
- ▶ *Maintain physical distance when waiting to use the bathroom; wait outside of the bathroom if possible.*
- ▶ *Stand as far away from the toilet as possible when flushing and use your foot to flush if and when possible/feasible. If a toilet seat cover/lid is available, close the lid prior to flushing.*
- ▶ *Use a paper towel to open the door and minimize contact with common surfaces.*

Break Rooms and Kitchens

- ▶ *Face coverings should always be worn in breakrooms and kitchens.*
- ▶ *All surfaces should be wiped down before and after each use, with an [EPA-approved disinfectant](#).*
- ▶ *Avoid sharing any common items (e.g. coffee makers, coffee mugs, plates, utensils) and snacks. Employee should bring their own and keep at their desk to prevent possible transmission.*
- ▶ *Remove chairs and tables to discourage congregation in break areas and kitchens.*

Doors and Door Handles

- ▶ *Remove non-essential doors, only with the help of Facilities Management and approval of Risk Management Services (it may be a fire door or other important item that cannot be altered).*
- ▶ *Use a paper towel to open the door and minimize contact with common surfaces.*
- ▶ *Install foot pulls as an additional handle option where feasible, only with the help of Facilities Management.*

Shared Equipment (chairs, keyboards, printers, copiers, office supplies)

- ▶ *Try to reduce the amount of sharing that must occur, by providing individual office supplies, keyboards, etc.*
- ▶ *Leave equipment and light switches “on” all day to reduce common touchpoints.*
- ▶ *Supervisors and employees should remove unnecessary fabric upholstered chairs, and replace with easy to disinfect, non-porous material chairs, when practicable.*
- ▶ *Supervisors should place disinfecting supplies directly next to all shared equipment and encourage employees to clean before and after each use.*
- ▶ *Supervisors should secure supplies storage and designate specific personnel to manage stock and distribute items.*

8.3 [ELEVATORS & STAIRS](#)**Elevators**

The best way to use an elevator is alone; elevators should always be used with as few people as possible.

- ▶ *Face coverings should always be worn in elevators.*
- ▶ *Take the stairs if you are able and reserve the elevators for those who cannot.*
- ▶ *Appropriate physical distancing of at least 6 ft should be maintained; if you cannot keep that distance, try to wait for the next elevator or take the stairs.*

- ▶ *Use a tissue, glove, or other disposable item to push buttons when possible. Wash hands as soon as possible after exiting the elevator.*

Stairs

Stairwells and narrow staircases should move in a single direction. Many building managers have designated sets of stairs as either “Up” or “Down” only.

- ▶ *Face coverings should always be worn in stairwells.*
- ▶ *Look before you enter the stairwell and follow building signage.*
- ▶ *Avoid touching stair rails unless necessary.*
- ▶ *If the stairs go both ways, try to stay as close to one side as possible and do not linger in the stairwell.*

Practice Good Hygiene

After using an elevator or the stairs, all employees should avoid touching hands to face, eyes, and mouth and practice [proper hand hygiene](#) by either washing their hands thoroughly (soap and water for 20 seconds) or using hand sanitizer.

8.4 PHYSICAL/FUNCTIONAL ZONES

To assess the best mitigation strategies across the multiple buildings of Arizona Law, the Arizona Law campus was divided into seven different physical/functional zones and each examined separately. The table below outlines all the mitigation measures required by this Plan and treats Arizona Law as one unit (excepting the library, which is discussed in section 10 below). More detailed implementation plans for each zone are available upon request.

Some of the practices listed below will be performed by the College of Law’s building management team and some by UArizona’s facilities management (FM) team. These two groups already work in close coordination and the collaboration will continue under this new plan.

- ▶ **MILESTONES:** Enhanced sanitization methods are underway; furniture changes and office modifications will be made and signage posted by **August 1, 2020**; controlled access and reduced touchpoints will be in place by **August 10, 2020**.

