

**SHEPARD BROAD COLLEGE OF LAW
COVID-19 PROCEDURE MEMO BUILDING OPERATIONS FALL 2020 TERM**

I. INTRODUCTION

This Procedure Memorandum (NSU Law Fall 2020 COVID-19 Procedure Policy) governs the Shepard Broad College of Law, and all individuals entering the NSU Law building at 3305 College Avenue, Davie, FL 33314. It is a supplement to the “Return of the Sharks: Student Guidelines published by NSU Florida on June 26, 2020 available at: <https://www.nova.edu/publications/student-guidelines/2-3/index.html>

A. Social Distancing Reminders:

- Based on CDC guidance, NSU requires those who have COVID-19 symptoms to remain at home. If you are sick, follow CDC-recommended steps, contact your professor or supervisor, and do not return to campus until you meet the criteria to discontinue home isolation.
- Staff, faculty, and students are required to conduct symptom self-monitoring every day before reporting to work or class. Self-monitoring means that individuals will check their temperature and ensure that they are not exhibiting any COVID-19 symptoms.
- Individuals must be free of ANY symptoms potentially related to COVID-19 or have had evaluation and clearance by their personal physician or NSU’s Employee Health Clinic to be eligible to return to campus. According to the CDC, people with COVID-19 have reported a wide range of symptoms, ranging from mild to severe. Symptoms may appear 2 to 14 days after exposure to the virus.
- By coming to campus, members of the NSU community acknowledge that they have completed the self-monitoring requirements prior to arrival on campus and confirmed that they do not have any signs/symptoms of COVID-19, as outlined by the CDC.
- Maintain six feet (about two arm’s length) of distance from other people. Appropriate social distance markers have been placed thorough out the building, where necessary, to ensure that everyone maintains the required six feet interval in high use areas.
- Follow posted signage reminders to practice physical distancing in shared areas. These signs are scattered throughout the high usage areas, e.g. the Atrium, Library, passageways and classrooms, to serve as effective reminders
- Wear a face covering. Everyone on campus is *required* to wear a face covering unless they meet the conditions outlined here: face coverings should not be worn by children under the age of two, and anyone who has trouble breathing or is unable to remove the face covering without assistance. If you feel you cannot wear a face covering because of a health concern,

faculty and staff must speak with someone in Administration to discuss possible workplace accommodations; students must attend their classes remotely or speak to the Dean of Students regarding other options for enrollment.

- Avoid gathering in groups in common areas in buildings like the Atrium, Library and hallways. The following policies prohibit such gatherings and violation of these policies may lead to serious disciplinary consequences. Continue to limit large group meetings by utilizing distance communication tools, like Zoom.
- Even if wearing a mask and maintaining six feet distance, all persons may not physically approach any member of the law school community, including their current professors, except as explicitly authorized by that person or by these procedures. Each professor will indicate means for communication outside of class time as part of their posted class policies in their syllabus, Canvas or TWEN course, and students must follow only those procedures and refrain from other forms of contact.

B. Voluntarily Limiting Use of the Law School Building is Strongly Encouraged

- All members of the law school community are strongly encouraged to avoid the law school building and limit their time within the facility whenever possible. Faculty are encouraged to only come to the law school building for purposes of in-person teaching and if they use their offices for teaching preparation or any other purpose, that they do so alone with the door closed. Faculty are also encouraged to conduct all individual student interactions remotely and to refrain from meeting with students within their offices. Faculty and staff are further encouraged to avoid meeting in groups of two or more anywhere within the law school building unless physical presence is the only available means to accomplish official law school or University business. Students are encouraged to come to the law school building only for purposes of in-person classes and, whenever possible, to avoid using the facilities solely for studying. All co-curricular student groups and organizations should perform functions online to the greatest extent possible and in accordance with the guidance and requirements from the university generally, and from this document specifically.

