

March 15, 2020 (8:20 PM)
To: TCU Employees

Good evening TCU Employees,

With Tarrant County's declaration of a [local state of disaster](#), citing a public health emergency about COVID-19 (coronavirus), you must have many questions about TCU's continuity of operations. As of this writing, TCU is **open for regular working hours this week, Monday – Friday, March 16 – 20, 2020**. The situation is likely to change, and do so quickly. We will continue to work diligently to keep you informed as the situation unfolds.

The primary question we hope to address in this email is how do you move forward if you anticipate facing personal work disruptions due to various factors?

Guidance for Employees and Supervisors

Employees who can come to work should continue to do so during normal business hours. While at work, protect yourself by following these [guidelines](#) published by the Centers for Disease Control and Prevention. Employees who are unable to come to work because they are engaging in the 14-day self-observation period, should follow the steps below. For all other absences, employees should follow their established departmental procedures.

14-day Self-Observation Period

Employees who cannot report to work because they are engaged in a 14-day self-observation period must contact their supervisor and report their 14-day self-observation period online using the [TCU 14-day Self-observation Reporting Form](#). Reasons to engage in the 14-day self-observation period include close contact (six feet or less) with a person who is knowingly COVID-19 presumptive positive, or if you have [symptoms](#) associated with COVID-19.

Campus Visitors and Workplace Guidance

For the near future OR during the next three weeks (March 16 - April 3, 2020), only TCU employees may be on campus and in university buildings, with the exception being students who have been approved to stay in residence halls. All on-campus events have been cancelled. Additionally, all previously scheduled on-campus employment interviews should transition to Zoom or another platform. While the university remains open for regular business, we may experience drop-in or unexpected visitors to our offices or workplace. We will not turn people away; however, it is extremely important that we practice social distancing when communicating with others. Social distancing includes limiting gathering or congregating in groups as well as limiting distance between and among one another by six feet, or greater.

Employee Support Services

Our lives away from work include others (our VIPs - very important people, our family and friends, our pets). All are extremely important and rely on us for their care and well-being. We can become overwhelmed when juggling our many obligations, especially now. If you need a trusted resource, contact the Employee Assistance Program, 800-327-1393

or www.magellanascend.com (enter TCU as company name). Your care and well-being are most important. If you are sick, please contact your health care provider. The CDC provides specific guidance on "[What To Do If You Are Sick](#)".

I would like to close with a note about TCU. Our mission is to educate individuals to think and act as ethical leaders and responsible citizens in the global community. And our vision is to be a world-class, values-centered university. We are dedicated to our students' success. Always, and especially during times of change, we have an opportunity to be leaders and positively impact lives.

Take care and be safe,

Yohna

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~Salaam~Shalom~Paz~Peace~