



Office of the Chancellor

THE TEXAS A&M UNIVERSITY SYSTEM

System Employees:

March 3, 2020

I wanted to make sure you received a copy of the guidance the Chancellor provided yesterday to System CEOs related to COVID-19, coronavirus. The guidance was developed in conjunction with the Texas Division of Emergency Management, Texas A&M University and the other university systems. It reflects a desire to protect the health of our students, faculty and staff.

As you will soon head out for a short Spring Break, I want to remind you that the rules apply to us all just like any other System member. You are strongly urged not to visit countries currently facing widespread occurrences of coronavirus—specifically, China, Iran, Italy, Japan, South Korea and Hong Kong. If you do travel to one of the countries, you have a responsibility to report the trip to your supervisor, even if the trip is personal business.

Anyone visiting countries currently rated as a Level 2 or Level 3 risk by the CDC—China, Iran, Italy, South Korea and Japan—will need to self-isolate for a 14-day period upon their return, meaning remaining at home and calling your doctor (not visiting) if you feel sick so that they can be prepared to see you.

Also, be aware that the list of Level 1, 2 and 3 countries could grow in the coming week. If it does, we will make this information available to you. I also encourage you to monitor developments through the State Department and CDC websites.

I am guessing these guidelines won't have much effect on anyone working in the System offices, but until the authorities have a better handle on the epidemic, the best course is to practice a certain amount of caution to reduce the risk of contagion.

As this event continues to develop, it may be necessary to reevaluate and add to our guidance. However, the basic framework that is attached shouldn't change, and we will keep you posted on any changes or additions.

In the meantime, not to sound like your Mom, but there are a few things you can do to help avoid becoming sick in the event that coronavirus does make its way to wherever you are:

- Wash your hands for 20 seconds
- Use hand sanitizer
- Avoid shaking hands
- Disinfect frequently touched objects using a regular household cleaning spray or wipe
- Stay home when you are sick and avoid close contact with those who are sick
- Avoid touching your eyes, nose and mouth.

Thank you for your cooperation with this issue. If you have questions or need more information, please contact the Risk Management Office at 979-458-6330.