Mitigation Strategy	How will it be implemented? [FM = Facilities Management planning to perform]	Locations/Notes
Safe Distancing (minimum 6')	<ul style="list-style-type: none"> ● Make every effort to create office spaces with 144 feet per employee ● Hold all meetings via online platforms unless the meeting’s content will be compromised by doing so ● Place signage in or remove chairs from classrooms, lounges, and meeting spaces to achieve 6’ distancing ● Create alternative meeting space for large in-person meetings (e.g. move to lobbies) ● Remove/reconfigure seating in lounges, common areas, offices ● Limit capacity in elevators, at picnic tables, in restrooms ● Control traffic flow: in heavily trafficked areas, make traffic one-way where feasible ● Control traffic flow: where classrooms have two doors, use one door for ingress and one for egress ● Use signage to reinforce: <ul style="list-style-type: none"> ○ 6’ distancing ○ Mask wearing required ○ New traffic flows within the buildings ○ New room/space capacities 	<p>Classrooms, common areas, conference rooms, journal offices, courtyard.</p> <p>Signage at points of entry, common areas, classrooms, hallways, stairs, elevators, courtyard, restrooms</p>
Sanitize and Disinfect	<ul style="list-style-type: none"> ● Install wall-mounted hand sanitizers at classroom and building entrances [FM] ● Situate sanitization stations throughout Arizona Law buildings for easy sanitization of work areas before and after contact ● When feasible, supplement the custodial crew’s daily sanitization of classrooms with a second disinfection mid-day, using a misting device if possible ● Disinfect upholstered lounge furniture daily [FM] ● Increase cleaning and disinfection of high touch points such as elevator buttons, door handles, light switches [FM] ● At weekly or biweekly intervals, disinfect classrooms, upholstered furniture, and high touch points with continuously active surface disinfectant developed by UArizona if available ● Provide designated (clear if possible) refuse cans for disposal of face coverings and gloves ● Improve air quality and change filters frequently [FM] ● Use signs to remind and educate <ul style="list-style-type: none"> ○ wash hands properly ○ sanitize work areas before and after use 	<p>Classrooms, common areas, conference rooms, lobbies, points of entry, kitchens, journal offices, student workrooms.</p>
Reduce Touch Points	<ul style="list-style-type: none"> ● Install touchless fixtures (e.g. toilets, faucets, foot operated doors, paper towels) in restrooms [FM] ● Install autofill water bottle water fountains and/or motion activated water fountains [FM] 	<p>Restrooms, kitchens, hallways, common areas, doors</p>

	<ul style="list-style-type: none"> ● Encourage use of a touch tool or tissue for high-touch items such as doors, water fountains, vending machines, sinks, refrigerators, cabinets ● Remove brochures and literature in common areas ● Regarding doors, where possible: post open interior doors; use knee to depress blue button to open automatic doors; use back to depress crash bars; use a touch tool in other instances 	Signage at high-touch items
Physical Barriers/face protection	<ul style="list-style-type: none"> ● Install polycarbonate shields at workspaces with frequent face-to-face interaction [FM] ● Install partitions in shared office spaces ● Repurpose spaces (e.g., move clinics’ open reception into room with a door) ● Require all persons to wear face masks in all public areas 	High-traffic offices and places where 6’ distancing is not possible; other public areas
Control Access	<ul style="list-style-type: none"> ● Require daily screening and temperature check for entry into Arizona Law buildings ● Install a screening tablet and temperature monitoring system at a kiosk set up for this purpose; ● In the main building, only the courtyard entrance doors will work. The Speedway entrance and the loading dock entrance will be locked. <ul style="list-style-type: none"> ○ Anyone can leave the premises using any exit doors. ○ Emergency personnel have override access via UAPD, who is first on the scene in any emergency per UArizona policy. They can enter through any door. ● Work with Amer-Ex to keep classrooms locked until needed ● Keep conference rooms locked until needed ● Where visitors are seen, terminate walk-in services and require appointments instead ● Lock supply closets ● Post signs at designated east and west courtyard entry points indicating that campus is open only to Arizona Law faculty, staff, and students. <ul style="list-style-type: none"> ○ These signs should include a telephone number for authorized visitors to call to obtain entry and information about our screening and temperature checks ● Post signs at all building entrances reminding people to complete screening and temperature check ● Post signs reminding people not to enter if they have symptoms or have had close contact with someone who does 	Designated areas/designated personnel provide access
Monitor	<ul style="list-style-type: none"> ● Request additional face coverings, gloves, disinfectant, hand sanitizer, and other anti-virus materials as needed. ● Wipe down defined areas biweekly in surveillance of potential hot spots* 	Refills as requested and/or observed *Per instructions of the testing team.

