

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Student FAQs Regarding the Fall 2021 Semester

Prepared and originally posted July 30, 2021

(updated August 9, 2021; August 26, 2021; October 6, 2021)

These FAQs are for Southwestern Law School students and may be revised from time-to-time; these FAQs will be posted on Southwestern's [COVID Information and Updates page](#) (with an email notification sent to students' Southwestern email addresses).

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COVID-19 Vaccination

Am I required to get vaccinated against COVID-19?

Yes. All Southwestern students, faculty, staff, coaches, and volunteers are required to be fully vaccinated against COVID-19. "Fully vaccinated" means receiving all doses of a vaccine—for example, two doses of the Pfizer-BioNTech or Moderna vaccine or one dose of the Johnson & Johnson vaccine—and waiting 14 days after the last dose.

Which COVID-19 vaccines are acceptable?

Any vaccine that has been authorized by the FDA for use against COVID-19 is acceptable. There are currently three such vaccines: Pfizer-BioNTech, Moderna, and Johnson & Johnson. Any vaccine recommended by the World Health Organization (WHO) is also acceptable.

I received my COVID-19 vaccine outside of the U.S. Does that meet the requirement?

As long as a COVID-19 vaccine has been authorized by the FDA or recommended by the World Health Organization (WHO), it will meet Southwestern's COVID-19 vaccine requirement. If the vaccine you received is not one authorized or recommended by either organization, you will need to receive one that is. There are no known safety issues at this time with receiving an FDA-authorized vaccine after receiving one that has not yet been authorized or recommended.

When is the deadline for getting vaccinated?

If you have not already been vaccinated, you should do so as soon as possible and submit proof of vaccination using [this online form](#). If you have not provided proof of vaccination (including both doses for the Pfizer and Moderna vaccines) or received notice that your request for an exemption from the vaccination requirement has been granted (see next question), you will not be permitted to continue in your fall courses or access the Southwestern campus.

Are there any exemptions from the vaccination requirement?

Yes. Southwestern is allowing exemptions for medical or religious reasons. The procedures and deadlines for requesting either of these exceptions have been communicated to students—and have passed. If you are not yet vaccinated and want to claim an exemption, you must immediately contact covidmanager@swlaw.edu and explain why you did not apply for an exemption before the deadline.

What about an exemption for personal reasons?

Southwestern has eliminated the exemption based on personal reasons. All students who had requested the personal reasons exemption were notified by email on July 9 that the exemption is no longer available.

I have been notified that my request for a medical or religious exemption has been granted. As an unvaccinated person with a Southwestern-approved exemption, what must I do to access the Southwestern campus and participate in face-to-face classes?

You must undergo COVID-19 testing twice per week with Southwestern's testing provider, Nobility Health, and observe all other campus health and safety protocols (e.g., wearing a mask at all times when indoors, etc.). For more information on these requirements, see the section of this FAQ on [Testing and Campus Health and Safety Protocols](#).

I do not qualify for a medical or religious exemption, but I still do not wish to get vaccinated against COVID-19 at this time. What are my options?

You may apply for a leave of absence by contacting the Dean of Students office at deanofstudents@swlaw.edu.

What consequences will follow if I do not provide proof of vaccination and have not been granted an exemption from Southwestern's vaccination requirement?

Unvaccinated students who have not received a medical or religious exemption will not be permitted to enroll in 2021–2022 courses or access the Southwestern campus.

I had COVID-19. Do I still need to get vaccinated?

Yes. People who have already had COVID-19 must still be vaccinated. But please check with your medical provider about when you should seek the vaccination or whether you should seek a temporary medical exemption. Consult the [CDC website](#) for more specific guidance.

I was unvaccinated with an approved exemption but am now fully or partially vaccinated, how should I proceed?

Upload your proof of vaccination to this [online form](#) and email covidmanager@swlaw.edu that you have done so. Remember that you must keep testing each Tuesday and Friday until you are fully vaccinated (14 days after your final dose).

What percentage of Southwestern employees are fully vaccinated?

As of October 5, 2021, approximately 96% of Southwestern employees (staff and full-time faculty) are fully vaccinated.

What percentage of Southwestern F2F students are fully vaccinated?

At this point, approximately 96% of F2F students are fully vaccinated, and approximately 4% (or about 30 students) of F2F students are unvaccinated.

May professors or staff members ask me my vaccination status?

No. All Southwestern employees will be instructed not to ask any student about their vaccination status. If someone asks about your status, please write covidmanager@swlaw.edu.

Will I ever be asked to show my proof of vaccination (the actual card or a photo of it) while on campus?

No. Once you complete the COVID-19 vaccine report form, the law school will have a record of your vaccination. You will not need to prove your vaccination status as you move around campus.

How will Southwestern use my self-reported COVID-19 vaccine information?

We will use this information solely in connection with our response to the COVID-19 pandemic. We will not share your information with other entities or organizations, except as needed for public health purposes in connection with our response to the pandemic, when legally required to do so, at the request of governmental authorities to conduct an investigation, to verify compliance with our policies and applicable laws, or to protect against misuse or unauthorized use of your information.

Is the vaccine mandate a one-time mandate, or will I be required to get boosters or annual shots?

This is a permanent policy. Infectious disease experts anticipate that annual or more frequent boosters will be necessary, and receipt of boosters will be required, consistent with product labeling, in the same way that the initial vaccination is required by this policy, subject to the same exceptions. **We have not yet developed a policy regarding booster shots, but we encourage students to obtain booster shots, in accordance with FDA guidance, after conferring with their medical provider.**

If I have additional questions about Southwestern's vaccination policy, to whom should I direct those questions?

Please direct questions to Southwestern's COVID Compliance Manager, Vivien Lewis, at covidmanager@swlaw.edu, to Vice Dean Waisman (dwaisman@swlaw.edu), or to Vice Dean Gharakhanian (agharakhanian@swlaw.edu).

COVID-19 Surveillance Testing and Campus Health and Safety Protocols

TESTING

Is regular testing required for unvaccinated students?

Yes. All unvaccinated students, faculty, and staff who come onto the Southwestern campus for any purpose are required to test **twice weekly** for COVID-19. Unvaccinated individuals include

those who have not passed 14 days from receiving the single-dose Johnson & Johnson vaccine or the final dose of the Pfizer-BioNTech or Moderna vaccine.

Is testing offered on the Southwestern campus?

Yes. [Nobility Health](#) provides on-campus COVID-19 testing for Southwestern employees, students, and contractors. All COVID-19 surveillance testing must be administered by Nobility Health. Nobility Health administers COVID-19 tests via a nasal swab. In addition to providing surveillance testing for unvaccinated individuals, Nobility also provides testing for vaccinated members of our community who request testing.

When is on-campus testing be offered?

On-campus testing is offered Tuesdays and Fridays from 12:00 p.m. to 6:00 p.m. through December 14. On-campus testing will resume on January 4.

Where on campus will testing take place?

Nobility Health conducts testing on the lower level of the Bullocks Wilshire parking lot.

Are reservations required for on-campus testing?

No. Testing is delivered on a walk-up basis. Reservations are not be needed (or taken).

Are there any steps I need to complete before I arrive for the test?

Yes. It is strongly recommended that you register and complete the onboarding process before arriving for your first testing. Registration and onboarding instructions are detailed in the [Nobility Health COVID Testing Instructions](#).

