

## **University of Mississippi COVID-19 Building Plan Manual**

Below are guidelines for the University of Mississippi School of Law during the COVID-19 pandemic.

### **GENERAL**

#### **University of Mississippi COVID-19 Website –**

For general university information and updates about COVID-19, please visit [coronavirus.olemiss.edu](https://coronavirus.olemiss.edu)

#### **Symptom Checker –**

The University has created a self-checker tool for COVID-19 based on current CDC guidance, which can be found under the “Self-Monitoring” section at <https://hr.olemiss.edu/coronavirus/>

#### **COVID-19 Symptoms –**

If you have symptoms of COVID-19, you should contact University Health Services at 662-915-7274.

Symptoms for COVID-19 include the following:

- Fever
- Cough
- Shortness of breath
- Sore throat
- Muscle aches
- Fatigue
- Headache
- Runny nose
- Congestion
- Nausea
- Vomiting
- Diarrhea
- New loss of taste or smell

#### **Isolation and Quarantine –**

If you have symptoms, have tested positive, or have been in close contact with someone with suspected or confirmed COVID-19, you will need to quarantine or isolate according to the rules outlined below:

- *Isolation* refers to staying in your home, away from contact with people, IF you are sick, or have tested positive for COVID-19 (even without symptoms). After testing for COVID-19, and before you get your results, you will behave as if you have coronavirus, and start isolation. You can only come out of isolation after 3 days have passed without fever AND 14 days have passed since your first symptom.
- *Quarantine* refers to staying in your home, away from contact with people, IF you have been in close contact with someone with confirmed or suspected COVID-19 (up to 48 hours before they began feeling sick). You will need to be tested, and then quarantine for 14 days.
- *Close contact* refers to the following:
  - being in the presence of someone with confirmed or suspected COVID-19 for at least 15 minutes without a mask,
  - or within 6 feet or less of that person for at least 15 minutes with a mask,
  - or if that person coughs, sneezes, or yells in your face,
  - or if you touch them or eat or drink from their plate or cup,
  - or if you care for them in your home.

#### **Dashboard -**

The University has launched a dashboard to share data and metrics that we are tracking to assess the impact of COVID-19 on our campus. The dashboard can be found on the University website here:

<https://coronavirus.olemiss.edu/covid-19-dashboard/>

#### **Coronavirus Sentinel Testing -**

UM offers free random Coronavirus testing to faculty, staff, and students. The program is designed to track asymptomatic spread of the virus on campus.

#### **Reporting a Positive COVID-19 Result -**

All students must report positive tests to Student Health and employees must report positive tests to Employee Health, regardless of where the test was performed. To report a positive COVID-19 result, you can download the Everbridge App mobile and select the "Report Positive COVID-19" button. Scan or take a picture of your results and upload it to our HIPAA-compliant UMBOX. Only University Health

Services personnel will be able to view your documentation. Or you may fill out the UHS Self Report form found at <https://coronavirus.olemiss.edu/wp-content/uploads/sites/320/2020/08/Accessible-UHS-Self-Report.pdf>. Scan or take a picture of your results, and upload both the form and your results to the UMBOX. **You may also use both methods described above to report positive test results over the weekend.**

#### **UM Vaccine -**

The university serves as a vaccination site and has formed a Vaccine Distribution and Administration Task Force. For the latest updates on when, where, and how you may get the vaccine, refer to the university's vaccination information page at the following address:

[University of Mississippi COVID-19 vaccination | Coronavirus Disease 2019 \(COVID-19\) \(olemiss.edu\)](https://olemiss.edu/covid19/vaccination)

You may also visit the Mississippi Department of Health website at <https://covidvaccine.umc.edu/>

#### **Masks –**

**If you have been fully vaccinated for at least two weeks, you do not need to wear a mask.** If you have not been vaccinated, or your vaccination was less than two weeks ago, your mask must remain on.

Visitors to the building must also comply with mask rules and other rules outlined in this manual. If you see students, faculty, staff, or visitors not complying with COVID-19 safety protocols, please contact the Dean's Office at 662-915-6840 or University Police Department at 662-915-7234.

#### **Hand Sanitizer and Disinfectant Wipes –**

Hand sanitizer dispensers and disinfectant wipe stations are placed in all offices, classrooms, breakrooms, conference rooms, Library, entrances, and all other high-traffic areas in the Law School building. When entering the Law School building or a classroom, please use the hand sanitizer, and also a disinfectant wipe if relevant, to clean the space you will be sitting or working at. If these stations need to be refilled or replaced, please contact the Dean's Suite Administrative Secretary II at 662-915-7361.

#### **Library Etiquette --**

- Tables, chairs, and lounge seating have been positioned to help everyone easily maintain safe distances while studying and working in the Library. Please do not move furniture without staff approval and assistance and please observe posted maximum room occupancies and other social-distancing aids (floor markings, signs, etc.).

