

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

COVID-19 Procedures for Employees and Students Traveling on Official School Business

Administrative policy effective as of September 29, 2021; revised December 28, 2021; revised January 12, 2022.

- 1. Travel Permitted:** Employees and students may travel on official school business. Vaccinated and unvaccinated employees and students may travel. Students and faculty who have been approved for the semester-long remote option may not travel. Unvaccinated individuals or individuals who have not yet received and submitted proof of a COVID-19 booster who travel must arrange to continue testing each Tuesday and Friday (or on a similar schedule), even while traveling by working with the COVID Compliance Manager (covidmanager@swlaw.edu) in advance. This policy applies to all travel paid for with Law School funds of any type. It also applies to all travel in which the individual is serving as an official representative of Southwestern Law School (e.g., AALS meetings), even if another organization is paying some or all of the travel costs. This policy does not apply to advocacy competitions teams, as the Law School has issued separate procedures for those events.
- 2. Pre-travel Notice: Faculty members** who are traveling should notify the Vice Deans at least one month in advance of the travel, or as soon as possible if the trip is less than four weeks out. **Staff members** who are traveling should notify the Associate Dean for Operations and Risk Management at least one month in advance of the travel, or as soon as possible if the trip is less than four weeks out. **Students** who are traveling should notify the Associate Dean for Student Affairs at least one month in advance of the travel, or as soon as possible if the trip is less than four weeks out. We encourage the traveler not to purchase airline tickets or make unrefundable purchases before consulting with the appropriate dean. If the dean receiving the report has concerns about the travel, the dean will alert the COVID Response Team. The COVID Response Team or the Dean may, for good cause based on public-health reasons, deny the travel or place restrictions on the travel.

3. Travel Protocols:

- a. General protocols:** Southwestern employees and students should abide by CDC guidelines for travel and any local COVID rules, orders, or protocols.
- b. Masks:** Regardless of the protocols, regulations, or government orders in the city to which the employee or student is traveling, the Law School strongly urges that employees and students wear masks while indoors with others.

4. Return to Campus: For travel outside of California, Southwestern students and employees must follow the guidelines below. For travel within California, students and employees may return to campus immediately after the travel, unless they are experiencing COVID or flu-like symptoms or have been exposed to COVID; in those circumstances, they should consult their medical provider and follow the guidelines below.

- a. Fully vaccinated individuals who have had and submitted proof of receiving a COVID-19 booster:** Three to five days after returning to the Los Angeles area, these individuals should test with Nobility Health. After they receive a negative test result, they may return to campus. They should not access campus, except to test, before receiving the negative result, but do not have to quarantine. Students should use the temporary remote option, and faculty should teach their classes remotely between the time they return from the trip and receive a negative test result.
- b. Unvaccinated and partially vaccinated individuals and individuals who have not received and submitted proof of having received a COVID-19 booster:** Unvaccinated and partially vaccinated individuals, and individuals who have not received and submitted proof of having received a COVID-19 booster must continue testing with Nobility Health each Tuesday and Friday. They must not access campus, other than to test, until day eight, and only if their most recent test with Nobility Health is negative. During the seven days, students should use the temporary remote option, and faculty should teach their classes remotely.

5. Questions: Questions about this policy should be directed to the Vice Deans (faculty), Associate Dean for Operations and Risk Management (staff), Associate Dean for Student Affairs (students), or the COVID Compliance Manager (any category).

Advocacy Competition Teams COVID-19 Procedures, 2021–2022

Administrative policy effective as of September 29, 2021; revised December 28, 2021; revised January 12, 2022.

1. **Travel Permitted:** Advocacy competition teams may travel during the 2021–2022 academic year. Vaccinated and unvaccinated students, faculty, staff, and coaches may travel. Students and faculty who have been approved for the semester-long remote option may not travel. Unvaccinated individuals and individuals who have not received and submitted proof of a COVID-19 booster who travel must arrange to continue testing each Tuesday and Friday (or on a similar schedule), even while traveling and at the competition, by working with the COVID Compliance Manager (covidmanager@swlaw.edu) in advance.
2. **Competition Selection and Travel Approvals:**
 - a. **Honors Program competitions—initial selection:** Honors program faculty co-directors are encouraged to select competitions in states or cities that have enacted science-based COVID-19 public health precautions, such as indoor masking, and that have strong vaccination rates. They should also ensure that the competition sites have effective COVID protocols in place. The COVID Compliance Manager is available to work with faculty co-directors in advance to help evaluate potential competition locations.
 - b. **Student organizations sponsoring competition teams:** For student organizations that plan to send a team to an advocacy competition, the organization’s president or faculty advisor should contact Associate Dean Robert Mena with competition location and dates as soon as possible. He will then serve as the liaison between the team and the COVID Response Team for the preliminary approval, one-month check, and final approvals described below.
 - b. **Preliminary approval:** Before the school or another individual pays the registration or commits any travel funds, the COVID Response Team will evaluate the proposed competition for public health purposes and either approve or deny the request or seek additional information to support the request. For honors program competitions, the faculty co-directors’ choice will be given deference, but the COVID Response Team may deny the request for compelling reasons, including the host city’s (or state’s) approach to COVID-19, lack of effective COVID protocols at the competition, or similar factors. To seek the COVID Response Team’s approval, the faculty co-directors should contact the Vice Deans and provide the competition name, location, travel and competition dates, competition website, competition COVID protocols (links are sufficient), and other information the co-directors believe is relevant. They should also provide

