

From: [Judah, Henry D.](#)
To: [SO All Employees \(Except Student Workers\)](#)
Subject: System Offices COVID-19 Update 06.08.20
Date: Monday, June 8, 2020 3:52:46 PM
Importance: High

TO: System Offices Employees

Re: COVID-19 Update

This past week, two employees who have been present at MCB have tested positive for COVID-19. First, we wish our colleagues a quick and full recovery. Second, this emphasizes the need for System Offices employees to carefully follow our policy relating to COVID-19:

You may not return to work within a System Offices facility if you:

- Have a diagnosis or suspected case of coronavirus;
- Are currently exhibiting symptoms associated with COVID-19 as they are listed on the CDC [“Symptoms of Coronavirus”](#) webpage
- In the past 14 days have had close (less than six feet) contact with a person who has a lab-confirmed case of COVID-19;
- In the past 14 days have had close (less than six feet) contact with a person who is awaiting results of a COVID-19 test because of COVID-19 symptoms or exposure; or
- In the past 14 days have returned from travel or traveled through an area with state or local travel restrictions that mandate quarantine upon arrival home.

If any of the items listed above are true, you should contact your supervisor in order to receive further instructions regarding your particular situation prior to re-entering a System Offices facility.

Other System Offices Facility Guidance:

- When you are working within a System Offices facility, you must wear a face covering in all common areas – lobbies, hallways, elevators, meeting rooms, restrooms, breakrooms, etc. You should also wear a face covering when entering the office or work area of another person. A face covering is not required when you are in your own office or work area, except when someone else enters your office or work area and may pass within 6 feet of your workstation.
- Only two persons are permitted in an elevator at a time.
- Each conference room has a maximum number of occupants that should be present at any one time to maintain appropriate physical distancing. Employees must always maintain 6 feet of physical distance from one another.

If you would like more information regarding System Offices policies relating to COVID-19, you can find that information at this link:

<https://it.tamus.edu/coronavirus/new-on-site-work-behaviors/>

Please let me know if you have any questions.

Henry D. Judah | Director

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