9.0 LAW LIBRARY

The Daniel F. Cracchiolo Law Library has 17 dedicated staff and faculty members participating in the teaching, research, and scholarship mission of the College of Law. Under this Plan, the library will offer traditional services such as legal research instruction, research support, interlibrary loan, and course reserves. The extent of each service will necessarily depend on Arizona Law campus accessibility, University guidance, and staffing levels. **Current hours and services are posted on the [law library website](#).**

The law library accounts for approximately 39,228 square feet of the Arizona Law footprint. It consists of two floors, located within the Law Commons Building.

The main level occupies approximately half of the first floor of the Law Commons, and includes 2 classrooms, 6 large study tables, 10 offices including the law journal offices, a circulation desk and course reserves area, public and student computers, and a reference desk. The study tables are divided by shelves housing the Arizona law collection.

The lower level takes up the entirety of the ground floor of the Law Commons and includes 3 classrooms (which are available for study when no class), 8 small group study rooms, 20 large tables (not including group study rooms), 32 study carrels, 15 additional small and large round tables, and approximately 30 upholstered couches and chairs, all open and throughout the lower floor.

With social distancing (6 feet), the library (excluding the classrooms) will seat approximately 40 students at single-seat tables, 18 students at study carrels, and 50 students in our soft-seating and modular furniture. The 8 study rooms will be for individual use (or pairs if members of the same household).

Aside from the Arizona collection on the main level, the physical collections of the library are shelved downstairs by collection type. Also included in the Lower Level is Secured Storage, Law Special Collections and Reading Room, two lactation rooms, and two small storage rooms.

- ▶ **MILESTONE** for all aspects of this section: August 1, 2020

Reference and Research Support

- ▶ Individual research support services for students, faculty, and staff will be offered via Zoom and email. The physical reference desk will be closed until further notice. Requests can be made via email, *AskCirculation*, or *AskLawRef*.
- ▶ Special Collections, archival material, and microform will be accessible by appointment only with a demonstrated and immediate research need. Library staff will provide copies of materials where possible.

Access to Library Materials

- ▶ Library staff will page books and physical materials for patrons. Patrons will be able to retrieve checked-out materials at the library entrance.
- ▶ Patrons can retrieve materials for themselves as well. The library will have a self-checkout process in place by **August 1, 2020**.
- ▶ Interlibrary Loan and course reserves will be fulfilled with online, electronic resources, and scanning whenever possible; and when necessary with physical materials.
- ▶ Returned materials will be quarantined in accordance with CDC and University guidelines.

Library Space Management

- ▶ Library use will be limited to Arizona Law students, faculty, and staff only. All members of the public, other UArizona students, and alumni will not be allowed to enter without prior approval by the Director of the law library, or in the Director’s absence, a member of the law library staff in consultation with the COVID Task Force. Requests can be made via email, *AskCirculation*, or *AskLawRef*.
- ▶ In order to facilitate social distancing, only those permitted on the Arizona Law campus on any given day will be permitted to use the Library. (Thus, when Red Team is on campus for classes, Blue Team may not use the library without permission.) Exceptions may be granted in advance by the Director of the law library or, in the Director’s absence, a member of the law library staff in consultation with the COVID Task Force.
- ▶ Signage shall be used throughout the library to remind patrons of social distancing standards and best practices.
- ▶ The library will have one-way arrows indicating entrance and exit at each library entrance.
- ▶ One-way pathways shall be designated through small hallway areas, doors, and on the Grand stairway.
- ▶ All study rooms will be single occupancy, and users will be advised to sanitize before and after use. Students will use an online reservation system (LibCal) to reserve study rooms for maximum 4-hour blocks. Extra chairs will be removed. (Two-person occupancy may be permitted for members of the same household.)
 - ▶ **MILESTONE:** August 15, 2020.
- ▶ Study tables in the upper level will be limited to one person per table. Study tables in the lower level will be limited to one person per table. Users will be advised to sanitize study tables before and after use. Extra chairs will be removed.
- ▶ Furniture throughout the library will be rearranged or removed to facilitate social distancing in common areas. Surplus furniture will be stored on the lower level.

- ▶ Some portions of the lower library are closed to store furniture so as to promote social distancing. Signage will indicate closed areas.
- ▶ The loading dock in the administrative area will be for deliveries only and will not be an entrance or exit for library patrons, faculty, or staff.
- ▶ Personal computer keyboard covers will be provided for the circulation staff.
- ▶ Masks will be required in all common areas in the library, including administrative areas, for all persons in the library. Masks will be available for those who do not have them.
- ▶ Hand sanitizing stations will be available and distributed throughout the library for use.
- ▶ Sanitizing stations for common areas such as study tables will be available and distributed throughout the library for use.
- ▶ Custodians will clean all patron-accessible surfaces at least once daily, and all staff areas and offices at least once daily.
- ▶ Use of the administrative areas in the library, including the printer/copier and kitchen, will be limited to library staff.