All individuals who participate in COVID-19 testing with Nobility must sign and return two forms to the testing site at the time of their first test.

- [Authorization for Disclosure and Use of Medical Information](#)
- [COVID Testing Informed Consent & Release](#)

These forms need to be signed and submitted only once for the academic year.

Is off-campus testing available through Nobility Health?

Yes. In addition to on-campus Tuesday/Friday testing at the Southwestern campus, Nobility provides testing at its locations in Glendale and South Los Angeles. If unvaccinated individuals from Southwestern participate in surveillance testing at one of Nobility's off-campus locations,

the surveillance testing must occur on Tuesdays and Fridays (to follow the same testing schedule as on-campus testing).

The addresses of Nobility's locations are:

Nobility Health Glendale

435 Arden Ave (P3 parking level)

Glendale, CA 91203

Hours: Monday through Saturday 8 a.m. to 5 p.m.

Location info: Pull into the parking structure of the Medical Building and drive up to P3.

The testing booth is located in the parking lot, and parking is free

Nobility Health Los Angeles

1709 W Manchester Ave

Los Angeles CA 90047

Hours: Monday through Friday 9 a.m. to 5 p.m.

Location info: Storefront location with ample free parking adjacent to the building

I am unvaccinated or not fully vaccinated. Can I test off campus at a pharmacy, hospital, or testing service other than Nobility Health?

No. To satisfy Southwestern's testing requirement, you must test through Nobility, either on the Southwestern campus or at one of Nobility's two offsite locations. (Vaccinated students who choose to test may do so wherever they would like.)

Will I be charged for testing through Nobility?

No. You will not be charged for COVID-19 testing through Nobility. Nobility will charge your health insurance company for this test. After receiving a test, you may receive an Explanation of Benefits (EOB) from your health insurance company. Please note that this EOB is simply an explanation of your benefits and is **not** a bill.

Is COVID-19 testing required for vaccinated students?

Generally not. But if you have been notified of being in close contact with a COVID-positive person, then you must test per instructions provided to you by the COVID Manager.

Does the school anticipate implementing testing for all individuals coming to campus?

At this point, we are not requiring testing for all individuals who come to campus. But we continue to monitor our campus situation and also updates from national, state, and local public-health authorities.

Is testing available to vaccinated students who wish to be tested?

Yes. In addition to providing surveillance testing for unvaccinated individuals, Nobility provides testing for vaccinated members of our community, at no charge to the person being tested.

If I am unvaccinated (or not fully vaccinated) but do not complete testing twice a week, will I be permitted to access the Southwestern campus?

No. A general rule for unvaccinated students is that you will need to test negative for COVID-19 each Tuesday and Friday to access any part of the Southwestern campus (other than the testing site itself). (Students who live in the Residences should consult the [later FAQs](#).)

An unvaccinated student who applies for and is approved for a semester-long remote option must test and receive a negative result before entering campus facilities for any purpose, such as working in the library.

What are the consequences of failing to test when required to do so?

After a first missed test, the COVID Compliance Manager will notify you about the missed test, alerting you that missing a second test during the semester will result in you being denied campus access privileges for the remainder of the semester and referred to Southwestern's Honor Code Committee.

If you miss a second test, the Dean of Students will email you with the following notifications:

1. You will be referred to Southwestern's Honor Code Committee. The Honor Code Committee will determine whether to initiate proceedings in connection with your failure to participate in COVID-19 testing as required.
2. Effective immediately, your campus access privileges will be terminated for the remainder of the Fall 2021 semester. If you live in the Residences, you must remain in your unit and access the common areas only as absolutely necessary (e.g., for leaving and entering the building, gathering your mail, disposing of trash, etc.). You should not visit other units, sit in the common areas, etc.
3. Accessing any part of the Southwestern campus during the remainder of the Fall 2021 semester will result in your suspension from Southwestern pending an investigation and Honor Code referral and may result in your permanent expulsion from the Law School.
4. If you wish to participate remotely in your classes for the remainder of the semester, you must submit an application to switch from in-person learning to remote learning. The link to the application is here: <https://www.swlaw.edu/fall21switch>. Otherwise, you will be recorded

as “absent” and withdrawn administratively when you reach the maximum number of absences permitted under law school policy.

How will I receive my test results?

Nobility Health will send a secure link of your test results to you via text and email.

I am unvaccinated or not fully vaccinated. What if I forget to test on campus one day and cannot get to a Nobility’s offsite location that day?

Immediately email covidmanager@swlaw.edu, describe the situation, and await an answer. You likely will need to stay off campus until the next testing day. Do not return to campus until you have heard from the COVID Compliance Manager or a dean, or until you receive another negative test result from Nobility Health.

I have COVID symptoms or have been exposed to COVID and wish to test on campus. May I do that?

Yes, but please stay in your car and leave campus immediately after the test. We also highly encourage you to communicate with your medical provider.

I am unvaccinated or not fully vaccinated and have been approved for a semester-long remote option. Must I still test?

If you do not plan to come to campus, you do not need to test twice a week. However, if you plan to come to campus, you must test. More specifically, to come to campus (other than to test) you must have tested within four days and received a negative test result. Thus, to come to campus on Wednesday evening, Thursday, Friday, or Saturday, you would need to test on Tuesday and wait until you received your test results. If you want to come to campus on Sunday, Monday, Tuesday, or Wednesday morning, you must test on Friday. Please note that if you test before 2 p.m., you should receive your results next day. If you test after 2 p.m., you may not receive next-day results.

Please note that if you plan to access campus for any reason during the Spring 2022 semester, you must test on January 4 or 5, or make other arrangements before December 17 with the COVID Compliance Manager.

I am unvaccinated or not fully vaccinated and have been approved for a semester-long remote option. I would like to come to campus only for curbside pickup for the Bookstore or Print shop? Must I test before coming to campus?

If you are coming only for curbside pick-up, you need not test in advance. However, you should remain in your car and wear a mask before rolling down a window or opening a vehicle door.

How will Southwestern monitor whether unvaccinated students are complying with the testing requirement?

Nobility Health provides a real-time, continuously updated data dashboard to Southwestern. An assigned employee monitors the testing frequency and test results of every individual who participates in testing with Nobility.

What happens if I test positive for COVID-19?

If you test positive for COVID-19 or your doctor thinks that you have COVID-19, you must immediately call Southwestern Security at 213.738.5793, email covidmanager@swlaw.edu, and follow the L.A. County Home Isolation Instructions closely (found [here](#)).

Must I wait until the next on-campus testing day to retake the test if I suspect a false positive?

If you suspect a false positive, contact the COVID Compliance Manager (covidmanager@swlaw.edu) and discuss the situation. It may be possible for you to re-test at one of [Nobility's off-site locations](#). But, you may have to wait for the next on-campus testing day.

Who receives the results of my test?

Southwestern's COVID Compliance Manager will receive the results. She will share individual results with the appropriate county health officials, if needed. She may also share individual results with a small group of senior campus administrators (e.g., Dean, Executive Vice President, Vice Deans, and Dean of Students) on a need-to-know basis. If a student who is required to test fails to test and does not immediately contact the COVID Compliance Manager, the COVID Compliance Manager will share that information with campus administrators who have a need to know (e.g., Dean, Vice Deans, Executive Vice President, Dean of Students, Associate Dean for Student Affairs, and the head of campus security).