II. ACCESS TO THE LAW SCHOOL BUILDING FOR CLASSROOMS OR ACADEMIC PURPOSES

A. NSU Law Faculty and Staff

Faculty members may access the building; however, as noted above, faculty are strongly encouraged to do so only for purposes of in-person teaching class and to limit the time spent within the facility whenever possible. All other NSU employees working at the College of Law, including support staff and faculty assistants, should follow the instructions of their respective departments and supervisors. Whenever possible, employees should work within their office or assigned spaces alone, with doors closed or socially distanced from others in the office.

B. NSU Students with Classes Scheduled in the Law Building

NSU Students with classes scheduled in the law building may access the law school building; however, as noted above, students are strongly encouraged to do so only for purposes of attending in-person class and to limit the time spent within the facility whenever possible. Students who have entirely online classes scheduled between in-person classes *only* may have the opportunity to sign up for private study rooms in which to take that class to ensure on-time attendance in online courses. Students who have this schedule difficulty should contact library services regarding potential accommodations.

C. NSU Law Alumni

NSU Law Alumni may not access the building, except those who are taking the August 2020 bar exam or who receive specific authorization from the Office of the Dean for official business on campus (i.e. career planning, or benching NTA or Moot Court teams.) NSU Law Alumni bar takers may access the library only, subject to space availability. Authorized NSU Law Alumni with official business on campus should arrive no earlier than the scheduled start time and must leave the building immediately after completing their tasks.

D. General Visitors

Clinic: Access to the NSU Law clinics is governed by the policies set forth in Appendix A.

All other visitors: No visitors may access the building unless specifically authorized by the Office of the Dean or its designate. No children age thirteen or younger are permitted in the building at any time. Any other use of the law school building, other than official University business, must be approved by the Office of the Dean or its designate.

III. BUILDING USE RESTRICTIONS

A. Overview

All persons entering the law school building must comply with any posted directional and access signs, as well as all procedures and policies within this document whether documented via signage or not. Arrows will identify directional restrictions for hallways and other signs will indicate access restrictions and permissions. Areas closed to use will remain locked during the period of closure. No area may be opened for any purpose that is not authorized within these policies and procedures or otherwise permitted by the Office of the Dean or its designate.

B. Restrooms and Sanitation

All restrooms will be limited to use by two persons at a time. Only two people may wait to use the restroom at a time and must wait on the marked socially distanced waiting locations outside of the restroom. Students may only use the restrooms in the classroom hallways or library. The restrooms in faculty or administrative wings are restricted to use by faculty or staff.

C. Faculty Wing

Access to the Faculty Wing is limited to faculty and staff of the law school or University, or those with specific authorized access.

Faculty Use: In the event faculty choose to meet with anyone in their individual office, they must maintain six feet of distance at all times (with the distanced measured and marked by facilities staff) including by measuring and marking this distance within their office, and ensure face coverings are worn.

Student Access: Students may only enter the Faculty Wing if they have a scheduled appointment with a member of the faculty or staff. Students with such appointment may only arrive at the time of the appointment and must check in with the designated faculty support staff of the day (indicated by signage when entering). Students must proceed directly to the faculty member's office or to a designated waiting area as per the support staff and must leave directly after the conclusion of the appointment. Students may not meet in groups of two or more in the Faculty Wing, including any seating areas. Students will receive information on how to contact support staff with questions or otherwise make appointments.

E. Administrative Offices

Administrative Offices include the Dean's Suite, Office of Student Services, Admissions, Career and Professional Development; Public Interest, and any other administrative office in the law school building. General access to these areas is limited to faculty and staff assigned to work in those offices. Any other persons, including students, may only enter these areas if they have a scheduled appointment. Those persons seeking to enter for appointments may only arrive at the time of the appointment and must check in at the respective front desks, leave the area immediately following their appointment, and respect social distancing signs and protocols as set up by each office. Students will receive information on how to contact offices or otherwise make appointments.

F. Library

Access to the library is limited to current NSU Law students, faculty, and staff and NSU Law graduates who are bar takers, all subject to the limitations set forth below.

