

**From:** [Judah, Henry D.](#)  
**To:** [SO All Employees \(Including Student Workers\)](#)  
**Subject:** \*\*Latest Chancellor Memo on COVID-19 Issued March 18th & Update\*\*  
**Date:** Thursday, March 19, 2020 9:59:36 AM  
**Importance:** High

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To All System Offices Employees:

Please see the Chancellor's latest guidance memo issued yesterday to System Presidents and CEOs found [here](#).

As a summary, overall, our transition to the remote work stance has gone as well as can be expected thanks to the outstanding support provided by our System Offices IT Services. Without them, much of what we have accomplished today would not have been possible. We continue to operate on reduced staff levels. We encourage you to visit with your respective manager prior to coming to the office as we wish to maintain minimal staffing levels through May 1st as outlined by the Chancellor. Additional guidance on enhancing remote work efficiency will be forthcoming from System IT Services in the next several days. Similarly, additional information pertaining to remote work arrangements and emergency leave from human resources will be posted through our [Coronavirus Update](#) site.

As of this time, we have been fortunate to not have a System employee test positive for COVID-19. The System Offices has a group of personnel meeting each day by conference call to discuss the current COVID-19 situation and working to be prepared for any changes needed.

If you have any questions, please let me know. Thank you.

**Henry D. Judah | Director**  
System Office of Risk Management

1262 TAMU | College Station, TX 77840-7896  
Tel. 979.458.6234 | Fax 979.458.6247 | [www.tamus.edu](http://www.tamus.edu)  
THE TEXAS A&M UNIVERSITY SYSTEM

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