- For personal safety and as a courtesy to others, please disinfect work spaces (table surface, chair arms, etc.) before and after use. Hand sanitizer and other cleaning supplies are stationed in various places on both the first and second floors for this purpose. Library books returned to the main desk or the new bins located in the Atrium will be quarantined for seventy-two hours. No food is permitted in the Library at this time.
- To provide equitable and reliable access to the Library's most popular study spaces, law students will be able to reserve seats in the Reading Room, Room 1021, and the second-floor Carrel Room, beginning Monday, August 31. Visit the Library's website (<https://library.law.olemiss.edu>) for more information.
- Law students who need a space to participate in Zoom classes and meetings or for group study may self-book Rooms 2017 and 2020, as well. Please use a headset for Zoom sessions or otherwise be mindful of volume level. Other Library rooms may also be available for reservation upon request via the booking system.
- All visitors to the Library weekdays after 6 pm and on weekends are asked to stop at the main desk and sign in. If you have any questions about the Library's COVID-related facilities reparations, policies or procedures (or anything else Library-related), please contact Professor Kris Gilliland, the Library's director, at [gillilan@olemiss.edu](mailto:gillilan@olemiss.edu) or call (662) 915-6824.

### **Library Access --**

Regular academic-year hours of operation are as follows:

Monday to Thursday	7:30 am - 12 midnight
Friday	7:30 am - 10 pm
Saturday	10 am - 10 pm
Sunday	10 am - 12 midnight

- **Please note that, because of COVID-19, this schedule is subject to change without prior notice.** Everyone is encouraged to call (662) 915-6824 before traveling to the Library evenings and

weekends to verify current opening and closing times. All schedule changes will be posted on the Library's homepage and on Twitter and Facebook as soon as possible.

**Plexiglass and “Wait Here” Signs –**

Plexiglass and “Wait Here” signs are placed in the Dean’s Suite, Library, Career Services, Admissions, and IT office to protect everyone visiting or working in these high-traffic areas.

**Restrooms –**

While in the restroom, please keep socially distanced, wear a mask, and wash hands thoroughly. The Library’s first-floor and second-floor bathrooms are each limited to one person at a time.

**Cleaning and Sanitization –**

Custodial Services will clean and sanitize daily, giving increased attention to frequently used areas. Faculty, staff, and students should also do their part to keep spaces clean and sanitized, using the disinfectant wipes located around the building and in classrooms.

**Rental or Use of Building –**

Building is open 6 am to 9 pm, but building use is restricted to law students, staff, and faculty. Rental or use of the building by someone other than those mentioned above requires permission from the Dean.

**P.O.D. -**

The P.O.D. (Provisions on Demand) is open for purchasing food and drinks at the Law School. Signs will be posted to keep everyone socially distanced and moving in one direction. Hand sanitizer and gloves are available and customers will be encouraged to use them. The fountain machine is not available, but the coffee machine is, though re-usable cups are not allowed.

# **STAFF**

## **Supplies –**

Each employee has been given two cloth masks, disinfectant spray, paper towels, and hand sanitizer. If additional COVID-related supplies are needed or if anything needs to be replaced, please contact the Dean's Suite Administrative Secretary II at 662-915-7361.

## **Work from Home Guidelines –**

You must have your supervisor's and Dean's approval to work from home. The supervisor must confirm in writing to the Dean that anyone working from home can be productive for 8 hours daily and that the work can be accomplished remotely. Supervisors may ask employees to document their work to monitor this.

- You will set hours with you supervisor. Once you start work each day, you will email your supervisor that you are on the job and when you finish work you will email the supervisor that you are finished.
- You will need to be available during normal work hours for telephone calls. Please make sure everyone relevant to your job has your cell or home phone number.
- In order to stay connected and monitor work, you will have regularly scheduled meetings with your supervisor using Zoom.
- All employees working at home must have reliable Internet access.
- Medical documentation may be required. Discuss details with immediate supervisor.

## **If You Have Symptoms –**

If you are exhibiting symptoms of COVID-19 prior to coming to work, please call the Employee Health Center at 662-915-6550. You must get confirmation from them to stay home. Additionally, your illness will need to be verified with Human Resources, and the appropriate leave will be applied. The same rules apply if you begin exhibiting symptoms while at work. If you test positive for COVID-19 at a facility other than Employee Health, you must report the result to Employee Health (662-915-6550) immediately. Employee Health will collaborate with MSDH to determine what additional precautions may be warranted for the campus. Your privacy will be protected and any information will remain confidential.

## **FACULTY**

### **Supplies –**

Each faculty member has been given two cloth masks, disinfectant spray, paper towels, and hand sanitizer. If additional COVID-related supplies are needed or if anything needs to be replaced, please contact the Dean's Suite Administrative Secretary II at 662-915-7361.

