

UNIVERSITY OF DENVER STURM COLLEGE OF LAW

COMMUNITY GUIDE TO ON-CAMPUS ACTIVITIES



FALL SEMESTER 2020

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MESSAGE FROM THE DEAN

In preparation for our return to classroom instruction at the Sturm College of Law in fall 2020, we have prepared this *Community Guide to On-Campus Activities* that provides information about how the University of Denver and the Sturm College of Law are addressing issues of community health and safety arising from the COVID-19 pandemic.

Although the information set forth herein is primarily directed to students, we have styled this document a “community” guide because it also contains valuable information for faculty, staff, and other institutional stakeholders. Moreover, our approach is grounded in communitarian *values* – on the understanding that members of our community will care for both themselves and for each other. As expressed in the University’s [foundational document](#) describing its return-to-campus protocols, the goal is to create a “Community of Care” in which every member of our community contributes to the collective welfare through their individual conduct and leadership.

In addition to calling upon members of our community to exercise both vigilant self-care and mutual regard, we have been guided by the following principles:

- Incorporate up-to-date, evidence-backed guidance from the state of Colorado, the city of Denver, the University’s strategic health care partner (National Jewish Health), and other experts;
- Deliver an outstanding educational experience for our students;
- Adopt a flexible approach to planning that will permit us to adapt our policies in light of evolving scientific understanding and public health directives; and
- Listen and respond to the concerns of our community with empathy, understanding, and respect.

Our plan has been shaped by best practices in the realms of compliance and enterprise risk management. It anticipates strict conformity with University- and unit-level policies, as well as the exercise of sound professional judgment in areas less fully regulated by such policies, including off-campus activities. And while our plan relies upon self-discipline and shared community norms, we will address intentional non-compliance with applicable policies in a prompt and decisive manner.

As the COVID-19 pandemic and associated scientific knowledge and public health guidance continue to evolve, we will necessarily need to adapt our practices and guidance in light of changing circumstances. In the meantime, we invite you to provide any suggestions for ways that we might enhance or clarify our policies at sturmcare@law.du.edu.

Sincerely,



Dean and Professor of Law
Sturm College of Law

I. RETURN-TO-CAMPUS PROTOCOLS

For students, there are five simple steps to the University's return-to-campus process:

A. Identify Your Return-to-Campus Date

Students who intend to take part in on-campus activities at the University of Denver in fall 2020 must identify and register their campus arrival date in [PioneerWeb](#). Students who have in-person classes in the full-time JD and Master's programs should indicate August 17. Those in the Professional Part-Time JD Program should indicate August 22. If you plan to be on campus only episodically (i.e., one or two times) during the semester, there is no need to identify a return-to-campus date. Instead, please use the [visitor protocols](#) applicable to such periodic visits.

B. Secure a Negative COVID-19 Test

Students intending to return to campus must (1) complete a COVID-19 molecular (i.e., PT-PCR) test, either at DU or by [uploading a test result](#) from a different testing site; and (2) secure a negative result within a 14-day period immediately before their designated return-to-campus date. Students who have in-person classes in the full-time JD and Master's programs must secure their negative test result by August 17. Those in the Professional Part-Time JD Program must secure their negative test result by August 22. Any student who tests positive is instructed to follow the [DU COVID-19 Positive Test Response Protocol](#).

C. Quarantine or Otherwise Undertake De-Risking Activities

During the 14 days before their return to campus, students must either (1) quarantine or (2) if strict quarantine is not practicable, otherwise engage in relevant de-risking activities, including physical distancing, wearing a face covering, washing or otherwise sanitizing hands frequently, and avoiding large-group activities.

D. Monitor Symptoms Daily

Incoming students are required to monitor symptoms associated with COVID-19 on a daily basis for 14 days before coming to campus using this [survey](#) and must be symptom-free before their return.

E. Complete the Mandatory Training Course

All students, faculty, and staff – including those who do not intend to engage in on-campus activities during fall 2020 – must take a mandatory online training course in Canvas (“Trail Back to Campus”) by August 14.

II. THE RICKETSON LAW BUILDING

A. Access

If you exhibit any of the symptoms of COVID-19 or feel unwell, stay home.