1. Physical Access to Library: Access to the library will be limited to no more than 193 patrons at a time. Library staff will monitor the number of persons in and out of the library and capacity will be capped at 193, regardless of circumstances. Available study areas will be designated by chairs and/or signage. Chairs and furniture have been arranged for social distancing and may not be moved.

2. For Study Use: Students may use the open, marked areas of the library for individual study. Students may not study in groups at tables. Study rooms will be closed at all times. Students in the library must maintain required social distance and otherwise comply with University Environmental Health and Safety requirements, including wearing of masks, at all times. Students who do not abide by the health and safety rules of the library will be removed by library staff.

3. Student Co-Curricular Office Use: A list of members of each co-curricular journal will be provided to security personnel and access to the offices will be restricted to student members of the journals only. Chairs and furniture have been arranged for social distancing and no additional seating, beyond the posted capacity of the offices, may be moved into the office spaces. A sign will be posted outside of the Nova Law Review and ILSA Journal offices regarding capacity. Even within their respective offices, students must comply with the University Environmental Health and Safety Guidelines, including keeping six feet of social distance and wearing masks. Co-curricular organizations that do not observe the health and safety guidelines may lose their office privileges in the library.

4. Accessing S2 or L316 for scheduled in-person classes: Library staff will have a list of classes held in these rooms, with dates, times, and names for the classes to ensure entry. Students enrolled in classes for that term will receive a colored sticker to affix to their Shark Card. At class time, students must show their Shark card to security personnel upon entry at the designated class time. Students attending classes in S2 or L316 will not count towards total capacity of the law library, and may not remain in the library after their class is dismissed, but may reenter if space allows. Library personnel will distribute the color-coded stickers during the first-class meeting. Students who are not able to attend the first-class meeting can make an appointment with a librarian to get the sticker.

5. Library Services:

- a. Research, Reference, and Instruction: Research, reference, and instructional services will be provided to students online via Zoom, email, and phone. The law librarians can be reached at a shared email address during reference hours, law-pmlrefdesk@nova.edu. An online guide to law library resources has been created for students at <https://nsufl.libguides.com/coronavirus>. Students will receive additional information on how to access these library services From the library staff
- b. Circulation: Students must bring any office supplies, headphones, and markers that they may need for study, as these items will not be available at the Circulation desk. The shared public access computers will not be available. Course Reserves will not be available.
- c. Print Collections: The library's print collections are available by request through NovaCat (<https://novacat.nova.edu/>). Students may place a hold on items that circulate and will receive an email when the items are ready for pickup. Study guides will not be checked out in print, as they are available online for students through the library's databases in the West Academic Study Aids, Wolters Kluwer Online Study Aid Library, and LexisNexis Digital Library. A law librarian can assist you in accessing the online study guides.
- d. Renewal of Materials: Students may renew materials online through NovaCat (<https://novacat.nova.edu/>), phone, or email.
- e. Item Return: Items should be returned to the drop box located outside the library entrance.

- f. Printing: The printer rooms are limited to one student at a time. Students will form a line outside of the printer room, following social distancing protocols. Students are not permitted in the printer rooms while staff is providing maintenance. The printing areas will be cleaned once a day and students are expected to personally wipe down the printers before using them.
- g. Scanning: The scanners located behind the Circulation area are limited to one student per station.
- h. Interlibrary Loan: Students may request articles and books from other libraries by placing an interlibrary loan request. To place a request, students may log in to their account on NovaCat (<https://novacat.nova.edu/>) and place the request on ILLIAD. Students should contact the law library's Circulation manager for assistance placing an interlibrary loan request.

G. Atrium

Access to the atrium is limited to NSU Law faculty and staff, current law school students, and NSU students with classes scheduled in the building. There will be capacity restrictions limiting the number of people who may enter the Atrium to 70. The Atrium bridge area is limited to six people. No one may reconfigure the furniture as arranged. Once inside the atrium, all persons must follow University Health and Safety guidelines, including social distancing guidelines to remain six feet apart and to wear masks. Tabling, vendor, or student group use of the atrium is not permitted. The furniture has been reconfigured to accommodate these guidelines and may not be moved.

