



VERMONT  
LAW SCHOOL

**RETURN TO CAMPUS**

**GUIDE**



**Vermont Law School's Mandatory Safe  
and Healthy Return to Campus Protocols**



## **VERMONT LAW SCHOOL'S MANDATORY SAFE AND HEALTHY RETURN TO CAMPUS PROTOCOLS**

Vermont Law School's physical campus is officially closed for the fall semester, and all classes, events and activities will be conducted virtually, primarily through Microsoft Teams. There are no VLS sponsored on or off-campus events or meetings, except as detailed below. There are no guests or visitors permitted on campus during the fall semester without written permission from a contact in Section VII. We plan to open parts of our physical campus for faculty, staff and local student use as soon as it is safe to do so, pursuant to these protocols. These protocols are required by the State of Vermont and developed in collaboration with the state's colleges and universities, the Vermont Department of Health, the Vermont Department of Public Service, the Vermont Agency of Education, and the Vermont Agency of Commerce and Community Development. They apply to any student, faculty or staff member who wishes to enter the physical campus during the fall semester. These protocols are mandatory.

### **GUIDING PRINCIPLES**

1. Protecting the safety of students, staff, faculty and the surrounding communities.
2. Providing a high quality virtual education and high quality virtual services to all VLS students, those living locally, and those living far away.
3. Supporting students, faculty and staff as much as possible during this global crisis.

# I. BEFORE COMING TO CAMPUS

## A. HEALTH SAFETY CONTRACT

All faculty, students and staff shall sign a health safety contract that affirms the individual is familiar with and willing to comply with the state's COVID-19 restrictions and VLS's protocol. Agreement to the Health Safety Contract is a condition to admittance to campus. There are no exceptions. VLS will immediately remove anyone who violates substantial safety components of the contract (such as quarantine and testing requirements) from campus for the duration of the COVID-19 crisis. Existing disciplinary processes will yield to the interest of public health. Minor violations (as determined by the COVID One VLS Action Team (OVAT)) of these protocols will be governed by the Vermont Law School Code of Conduct and the Vermont Law School Involuntary Separation Policy. Faculty and staff who violate these protocols will face immediate disciplinary action.

## B. QUARANTINE AND TRAVEL

In order to protect the health and safety of students, faculty, staff and the community, anyone who wishes to come on campus must quarantine as follows. You must verify on your Health Safety Contract (see page eight) that you have followed these quarantine rules:

- If you are a student and have family members or friends traveling with you to Vermont to help you move here, they should be limited to two and should also follow these protocols.
- A "Quarantine County" is one that has more than 400 active COVID-19 cases per one million residents, as identified by the Vermont Agency of Commerce and Community Development. This list is updated weekly. A "Non Quarantine County" is all other counties. Counties in Vermont are also "Non Quarantine Counties" even if they have 400 or more active COVID-19 cases per one million residents. "Quarantine" means staying at home without visitors and without going to restaurants or grocery stores. Deliveries must be contactless.
- All VLS related travel (conferences, competitions, workshops, trainings, etc.) is suspended for all faculty, staff, and students until further notice.
- If you have traveled outside of Vermont within the last 14 days, we recommend you register with [Sara Alert](#) to get daily reminders via text, email, or phone, from the Vermont Department of Health to check for signs and symptoms of COVID-19 upon return to campus. This is not a GPS application and does not track your movements.

### YOU MUST QUARANTINE AS FOLLOWS:

Traveling to Vermont from a Quarantine County in a private vehicle without making a prolonged stop (avoiding gatherings in restaurants, limiting gas stops, reducing social contacts)	Quarantine for 14 days upon arrival to Vermont	You may end your quarantine if you receive a negative COVID-19 test after day seven; you are still subject to the testing requirements described below in Part I.C before entering campus (including a 48 hour test)
Traveling to Vermont after mass transit (bus, rail or commercial airlines) from anywhere	Quarantine for 14 days upon arrival to Vermont	You may end your quarantine if you receive a negative COVID-19 test after day seven; you are still subject to the testing requirements described below in Part I.C before entering campus (including a 48 hour test)

