



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

November 30, 2020

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY21-19

Distributed via Campus Email

To: All PVAMU Employees

From: Cynthia A. Carter-Horn 
Senior Vice President for Business Affairs

Re: COVID-19 and Return to Work in Spring 2021

With respect to the ongoing COVID-19 pandemic, the following guidance is given in order to return to work in January 2021 after the Winter Break.

- On December 1, 2020, all employees will be assigned and required to (re)take TrainTraq courses:
 - #2114131: *Safe Practices for Returning to the Office During the COVID-19 Pandemic*
 - #2114130: *Protocol and Certification for System Member Employees*
 - These trainings have been updated from the previous issuance. Each employee must complete both courses by December 18, 2020. Failure to do so may result in disciplinary action.
 - Additionally, all members of the university community will have a continuing duty to self-monitor and contact the COVID-19 Hotline and supervisor if the answer to any of the questions in the self-certification becomes “no”.
- It is strongly encouraged that all employees be tested for COVID-19 48 hours prior to their return to campus.
 - Testing is available through Curative and there are multiple sites available (visit Curative’s website at texas.curativeinc.com to find a location near you).
 - Any employees testing **positive** for COVID-19 prior to return to campus must stay home, report their results to the COVID-19 Hotline (936-261-9000), and receive instructions for isolation/quarantine; employees must be cleared prior to returning to work.
- Effective January 4, 2021, the University will continue its 50% workforce rotation in offices as was done for the fall 2020 semester.
 - As a reminder, the guidance given was no more than 50% of staff be physically working in any office at one time, with the goal of having 40-50% of staff working on campus in a bi-weekly rotation.
 - Under this rotation, staff working on campus one week will work from home the following week. Either on campus or at home, employees are expected to maintain their normal working schedule.
- Face coverings will still be required to be worn while on campus, particularly in common, public spaces.
 - Employees working in their individual offices will not be required to wear a mask while alone.
 - With regards to face shields, System public health experts recommend minimal use of face shields without a face mask as they provide a false sense of security.
 - For those individuals who must wear a face shield instead of a mask due to a medical reason or for an operational reason approved by management (e.g., the need to care for or interact with hearing

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impaired persons), the CDC recommends that face shields wrap around the sides of the wearer's face and extend below the chin or that individuals use hooded face shields.

- Employee business travel will continue to be limited to mission critical functions and must be approved by the area vice president or president.
- External guests on campus should remain limited to those considered critical to the mission of the university as approved by the area vice president or president. Those individuals should observe all safety protocols of the university.
- Spring Break will be reduced for students to the same period of time set aside on the approved employee holiday schedule – March 18-19, 2021.
- Employees with extenuating circumstances will need to discuss their ability to perform their duties from an alternate work location with their supervisors and submit support documentation to the Leave Team at leaveteam@pvamu.edu for review and approval.

This is a lot to absorb, and we are certainly living through challenging times. Be well and safe.

Cc: Ruth J. Simmons

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