Staff Working Conditions

- ▶ Plexiglas barriers will be installed at the Circulation Desk for staff who frequently interact with patrons and where a 6’ distance is not always practicable.
- ▶ Staff will be provided with sanitization products to keep their work areas cleaned and sanitized between custodial cleanings.
- ▶ All staff offices should be single occupancy at all times. Virtual alternatives, conference rooms, and open space that allow for safe social distancing should be used for meetings.
- ▶ Book trucks will remain available for library staff use only, and staff are responsible for sanitizing before and after use.
- ▶ Air purifiers rated effective against viruses may be installed in areas of the library with poor circulation.
- ▶ The kitchen will be closed except for disinfecting and cleaning purposes; use of the refrigerator will be limited to essential daily food storage.

10.0 DELIVERIES AND MAIL HANDLING

The law library staff receives all mail for Arizona Law, the law clinics, and the law library via access to the loading dock located at the east side of the Library. This includes delivery of mail from UArizona Campus Mail and delivery services including Amazon, FedEx, and UPS. UArizona Campus Mail has indicated they will not quarantine any mail prior to delivery to Arizona Law.

To reduce the potential for viral transmission and to avoid compromising the access restrictions and mitigation measures established by this Plan, deliveries and mail handling shall be governed by the following rules:

1. Staff-only doors, located off the loading dock, will be designated for mail deliveries and mail pick-up only. No staff entry will be allowed. Signage will be used for enforcement, and CatCard access for faculty, staff, and students will be disabled for these doors.
2. Delivery drivers will not be permitted to enter the building, with the exception of large deliveries. In this case, masks will be provided to drivers and they will be accompanied by staff, practicing social distancing norms, to the designated quarantine room, assuming that drivers are permitted by their employers to enter the building.
3. Staff will follow out a no-contact rule with delivery drivers, practicing ID-only acceptance for packages, maintaining a distance of at least 6 feet, picking up deliveries left on the loading dock by delivery driver, and complying with any additional safety guidelines required of drivers by their employers.
4. Because library staff may not be present for courier pick-ups from the loading dock, individuals or units will schedule pick-ups.
5. All incoming mail and deliveries will be quarantined in the quarantine room for 24-72 hours before being relocated to another room for sorting. These rooms are secure and can be accessed only by a limited number of staff.
6. Members of the law library will sort the mail for individual library staff and place mail for the rest of the Arizona Law community in a bin for pick-up and delivery to the second floor mailroom where it will be sorted and placed into the mailboxes of all members of the College of Law.
7. In order to reduce the quantity of incoming mail, and per UArizona and Arizona Law Guidelines, the rule forbidding personal mail and other deliveries will be strictly enforced.
8. Gloves, masks, disinfectant spray, and other sanitation supplies will be provided to all staff handling mail.
9. Masks and gloves will be worn at all times by any staff handling incoming mail and during the sorting and processing of quarantined mail.
10. Hand washing shall be required immediately after the completion of any mail handling tasks.
11. All carts, mail bins, desks, processing tools, and door handles will be sanitized before and after use by staff conducting mail handling tasks.
12. Social distancing norms will be adhered to by staff undertaking mail handling tasks.
13. Custodial staff will be advised to not clean the quarantine room.

11.0 EVENTS AND GATHERINGS

Traditionally, the Arizona Law holds dozens of events each semester, ranging from small (10+) specialized lunchtime talks to large (200+) high-profile community events. These gatherings are integral to the Arizona Law’s culture, offering social and educational growth while also strengthening our image within the Tucson community and beyond.

11.1 FALL EVENTS

For fall 2020, events involving non-Arizona Law persons will be held in a virtual setting, with the aim of keeping the law campus relatively isolated from the community at large:

1. If the speaker is not part of the Arizona Law community, that person should present remotely.
2. If the event is open to the public, it should be streamed and/or recorded so that outsiders do not come onto campus.
3. A special exemption will be considered for the graduating class of 2020 for Homecoming weekend. In May, UArizona announced that the Class of 2020’s in-person convocation will take place over Homecoming weekend, with the caveat that all ceremonies and convocations are subject to change. Arizona Law will follow the university’s lead on this event.