Traveling to Vermont from a Non Quarantine County in a private vehicle without prolonged stops (avoiding gatherings in restaurants, limiting gas stops, reducing social contacts)	You may arrive without completing a quarantine	You are still subject to the testing requirements described below in Part I.C before entering campus
You are a Vermont or New Hampshire resident and you have not traveled to a Quarantine County within the last 14 days	You may come to campus without completing a quarantine	You must still receive a negative test as described in Part I.C below before entering campus
You are a Vermont or New Hampshire resident and you have traveled to a Quarantine County within the last 14 days	You must quarantine for 14 days	You may end your quarantine if you receive a negative COVID-19 test after day seven

## C. TESTING

All students, faculty and staff must receive a negative COVID-19 test before coming to campus, even if you have previously received a positive or negative antibody test. If you leave Vermont or New Hampshire at any point and travel on mass transportation or to a Quarantine County, you must quarantine for 14 days and get tested again no earlier than day seven after you begin your quarantine. Testing does not eliminate the need for quarantine. A summary of the testing requirements is below.

Traveling from a Quarantine County	Test within 48 hours of arrival, you may test before travel if you come to campus directly in a personal vehicle; in any case you must have a second test done on or after day seven
Traveling through mass transportation (bus, rail, commercial airline)	Test after 48 hours of arrival, have a second test done on or after day seven
All others* (including Vermonters) who have not traveled to a Quarantine County in the last 14 days	Test prior to coming to campus

\*If you need to come to campus to pick something up, and do not intend to stay or come regularly, you do not need to test, but will be subject to the safety protocols in Section II. To arrange such a visit, see the contacts in Section VII.



COVID-19 symptoms above. A link to the daily health screening will be available on the home page of [vermontlaw.edu](https://vermontlaw.edu). You must complete this survey every time you come to campus. Coming to campus without completing your health screening is a substantial violation of these protocols. All doors will be locked and you must use your student ID or key (for faculty and staff) to unlock the doors. Once you are permitted on campus, each of us have the responsibility to decrease transmission of COVID-19 through effective public health measures as follows:

## II. WHILE ON CAMPUS

**FACE COVERINGS** – Face coverings should be worn by all faculty, staff and students while on campus, inside or outside. You are responsible for having your own face coverings but a limited supply will be available on campus in an emergency. Faculty and staff working in their offices alone with the door closed need not wear a face covering in the office, but must in hallways, bathrooms, etc. Masks should be carried with you at all times in case circumstances change. Masks should:

- Cover mouth and nose.
- Fit snugly but comfortably against the side of the face.
- Be secured with ties or ear loops and include multiple layers of fabric.
- Allow for breathing without restriction.
- Be single-use or able to be laundered and machine dried without damage or change to shape.
- Reusable masks should be laundered after daily wear.

**CONTACT TRACING JOURNAL** – Anyone who comes on campus should consider keeping a contact journal—a list of other people who you have been in close contact with each day. If you do get sick, this will make it easier to get in touch with those people so they can take proper precautions to prevent further spread of COVID-19.

**HAND HYGIENE** – Anyone who comes on campus should frequently wash their hands with soap and water or hand sanitizer. Hand sanitizing stations are located throughout campus.

**PHYSICAL DISTANCING** – All students, faculty and staff must observe strict social distancing of six feet while on campus. Occupancy limits will be stated on the doors of designated common areas (including classrooms) so that occupants can maintain six feet social distancing. You should observe all “One Way” signs on staircases and hallways. All common areas (including bathrooms, frequently touched surfaces and doors, and tools and equipment) will be cleaned regularly and, whenever possible, prior to transfer from one person to another, in accordance with CDC guidance.

**BATHROOMS** – All campus bathrooms will now be single occupancy. Not all bathrooms will be open. Please observe the sign on the outside of the door as to whether the bathroom is closed for the fall semester or occupied. Masks should be worn in the bathroom and no phones or other personal belongings should be brought into the bathroom with you.

**FOOD AND DRINK** – No food or drink should be consumed inside any campus buildings, except in designated areas.

**CLOSED SPACES** – Some spaces on campus will be closed for the fall semester. Please observe all door signs about whether access is permitted.

**UNAUTHORIZED ACCESS** – Allowing anyone on campus who has not been approved for access is a substantial violation of these protocols and will subject you to immediate removal from campus and other disciplinary procedures.