I am concerned about people seeing me test on campus and then making assumptions about my vaccine or medical status. How can I proceed?

Because vaccinated individuals may choose to test, no one should make assumptions about the vaccination status of an individual who is testing on campus. However, you do have the option to test at [Nobility's off-site locations](#).

If someone tests positive, will the campus community be notified?

If we learn that someone has visited campus during the period when they likely were contagious, the campus will be notified via Southwestern email. Southwestern will not identify the person who tested positive in that email.

If someone in my section or in my courses tests positive, will I be alerted?

If Southwestern is informed of a positive test result, we will begin a contact-tracing process. If you were reported to be in [close contact](#) with that person, you will be contacted through that process. During that process, you may learn the name of the individual who tested positive. Also, we will notify all students in a course or section if someone in their course or section tested positive and was physically in class, but will not reveal the person's name.

If someone in my class tests positive or is diagnosed with COVID-19, will that class be moved online for some period of time?

Whether a class is moved online for a period of time will depend on the results of the contact-tracing process. But a remote option is one possibility.

Do I need to report to Southwestern if I have been exposed to COVID-19, suspect exposure, or start experiencing symptoms of COVID-19?

Yes. You must immediately call Security at 213.738.5793 and report this information to covidmanager@swlaw.edu. If you have symptoms of COVID-19, we highly recommend that you talk to a healthcare provider and get a test for COVID-19.

I have additional questions about Southwestern's COVID-19 surveillance testing policy or program. To whom should I direct such questions?

Please direct such questions to Southwestern's COVID Compliance Manager, Vivien Lewis, at covidmanager@swlaw.edu.

If I am currently required to test twice weekly with Nobility Health because I am not fully vaccinated, do I need to continue to test after I've tested positive for COVID-19?

If you have tested positive for COVID-19 within the past 90 days and are not in a current isolation period, you have developed antibodies to the virus, and your next test results could continue to appear as positive, even though you are no longer symptomatic or contagious.

If you:

- have received a positive test result **from Nobility Health** within the last 90 days, **and**
- are not in a current isolation period, and
- are asymptomatic,

you do not need to participate in required twice weekly testing within this 90-day time period. Your testing requirement will then resume on the 91st day after your positive test from Nobility Health. Although you are responsible for determining when your testing requirement resumes, Southwestern will make every effort to alert you about one week before your testing requirement resumes.

If you received a positive result from Nobility Health, your result is on record with Southwestern and you do not need to supply it. You do not need to provide us with further notification that you will not be testing for the next 90 days.

Positive test results from any source other than Nobility Health will **not** be accepted as proof that you can discontinue testing during the 90-day period.

HEALTH & SAFETY PROTOCOLS

Will individuals accessing campus be required to undergo temperature screening or other health checks?

No. Southwestern has adopted a self-screening protocol. Under this protocol, members of the Southwestern community are required to screen themselves for COVID-19 symptoms and are not allowed to access the Southwestern campus if they have such symptoms. By coming to campus, you are representing that you do not have any COVID-19 symptoms.

Is there a way for me to check my temperature while I'm on campus?

Yes. Campus security has a touchless thermometer and cleaning supplies at the Bullocks Wilshire desk that you may use to take your own temperature.

What are the symptoms of COVID-19?

Symptoms may appear 2–14 days after exposure to the COVID-19 virus and may include fever or chills, loss of taste or smell, cough, headache, shortness of breath or difficulty breathing, sore throat, fatigue, nausea or vomiting, muscle or body aches, diarrhea, and runny or stuffy nose. Please check [CDC's website](#) for the most current information.

What should I do if I am sick or experience COVID symptoms or cold- or flu-like symptoms?

If you have symptoms of COVID-19, we highly recommend that you talk to a healthcare provider and get a test for COVID-19. You should stay home and protect others until you get the result of your COVID-19 test or until your provider tells you that you don't have COVID-19. If you test positive for COVID-19 or your doctor thinks that you have COVID-19, you must follow the L.A. County Home Isolation Instructions closely (found [here](#)). If you test negative for COVID-19 or your provider tells you that you don't have COVID-19, stay home until you have been fever-free without the help of fever-reducing medicines for at least 24 hours.

Also, please do not access campus while you are experiencing flu-like or cold-like symptoms; use the [temporary remote option](#).

What protocols should I follow if I test positive for COVID-19?

Isolate and do not come to campus. Immediately call Southwestern Security at 213.738.5793 and notify our COVID-19 Compliance Manager at covidmanager@swlaw.edu. Follow the L.A. County Department of Public Health's home isolation instructions closely (found [here](#)). Monitor your symptoms carefully. If your symptoms get worse, call your healthcare provider immediately. You should not return to campus until at least 10 days after symptoms first appeared and at least 24 hours with no fever without fever-reducing medication and other symptoms of COVID-19 have improved. For more information on what to do when you have tested positive for COVID-19 and when to safely return to campus after testing positive, visit <http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>.

What qualifies as close contact with a COVID-positive individual?

A close contact means:

- You were within 6 feet for a total of 15 minutes or more over a 24-hour period **or**
- You had unprotected contact with their body fluids or secretions. For example, you were coughed or sneezed on, you shared a drinking cup or eating utensils, you kissed, or you cared for them without wearing the right protective equipment.

"Close contacts" are not those who walked by an individual, rode an elevator with the individual, etc.

What protocols should I follow if I suspect or have been notified by Southwestern that I have been in close contact with someone suffering from COVID-19?

For Unvaccinated Students: Complete Full Quarantine

- Per L.A. County Public Health orders, unvaccinated students **must** self-quarantine (stay in their home or another residence, separate from others) and monitor for symptoms for 10 days following the date of last exposure.
- During this entire period, you must follow the L.A. County Department of Public Health home quarantine instructions at: <http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>
- If you test negative and remain asymptomatic, you are released from quarantine after Day 10. You still must continue to monitor your health and adhere to COVID-19 prevention precautions through Day 14.
- Alert your professors that you need to use the temporary remote option through the end of the quarantine. Then, participate in classes remotely.
- **To return to return to campus, you must test with Nobility.**
- If you receive a positive test result or develop symptoms of COVID-19 at any point within 14 days of your exposure, you must immediately isolate and follow L.A. County Public Health instructions for home isolation at: <http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>. **You must also**

immediately call Southwestern Security at 213.738.5793 and notify covidmanager@swlaw.edu of your positive test result.

For Vaccinated Students: Begin Quarantine

- **Students who have provided proof of full vaccination AND remain asymptomatic must self-quarantine (stay in their home or another residence, separate from others) and monitor for symptoms while waiting for their test results.**
- You are required to test for COVID-19 with Nobility within 3 to 5 days.
- Alert your professors that you need to use the temporary remote option until you receive a negative test result. Then, participate in classes remotely.
- Until you receive a negative test result, you must adhere to this quarantine.
- If you receive a negative test result from a test conducted 3-5 days after your exposure, you are released from this quarantine.
- If you receive a positive test result or develop symptoms of COVID-19 at any point within 14 days of your exposure, you must immediately isolate and follow L.A. County Public Health instructions for home isolation at: <http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>. You must also immediately notify covidmanager@swlaw.edu of your positive test result.

All close contacts should wear a face covering in public indoor settings for 14 days after exposure of until a negative test result.