11.2 SPRING EVENTS

If circumstances allow (as determined by the COVID Task Force), Arizona Law will follow a phased-in approach to spring 2021 events:

1. **Non-Arizona Law speaker and public audience:** organizers should consider remote or hybrid presentations as an alternative to large public events. Any persons physically present must adhere to social distancing of 6 feet and wear masks.
2. **Non-Arizona Law speaker and Arizona Law audience:**
 - a. The guest speaker will present remotely, and a room will be reserved for Arizona Law members to attend and watch the presentation together. All physically present will adhere to social distancing of 6 feet and will wear masks; or
 - b. The guest speaker will present in person, and attendees will be seated a minimum of 6 feet from the speaker and from each other. Masks will be worn by attendees as an additional means of mitigation.
 - c. Whether the speaker is presenting remotely or in person, remote viewing will be offered for those not participating in in-person activities.
 - d. Whenever practical and with the speaker’s permission, events will be recorded for later viewing.

3. **Arizona Law speaker and Arizona Law audience:**

- a. These events may be presented in-person for those who wish to attend physically. All physically present would adhere to social distancing of 6 feet and must wear masks.
- b. Remote viewing will be offered for those not participating in in-person activities.
- c. Whenever practical and with the speaker’s permission, events will be recorded for later viewing.

4. **Celebratory and other special events:** Typically these events are large and include many persons outside of the current Arizona Law community, including alumni members and their families. These events will be postponed until further notice, subject to exceptions authorized by the Dean’s Office and/or the Arizona Law COVID Task Force.

- a. For those events that cannot be canceled, social distancing will be expected and masks will be worn by Arizona Law membership as an example for outsiders who are on campus for the event.
- b. Outsiders coming to campus will be asked the standard health screening questions and have their temperatures checked before being admitted into the event. Arizona Law will provide masks to those not wearing them.

11.3 FOOD AT EVENTS

Food plays an important role at Arizona Law events, drawing more attendees and enhancing the sense of connection and community among them. “Breaking bread” at Arizona Law will necessarily take different form under COVID:

11.3.1 Fall

During the fall of 2020, any event or gathering offering food to attendees will provide pre-packaged, individual servings. Social distancing will be maintained during the snack/mealtime. Masks taken off for eating and drinking purposes must be replaced immediately in accordance with UArizona guidelines.

11.3.2 Spring

If circumstances allow (as determined by the COVID Task Force), Arizona Law will phase in more food options at spring 2021 events:

1. The Student Union’s catering operation is developing new food service and delivery protocols which will be in keeping with current health code requirements.
2. Food from off-campus vendors must be served in one of three ways:
 - a. individually pre-wrapped in a “to-go” fashion;

- b. food eaten on-site is either individually wrapped or served by a person wearing a mask and gloves; or
 - c. plated meals, prepared and delivered by a professional catering service.
3. Social distancing will be maintained during events offering food and beverage. Masks will necessarily be removed for eating and drinking purposes, but should be replaced immediately following as per UArizona guidelines.

11.4 MEETINGS GENERALLY

Faculty, staff, and students meet frequently in a variety of settings (a few examples include faculty/student advising, administrative and team meetings, faculty meetings and library/student research support). Unless otherwise specified in this document, meetings will be governed by the following rules:

1. All meetings should be held using an online platform unless the meeting’s content will be significantly compromised by doing so.
2. According to the UArizona [Physical Distancing guidelines \(7/21/2020\)](#) and [CDC recommendations](#), employees should avoid gatherings of more than 10 people.
3. In-person meetings may be held only if 6 feet of social distancing can be maintained throughout the meeting. Attendees will wear masks throughout the meeting.
4. Online participation must be offered to anyone unable to attend the meeting in-person.

