



# PRAIRIE VIEW A&M UNIVERSITY


A Member of the Texas A&M University System

## MEMORANDUM

**Date:** July 29, 2020

**To:** PVAMU Campus Community

**From:** James M. Palmer   
Provost & Senior Vice President for Academic Affairs

Cynthia A. Carter-Horn   
Senior Vice President for Business Affairs

**Re:** COVID-19 and Return to Work

Based on the latest COVID-19 numbers and the impact on Harris County and the greater Gulf Coast Region, the following is being implemented with respect to faculty and staff return to work:

- The current flexible work location and schedules slated to end July 31, 2020, will be extended to August 14, 2020.
- Employees will return to work on Monday, August 17, 2020, with offices operating under a bi-weekly, in-office rotation.
  - To ensure safe social distancing, it is advised that no more than 50% of staff be physically working in any office at one time, with the goal of having 40-50% of staff working on campus in a bi-weekly rotation. Under this rotation, staff working on campus one week will not work on campus the following week.
  - By August 10, 2020, departments must submit to their respective vice president an updated Departmental Form for Flexible Work Arrangements reflecting the bi-weekly rotation starting August 17. The president will also review and approve.
  - These updated work arrangement plans will remain in effect until indications of pandemic improvement are made by local public health authority communications, the State, and/or by the CDC.
- Employees with extenuating circumstances will need to discuss their ability to perform their duties from an alternate work location with their supervisors and submit support documentation to the Leave Team at [leaveteam@pvamu.edu](mailto:leaveteam@pvamu.edu) for review and approval.

These are challenging times, but our goal is to keep all employees and students safe as we navigate the start of the fall semester.