

From: TCU ALERT – COVID-19 Update

Date: Monday, March 23, 2020 at 9:41 AM

To: TCU All Faculty/Staff

Subject: New lunch pick up schedule - Message from Student Affairs

Dear Faculty and Staff –

We are pleased to continue to serve essential staff lunches until further notice, and we thank you for your courtesy and kindness as we evolve our operations. As we streamline our campus response, all food service operations have been consolidated into one facility at Market Square in the BLUU.

We are firmly committed to continuing to safely and expediently serve meals to the community, and are encouraged by faculty and staff adherence to social distancing and staggering shifts during mealtime. We hope this will help with safety, efficiency, and community during this time. Our staff are committed to safety, superior hygiene, and through all of this, quality food.

To that end, we have developed a new schedule as we practice the safest “take-out” operation we can. Please do your best to adhere to the following schedule and necessary precautions:

1. **We will no longer divide the campus by buildings for shifts. We ask supervisors to do the following instead:**

If you manage a group of essential staff of more than 5 people, please divide that group in 4 and send respectively at 11:00, 11:20, 11:40, and 12:00.

If you have less than 5 in your group, please come at the following schedule: Last Name starting with:

A-F	12:10 pm
G-L	12:30 pm
M-R	12:50 pm
S-Z	1:10 pm

2. **We invite faculty and staff to ask one essential staff member to pick up as many teammate lunches as you can carry.** You may bring a bag to help. Also, remember to bring ID's for everyone for whom you are gathering lunches. We will be posting daily lunch menus on Instagram at our “tcu_dining” handle. This will help expedite your choices.
3. **We have consolidated Chick-fil-A upstairs** and will be serving food Chick-fil-A inside Market Square as well as a normal menu during this time.
4. **Entrance to the BLUU will be from the Spirit Shop entrance only.** You will need your ID to enter the building; the east entrance is closed. **Reminder that all employees are to check their temperature before entering TCU facilities. If you have a temperature of 99.5 or above you may not enter campus.

5. **Thank you for continuing to sanitize your hands upon entry to Market Square.** If you sanitize before you enter Market Square, we will kindly ask you to repeat at the register. The building is being sanitized 12 times a day to assist with hygiene.
6. **Do your best to maintain 6 foot distance while waiting in line.**
7. **The selection of food may dwindle as the numbers we serve does as well.** I think you would agree that the quality has been excellent. We commit to continuing to provide great food.
8. **We ask that only faculty and staff who have been assigned to campus attend lunches.**

We safely served about 2,000 lunches this last week. It has been encouraging to experience the community's positive attitude during the lunch hour in communion with each other. It has also been encouraging to hear so many thanking our food service associates as they have labored to continue to serve our community safely. They are upholding the highest standards for personal and professional hygiene and taking extra steps to protect our food production. To that end, we have moved our food service associates to staggered shifts to protect the continuity of the food service operation.

We look forward to seeing you.

Jude L. Kiah, PhD
Assistant Vice Chancellor, Student Affairs Administration
817.257.5137 (w) 309.255.3304 (c)