12.0 COMMUNICATION

It is crucial for the New Safe Return Committee, the Arizona Law COVID Task Force, and the Dean’s Office to communicate frequently and effectively with the Arizona Law community throughout the process of operating under this Plan. To that end, this Plan adopts the following communications strategy:

1. The Dean’s Office and New Safe Return Committee will provide weekly planning updates (including website and/or email) until a final version of this Plan is approved. **MILESTONE: Begin by May 15, 2020.**
2. The Dean’s Office and New Safe Return Committee will host a series of Town Hall video sessions for different audiences to solicit feedback on the planning process. **MILESTONE: June 30, 2020.**
3. The Dean’s Office and New Safe Return Committee will circulate a draft of this Plan to the Arizona Law community at the earliest practicable date. **MILESTONE: June 15, 2020.**
4. Upon receipt of UA guidance, workforce planning will begin at the department and unit level. **MILESTONE: June 1, 2020.**

5. Create an anonymous, online feedback form for the Arizona Law community which will remain open for comments, questions, concerns, and suggestions. **MILESTONE: May 15, 2020,**
6. Across a variety of media channels and platforms, Arizona Law will regularly emphasize that diligent overall adherence to the Plan is essential to the safety and health of the entire community. **MILESTONE: July 15, 2020,**
7. All Arizona Law faculty, staff, and students shall be required to complete the campus re-entry training to be provided by UArizona. **MILESTONE: August 1, 2020**
8. When this training becomes available for review, Arizona Law shall further evaluate the need for supplemental training on the unique aspects of this Plan. **MILESTONE: July 1, 2020.**
9. Prior to the start of the Fall 2020 semester, Arizona Law will make available to all members of the community a “Safe Return to Campus” packet containing a mask, touch key, and refillable disinfectant spray bottle. The final New Safe Return Plan, training instructions, and a Pledge for a Safe Return will also be included. **MILESTONE: August 1, 2020.**

13.0 SUPPORT AND RESOURCES

Arizona Law recognizes that COVID has wreaked havoc on our pre-pandemic lives. Today’s unnerving realities of illness, hospitalization, and death; financial challenges and devastation; and unanswerable questions and near-constant change have spawned ubiquitous tension and anxiety. To temper these stresses, we offer the following resources to the Arizona Law community:

1. A list of local and UArizona resources which can help to mitigate some of the hardships brought on by COVID-19. Examples include food pantries, assistance with dependent care, emergency financial aid, and support for mental and emotional health needs.
2. For our students, UArizona’s [Counseling and Psychological Services](#) (CAPS) office is available for one-on-one sessions. In addition, through the auspices of Dean Miller, Arizona Law will continue to contract with mental health professionals to provide confidential counseling services to law students during the fall semester as budget allows.
3. Staff and faculty will be advised to take advantage of the counseling and support offered through UArizona’s [Life and Work Connections](#) as well as through the [Employee Assistance Program](#) (EAP). If preferred, employees may also obtain mental health services through their insurance. Under certain circumstances and for a limited time, these services are offered without co-pay or office visit charges.

Furthermore, the University of Arizona has compiled a wealth of resources available to our community. Please see [Mental Health, Wellness & Resiliency](#) (7/21/2020) for more information.

- ▶ **Milestone:** Contracted Psychologists: August 1, 2020. All others in place.

14.0 FACE COVERINGS

This Plan adopts the UArizona [Administrative Directive](#) (7/13/2020), face coverings directive from the UArizona [Returning to Workspaces](#) guidelines (7/21/2020), and the Disability Resource Center’s [Face Coverings and Accessibility Considerations](#).

Compliance with these requirements, as with all other provisions of this Plan, is necessary to participate in in-person activities at the College of Law. Members of the Arizona Law community who do not wear a face covering must participate in College of Law activities remotely.

Arizona Law adopts the following guidelines (7/22/2020):

- ▶ [Student Expectations & Compliance Process for the use of Face Coverings](#); and
- ▶ [Employee Expectations & Compliance Processes for the use of Face Coverings](#).

14.1 WEARING FACE COVERINGS

The University of Arizona’s guidelines for [Returning to Workspaces](#) includes the following provisions for wearing face coverings while on campus:

*Employees, students, and visitors **must use face coverings** in all UArizona locations, both indoors and outdoors, in accordance with UArizona’s [Administrative Directive](#). Face coverings are not a substitute for physical distancing, which should remain the primary means of preventing transmission.*

Face coverings, when worn by the majority of people in a community, can help prevent the transmission of viral particles into the air and onto common surfaces, thereby reducing potential exposures and rates of transmission in the community.

Face Coverings

- ▶ Must cover the nose, mouth, and chin of the wearer
- ▶ Can be cloth masks, homemade or purchased, or disposable surgical masks.
- ▶ Are meant to protect the community from you; many cases of COVID-19 are spread by people who may not even realize they are sick (asymptomatic).
- ▶ Are not a substitute for physical distancing, which should remain the primary means of preventing transmission.
- ▶ Are NOT Personal Protective Equipment (PPE), such as [N95 masks](#), which are designed to protect you from hazards in your environment and are used in health care settings.

