

From: TCU ALERT – COVID-19 Update
Date: Monday, July 13, 2020 at 5:47 PM
To: TCU Faculty & Staff
Subject: Phase III guidance for TCU employees

Dear TCU Employees,

We hope this email finds you safe and healthy. We are writing today to share TCU's [Phase III guidance](#) as part of the Return to Campus for Employees plan.

Please note that while we are moving forward with sharing important updates as part of the Phase III guidance, this issuance of Phase III does not indicate that all employees are expected to return to campus. ***As with Phases I and II, employees will be notified by their supervisors if they are expected to return to campus.*** Due to the resurgence of COVID-19 across the country, employees should continue working remotely with their supervisor/department leader's approval and if job duties allow. And we deeply thank those of you who are providing critical on-campus services as we prepare for our students' return.

Your health and safety continue to be our priority. Employees working on campus must continue to closely adhere to the health and safety protocols as outlined in this document. This includes wearing a face covering, washing hands regularly, cleaning personal office spaces, practicing physical distancing and staying home if sick.

Among updated information in the [Phase III guidance](#) you will find:

- 1. Testing and tracing information for all employees:** Faculty and staff who display symptoms consistent with COVID-19 or were recently exposed should seek a viral test from an off-campus health provider/testing facility. University Urgent Care, located at 3107 Greene Ave., is prepared to test TCU faculty and staff employees for convenience or if the employee does not have a regular health care provider (there is no out-of-pocket expense with TCU health insurance). If an employee tests positive for COVID-19, they should self-report to the TCU COVID-19 Self-Report Hotline, 817-257-2684 (COVI). TCU Care Coordinators will work with the employee to conduct contact tracing and connect them to support services.
- 2. "Decision Trees" for employees:** All faculty and staff employees are required to take a [Daily Health Self-Assessment](#) prior to coming to campus. The printable Decision Tree infographics help employees determine [what to do if they test positive](#) for or have been [exposed to COVID-19](#).
- 3. Guidance for campus events:** To help protect the health and well-being of the campus and community, all in-person university-sponsored events, on-campus or off-campus, must be approved by the appropriate Vice Chancellor or Cabinet leader prior to being scheduled. University event spaces are primarily reserved for mission-critical activities, like classroom space, at least through the end of the Fall 2020 semester. *Further details are in the Phase III guidance.*

4. **Travel:** All university-sponsored domestic and international travel is suspended through Dec. 31, 2020, or until further notice. Per CDC recommendations, employees who [travel outside of the country](#) for personal or business reasons are required to serve a 14-day self-observation period. To register for a 14-day self-observation period due to travel, complete the self-observation enrollment form [here](#). *Further details are in the Phase III guidance.*

TCU will continue to follow guidance from state and local officials and recommendations from the [CDC](#), and will be prepared to adjust our operations accordingly. We will continue to share information with employees through email and tcu.edu/coronavirus.

Please continue to take care of yourselves and your loved ones – both physically and emotionally. Thank you for doing your part to protect our community.

Stay safe, healthy and well,

Kathy Cavins-Tull
Vice Chancellor for Student Affairs

Yohna J. Chambers
Vice Chancellor and Chief Human Resources Officer

[Phase 3 Guidance](#)