- *Authorized Individuals:* At the outset of the fall 2020 semester and until otherwise noted, access to the Ricketson Law Building will be limited to the following authorized individuals: (1) students attending on-campus classes, those having a reservation for a designated study room, and those requiring Library access; (2) faculty members with approved access; (3) staff members with approved access; and (4) other individuals who have been granted access by the University or the Sturm College of Law for the purpose of accomplishing authorized tasks. Students with in-person classes will be permitted access to the building to attend their classroom sessions. Students who have reserved study rooms and those requiring access to the Library will be granted time-limited access. We will be in communication soon about periodic access to office space for officers of student organizations and law reviews.
- *Badging In:* To allow for reliable contact tracing and to maintain appropriate capacity levels, access to the Ricketson Law Building will be limited to authorized keycard (i.e., DU ID card) holders. *To access the building, you must “badge in.” Do not hold doors for others or permit them to “tailgate” on your access! Please note that the entrance door does not need to close before you swipe your badge. (To confirm that your card has been read, wait for a “beep” and the conversion of the light from “red” to “green.”)*
- *Designated Entries:* An important aspect of our unit-level COVID-19 risk mitigation plan is physical distancing, the segmentation of students into discrete cohorts, and the reduction of unintended encounters within the law building. These objectives have shaped our entrance and exit protocols:
 - 1L Students: First-year students should enter the building through the main doors on the west side of the building (facing the Rocky Mountains) and proceed directly to their assigned classrooms.
 - Upper-Division Students: Upper-division students should enter the building on the east side of the building (by the Ricks Center, on York Street) and proceed directly to their assigned classrooms.
 - Faculty and Staff: Faculty and staff should enter the building through the north side of the building, alongside the parking garage.
- *Designated Exits:* Individuals should exit the building on the west, east, or south sides of the building, all of which provide ready access to the main campus, Evans Avenue, relevant parking garages, and RTD.

B. Cleaning and Disinfection

The University has increased the frequency and intensity of its cleaning and disinfection procedures in campus buildings, including the Ricketson Law Building, with special attention to restrooms, railings, door handles, and other high-touch areas. Disinfectants in use have been approved by the U.S. Environmental Protection Agency (EPA) to be effective against COVID-19.

C. HVAC and Ventilation

The University's Facilities Management and Planning Division has extensive expertise in Heating, Ventilation, and Air Conditioning (HVAC) systems and is versed in their relationship to COVID-19 risk mitigation. The Division has undertaken a comprehensive assessment of HVAC and ventilation protocols in the Ricketson Law Building. In association with this process, MERV13 filters have been installed and ventilation has been increased.

D. Elevators

To permit adequate physical distancing, elevators are limited to two-person occupancy. To permit usage of the elevators by those with particular accommodation- or work-related needs, students, faculty, and staff who do not have such needs are respectfully requested to use the stairs. Please do not enter any elevator that has reached its two-person capacity limit.

E. Restrooms

To facilitate physical distancing, restrooms in the Ricketson Law Building have been designated for limited occupancy. Additionally, certain sinks and stalls have been decommissioned. Please abide by the posted occupancy limits and distancing protocols and do not congregate in the restroom areas.

F. Seating

Seating in the Ricketson Law Building has been dramatically de-densified to encourage physical distancing. We encourage students to congregate outside, weather permitting, subject to face coverings and six-foot physical distancing.

G. Signage

Extensive signage has been installed in the facility to encourage compliance with health and safety protocols and to foster and reinforce strong community norms. Do not remove or deface such signage.

III. GENERAL SAFETY PROTOCOLS

A. Symptom Monitoring

Students, faculty, and staff with regular access to campus are required to undertake daily symptom monitoring, both before their arrival on campus and upon leaving. *Those with symptoms associated with COVID-19 are not permitted to be on campus.*

B. Face Coverings

Pursuant to University policy, face coverings are mandatory on campus, including in all campus buildings. (Students with documented medical conditions are exempted. In the case of a documented medical exemption, accommodations will be provided but will not include attendance in on-campus classes or events.) If you are not wearing a face covering in class, the professor will ask you to do so. Refusal to comply will result in the professor asking you to leave the classroom and, if necessary, the intervention of a Campus Safety officer.

Your face covering should:

- cover the nose and mouth at all times;
- fit snugly but comfortably against the face;
- include multiple layers of fabric;
- allow for breathing without restriction;
- be either disposable or machine washable/dryable without being damaged or changing shape;
- be looped around the ears or tied behind the head and neck;
- remain in place until taken off safely, by the ties; and
- be replaced when it becomes dirty, wet, and/or difficult to breathe through.

C. Physical Distancing

Members of the Sturm College of Law community are expected to maintain six-foot distancing at all times – including, without limitation, in classrooms, hallways, stairwells, restrooms, parking lots, and outdoor areas.

