




# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

October 15, 2020

OFFICE OF BUSINESS AFFAIRS MEMORANDUM FY 21-15  
Distributed via Campus Email

To: Faculty, Staff, and Students

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

Re: COVID-19 Training & Certification Reminder

With respect to COVID-19 and the expectations of Prairie View A&M University employees, The Texas A&M University System developed and made available the following two TrainTraq courses:

1. *Safe Practices for Returning to the Office During the COVID-19 Pandemic* (#2114131)
2. *Protocol and Certification for System Member Employees* (#2114130).

All Prairie View A&M University employees were required to take both courses in May/June 2020, prior to returning to campus. In addition to this training requirement, the determination was also made that face masks would be required to be worn by all individuals while on campus.

We need to ensure we continue to do our due diligence and practice these safety protocol requirements. As we begin to see more cases on campus, it is imperative now more than ever that we recall the guidance and direction provided in the above-referenced trainings. This would include the following:

1. Take your temperature each morning.
2. Conduct a daily self-assessment of your health/infection exposure.
3. While on campus, wear a face mask, practice good hygiene, and maintain appropriate social distancing.

Any individual (faculty, staff or student worker) who is experiencing symptoms related to COVID-19 should not report to work, but inform one's supervisor and then report to the coronavirus hotline (936-261-9000.)

CACH: ol