Generally, how can I reduce the risk of contracting or transmitting COVID-19?

- Get vaccinated. Vaccination is the best way to protect yourself and your loved ones from COVID-19. It will slow the spread of COVID-19 including variants of the virus. And, it will also help lower the chances of new and more dangerous variants emerging.
- Wear a face covering that fits and filters well.
- Avoid crowded places.
- Wash your hands and/or use hand sanitizer often, especially after being in public spaces where surfaces are touched by many people. Avoid eating and touching your face with unwashed hands.
- Stay home when sick. If you have symptoms of COVID-19, talk to a doctor and get a test. You should stay home and away from others until you get the result of your COVID-19 test or until your provider tells you that you don't have COVID-19.

Someone just told me they tested positive for COVID-19, or I have interacted with someone on campus who is exhibiting symptoms consistent with COVID-19. What should I do?

It is primarily their responsibility to inform Southwestern, so encourage the individual to do so. You should also feel free to assist someone in making such reports. You can also report concerns to [Southwestern Security at 213.738.5793](tel:213.738.5793), covidmanager@swlaw.edu, or the Dean of Students Office at deanofstudents@swlaw.edu.

Does the law school conduct contact tracing if someone reports a positive case of COVID-19?

Yes. When the law school's COVID Compliance Manager receives a report of a positive case, whether through Nobility Health or a member of the community, she will quickly start a contact-tracing process.

How does the contact-tracing process work?

Following public-health guidance and protocols, the law school's COVID Compliance Manager or a member of the COVID Response Team (which includes senior administrators who are on duty after regular business hours) reaches out to the person who has tested positive or been diagnosed with COVID. For calls received by Security at or after 11 p.m., the contact-tracing process normally will begin between 5 and 7 a.m.

To conduct the contact tracing, we use a series of questions designed to learn when and where the person was on campus during the period when the person was likely to be contagious. For students, the questions gather information about:

- vaccination status;
- testing history;
- onset of symptoms (if any);
- COVID symptoms (if any);
- suspected source or point exposure (e.g., a particular event or person);
- when the student was on campus during the relevant period;
- program of study and year (e.g., SCALE II or Evening 4L);
- schedule (e.g., classes, meetings, and other activities);
- whether the individual moved around during class (e.g., for small-group work);
- individuals with whom the person was in close contact;
- whether the person congregated with others before or after class;
- whether the person removed their mask while on campus;
- whether the student lives in The Residences; and
- other information that the individual supplies or that arises from questions prompted by the individual's answers to other questions.

In addition, the law school official conducting the contact tracing consults seating charts for the classes in which the student participated, may speak with the professors or program Dean or director, and may speak with other individuals who might have relevant knowledge.

We then determine who was in close contact with the student, based both on the interview(s) conducted, and class seating charts. If students in a class were moving around or if the class does not have a seating chart, we typically will designate all individuals in the face-to-face classroom as close contacts. In a large class when the students did not move around, we typically designate students within two seats (in all directions) as close contacts.

If we determine that the individual was on campus (or participated in law school activities) during the likely period they were contagious, we then prepare and send different letters: a letter to close contacts (individuals who were within 6 feet of the individual for more than total 15 minutes during a 24-hour period); a letter to those in a class with the individual; and a letter to the campus community. We also notify program Deans and directors and other campus officials, some of whom may have participated in the contact-tracing process on some occasions (Dean, Vice Deans, Executive Vice President, Associate Dean for Operations and Risk Management, Dean of Students, Associate Dean of Student Affairs).

Concurrently with the interview process, we pull the student's schedule and begin a deep-cleaning process of any areas on campus where the student was during the last 24 hours. This process may cause us to close classrooms and areas of campus and send students to other areas of campus to participate in their classes (which could be moved to remote format for the day).

Based on the totality of the circumstances, we also determine if any classes need to be moved to remote format, either because of the exposure or because we need to clean.

Once the contact tracing process is complete, Southwestern is required to report the gathered information to the LA County Public Health Department within one business day of being notified of the confirmed positive COVID case on campus. The COVID Manager may also follow –up with the positive individual for additional information after the initial tracing is conducted.

If we were to receive multiple calls and emails about positive tests or diagnoses, we would also use the information gathered to confer with the appropriate county public-health officials to determine if the cases are linked and whether any spread may have occurred on campus, at law-school events, or at events where individuals affiliated with the law school congregated.

How often are classrooms cleaned?

We clean classrooms every night. In compliance with public-health guidance, when we receive notice of a positive COVID test or diagnosis, as part of the contact-tracing process we determine where on campus the person has been and perform deep cleaning in all areas in which the individual has been during the past 24 hours. We also turn the air scrubbers on high for many hours. And generally, we urge everyone to use good hand and face hygiene.

As you likely know, the science shows that the virus spreads mainly as an aerosol instead of through touch, so we think this layered approach, along with our various air scrubbers and filters, exceeds public-health guidance.

What if I'm sick right before or on the day of an examination or when an assignment is due?

Contact the Dean of Students immediately to discuss your situation. Do not contact the professor directly. You will be required to provide documentation from a medical provider to reschedule an exam or to receive an extension on an assignment.

What if I become sick and feel I cannot complete all of my classes for the semester?

Contact the Dean of Students to discuss your options, which may include a withdrawal, dropping some courses, or taking incomplete grades, depending on your particular circumstances. First-semester students should contact Associate Dean Gear to discuss their options.

What if I suddenly feel sick while on campus?

Campus Security will assist if you suddenly become ill on campus.

- If you are able to, relocate to an exterior location or your vehicle and then contact Campus Security at (213) 738-5793 to advise them of your location; someone will come and help you. If you drove to campus and are well enough, feel free to drive home or to a medical provider.
- A blue tent will also be available on the upper lot of the parking lot; you can go to that location and contact Campus Security.

MASKS

When and where are face coverings (masks) required on the Southwestern campus?

Per the recent L.A. County order, all individuals, whether vaccinated or unvaccinated, must wear a mask whenever in an indoor space with others. Information on L.A. County's mask requirement can be found [here](#).

Are masks required when I am outdoors on the Southwestern campus?

No. Masks are only required indoors. Of course, you may wear a mask outdoors.

If I am alone in a room on campus with the door shut (e.g., in a study room), do I have to wear a mask?

No. If you are alone in a room with the door shut, you do not need to wear a mask. Otherwise, you must wear a mask at all times while indoors, even if you know the other individual's vaccination status (but please don't ask them!).

What type of mask am I required to wear?

We strongly recommend a high-filtration respirator (e.g., N95, KN95, KF94) that fits snugly against your face without any gaps. **Southwestern has supplied all students, faculty, and staff with 20 KN95 respirators for the fall semester.** Instructions about how and where to pick-up these masks have been sent to students via email. **If you cannot locate those instructions, email covidmanager@swlaw.edu.** Other acceptable masks include a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A mask must not have any visible holes or openings and must cover the nose and mouth. Acceptable masks do not include a neck gaiter, scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric. Face shields are not a replacement for masks but may be worn with a face mask for additional protection. If you have a disability that prevents you from wearing a face mask, please contact the Dean of Students to discuss your situation.

How will Southwestern monitor and enforce the masking requirement?

