



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

MEMORANDUM

To: The PVAMU Campus Community
From: Corey S. Bradford, Senior Vice President for Business Affairs
Date: March 14, 2020
Re: Campus Coronavirus Update

As PVAMU administrators continue to monitor the status of the coronavirus (COVID-19), the health and safety of our campus community remains a constant concern. As previously announced, PVAMU is extending spring break for students through March 22 so that the university can prepare for the resumption of classes. PVAMU will resume normal operations for faculty and staff beginning March 16. Although recent guidance from the Texas A&M University System referenced a “skeleton crew” schedule next week for System agencies, please note, as a non-agency, university employees are expected to return to normal business hours next week. However, if you are ill or have come into contact with someone who has been exposed to the Coronavirus, we urge you to stay home.

Supervisors may consult with the office of human resources to determine if a temporary alternate work location (AWL) is feasible for specific employees. The determination for AWL is based on the employee’s position. Temporary alternative work locations may not be practicable for all positions.

The [Alternate Work Location Agreement](#), [Alternate Work Location Inventory Form](#) and [Alternate Work Location Checklist](#) must be completed and approved prior to the employee working from an alternate location. The circumstances and/or reasons for the temporary AWL should be documented and include consideration such as equipment needs, employee safety, communication and supervision, adherence to state and federal laws and PVAMU’s UAP 33.06.01.P0.01 [Flexible Work Arrangements](#).

Because the campus will resume normal operations on Monday, March 16, graduate and undergraduate students who are employed with the University may continue working, provided a supervisor is overseeing their work.

It is important to keep in mind that all university-sponsored international travel is strictly prohibited. University-sponsored domestic travel is likewise suspended unless it is deemed mission-critical by a supervisor. Please obtain approval from your supervisor and contact the Travel Department for additional guidance.

Finally, Facilities Management, along with SSC, has increased its sanitization efforts of campus buildings and public spaces on campus. They will be regularly disinfecting areas of frequent touch points including doorknobs and handles, handrails, common eating spaces and sitting areas as well as tables and chairs.

As the coronavirus remains a critical concern for our community, we will continue to pursue a course of action that follows the most current guidance of health officials. We will be vigilant and diligent in our efforts to maintain a safe and healthy campus environment for all students, faculty and staff.

xc: Ruth Simmons, President