D. Handwashing and Sanitizing

Washing hands with soap and water for 20 seconds and using an alcohol-based hand sanitizer with an alcohol content of 60% or above have been proven to be highly effective in killing the virus associated with COVID-19. Students, faculty, and staff should wash or otherwise sanitize their hands frequently, including before donning or doffing masks and upon leaving the building. Subject to occupancy limits, restrooms are available for hand washing. Hand sanitizing stations are available at every entrance to the Ricketson Law Building and throughout the law school, including at the entries to classrooms.

E. Drinking

In consultation with Aramark, a national leader in campus food and beverage services, hands-free water dispensers have been installed in the Ricketson Law Building. (Consistent with prevailing public health guidance, drinking fountains that cannot be operated in a touchless manner have been taken out of service.) Students are encouraged to bring their own water bottle. *Consistent with University guidance relating to face coverings, you may not remove your mask during class to drink. If consuming beverages in the building, students are strongly encouraged to use a straw and keep their face covering in place.*

F. Eating

Eating will not be permitted in the building, absent exceptional circumstances. Students are strongly encouraged to eat outdoors, weather permitting. In an effort to reduce the number of high-touch surfaces within the Ricketson Law Building, refrigerators have been taken out of use. If you require refrigeration for medicine or other needs, please contact the Office of Student Affairs.

IV. CLASS PROTOCOLS

A. Class Attendance

If you are symptom-free and otherwise able to attend class, you are expected to attend, in accordance with your individual professor's attendance policy and standards for class attendance issued by the American Bar Association.

- *In-Person Classes*: Classes designated as fully or partially in-person (i.e., in face-to-face mode) require you to attend in person on the day(s) for which you are designated for in-person attendance, unless you have obtained an exception through the Office of Student Affairs. (Students who receive such an exception will still be expected to attend class, either synchronously or, if necessary, by accessing a tape of the class and accessing the course content asynchronously.)
- *Synchronous Online Classes*: Synchronous online classes require you to attend the class synchronously (i.e., as it is being instructed) unless you have obtained an exception through the Office of Student Affairs. Online participation requires you to be visible on video during the class unless your professor permits otherwise.

B. Entering the Classroom

Students should enter the classroom at the *rear* entrance for classrooms with multiple doors, as indicated by room-specific signage. Upon entry into the classroom, take a disinfectant wipe.

C. Taking Your Seat

- On the first day of class, you should select one of the available seats in the classroom, filling in from the front of the class. Seats have been identified for use based on their conformity to six-foot physical distancing limits. This will be your seat for the term.
- Wipe your desk and seating area with the disinfectant wipe before you sit down. During your classroom session, remain in your seat (except in the case of an emergency) and at a six-foot distance from others.

D. Exiting the Classroom

Exit the classroom through the rear door of the room.

E. Office Hours and AAP Sessions

Office hours with faculty members and sessions with Academic Achievement Program (AAP) leaders will be conducted via Zoom.

V. ACADEMIC SUPPORT

A. The Westminster Law Library

The Westminster Law Library continues to provide its full range of support for students, including access to collections, reference assistance, and skills-related instruction. Detailed guidance regarding usage of the Library will issue early in the fall 2020 academic term. Applicable procedures will include additional protections for staff members and patrons, including the use of a seat reservation system, the installation of glass barriers in high-traffic areas, and the sanitization of books that have been circulated.

B. Study Rooms

In consultation with the Student Bar Association, we will be initiating a reservation system for study rooms, beginning at the end of August. Prioritization will be given to students with distinctive circumstances, including those in need of space between on-campus classes and those lacking satisfactory study space at home.

C. Printing

To reduce unnecessary person-to-person interactions, to diminish the circulation of paper documents, and to further our own sustainable practices as a University and as a law school, we have sought to go “paperless” wherever possible. With this noted, we understand that students have printing needs. We strongly encourage students to download a new app from WEPA Express, which makes the printing process on University printers largely touchless. Instructions for accessing printing in the building will be shared by the Law Library early in the fall semester.

D. Student Support Services

Providing outstanding support to students in the areas of student affairs, career advising, financial aid counseling, student records, educational technology, and externships is a hallmark of the Sturm College of Law. Although the majority of our staff will be working remotely during fall 2020, students will continue to have access to the dedicated, expert, and individualized services for which we are nationally known. Relevant contact information is below:

Student Affairs:	student_affairs@law.du.edu
Career Development Office:	careers@law.du.edu
Financial Aid:	FinancialManagement@law.du.edu
Registrar:	registrar@law.du.edu
Educational Technology:	av@law.du.edu
Externships:	externships@law.du.edu