See also [CDC information on face coverings](#)

Supervisors should:

- ▶ Ensure all employees have an adequate supply (at least 2) face coverings available.
- ▶ Ensure all employees are wearing face coverings when required, unless granted an exemption by the [Disability Resource Center](#).
- ▶ Contact [Human Resources](#) for any issues regarding the use of face coverings by an employee in the workplace.

Employees should:

- ▶ Always keep a face covering nearby while in the workplace to be able to comply with UArizona’s [Administrative Directive](#).
- ▶ Only ever use their own face covering; **no swapping between individuals is permitted.**
- ▶ Review [CDC recommendations](#) and educational materials prior to the use of face coverings in the workplace (proper materials, proper use, methods to [properly don \(put on\), use, and doff \(take off\)](#), and methods to properly [sanitize](#)).
- ▶ Remove their face covering as few times as possible each day, as each time it is removed the wearer is potentially exposed to any virus on the covering.
- ▶ Avoid touching eyes, mouth, and face and practice [proper hand hygiene](#) (washing with soap and water is best or using an alcohol-based hand sanitizer).
- ▶ Clean your face coverings as often as possible; daily cleaning is recommended.
- ▶ Immediately dispose of any face covering that appears to have deformation, holes, or other issues; **compromised or otherwise damaged face coverings should never be used.**
- ▶ Store face coverings in a secure and clean location where they will be free from contamination (e.g. desk drawer, paper bag, etc.) when not in use.
- ▶ If you are concerned about wearing a face covering on the basis of your disability, please see [Face Coverings and Accessibility Considerations](#) for more information.

14.2 ACCESSIBILITY CONSIDERATIONS

The University through the [Disability Resource Center](#) provides guidance on accessibility considerations with face coverings as follows:

All campus community members are expected to comply with this requirement. If you are concerned about wearing a face covering on the basis of your disability, potentially related to anxiety, hearing loss, breathing or dexterity issues, please consider the use of a clear mask or another option that offers a different design and promotes effective ease of use.

If you do not believe any face covering option will work for you based on your disability, please contact DRC to discuss a potential accommodation. Before exploring an accommodation to this requirement, DRC staff will talk with you about the range of effective face coverings detailed below.

FACE COVERING DESIGN	PICTURE	DESCRIPTION	ACCESSIBILITY CONSIDERATIONS
Disposable face mask		Manufactured non-woven material 3 ply filter with elastic loops that covers nose and mouth.	Consider if thicker cloth masks cause difficulty breathing.
Gaiter style fabric face mask		Homemade or manufactured tube of stretchy fabric that can be pulled over the full face.	Consider if dexterity is a concern.
Clear mask		Mask with face visibility.	Consider when ability to view the speaker's mouth is necessary (e.g., need to have the ability to read lips).

Students Questions: Please contact the DRC Front Desk at DRC-info@arizona.edu or call 520-621-3268.

Employee Questions: Please contact Workplace Access at DRC-workplaceaccess@arizona.edu.

APPENDIX

- A. [Research Study for College of Law and College of Engineering](#): (restricted; available upon request)
- B. [Arizona Law Pledge for a Safe Return](#) (draft)
- C. [COVID-19 Adjusted Teaching Models for UA’s Domestic Campuses](#) (6/15/2020) (aka T&L Guidelines_On-Campus Degrees_AY21): (restricted; available upon request)
- D. Fall 2020 [Arizona Law Course Schedule](#) with enrollment figures: (not available online; available upon request)
- E. Arizona Law Classroom Capacity (forthcoming)
- F. [Arizona Law Floor Plans](#): (accessible by Arizona Law community only; available upon request)
- G. UArizona Guidance for Experiential Learning (6/21/2020):
 - 1. [Updated Guidance on Credit-Bearing Experiential Learning Activities](#);
 - 2. [Assessment of Risk Management Protocols for Credit-bearing Experiential Learning Activities](#);
 - 3. [Guidance to Departments on Planning for and Approving Experiential Learning Activities](#): (restricted to UArizona community only; available upon request)
- H. [Arizona Law COVID-19 Budget](#): (restricted; available upon request)

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