The best option to avoid a delay in scheduling will be to get a test at Gifford Medical Center, located at 44 South Main Street, Randolph, Vt. There is no cost for this test. The Gifford Medical Center’s centralized process is by appointment only, with no exceptions, and conducted drive-up style at the southern entrance. To schedule an appointment, please call Gifford Patient Registration at 802-728-7000. Once you have scheduled your appointment, you may drive up to the Gifford testing site, following the signage, between 11 a.m. to 3 p.m. on your scheduled day. You must wear a mask. You will be asked to provide your name and date of birth to the nurse, who will then check you off the registration list and perform a nasal swab. Test results will take three to five days; you will be notified when your results are available by phone and mail. You may test at another facility, but you should check to see whether there is a fee for the test or whether it is covered by insurance. Absent extraordinary circumstances, we will not reimburse you for tests if you choose to test outside of the options we have provided. If you have extraordinary circumstances that merit reimbursement, contact Betsy Erwin at [berwin@vermontlaw.edu](mailto:berwin@vermontlaw.edu).

**When you receive your negative COVID test, please email your results and your signed Health Safety Contract (electronic signature is permissible) to [covid19@vermontlaw.edu](mailto:covid19@vermontlaw.edu) from your VLS email. You will receive an email response when you are permitted to come on campus. Please save that email and be ready to show it upon request while on campus.**

In addition, students who come on to campus will be subject to random testing. If notified that you have been selected for a random test, you must be tested within three business days of the notification. You may test at Gifford Medical Center, free of charge.

#### D. SELF-HEALTH SCREENINGS

Even if you have complied with quarantine and testing requirements described above, you may not enter campus if you are experiencing any symptoms of COVID-19. Students, faculty and staff must conduct a temperature check at home. You may not come to campus if your temperature is at or above 100 degrees Fahrenheit. All students, faculty and staff must also conduct a health screening on themselves immediately prior to or upon campus arrival and submit the results of the screening before entry. The screening shall require each person to verify that they have no symptoms of COVID-19 (fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, fatigue, muscle or body aches, headache, congestion or runny nose, sore throat, new loss of taste or smell, nausea or vomiting, diarrhea) presently or within the last 24 hours. Even if you are symptom free, you may not come to campus if you have reason to believe you have been exposed to COVID-19 or have been in contact with anyone experiencing any of the

### III. IF YOU HAVE TESTED POSITIVE FOR COVID-19

If you are experiencing symptoms of COVID-19, have reason to believe you have been exposed, or have received a positive test, you must immediately isolate to minimize the impact on the VLS community. If you have received a positive test, the Vermont Department of Health will coordinate and conduct contact tracing, however, you must also notify school officials. See Section VII.

In the event there is an outbreak on campus, the campus will be immediately closed. All students, employees and staff should be prepared to immediately vacate classrooms and workspaces in that event.

### IV. FOR EMPLOYEES

You may not work regularly on campus until your Department Plan has been approved in writing by the COVID Action Team. Any amendments to your Department Plan must be approved in advance by Betsy Erwin. If you need to come to campus to pick up anything, please coordinate with Betsy before coming to campus. As noted above, you will not be subject to testing requirements, but all protocols in Section II must be observed.

### V. CORNELL LIBRARY PROTOCOL

Coming Soon!

### VI. AMENDMENTS

These protocols may be amended due to changing circumstances. Changes will be posted on Vermont Law School's website and emailed to the Community.