Any individual on the Southwestern campus who is not wearing a mask or not wearing their mask properly will be asked to wear one or to adjust their mask so that it covers their mouth and nose and fits properly. **If a professor reminds students in a class to check that their masks are on properly and a student fails or refuses to comply, the professor may ask the student to leave the classroom and will report the student to the Dean of Students Office for honor code proceedings.**

I'm worried I might forget my mask. Will disposable masks be available for individuals coming to campus?

Yes, a limited supply of surgical masks will be available at the Bullocks Wilshire security desk. All individuals are responsible for bringing their own mask to campus on a daily basis.

What happens if someone violates the mask requirement or another COVID-19 safety protocol?

Violations of Southwestern's COVID-19 policies and protocols, including the mask requirement, will be considered a violation of the Student Honor Code. Southwestern has the discretion to give a warning for a first offense but may also refer a first offense to the Honor Code

Committee. Any student observed to be in violation of the mask requirement will be asked for their student ID and be given a written notice on the spot.

All offenses after the first will be referred to the Honor Code Committee. Pending investigation and final outcome, the alleged violator's campus access may be suspended.

What if I see someone violating the mask or other safety protocol?

As a community, we are responsible for each other's safety as well as professional conduct. If you feel comfortable, remind the person about the school's masking requirement and other safety protocols. You can also advise Dean of Students (deanofstudents@swlaw.edu), COVID Compliance Manager (covidmanager@swlaw.edu), or one of the Vice Deans (dwaisman@swlaw.edu; agharakhanian@swlaw.edu) about the situation.

AIR QUALITY

What is being done for ventilation?

Our air-handling units are operating in 100% outdoor air mode, wherever possible, to reduce recirculating air. This is similar to running the AC in your house with the windows open, and provides maximum ventilation.

How is building air filtration being handled?

We have moved to MERV-15 building filters where possible. Most building filters are now MERV-15. All other building filters are at least MERV-13. MERV-15 filters trap 94% of small particles.

What is being done for air cleaning?

We have installed HEPA air scrubbers in every classroom. These are 99.97% efficient. They remove any particles as small as 0.3 microns in size.

How is Southwestern monitoring air quality?

We are monitoring the air quality in each of our indoor classrooms and other spaces that monitor carbon dioxide, volatile organic compounds, radon, and other elements.

Will I be able to smoke on campus?

No. You may not smoke on campus (including in the Residences) or within 15 feet of any entrance to campus.

Fall 2021 Instruction

FORMAT

Is the school going forward with its plan for fall courses to meet in person and on campus?

Yes. With the exception of some courses that are fully remote (designated as VRTL on WebAdvisor), SCALE Periods 2 and 5, and traditional fall courses are in person. And as explained below, we offer students in certain categories a semester-long remote option and have a temporary remote option for students as well.

How will classes be delivered after Thanksgiving?

To help protect the Southwestern community, and out of an abundance of caution, we will deliver all fall classes and most services remotely after Thanksgiving. For SCALE I students, remote instruction will begin on November 22. For details, please see Dean Dickerson's September 16 email regarding Thanksgiving Break/Remote Classes/Winter Break/Returning for Spring 2022.

May advocacy honors teams travel this semester?

Your Honors Program faculty advisor will advise you whether any teams will travel this semester for competitions. Please note that students who have applied for and been approved for a semester-long remote option should not travel on competition teams or other official school business.

The Law School now has a travel policy related to competition travel (whether for advocacy programs or student organizations) and a general policy about travelling on school business on school funds. Those policies are attached to the end of this FAQ.

Are any physical or social distancing requirements currently in force anywhere on campus?

No. Physical/social distancing is no longer required by the local health authorities. However, if you see someone wearing a red social band, please respect their private space whenever possible. In addition, to help with our ability to offer services effectively, we have placed stanchions outside some offices that provide high-volume student services.

Are any COVID-related occupancy capacity restrictions in effect for classrooms or other indoor spaces?

No. There are currently no COVID-related capacity restrictions imposed by the local health authorities.

Will classes be recorded? If so, where will the recordings be posted?

Yes. With the exception of a small number of classes where recording is not feasible due to confidentiality (e.g., clinics) or other compelling reasons, classes will be recorded and posted on

the Canvas page for the course. A student is not deemed to have attended a class simply by reviewing the recording. Southwestern's plan to record classes is not a guarantee of a successful or an entirely audible recording. Recordings may be limited by available technology, by equipment or technology failure, or by human error. Students who miss a class are encouraged to seek notes from classmates and visit the professor during office hours if they have questions about concepts they missed.

What happens if someone posts my photo from a remote class on the internet or posts a class recording on a site other than the course Canvas page?

Southwestern strives to safeguard the intellectual property of its faculty and the privacy of its students, prospective students, and employees in online learning environments and other online events and activities hosted or sponsored by the law school. To protect these interests, students and other participants may not copy, record, reproduce, screenshot, photograph, or distribute any content, including documents, audio, video, images, and other visual content from online courses and events. This restriction on copying and distribution includes but is not limited to:

- Recorded and live lectures (including images derived from such recordings, like screenshots)
- Live discussions or meetings;
- Discussion boards;
- Simulations;
- Posted course materials;
- Exams, quizzes, and other assessments (whether graded or ungraded);
- Faculty feedback forms;
- Visual materials that accompany lectures/discussions, such as slides;
- Virtual whiteboard notes, etc.; and
- Images of students, faculty, or other participants.

Please report violations of this standard to the Dean of Students Office. Violators may be subject to Honor Code proceedings.

REMOTE LEARNING OPTIONS

What if I need to switch mid-semester from in-person to remote learning, or vice versa?

If a student experiences a **mid-semester change in circumstances**, they should complete the Fall 2021 Request for Change in Modality application to switch from remote to in-person learning, or vice versa. The form is located at www.swlaw.edu/fall21switch.

We have learned that some students are opting to attend certain classes remotely when they have only one on-campus class on a given day. Please know that you cannot simply make that determination. Instead, you must apply for and be approved for this option. See the next question and answer.

What qualifies as a basis for switching to remote for the semester?

- Caregiver for or living with vulnerable individual (e.g., child under 12, or elderly parent)
- Medical Reason (for yourself; this category includes **a mental-health reason related to COVID**) [Requires form from medical provider]
- Pregnancy/Breastfeeding
- Unvaccinated, with Southwestern approved medical or religious exemption, and not comfortable coming to campus for a medical reason
- You or someone you live with could be regularly exposed to very large crowds and COVID-positive individuals (e.g., first-responder, hospital or medical personnel, frequent traveler through airports, works at a bar or restaurant).

In addition, you may apply for a remote option if—due to your professors having been granted a semester-long remote option—you have only one face-to-face class and that class occurs on days as your remote classes. An example is if you have four courses, three of which are fully remote, and your fourth course (which is in person) meets on the same day as one of your remote courses.

What if I have a COVID-related reason to request semester-long remote instruction other than those listed above?

We are not offering a general remote option for a variety of reasons, including accreditation standards and the various safety measures the Law School has implemented. However, if you have a COVID-related reason to request semester-long remote learning that is not listed above, please email Vice Deans Dov Waisman and Anahid Gharakhanian and describe your circumstances. They will consider your information and determine whether you are eligible to participate in courses remotely.

How many students will be remote?

We currently have about **177 students**, across all years and programs, participating in the semester-long remote option. While many classes will have semester-long remote students,

some classes will not. Also, the number of remote students will vary during the semester as students use the temporary remote option.

