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Spring 2022 COVID-19 Policy (For Distribution to Faculty & Staff)

As all are by now aware, we are currently in the midst of the widespread transmission of the Omicron variant of COVID-19. The extent of the transmission of this variant is moving the virus into endemic status, meaning that we can expect to have to cope with significant numbers of cases within our community. If you experience any symptoms of illness or test positive for COVID-19, follow the university's [reporting, quarantine, and isolation guidelines](#).

This policy provides guidance for the various types of events and meetings that typically take place at the Law School. Our goal for the spring semester, as with the fall semester, is to reduce the number of events occurring simultaneously in the building, particularly over the lunch hour, by moving those events online or outside the Law School building. We've included in this policy information about student events because faculty often advise students about or participate in such events. This policy is subject to revision as conditions pertaining to COVID-19 infection rates change.

If you have questions about an event or meeting not listed here, or if you believe the nature of your event warrants different arrangements, please contact Adam Gershowitz (student- or class-related matters) or Aaron Bruhl (conferences, symposia, and related matters).

Consistent with the university's policy, all members of the Law School community (faculty, staff, and students) must be vaccinated and receive a booster shot (once eligible) to learn and work here. Additionally, until further notice, all members of the community and visitors to the building will be required to wear masks indoors, regardless of vaccination status. Masks that offer enhanced protection, such as disposable surgical masks, KN95 masks, or N95 masks, are recommended over cloth masks. While the university is not currently requiring proof of vaccination or testing for visitors to campus, you should inform them of [the university's COVID-related policies](#) as they pertain to visitors, including the university's mask mandate.

The university now permits professional travel, such as to meetings or conferences, although this may change as conditions surrounding COVID-19 change. Faculty have been advised of procedures for using travel funds, and other employees should discuss work-related travel with their supervisor.

Spring Semester Classes

- *Most classes at the Law School will be held in person.* Students enrolled in in-person classes are expected to attend regularly, in accordance with our preexisting attendance policies. However, it is important that students who are experiencing any symptoms of illness or who test positive for COVID-19 stay home and not attend class in accordance with the university's quarantine and isolation guidelines. Faculty should work with these students to ensure that they are not missing out by staying home when ill. It is highly recommended that faculty members record their classes for students who must miss class due to illness.
- Students enrolled in online classes who wish to participate from a space in the Law School building may use only the following spaces:

- *The Wolf Law Library*: Students may use the carrels on the top floor of the Library or may reserve a study room. All students must wear masks inside of study rooms. Students may not participate in online classes from the ground floor of the Library, which remains a quiet zone.
- *The Penney Courtroom* (second floor): Students may use the Penney Courtroom throughout the week as follows:
 - Mondays from 8:30am to 12:00pm and from 2:00pm to 5:00pm,
 - Tuesdays from 8:30am to 10:00am and from 2:00pm to 5:00pm
 - Wednesdays from 8:30am to 12:00pm and from 2:00pm to 3:30pm
 - Thursdays from 8:30am to 10:00am and from 11:30am to 5:00pm
 - Fridays: All day
- *The McGlothlin Courtroom* (first floor): Students may use the McGlothlin Courtroom throughout the week from 9:00am to 5:00pm with the exception of Mondays and Wednesdays from 2:00 to 4:30.

Students using these designated spaces must use headphones and should be mindful of noise levels while speaking. Students may not participate in online classes from other areas of the building so that we can minimize disruption to others in those spaces. Students may use the *Patten Family Courtyard* or other outside areas.

- *Makeup classes*: Faculty unable to teach a regularly scheduled in-person class session due to travel, illness, or other reason are encouraged to conduct the class session over Zoom (at the regularly scheduled time if possible), rather than requesting to schedule an in-person makeup session. If illness or other events prevent the faculty member from teaching the class even via Zoom, a makeup session should be arranged.
- *Guest speakers in classes*: Although the university permits visitors to campus, faculty are strongly encouraged to have guest speakers participate virtually rather than in person.
- *Final examinations* at the end of the semester can be conducted in person at a scheduled time, although self-scheduled exams are encouraged to promote maximum flexibility. Contact the Registrar's Office if you would like to change a scheduled exam to being self-scheduled, which can range from a 24-hour period to allowing the exam at any point during the exam period. Courses offered remotely will have remote exams. If you plan to give a midterm or other graded assessment in addition to a final examination that requires in-person administration, please contact Laura Shepherd.