### VII. CONTACTS AND QUESTIONS

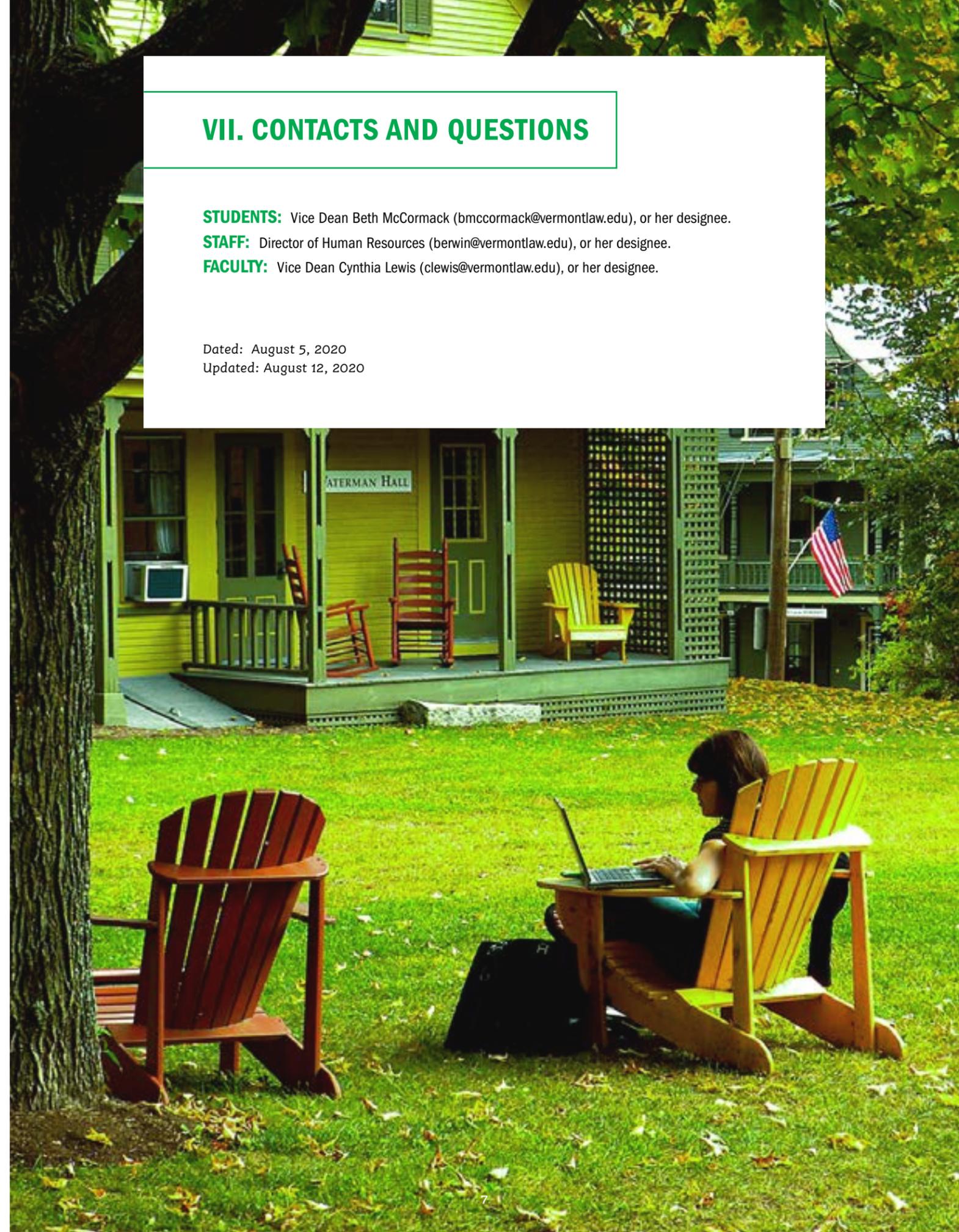
**STUDENTS:** Vice Dean Beth McCormack (bmcormack@vermontlaw.edu), or her designee.

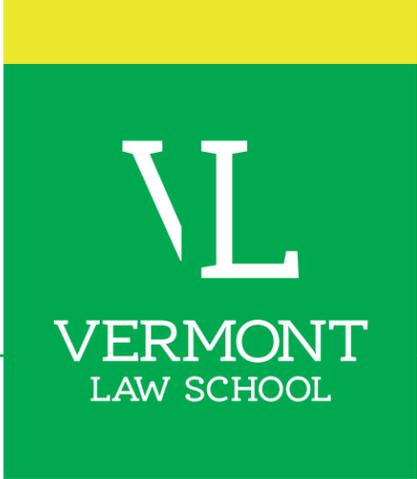
**STAFF:** Director of Human Resources (berwin@vermontlaw.edu), or her designee.

**FACULTY:** Vice Dean Cynthia Lewis (clewis@vermontlaw.edu), or her designee.

Dated: August 5, 2020

Updated: August 12, 2020





## VERMONT LAW SCHOOL HEALTH SAFETY CONTRACT

I commit to protect myself and members of my community from COVID-19 and to follow the most current version of Vermont Law School's Mandatory Health and Safety Return to Campus Protocols. I understand that signing this Contract and complying with all protocols is a pre-condition to my access to campus.

