



May 28, 2020

Dear Lion Family,

In consultation with local public health authorities, the University may continue as originally planned with the second wave of the A&M-Commerce Return to Work plan issued on May 18, 2020.

As a reminder, in this second wave, an additional group of employees identified by department managers can return to on-site work no earlier than June 1, 2020, not exceeding 50 percent of the workforce in a given area.

It is recommended that staff wear face coverings when using common areas or attending in-person meetings or when social distancing is not possible. The University is working to procure facial coverings for faculty, staff, and students. You should continue to minimize in-person meetings as much as possible. All employees should continue to follow social distancing and meeting-size requirements provided by state health authorities. At this time, gatherings in person should be limited to 10 or fewer people.

Before returning to on-site work, employees will be required to complete a training and certification through TrainTraq in SSO. The course numbers are 2114130: *Protocol and Certification for System Member Employees* and 2114131: *Safe Practices for Returning to the Office During the COVID-19 Pandemic*. These trainings will be assigned to all employees and must be taken prior to arrival on campus. Employees must forward the automated, successful acknowledgement emails from both trainings to their supervisors before returning. Essential employees who are already on campus need to take these courses before returning to campus next week.

Please note that beginning June 1, external guests may be invited to physically attend meetings at the university; however, they should be expected to observe guidance related to social distancing, meeting size and face coverings in place at the time of their visit. Invited external guests should be limited to mission-critical functions such as interviews for positions. Use of university facilities by external groups should not resume any earlier than June 15.

The University will continue to provide updates and monitor the ongoing pandemic situation with assistance from our local health authorities. If you have any questions, please reach out by emailing [eoc@tamuc.edu](mailto:eoc@tamuc.edu).

Sincerely,

Mark Rudin  
President

Office of the President

Texas A&M University-Commerce, P.O. Box 3011, Commerce, Texas 75429-3011 Phone: 903.886.5014 Fax: 903.886.5010