



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

May 5, 2021

OFFICE OF BUSINESS AFFAIRS MEMORANDUM NO. 21-33

Distributed via Campus Email

To: PVAMU Community

From: Cynthia A. Carter-Horn 
Senior Vice President for Business Affairs and Chief Financial Officer

James M. Palmer 
Provost and Senior Vice President for Academic Affairs

Subject: Employee Reopening Plan

Planning for the 2021-2022 academic year at Prairie View A&M University continues with an unwavering commitment to the health and safety of our students, faculty, and staff. A reopening plan has been developed in response to the Executive Orders issued by Governor Greg Abbott, and the guidance from The Texas A&M University System (TAMUS) regarding summer 2021 and fall 2021 operations. Below are important elements of that plan for employees.

Timing of Physical Return to Campus

Given recent System guidelines, on Tuesday, June 1, 2021, all current employee work rotations in place will end and all employees will return to campus.

COVID-19 Protocols

In accordance with public health guidance, continued safety protocols include, but are not limited to, the following:

- Continue face coverings requirements in all public spaces, such as hallways, entryways, open cubicle areas, and elevators (but not when you are alone in your private office);
- Maintain physical distancing wherever possible;
- Encourage virtual meetings;
- Utilize maximum occupancy limits in meeting rooms and elevators;
- Check for symptoms of COVID-19 every day, and avoid reporting to the office if symptoms are present or the individual is ill.

Preparation for Summer 2021 and the 2021-2022 Academic Year

PVAMU will continue to disinfect facilities, maintain supplies and protective equipment, and implement the following processes and protocols to facilitate normal operations.

Employees are to be mindful of the training and certification they completed at the start of the spring 2021 semester in TrainTraq. Furthermore, new faculty, staff, and student workers will be required to complete training and certification prior to reporting to work. The self-certification will remain in place, which states that the person:

- has not been determined to be actively infected with SARS-CoV-2, the virus that causes COVID-19,
- does not have a fever, cough, or other symptoms of COVID-19 as listed on the CDC's website,
- has not been in close contact with anyone known or suspected to have tested positive for COVID-19 in the previous 10 days, and
- has not returned from travel or traveled through an area with state or local travel restrictions that mandate quarantine upon arrival home in the previous 10 days.

If the employee fails to meet any of these criteria, that person will be required to notify their supervisor, should contact the COVID Hotline in the event of a positive test result, and follow current CDC guidance regarding self-quarantine or self-isolation (as provided by the COVID Hotline team and/or Human Resources), and will only be allowed to return to Campus/workplace if cleared to return by their healthcare provider and consistent with CDC guidance. This self-certification will include a continuing duty on the part of the employee to notify the university official if the answer to any of the questions over the course of time becomes "no."

Employees may be subject to disciplinary action for providing false information or not complying with the requirements of the self-certification

Testing and Vaccinations

COVID-19 testing and vaccinations are highly encouraged for the safety of all University stakeholders. PVAMU will continue to offer testing through the spring 2021 semester on campus and is working to continue these efforts. The vaccine is readily available across the state.

Medical Concerns

Employees who have serious health conditions or disabilities that affect their ability to return to the office should immediately contact the Human Resources office. An analysis will be conducted on a case-by-case basis by Human Resources personnel, and others as needed, to determine whether the issue can be accommodated. Medical verification will be required.

Non-Medical Concerns

Employees with non-medical concerns about returning to their on-site work location, such as a caregiver situation, should immediately contact their supervisor. Supervisors will work with Human Resources to ensure that such situations are addressed fairly and consistently where possible.

Conclusion

It warrants repeating that the academic year 2021-22 planning will occur with a commitment to the health and safety of our students, faculty, and staff, and in pursuit of the highest academic quality in our teaching, research, and service. Additional guidance will be provided as it becomes appropriate. If conditions relating to the pandemic change, PVAMU and the A&M System may make changes to this guidance and operations as needed to protect the health and safety of our employees, students, and community.

xc: Ruth J. Simmons, President