



## THE TEXAS A&M UNIVERSITY SYSTEM

### Protocol and Certification for System Member Employees

#### **Purpose**

Each member university and agency of The Texas A&M University System, including System Offices, seeks to preserve the safety and well-being of all students, employees, and visitors at its properties and facilities. To reduce the spread of the coronavirus disease 2019 (COVID-19) and to protect each workplace, the member by whom you are employed, referenced herein as “Employing Member,” has developed the following protocol for all properties and facilities it owns or otherwise controls consistent with recommendations from the Centers for Disease Control and Prevention and guidance provided by the Governor of Texas. Employing Member properties and facilities, whether owned or leased, are referenced in this Protocol and Certification as “Employing Member Campus.”

#### **Before an Employee Returns to Employing Member Campus**

You should not return to work on Employing Member Campus until:

- Your supervisor informs you that you are expected to return to Employing Member Campus for work as part of the phased reopening;
- You have completed the “Safe Practices for Returning to the Office During the COVID-19 Pandemic” online training;
- You meet [Employing Member guidelines](#) for quarantine and isolation; and
- You review and acknowledge this Protocol and Certification for System Member Employees.

#### **COVID-19 Exposure Criteria:**

Do not come to an Employing Member Campus if you:

- Have a [confirmed or probable](#) case of COVID-19;
- Have any of the COVID-19 symptoms listed [here](#) on any workday;
- Have had [close contact](#) with a person who has COVID-19;
- Have had [close contact](#) with a person who is awaiting results of a COVID-19 test because of COVID-19 symptoms or exposure until test results return and you can determine whether you meet the criteria listed above; or
- Have returned from travel or traveled through an area that [mandates quarantine](#) upon arrival home.

#### **Daily Self-Assessments**

On any day in which you are scheduled to work on an Employing Member Campus, you must conduct a self-assessment before coming to work to determine if you are exhibiting any signs or symptoms of COVID-19 as they are listed on the CDC “[Symptoms of Coronavirus](#)” webpage. If you have had any of the listed [signs or symptoms of COVID-19](#), do not return to work on an Employing Member Campus and contact your immediate supervisor as soon as reasonably possible.

**Verification**

I understand, acknowledge, and agree to the following:

- I have read and understood the protocol above;
- My presence on an Employing Member Campus signifies that I do not meet any of the COVID-19 exposure criteria listed in this protocol, and I have conducted a daily self-assessment;
- I will not come to Employing Member Campus if I meet any of the COVID-19 exposure criteria listed in this protocol or have exhibited symptoms of COVID-19, but will instead notify my supervisor;
- I will follow The Texas A&M University System health and safety protocols on Employing Member Campus, as provided in the “Safe Practices for Returning to the Office During the COVID-19 Pandemic” online training;
- I understand that members of my workplace, campus community, The Texas A&M University System, health department officials, and the Centers for Disease Control and Prevention are relying on the truth and accuracy of my responses; and
- I understand that my failure to follow one or more items in this Verification may result in disciplinary action against me, up to and including dismissal.

This protocol is effective January 1, 2021.

**Notice:**

If the employee is unable to acknowledge all points, they cannot be allowed to come to Employing Member Campus to work. Depending on the specific circumstances and work performed, the employee may be considered for a temporary alternate work location or flexible work schedule arrangements or afforded certain leaves provided by law or A&M System policy. If you have questions, contact your Human Resources representative.