H. Outdoor Areas

The law school will provide tented outdoor areas for use only by current law school students or NSU students with classes scheduled in the law school building. All students using the outdoor areas must comply with the University Environmental Health and Safety Guidelines, including keeping six feet of social distance and wearing masks.

I. Classrooms and Classroom Hallways

Unless otherwise authorized by the Office of the Dean, only NSU Law students, faculty, and staff may access classrooms and the hallways surrounding the classrooms, and they may only do so in accordance with directional information and for scheduled classes or classroom support and per the movement procedures below. When not in use, classrooms will be locked.

J. Other Areas

All other areas of the law school building, including the student locker areas and student lounge, are closed to access except with the permission of the Office of the Dean or its designate.

IV. MOVEMENT RESTRICTIONS AND PROCEDURES

A. Classroom Hallways

Hallways in the classroom wings of the law school will be designated one way. Anyone using the hallways must follow the directional signs and one way restrictions. With the exception of the limited waiting area for bathrooms and classroom C3 (which has specific procedures described in B(2) below), no one may stand in the classroom hallways for any purpose - they are designated for movement only.

B. Classrooms

1. Entering Process: Students may not enter the classroom any earlier than five minutes before class. Faculty must arrive at least five minutes before class in order to prop open the classroom entrance door. Persons other than the faculty teaching the class should make every effort to avoid touching the doors. Upon arrival, students should proceed directly to socially distanced chairs or marked distanced seating and remain seated. Faculty entering classrooms prior to the start of class time must avoid overlap with the previous class and be mindful of social distancing requirements.
2. Entering and Exit Doors: Whenever possible, one door to the classroom will be for entering, one will be for exiting. Details on each classroom are as follows:
 - a. All L Rooms and C1: Entrance is only through the right door, when facing the classroom from the outside. Exit is only through the opposite door, the left side door when facing the classroom from the outside
 - b. LL: Entrance is only through the top entrance on the second floor. Exit is only through the bottom exit on the first floor.
 - c. C2: This room is not to be scheduled for any purpose by any member of the law school community until further notice.
 - d. C3: Students must enter and exit with social distance. This is the one exception to the hallway waiting policy. In the event they cannot immediately enter the classroom, beginning five minutes before class, students may line up on socially distanced markers outside of C3, extending into the hallway next to the doors to the building.
 - e. Small Courtroom: Entrance is through main entrance on the primary hallway. Exit is only through the side door in the connecting hallway.
 - f. Large Courtroom: Entrance is only through main entrance. Exit is only through atrium exit (follow marked directional signs to the exit).
3. Conduct within the Classroom: No one may meet in groups of two or more in the classrooms and all persons must maintain six feet of distancing whenever possible. No one, including students, may approach the podium except faculty teaching the class and any technical or other support for that faculty. Each faculty member will arrange for, and note in their respective course information, the socially distanced opportunities for student questions on

Zoom, or in their office with required social distance. Classrooms and hallways may not be used for meeting purposes.

4. Leaving Classroom Early: Students may not leave the classroom except for urgent personal need. Students who leave the classroom early must make every effort to maintain social distancing and refrain from using their hands to open and close doors. Faculty should not have breaks in classes of two hours length or less.

5. Exiting Process: At the end of class, students must remain seated until directed by the faculty member to leave. Faculty will direct exiting to the appropriate door, which they will prop open on a staggered basis. Students must maintain six feet of distance as they exit and follow all hallway and building use restrictions once out of the classrooms.

C. Elevators and Staircases

All elevators have restricted capacity and anyone using the elevators must stand on the indicated distanced locations within the elevator. Persons using a wheelchair or any other mobility assistance device are exempt from this location policy and have priority for single use of the elevators. No other passengers are permitted with wheelchair users unless otherwise authorized by the Office of the Dean of Students. The Atrium elevator is restricted to two people per ride and the library elevator is restricted to three people per ride.