Faculty- or Administration-Organized Meetings and Events

- *Office hours* may be held in person or virtually, consistent with the faculty member's preference; students uncomfortable with meeting in person may engage in office hours visits virtually upon

request. Faculty are encouraged, as always, also to be available for questions via e-mail, MyLaw, or virtually.

- *Meetings with teaching assistants or research assistants* may also be held in person or virtually, consistent with the faculty member's and group's preference. Review sessions conducted by TAs or faculty may be conducted in person or virtually, as the organizer prefers. For the limited number of in-person courses that have remote LLM participants, review sessions should be recorded.
- *Meetings with groups of students that involve food*, such as mentoring lunches or book group discussions, should be held outdoors or at locations outside the Law School.
- Faculty or administrators organizing *conferences, symposia, or workshops* should contact Aaron Bruhl to determine how these events should be held, if such discussions have not already taken place. Organizers will be encouraged to hold smaller events and workshops virtually, which might also provide opportunities that travel or scheduling would ordinarily make difficult. Eating in the building at such events is generally not permitted during the mask mandate, but exceptions may be made in some instances.
- *Faculty meetings and Enrichment workshops* will continue to be held mostly in virtual formats. *Appointments*-related events are likely to be held in person, in consultation with each individual candidate. Eating in the building at such events is generally not permitted during the mask mandate. This aspect of the policy will be revisited in March in light of then-prevailing public-health conditions.
- *Staff meetings* may be held in person or virtually at the discretion of the departmental supervisor. Supervisors are encouraged to conduct meetings virtually, when possible.
- *Meetings with individuals from outside the university*, such as visits from former students, meetings with alumni or professional groups, and the like (including meetings of the Alumni and Foundation Boards and the Dean's Council dinner), may be held in the Law School building. As with smaller meetings and workshops, consider whether such meetings can be held productively via Zoom or phone.
- *Individual career advising meetings with OCS advisors* will be held virtually through January 28, 2022. After that, these meetings may be held in person or virtually, consistent with each career advisor's preference. Students uncomfortable with meeting in person will have the option to schedule virtual meetings. OCS will also host its OCS Express hours (12:30 to 2 p.m.) both in-person on Tuesdays and Wednesdays in the Law School lobby and virtually on Mondays, Thursdays, and Fridays, to accommodate students who are not in the building.
- *OCS programs and workshops* will continue to be held virtually (with very few exceptions).

Student-Organized Meetings and Events

- *Student organization events*: Each student organization will be permitted one in-person event at the lunch hour during the spring semester to reduce the number of people in the building at that

time. However, for the duration of the university's mask mandate, no food will be allowed at these events if held indoors. In-person events will be limited to no more than two at a time. All other lunchtime events hosted by student organizations must be conducted virtually. Events outside the lunch hour may take place in person but should be conducted online if possible. As with faculty workshops, student organizers should consider that online student events might allow a greater range of guest speakers than would be available in person. Students wishing to participate in an online event from a space in the Law School building should use the spaces noted above with respect to online classes.

Regardless of format, student organizations must still contact lawevents@wm.edu to have their event (in-person or virtual) approved and scheduled before publicizing it, to avoid having too many events during any one time slot. No student organization event may conflict with a Law School-sponsored event.

- *Regular student organization meetings*, such as meetings among board members or other business meetings, should be held online or outside the Law School building. Meetings that involve tryouts (such as for the Trial Team or Moot Court) may be held in person but must be scheduled through lawevents@wm.edu.
- *All other use of classroom space for student gatherings*, such as for study groups or practice sessions, must be scheduled through lawevents@wm.edu.

The University's Path Forward page: <https://www.wm.edu/sites/pathforward/index.php>.