What if I have temporary circumstances that necessitate remote learning?

In addition to the semester-long remote option, students who are experiencing temporary circumstances may—by notifying the course professor—participate in classes remotely **for up to two weeks**. Examples that qualify for temporary remote learning include:

- Testing positive for COVID, flu, or another contagious disease;
- Exposure/suspected exposure to COVID;
- Feeling ill or experiencing (even mildly) COVID or flu symptoms; and
- Intermittent caretaker responsibilities for vulnerable individuals.

When you write your professors about using the temporary remote option, you must indicate that you meet one of the above four reasons (although you do not need to say which one). If you do not include this statement in your email to the professor, the professor is permitted to ask whether your absence is covered by at least one of the four approved reasons above.

Note that the temporary remote option for up to two weeks does not mean switching to remote attendance for a total of 14 days at different times in the semester. Rather, the policy allows remote participation in your classes for up to two weeks (e.g., the weeks of October 4 and 11). The policy also allows remote participation for one week (e.g., due to experiencing COVID or flu symptoms the week of October 4) and then for another week at a later time (e.g., due to again experiencing COVID or flu symptoms the week of November 1).

To help comply with accreditation standards, temporary remote days are not for convenience (e.g., oversleeping, avoiding a long commute, etc.), but must be for COVID or another medical reason, as noted above.

Are the remote options available to all students?

Any Southwestern student, regardless of program, year, or vaccination status, may apply for the semester-long remote option and may use the temporary remote option. However, unvaccinated students requesting a remote option must have a Southwestern-approved exemption.

Do I need to apply for the temporary remote option?

No. Simply notify your professor via email that you will be participating remotely pursuant to the temporary remote option. When you write your professors about using the temporary remote option, you must indicate that you meet one of the four reasons (although you do not need to say which one). If you do not include this statement in your email to the professor, the professor is permitted to ask whether your absence is covered by at least one of the four approved reasons above.

It is your responsibility to ensure that you do not participate remotely for more than two weeks.

What happens if I am not able to return to in-person classes after two weeks?

If it's only for another day or two, notify your professor. Otherwise, you should apply to switch to the semester-long remote option. The form (Fall 2021 Request for Change in Modality) is located at www.swlaw.edu/fall21switch.

What happens if I need to use the temporary remote option for more than the two-week maximum as explained above?

Contact the Dean of Students Office (deanofstudents@swlaw.edu) to discuss the situation.

What if a remote student loses internet connection during class? Will they still be marked present?

A remote student who loses an internet connection should reach out to the professor if they lost the connection during the check-in window and could not mark themselves present. Students also should discuss other connectivity issues directly with the professor. The professor will notify the Dean of Students if a student misses more than 14% of the class.

If I have been granted the semester-long remote option, can I still come to campus for other reasons?

We cannot develop and track individual plans for each student. Therefore, we have developed the following parameters, which we believe are consistent with the reasons we granted semester-long remote options. We want remote students to feel like they are members of the law school community, because they are, so we have re-evaluated our position on outdoor events. We are also planning some events for remote-only students to help them build relationships with faculty, administrators, and other students.

- **Library and study rooms:** Yes
- **Outdoor school events on or off campus:** Yes
- **Class sessions on campus:** No
- **Professor office hours:** Attend remote hours
- **Student services (e.g., Financial Aid, CSO):** Remote
- **Bookstore:** Use online shipping or curbside pickup
- **Print shop:** Use online shipping or curbside pickup
- **Writing Center:** All appointments will be remote for Fall 2021
- **Dean's Fellows appointments:** Participate remotely
- **TA sessions:** Participate remotely
- **Student Organization meetings (inside):** Participate remotely
- **Indoor campus events:** Livestream or watch recording
- **Indoor off-campus events:** Do not attend
- **Fitness center:** No
- **School travel (e.g., Honors Programs):** No

If you have a question about anything on this list or an activity not on this list, please contact Dean Dueñez or Mena. Please do not disclose your vaccination status to either.

Please note: If you are unvaccinated and wish to come to campus for any reason, you will need to comply with the twice-weekly testing requirement described in other FAQs above.

Will faculty have the option to teach their classes remotely?

Yes. Just as students with any of the circumstances listed above may seek a semester-long remote option, faculty with such circumstances may do so as well. Faculty may also move classes online for up to two weeks for the same reasons students may request a temporary remote option.

Which professors will be teaching remotely for the semester?

You can see in WebAdvisor whether a course is being taught remotely or in person for the semester. Also, you will be notified by email if a course in which you are enrolled is being taught remotely. The following classes are 100% remote. The room in parentheses is the assigned physical classroom, from which F2F students may participate on campus.

- Michael Berger, Wills & Trusts (W329); Small Law Practice Management (W431)
- Beth Caldwell, Criminal Law, sections A (W311) and C (W611)
- Kate Campbell, LAWS (W423)
- Catherine Carpenter, Criminal Law (W431)
- Robyn Chew, Trial Advocacy (BWJDC)
- Bridgette de Gyrfas, Eve (BW 390) and Day (BW JDC) LAWS sections
- Meera Deo, Evidence (W329)
- Lakeshia Dorsey, Youth at Risk (W335)
- Norm Garland, Evidence (BW390); Const. Crim Pro & Adv. (BW390)

- Jay Gendron, EBAN (BW2)
- Adam Grant and Joe Trigilio, Wrongful Convictions (W523)
- Richard Jolly, Torts (W311)
- Joerg Knipprath, Constitutional Law I and II in SCALE Periods 5 and 6 (BW370)
- Bob Lutz, International Business Transactions (BW2)
- Darrell Mavis, Trial Advocacy (BWJDC)
- Janet Nalbandyan, ICN (BWJDC); Remedies (W523)
- Natalie Rodriguez, Foundations (W611)
- Ira Shafiroff, Property (W511); Trial of Jesus Seminar (W335)
- Judy Sloan, SCALE Contracts II; Women and the Law Seminar (BW3)
- Ed Stark, Defamation (BW370)
- Julia Vazquez, Community Lawyering Clinic (W336); Removal Defense Clinic (BW1)

If I am attending classes in person and cannot go home to attend a remote class, what should I do?

Every class will have a designated classroom (see question above) that can be used for remote participation if the class does not meet in-person for some or all of the semester. You can go to that classroom to participate in the remote class **but must always sit in your assigned seat per the seating chart**. You can also go to any other quiet place on campus in which you can speak without disturbing others (e.g., a study room in the Library). You should not participate in remote classes from Library carrels or open spaces in the Library. **You will need your laptop and headphones to participate in a remote class from campus; based on experience, we encourage students to use wired and not wireless headphones.**

I am a F2F student. What happens if I find out that a F2F class has been changed to remote for a day on very short notice?

Go to the usual physical classroom or find another quiet place on campus to participate in the class with your laptop and headphones. If your classroom is not available, a note will be posted on the door about other available spaces. Please make notes or keep a record about where you sat and who sat near you.

How will I be notified if a professor uses the temporary remote option?

You will be notified via email as soon as practicable after the administration receives notice from the professor that they need to use the temporary remote option.

May I bring a beverage to class and drink it during class?

You may bring a non-alcoholic beverage to class. But please unmask only for brief moments while you take a sip or use a straw and slip the straw under your mask.

May I unmask to speak when I am called on in class?