The staircases will be one directional where possible. Specifically, upon entering the building from the north side (main entrance), the right hand staircase shall be utilized only for upward flow traffic, while the left hand (library side) staircase shall be utilized for downward flow traffic only.

V. ENFORCEMENT

Pursuant to the University's Environmental Health and Safety policies, all faculty, staff, students, and visitors must follow all NSU health and safety policies and guidelines as a condition to access, use, or visit any NSU location, facility, grounds, or public spaces. All faculty, staff, students, and visitors must familiarize themselves with these and all other University Environmental Health and Safety policies, including updates at nova.edu/cv19.

A. Students

In the event students fail to comply with these guidelines, you will be counseled by the Law School Office of Student Affairs or by the University Office of the Vice President of Student Affairs regarding the importance of compliance, and may lose privileges to access certain areas.. Repeated violations may result in revocation of building access privileges and a referral for disciplinary action in accordance with the [Code of Student Conduct and Academic Responsibility](#).

B. Faculty and Staff

In the event that employees and/or staff violate these guidelines, they will be counseled by their supervisor regarding the importance of your compliance. Repeated violations may result in revocation of building access privileges and possible further action.

APPENDIX A

NSU Law – Office of Clinical Programs - Logistics Fall 2020

Due to the COVID-19 pandemic, we are planning our logistical strategy for our return to campus for the Fall 2020 semester. Our primary goal is the health, safety and wellbeing of our clinical students, faculty, staff, and clients. The following information serves as a guideline for building usage of the clinical space:

1. General – all areas: Masks are required at all times in all areas and may be removed in individual offices by sole occupant only. Everyone is expected to actively practice social distancing protocols. Students will be informed that appointments will be required to meet with any clinic faculty, staff attorney or Assistant Dean – Clinical Programs.

2. Individual offices: Only two (2) people allowed at a time. Masks may be removed only if occupant is alone in the office. Masks must be worn if leaving the office into common areas.

3. Paralegal station and Administrative Assistant station: Only one (1) person allowed at a time. One paralegal will work at the front reception desk workstation and the other paralegal will work in the designated paralegal workstation. Each of these workstations are already equipped with a glass window/barrier.

4. Student workstations: Individual workstations measure 5' x 6". Only one (1) person allowed at a time at desk workstation or stand-alone table in center of room. Additional chairs have been removed, allowing for a 10 student seating capacity at one time. Workstations will be monitored by the Assistant Dean – Clinical Programs and assigned to students on a first come, first serve basis. If all stations are full, accommodations may be made to utilize conference rooms if they are available.

Students are strongly encouraged to utilize their own personal writing instruments. Common pen, pencil, highlighter holders will be removed. Once a student has finished using their area, they must inform the Assistant Dean. Immediately, the desktop, chair, telephone, stapler, and tape dispenser of that area will be cleaned and disinfected by clinic staff.

5. Client Entrance and Reception Usage: Clients may only access the clinic through the dedicated entrance. Only three (3) people will be allowed at a time in the waiting area. .

6. Room 150 A & Room 154 B: Large conference rooms will allow only four (4) people allowed at a time. Chairs have been placed around conference room table with six (6) feet social distancing measured. Extra chairs have been moved to side corners of the room. Zoom technology for monitors in these rooms has been requested and arranged by the Building Manager.

7. Room 150 B & Room 152 A – Medium conference rooms will allow two (2) people allowed at a time. Chairs have been placed around conference room table with six (6) feet social distancing measured. Extra chairs have been moved to side corners of the room.

8. Kitchenette – Only one (1) person allowed at a time. Coffee and supplies will be available. Students, staff, and faculty are strongly encouraged to utilize their own personal coffee/tea mugs. Disposable paper cups will be available for client use. All individuals are responsible for wiping down areas touched on coffee machine, microwave, refrigerator, and water dispenser.

9. Room 148 – Storage/file room – Only one (1) person allowed at a time.

10. Room 153 – Copier/Printer/Scanner room – Only one (1) person allowed at a time.