



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

March 24, 2020

To: PVAMU Campus Community

From: Corey S. Bradford, Senior Vice President for Business Affairs

Re: Work from Home Orders

In an effort to contain the spread of COVID- 19, Harris County has issued a shelter in place of residence order. The order applies to employees deemed non-essential and living in the city of Houston and other municipalities within the county.

Prairie View A&M University wants to cooperate with local authorities to the maximum extent possible. Please read carefully the points below.

Faculty and staff should telework unless deemed essential to be on campus. All non-essential university offices will limit face-to-face interactions and move to virtual support at 5 p.m. today. Non-essential employees already working remotely in an approved Alternative Work Location (AWL) and should continue to do so. Managers of non-essential employees, who have permitted alternating/flexible schedules for their units, should revise those plans to allow impacted employees to work from home. Any individual who is in a high-risk category should not be required to come to campus.

Essential on-campus services will continue in support of students, faculty, and staff. Units designated as essential must work through their area Vice Presidents to determine reasonable staffing levels needed to function during the remainder of the semester. Any revised staffing plans should be forwarded to my office for final approval on behalf of the President.

Essential units include:

- John B. Coleman Library
- Owens Franklin Health Center
- Housing and Residential Life
- Willie A. Tempton, Sr. Memorial Student Center (MSC)
- Mail Services and Central Receiving
- University Police Department
- Information Technology (IT)
- Physical Plant

Keep in mind that telecommuting employees and alternate work arrangements must follow expected University guidelines. Please refer to the [Employee FAQs](#) for current information.

We encourage all employees to stay home as much as possible while these orders are in place. If you do need to go out, we urge you to comply with the 6-foot social distancing requirement and other Coronavirus preventative measures issued by the Centers for Disease Control and Prevention (CDC). Continue checking the Coronavirus Updates website at pvamu.edu frequently as we will use this forum to keep our campus community updated. Take care and be safe.