Specifically, my signature certifies that:

- I have read and understand Vermont Law School's Mandatory Health and Safety Return to Campus Protocols.
- I have followed and will continue to follow these protocols, including the Quarantine and Testing Protocols. I will follow any update to these protocols.
- I understand that failure to follow these protocols may result in immediate removal from campus and disciplinary procedures, even if illness does not result.
- I will comply with all state, local, and federal face covering and social distancing guidance, as well as evacuation and lockdown guidance, should they become necessary. Specifically, I understand that Vermont's statewide order requires that I wear a mask inside and outdoors in public spaces, whenever it is not possible to keep six feet away from people who are not part of my household. I will follow this order on and off campus.
- I will report substantial violations of Vermont Law School's Mandatory Health and Safety Return to Campus Protocols to Dean Beth McCormack, Dean Shirley Jefferson, Dean Cynthia Lewis or Director of Human Resources Betsy Erwin.

Signed,

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# COVID-19 Risk Index

Risk levels for exposure vary based on four main factors:

-  **Enclosed space**
-  **Duration of interaction**
-  **Crowds**  
Density of people + challenges for social distancing
-  **Forceful exhalation**  
Sneezing, yelling, singing, and coughing

## Low

**Walking outdoors**  
With or without pets

**Running or biking**  
Alone or with another person

**Staying at home**  
Alone or with members of your household

**Picking up takeout food, coffee, or groceries from stores**  
Risks: Potential crowding

**Outdoor picnic or porch dining**  
With non-household people and physical distancing

**Risks:** Close contact or potential clustering of people



## Medium

## Low / Medium

**Playing "distanced" sports outside**  
Ex. Tennis or golf

**Grocery shopping**  
Risks: Indoor, close contact, potential clustering of people, high-touch surfaces

**Retail shopping**  
Risks: Indoor, close contact, potential clustering of people

**Visiting hospital emergency department**  
Risks: Indoor, potential clustering of people

**Medical office visit**  
Risks: Indoor, close contact, potential clustering of people, high-touch surfaces

**Dentist appointment**  
Risks: Indoor, close contact, potential clustering of people, patient not wearing a mask

**Taking a taxi or a ride-sharing service**  
Risks: Dependency on frequency of cleaning, duration of ride, and number of passengers

**Museum**  
Risks: Indoor, close contact/potential clustering of people

**Outdoor restaurant dining**  
Risks: Close contact, potential clustering of people, challenge to wear a mask during eating

## Medium / High

**Exercising at a gym**  
Risks: Indoor, close contact/potential clustering of people, high-touch surfaces, difficult to wear a mask, high respiratory rate

**Hair/nail salon and barbershops**  
Risks: Prolonged close contact, difficult to wear a mask

**Working in an office**  
Risks: Indoor, high-touch surfaces, prolonged close contact/potential clustering of people

**Indoor restaurant or coffee shop**  
Risks: Indoor, prolonged close contact/potential clustering of people, difficult to wear mask while eating and drinking

## High

**Indoor party**  
Risks: Indoor, prolonged close contact/potential clustering of people  
Additional risks: alcohol (loss of inhibitions), shared jets/paper (wiping)

**Playing contact sports**  
Football, basketball, soccer, etc.  
Risks: Prolonged close contact/potential clustering of people, high respiratory rate, unable to wear a mask

**Public transportation**  
Subway or bus  
Risks: Enclosed space, prolonged close contact/potential clustering of people, and high-touch surfaces

**Religious services**  
Risks: Enclosed space, prolonged close contact/potential clustering of people, high-touch surfaces, singing/projection of voice

**Watching sports**  
Risks: Prolonged close contact/potential clustering of people, high-touch surfaces, yelling/projection of voice, enclosed space (if indoor)

**Bars and nightclubs**  
Risks: Enclosed space, prolonged close contact/potential clustering of people, high respiratory rate, yelling/projection of voice

**Air travel**  
Risks: Enclosed space, prolonged close contact/potential clustering of people, and high-touch surfaces

**Concert**  
Risks: Enclosed space, prolonged close contact/potential clustering of people, high-touch surfaces, yelling/projection of voice

**Movie theater or live theater**  
Risks: Enclosed space, prolonged close contact/potential clustering of people, high-touch surfaces

**REOPEN INTELLIGENTLY. REOPEN SAFELY.**

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