No. While the L.A. mask mandate is in place, no student may unmask while in class on campus except to take a brief sip of a beverage. We will re-evaluate this answer if the mask mandate is lifted. Please do try to speak up so students in the classroom and students participating remotely can hear.

EXAMS AND GRADING

How will midterm and final exams be administered this semester?

For the Fall 2021 semester (which includes SCALE Periods 2, 5, and 6), all midterm and final exams will be administered **remotely** using ExamSoft's Exemplify testing software platform, the same platform we used throughout the 2020–2021 academic year. ExamSoft's Exemplify platform was chosen because it offers features that enable us to meet ABA standards for distance education and maintain exam integrity. Please see the detailed Exam Explanations and Instructions FAQ – Fall 2021 Semester and SCALE Periods 2, 5 & 6 email sent by Zachary Bruning on September 23.

Will exams be open-book or closed-book this semester?

Most exams will be **closed-book**. You should assume that the midterm or final exam in a given class will be closed-book unless your professor specifically tells you that the exam will be open-book. In a closed-book exam, you are not permitted to bring any books, notes, outlines, or other printed materials with you into the exam room. Your professor may choose to provide you with a supplement to use while taking the exam, but any supplement will be provided to you electronically through the ExamSoft platform.

Can I use an additional electronic device (i.e., computer, laptop, tablet, smart phone, etc.) or second monitor during my exams?

No. As would be the case on campus, you are permitted to use only one electronic device during your exams. Additionally, for exam security reasons, you will not be able to attach another monitor to your laptop, and the software will be able to detect if additional ports on your laptop are used during the exam. Using a second electronic device during an exam will be considered an exam (and thus Honor Code) violation.

How will exam security and integrity be maintained?

- Exemplify will be configured to a secure setting for all exams. Being that exams are secured, launching the exam template in Exemplify will automatically shut down all other applications and wifi access on your computer. These security measures mean that students will not have access to digital notes or books during their exams.

- To safeguard the integrity of remote exams, Exemplify will utilize ExamID and ExamMonitor. These features provide identity verification via facial recognition and video/audio recording during the exam to help ensure a fair and equal assessment for every student.
- All exam questions, including multiple choice, short answer, and essay, will be included in the secure exam templates that you download.
- You will have access to download secure exam templates on the date/start time of the scheduled exam. Passwords for the exams will be posted on the Registrar's Office portal page.
- We will also put in place other security measures that will be announced closer to exam time.
- And as future officers of the court, we hope that our students understand the seriousness of cheating or assisting others to cheat on an examination and will not trade the possibility of practicing law and serving others over a potential gain of points on an examination.

Will I be able to print out a hard copy of the exam?

No. However, students will have access to a new notes feature available on the Exemplify interface (accessible via the Exemplify Tool Kit) that will allow you to take notes on a piece of digital scratch paper as you read through the exam question(s). You will also be able to highlight text in the exam questions themselves.

I do not have access to an adequate testing space. Will it be possible to take my remote exams from the Southwestern campus?

We will have some limited space for taking remote exams on campus. Those who lack access to adequate testing space may apply for an on-campus testing space; however, please note that the on-campus testing space is limited. An application form will be circulated soon. Those taking an examination on campus must still access services, like IT, remotely during the examination.

What are the minimum system requirements for the Exemplify software?

- Important system requirements to highlight as of the date of this document are:
 - Exemplify version 2.6.4 or greater
 - Hard Drive: 4 GB or higher available space
 - RAM: 8 GB or higher recommended; 4GB required
- Please refer to the ExamSoft [website](#) for the most up to date system requirements. It is critical that you make sure your computer meets these minimum requirements before your first midterm or final examination.

- Your computer must have a built-in or attached video/audio camera. You may be required to use the camera to provide a 360-degree scan of your testing space before beginning the exam.
- Please note that ExamSoft does **not** support any of the following:
 - Chromebooks
 - Android devices
 - iPads
 - Tablets
 - Multiple screens

Will there be a Credit/No Credit grading option for fall 2021 semester courses?

No. Southwestern's normal grading policy will be followed, as was the case in the 2020-2021 academic year.

Has Southwestern modified any of its other academic policies for the semester?

No. All other academic policies remain the same.

January Intercession and Spring 2022 Instruction and Protocols

The below information, with additional details, is also contained in Dean Dickerson's September 16 email regarding Thanksgiving Break/Remote Classes/Winter Break/Returning for Spring 2022

Will the January Intercession courses be in person and on campus?

All January Intercession classes and services will be delivered remotely from Thanksgiving through the January Intercession. Please note that campus is closed for Winter Break from December 20 through January 3.

Will spring semester instruction be in person and on campus?

All SCALE and other courses will be in person and on campus, starting January 10.

Will the semester-long and temporary remote options be available during the Spring 2022 semester?

Yes. We will be communicating the details in the coming weeks about remote options for Spring 2022. Those who have been granted a semester-long remote option will be able to continue in that status by certifying that the information that served as the basis for the remote request remains current and accurate.

Will there be a COVID testing requirement for returning to campus on January 10?

Yes. Every student, faculty member (full-time and adjunct), and staff member—regardless of vaccination status—must test with Nobility Health and receive a negative test result before returning to campus for the Spring 2022 semester.

All vaccinated individuals must test with Nobility Health on Tuesday, January 4, or Wednesday, January 5, so that we have sufficient time to receive and process your test results. Nobility will offer on-campus testing on both days. You may also test at one of Nobility's off-campus locations. We will send additional reminders and information in December and January about this mandatory testing requirement.

For questions related to testing and COVID-19 compliance, **including how to proceed if you will not be in Los Angeles again until after January 5**, please contact Vivien Lewis, COVID Compliance Manager, at covidmanager@swlaw.edu, before December 17.

I am unvaccinated. Do I need to test during the Winter Break?

Unvaccinated/partially vaccinated students, faculty, and staff are not required to test between December 15 and January 3.

Nobility Health will return to the regular Tuesday/Friday on-campus testing schedule as of January 4. Nobility's off-site centers will be open for regular business hours beginning on Monday, January 3. All unvaccinated/partially vaccinated individuals must resume twice-weekly with Nobility Health starting on Tuesday, January 4—followed by the second test for that week on Friday, January 7.

Do I need to report a positive COVID-9 test or COVID-19 exposure during the Winter Break?

Yes. During all periods, including the Winter Break, all members of the Southwestern community are required to continue reporting to Southwestern if they have tested positive for COVID-19 or have been exposed to COVID-19 by immediately calling Security at 213.738.5793 and emailing covidmanager@swlaw.edu. The notification applies to all community members, including individuals who have been approved for remote work or study.

COVID-19 Campus Policies and Protocols

CAMPUS ACCESS & RESTRICTIONS

When can I access the Southwestern campus?

The Southwestern campus is now open to all students who are vaccinated or have a Southwestern-approved exemption.

May I eat or drink in the Library?

You may take brief sips of a non-alcoholic drink in the Library, but students may not eat in the Library until further notice.

Where can I eat indoors on campus?

Students are encouraged to eat outside. Options to eat outside include the Commons, the Promenade, and the tables set up on the top level of the BW parking lot. If a student has access to a private room (not in the Library), the student may eat in that room, if they are alone and the door is closed.

Is the Tea Room open?