### **If You Have Symptoms –**

If you are exhibiting symptoms of COVID-19 prior to coming to work, please call the Employee Health Center at 662-915-6550. If you test positive for COVID-19 at a facility other than Employee Health, you must report the result to Employee Health (662-915-6550) immediately. Your privacy will be protected and any information will remain confidential.

### **Library Services**

A public services law librarian is available to provide research and reference assistance, TWEN and other instructional-technology support, and to help with any other Library-related questions Monday through Friday 9 am to 5 pm, in person and via email ([lawref@olemiss.edu](mailto:lawref@olemiss.edu)) and phone (x6824).

Library staff are also available to page, deliver, and return books from the Library's collection and the J.D. Williams Library's. Library books returned to the main desk or the new bins located in the Atrium will be quarantined for seventy-two hours. The Library's stacks are currently open to the public.

## **STUDENTS**

- Students with underlying health conditions (such as high blood pressure, heart conditions, chronic lung disease, kidney disease, and diabetes, among other conditions) will not be required to attend classes in-person. For information about accommodations, contact the Dean of Students.

- Building is open 6 am to 9 pm, but building use is restricted to law students, staff, and faculty. A student ID is only valid using the entrances near the Career Services hallway.

- Specific **Library** information for the Law School is listed below:

- The Library's regular academic-year hours of operation is as follows:

Monday to Thursday 7:30 a.m. - 12 midnight

Friday 7:30 a.m. - 10 p.m.

Saturday 10 a.m. - 10 p.m.

Sunday 10 a.m. - 12 midnight

- **Please note that this schedule is subject to change without prior notice.** Everyone is encouraged to call (662) 915-6824 before traveling to the Library evenings and weekends to verify opening and closing times. All changes will be posted on the Library's homepage and on Twitter and Facebook as soon as possible.
- To provide equitable and reliable access to the Library's most popular study spaces, law students will be able to reserve seats in the Reading Room, Room 1021, and the second-floor Carrel Room. Visit the Library's website (<https://library.law.olemiss.edu>) for more information.
- Study aids, such as the *Examples and Explanations* series, which were previously on Reserve behind the main desk, are now shelved in the bookcase closest to the phone charging station across from the main desk. (For a wide range of annotatable study aids in all course subjects, visit the West Academic and Wolters Kluwer online platforms via the Library's homepage.) Books returned to the main desk or deposited in the new return bins in the Atrium will be quarantined for seventy-two hours.
- All visitors to the Library weekdays after 6 pm and on weekends, including law students, are asked to stop at the main desk and sign in.



- No food is permitted in the Library at this time.
- If you have any questions about the Library's COVID-related preparations, policies or procedures (or anything else Library-related), please email Professor Kris Gilliland, the Library's director, at [gillilan@olemiss.edu](mailto:gillilan@olemiss.edu) or call (662) 915-6824.
- Students will be required to complete a back-to-campus protocol module and attestation document before coming on campus.
- If you notice that any COVID-related supplies are needed or if anything needs to be replaced (in the classrooms, restrooms, or anywhere else), please contact the Dean's Suite Administrative Secretary II at 662-915-7361.
- If you are exhibiting symptoms of COVID-19 or have been exposed to someone with confirmed or suspected COVID, do not come into the Law School building. Please call the Student Health Center at 662-915-7274. If you test positive for COVID-19 at a facility other than Student Health, you must report the result to the Student Health Center (662-915-7274) immediately. Your privacy will be protected and any information will remain confidential. Remain home and notify your professor, who will accommodate students in these situations.
- Failure to follow the health and safety guidelines outlined above will be considered a violation of the Student Conduct Code which states that it is misconduct to:
  - engage in "conduct that reflects adversely on a law student's honesty, trustworthiness or fitness as a lawyer or law student..."
  - "intentionally disrupt the classroom or the business of the law school"
  - "engage in conduct that threatens or endangers the health or safety of any person on school premises..."
- For students who do not comply with protocols outline above, there will be educational sanctions and progressive discipline measures

- For further information or questions about COVID-19 Law School protocols, please contact the Dean of Students: Dean Brittany Barbee ([Bebarbee@olemiss.edu](mailto:Bebarbee@olemiss.edu), 662-915-1423)

**Law School COVID-19 Protocol Violation Complaint Form**

Please describe the violation. What protocol is not being complied with? –

If relevant, who is violating the protocol? You can give a name, description, or choose to keep the person's identity unknown.

Where (room, office, or area) is the violation taking place?

Is there anything else you would like to tell us?

What is your name? (You may also remain Anonymous)

If you shared your name, would you like us to reach out to you? How can we get in touch?