April 15, 2021

SYSTEM OFFICES GUIDANCE
RETURNING TO NORMAL OPERATIONS ON JUNE 1, 2021

As announced recently, the System Offices are planning to return to normal pre-COVID 19 operations on June 1, 2021, subject to some exceptions described below. All System Offices employees will be expected to discontinue remote work arrangements initiated in response to COVID-19 and return to their on-site offices beginning June 1, 2021.

INFORMATION TECHNOLOGY RESOURCES

We allowed employees to take home System Offices computers and hardware to facilitate remote work during the pandemic. Each employee should bring back all System Offices IT resources upon returning to their on-site offices. Separate guidance will be provided regarding reconnecting IT resources in System Offices facilities.

TESTING

COVID-19 testing will continue to be required of all employees prior to returning to work on site. Employees will be sent an email to schedule a Curative COVID-19 test at the MCB prior to June 1st, and required periodic testing for all employees will continue until further notice.

Employees who have been fully vaccinated according to the current CDC definition will be permitted to opt out of the required COVID-19 testing. Fully-vaccinated employees who wish to participate in this opt-out process will be able to upload proof of their COVID-19 vaccination to a secure portal.

Employees with a laboratory-confirmed case of COVID-19 since March 1, 2021 will be excused from the testing associated with the June 1st return to on-site workplace. Going forward, employees with a laboratory-confirmed case of COVID-19 within 90 days of System Offices-required testing dates will be excused from testing. To be excused, the employee may be required to provide documentation of the laboratory test result.

COVID-19 PROTOCOLS

System Offices COVID-19 protocols will remain in place after June 1, and these protocols will continue to be re-evaluated as needed thereafter. The System Offices COVID-19 protocols include, but are not limited to, the following:

- Appropriate face coverings will be required in all public spaces, such as hallways, entry ways, and elevators (but not when you are alone in your private office)
- Maintain 6' of physical distancing wherever possible
- Virtual meetings are encouraged
- Maximum occupancy limits in meeting rooms and elevators
- Check for symptoms of COVID-19 every day, and do not report to the office if you are ill
- Email idrt@tamus.edu if you test positive for COVID-19 or are a close contact of someone with COVID-19
- Limit external visitors to the building
- New employees will be tested for COVID-19 prior to start date, unless they meet one of the exceptions
- Follow System Offices Travel Guidance

Based on guidance from the CDC and System public health experts, different COVID-19 protocols may be applied to employees who provide proof of COVID-19 vaccination.

MEDICAL CONCERNS

Employees who have health conditions or disabilities that affect their ability to return to the office should contact the human resources office by April 23, 2021. An analysis will be conducted on a case-by-case basis by human resources personnel, and others as needed, to determine whether the issue can be addressed without an undue hardship. Medical verification will be required.

NON-MEDICAL CONCERNS

Employees with non-medical concerns about returning to their on-site work location, such as a caregiver situation, should contact their supervisor by April 23, 2021. Supervisors will work with Human Resources to ensure that such situations are addressed fairly and consistently.

SUBJECT TO CHANGE

If conditions relating to the pandemic change, the System may make changes to this guidance and System operations as needed to protect the health and safety of our employees, students and community.