

From: "Chambers, Yohna"

Date: Friday, June 5, 2020 at 3:14 PM

To: TCU All Faculty/Staff

Subject: Phase 2, Safe Return to Campus



Dear TCU Faculty and Staff Colleagues:

These past few weeks have been challenging for our country, and for our community. Not only are we thoughtfully preparing the campus for the return of our students, faculty and staff, we are addressing the gamut of emotions resulting from the tragic death of George Floyd. We want to acknowledge the emotional toll this has taken on our community, and especially our black colleagues as they experience ongoing racism. Please listen to one another, offer support in the form of your presence and your compassion. Stand resolute against racism in all its forms – let's be better together.

Through these challenges, we move forward together and make progress on our phased return to campus. Our heartfelt appreciation goes to the TCU community who continued to serve students remaining on campus during the past months, as well as those engaging remotely. We were excited to welcome back to campus our colleagues who joined us in Phase I; and, we are looking forward to welcoming our Phase II team members beginning Monday, June 8. *As with Phase I, Phase II employees expected to return to campus/or continue working remotely have been notified by their supervisors.* In addition to plans for return, supervisors and teams are developing plans that observe physical distancing and safe office practices.

We have been pleased with how our community is observing the guidance in Phase I. [Phase II guidance](#) includes updates and replaces the Phase I document. Some key enhancements to [Phase II](#) include:

- 1) **Required HR webinar:** This brief video summary provides highlights for our safe return to campus. Please take a few minutes to review and acknowledge your completion at the end of the video. To view the webinar, visit my.tcu.edu, click on the "My Employee Center" icon, then click on the "Return to Campus" icon.
- 2) **Accommodations:** Information regarding accommodations requests for employees is explained in the Phase 2 document, including instructions on how to submit a reasonable accommodation to continue working through my.tcu.edu. If you have questions about the online request form, please contact HR.
- 3) **TCU Connected Campus:** Last week, we launched the [TCU Connected Campus microsite](#). A brief summary about the initiative is included in this plan. If you haven't already,

please visit the microsite to learn more about our commitment to delivering the TCU experience.

As a reminder, the following principles and strategies guide our Return to Campus:

- 1) Commitment to Health, Safety and the TCU experience
- 2) Community Cooperation and Flexibility
- 3) Enhanced Cleaning Protocols and Prevention
- 4) Adherence to Public Health Guidance

In the coming weeks, you can expect information about large gatherings and events, including commencement and related events, student health and safety guidance, and plans regarding the return of students to campus. **Importantly, please note that the travel restrictions for TCU faculty and staff have been extended through the end of the fall semester. More details on mission-critical travel will be provided on the COVID-19 site next week.**

As different policy and committee groups develop plans, we are complying with current health guidance as well as governmental guidance on capacity, physical distancing, and our personal responsibility as we reengage on campus. The issuing of our phased approach allows us to provide “on-time” information that is as current as possible with the latest resources.

When you return to campus, please be mindful that you are expected to wear a face covering when in public and common University spaces; physical distancing should be observed; and cleaning supplies will be provided in common spaces to augment professional cleaning protocols.

Finally, we want to take a moment to remind you to [register for the upcoming “Conversation with the Chancellor”](#) virtual town hall meeting from 3-4 p.m., Thursday, June 11. **The deadline for submitting questions for this town hall is 2 p.m. Monday, June 8.** Questions beyond that time will be addressed at the July 15 town hall.

Our sincere gratitude and appreciation to each member of the TCU campus community for your diligence and commitment to keeping our campus safe and healthy. We remain grateful for your generosity of spirit, your compassion and for getting us to this next stage in our ultimate goal, a successful continuation of TCU’s mission. As always, take care of yourselves and take care of one another.

Sincerely,

Kathy Cavins-Tull
Vice Chancellor for Student Affairs

Yohna Chambers
Vice Chancellor and Chief Human Resources Officer