information about the registration deadline, including whether registration is first-come, first-served. The Vice Deans will communicate the COVID Response Team's decision to the faculty co-directors. Absent compelling circumstances, travel to the competition will be approved. The faculty co-directors may then register a team and make travel arrangements. The co-directors are encouraged, where feasible, to make arrangements that can be canceled or changed, if needed. Once travel arrangements are confirmed, the faculty co-directors should provide that information to Associate Dean Mena (rmena@swlaw.edu).

- c. One-month check:** Approximately one month before the start of the competition, the COVID Compliance Manager will review public health information for the competition location, including trends in the number of cases, hospitalizations, and deaths, and any changes in governmental orders or decrees in Los Angeles or the host site that might impact travel. The COVID Compliance Manager will report findings at the next weekly COVID Response Team meeting. After that meeting, the COVID Compliance Manager or a Vice Dean will communicate with the faculty co-directors about whether the Law School has concerns about the team traveling to the competition.
 - d. Final approval:** Approximately one week before the team is scheduled to depart for the competition, the COVID Compliance Manager will review public health information for the competition location, including trends in the number of cases, hospitalizations, and deaths, the number or percentage of ICU beds open, and any changes in governmental orders or decrees in Los Angeles or the host site that might impact travel. The COVID Compliance Manager will report findings at the next weekly COVID Response Team meeting. If a meeting is not scheduled at least five calendar days before the competition team's scheduled departure, the COVID Compliance Manager will email the COVID Response Team with updated information. A Vice Dean will communicate with the faculty co-directors about whether the Law School gives final approval for the team to travel. Absent compelling circumstances, the competition team will be allowed to travel. The Vice Dean may ask the faculty co-directors to communicate safety information to those traveling.
- 3. Practices in Los Angeles:** During indoor practices, students, coaches, and others must wear a mask while a local or school mask requirement is in effect. If a team can practice outdoors, masks will not be required unless a local or school mask order has been extended to outdoor areas.
 - 4. Travel and Competition Protocols:**

- a. **General protocols:** Southwestern Law students, faculty, staff, and coaches should abide by CDC guidelines for travel and any local and competition COVID rules, orders, or protocols.
 - b. **Masks:** Regardless of the protocols or rules in the host city or at the host school or location, the Law School strongly urges Southwestern Law students, faculty, staff, and coaches to wear masks while indoors with others. If the competition rules allow students to compete without masks, they may do so.
- 5. **Return to Campus:** For competitions outside of California, Southwestern students and employees must follow the guidelines below. For competitions inside California, students and employees may return to campus immediately after the competition, unless they are experiencing COVID or flu-like symptoms or have been exposed to COVID; in those circumstances, they should consult their medical provider and follow the guidelines below.
 - a. **Fully vaccinated individuals who have had and submitted proof of receiving a COVID-19 booster:** Three to five days after returning to the Los Angeles area, these individual should test with Nobility Health. After they receive a negative test result, they may return to campus. They should not access campus, except to test, before receiving the negative result, but do not have to quarantine. Students should use the temporary remote option, and faculty should teach their classes remotely between the time they return from the competition and receive a negative test result.
 - b. **Unvaccinated and partially vaccinated individuals and individuals who have not received and submitted proof of having received a COVID-19 booster:** Unvaccinated and partially vaccinated individuals, and individuals who have not received and submitted proof of having received a COVID-19 booster, must continue testing with Nobility Health each Tuesday and Friday. They must not access campus, other than to test, until day eight, and only if their most recent test with Nobility Health is negative. During the seven days, students should use the temporary remote option, and faculty should teach their classes remotely.
- 6. **Questions:** Questions about this policy should be directed to the Vice Deans or the COVID Compliance Manager.