The Tea Room is open Monday to Friday 8:30 a.m. until 2:00 p.m. Until further notice, individuals may not eat in the Tea Room. Cash and credit cards are accepted. The Tea Room will be closed during Winter Break.

Is the Fitness Center open?

The Fitness Center opened on October 4. The Fitness Center will remain open through December 19 and will reopen on January 3. For more details, see the October 1, 2021 email from Vivien Lewis titled "Fitness Center Re-Opening Announcement."

Is the Campus Bookstore open?

Through the fall semester, the Bookstore hours will be: Mondays– Thursdays, 10 a.m.–6 p.m. and Fridays, 10 a.m.–2 p.m. Curb-side pickup is available by appointment. The Bookstore will be closed during Winter Break.

I see people wearing red, yellow, and green wristbands. What do they mean?

These [social bands](#) are a silent way for individuals to communicate with others their preferences about social distancing. Red means a person prefers to stay 6 feet away from others, if possible (so, no hugging, handshakes, elbow bumps, etc.). Yellow means the person will elbow-bump but not shake hands. Green means a person is willing to shake hands and give high-fives.

Where can I get a wristband or get a different color wristband?

Wristbands are available in the lobbies of the Bullocks Wilshire and Westmoreland buildings. Green bands are back in stock. We do not require anyone to wear the bands. Also, we understand that people may have different social-distancing preferences depending on the circumstances, so you are allowed to take more than one color band.

OUTSIDE VISITORS TO CAMPUS

What protocols are campus visitors required to follow?

All visitors to campus must show proof of vaccination to gain campus access. They can do this by showing their vaccination card, or an accurate photo of that card, at the Bullocks Wilshire security desk. Individuals who cannot provide a form of proof will not be granted access. Exceptions to this rule include but are not limited to delivery persons, prospective students, families of students/prospective students, guests in the residences, legal clinic clients, etc. These visiting individuals must wear an appropriate face covering while on campus.

THE RESIDENCES

What protocols are guests and visitors to The Residences required to follow?

- All resident guests and visitors are required to wear a mask indoors while outside of the resident's unit and in communal shared spaces, regardless of vaccination status. The mask must cover the individual's mouth and nose. Southwestern requires that masks go over the ears and not bandanas or gaiters. Vented masks are not permitted. For more information, see the [Masks FAQs](#).
- All resident guests and visitors present must adhere to personal prevention actions including:
 - Stay home when you are sick.
 - Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizer that contains at least 60% alcohol. Wash your hands at a minimum before meals, after using the restroom and after coughing and sneezing.
 - Cover your coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately. If you do not have a tissue, use your elbow (not your hands).
 - Do not touch your mouth, eyes, or nose with unwashed hands.
 - Avoid contact with people who are sick. Avoid sharing items such as phones or other devices. If devices must be shared be sure to wipe them down with a disinfectant wipe before and after sharing.

- Constantly observe distances in relation to other individuals. When possible, maintain the recommended minimum 6 feet separation from individuals outside of your immediate household.

What counts as “inside”?

“Inside” is any area enclosed with a roof and walls on at least two sides (so hallways outside the apartments are “inside.”

I live in The Residences. What happens if I test positive for COVID-19?

Please immediately call Southwestern Security at 213.738.5793 and notify covidmanager@swlaw.edu. Isolate in your unit for the [number of days recommended by the CDC](#). If you must use the common areas, wear a mask and be as brief as possible. Do not access other parts of campus.

Travel

Is it okay to travel home or to visit friends on the weekend?

Yes, provided that you strictly adhere to the local and CDC guidelines for domestic travel. International travel is not recommended.

What are the current guidelines for domestic and international travel?

L.A. County’s Travel Advisory and Guidance can be found [here](#).

The CDC travel guidelines can be found [here](#).

I have a semester-long remote option. May I travel with an advocacy team or on other school business?

No, students with an approved semester-long remote option may not travel on school business or using school funds.

What travel policies apply for advocacy team or other school business travel?

New travel policies regarding advocacy teams and other travel for school business are attached at the end of these FAQs.

Events and Student Organization Activities

Will events be held on campus this semester?

Some events will be held on campus, but most larger events will either be held remotely or will be livestreamed and/or recorded.

Will in-person events be livestreamed or recorded?

School-sponsored events will be livestreamed and/or recorded whenever possible. We encourage student organizations to do the same.

Can student organizations hold on-campus events and meetings? If so, must they livestream the events and meetings?

Student organizations can hold events and meetings on campus but should coordinate in advance with the Associate Dean for Student Affairs to help plan the event or meeting and discuss various considerations, such as how to involve students who are attending classes remotely.

Can student organizations serve food at events?

Student organizations cannot serve food during an indoor event (even if only a few people are expected to attend in a large room) but can serve food outdoors. Please contact the Associate Dean for Student Affairs to discuss options.

Can student organizations reserve outdoor spaces for events?

Student organizations can reserve limited outdoor spaces on the Southwestern campus for social mixer events. During 12:30–1:30 p.m. and 5:00–6:00 p.m., Monday through Friday, outdoor spaces will be reserved for the general student population to eat lunch and dinner, unless there is an all-school program or other special event approved by the Dean's Office. General student organization meetings will take place in classroom settings, without food. (They can also be held remotely.) Please complete the facilities usage request form located on the Student Affairs Canvas page to reserve a space on campus. Student organizations can direct questions related to classroom and outdoor spaces to Robert Mena, Associate Dean for Student Affairs at rmena@swlaw.edu.

Additional Questions

We understand that many of the topics we are addressing are complicated and that individual students may have fact-based scenarios they would like to discuss with us. So, in addition to attending and viewing recordings of the town halls (all posted on the Student Affairs Canvas page), please feel free to reach out to the individuals below, all of whom are glad to address your questions and concerns.

- **Vice Deans Dov Waisman and Anahid Gharakhanian**—general policies; religious and medical exemptions; specific course schedules; remote options. Email: dwaisman@swlaw.edu; agharakhanian@swlaw.edu
- **Nydia Duenez, Dean of Students and Diversity Affairs**—general policies; ADA accommodations; pregnancy and breastfeeding accommodations; attendance issues; diversity affairs. Email: nduenez@swlaw.edu

- **Robert Mena, Associate Dean, Student Affairs**—general policies; 1L orientation; student organizations and student events. Email: rmena@swlaw.edu
- **Vivien Lewis, COVID-19 Compliance Manager**—specific safety protocols (e.g., contact tracing); medical exemptions; vaccination status; COVID testing. Email: covidmanager@swlaw.edu
- **Lisa Gear, Associate Dean, Admissions**—questions from entering students. Email: lgear@swlaw.edu

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

Administrative policy effective as of September 29, 2021.

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 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 Law 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:** Three to five days after returning to the Los Angeles area, fully vaccinated 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:** Unvaccinated and partially vaccinated individuals must continue testing with Nobility Health each Tuesday and Friday. Per CDC recommendations, they must also self-quarantine for seven days after returning. They may not access campus, other than to test, until day eight, 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.

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 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:** Three to five days after returning to the Los Angeles area, fully vaccinated 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 competition and receive a negative test result.
 - b. Unvaccinated and partially vaccinated individuals:** Unvaccinated and partially vaccinated individuals must continue testing with Nobility Health each Tuesday and Friday. Per CDC recommendations, they must also self-quarantine for seven days after returning. They may not access campus, other than to test, until day eight, 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.