

From: Angela K. Burkham
Sent: Wednesday, March 11, 2020 1:48 PM
To: EXT - All Employees <EXT-AllEmployeesOL@agnettamou.onmicrosoft.com>
Cc: Susan G. Ballabina <Susan.Ballabina@ag.tamu.edu>; Jeff Hyde <jeff.hyde@ag.tamu.edu>
Subject: COVID19 Update: 3.11.2020

To: All Texas A&M AgriLife Extension Service employees

An email communication is coming separately regarding Houston Livestock Show and Rodeo

As you are aware, Texas A&M AgriLife Extension Service is actively working with federal and state entities to provide the latest information on COVID-19 novel coronavirus. Below are resources for your use as, together, we seek to provide Texans with prevention measures for this respiratory illness.

The [Texas A&M AgriLife Extension Disaster Education Network \(EDEN\) website](#) will serve as the home for external audiences and the [EDEN employee website](#) will house information for Extension employees to access as you interact with external audiences.

- The external site will be continuously updated with more information as we have it available.
- The internal site will contain PowerPoint presentations, recorded weekly digest videos, and social media information.
- Two PowerPoint presentations about COVID-19 have been published to the employee-only EDEN website. To access, visit: <http://texashelp.tamu.edu/employee/welcome/>, enter password '77843,' and click on the "Coronavirus Communication and Resources for Employees" link.
- It is an expectation that EVERY agent and specialist of any title will share the "short stack" 3-slide overview at all face-to-face workshop settings. In addition, all agents and specialists should direct clientele to the web based resources listed in this letter.
- FCH, Health and DAR agents should utilize the more in-depth, "full-stack" PowerPoint for clientele presentations. Please utilize the notes which also contain some visual demonstrations.
- We do not have a platform to host ALL employees for live updates. We are asking that Central Leadership Team members (DEA/CED/RPL/ADH) and all DAR unit members attend the 10:00am Friday sessions. An e-message or recorded Zoom will be posted or sent to ALL employees and posted on the EDEN employee only website. Outside the Friday updates as an agency other updates will be sent as needed via the all employee email group.
- Covid19 subject matter questions can be directed to Miquela Smith, Extension Program Specialist -Health. Emergency management and response questions should be funneled through your Central Leadership Team members or your direct supervisor. Dr. Monty Dozier, DAR Program Leader will work directly with CLT to respond.

We have fielded some questions and concerns around should programs be cancelled. The following is our guidance:

- Any programs that involve foreign travel have been addressed in prior AgriLife communication from the Vice Chancellor. As an agency we have communicated with individuals who are approved for foreign travel.
- AgriLife Extension employees should seek the input of their local health authority or department, when making decisions to cancel educational programs. Health authorities and entities in your area are in the best position to make local risk assessments.
- AgriLife Extension employees should promote and engage in NPI's (Non Pharmaceutical Interventions). NPI's are described in the newly developed resources listed above. Please include

signage at your educational programs related to handwashing and actively engage in disinfecting surfaces that are regularly touched, such as tables.

AgriLife Extension official social media accounts will post information and updates for agents and specialists to share to their unit's accounts. Most of these updates will come from Facebook and Twitter. Please follow and watch the accounts listed below for posts, videos and updates:

- [AgriLife Extension Twitter](#): @txextension
- [AgriLife Extension Facebook](#): @agriflifeextensionWe
- [AgriLife Extension Instagram](#): @txextension

Due to the fact that COVID-19 information changes rapidly, we are focusing our efforts on digital information that can be updated instantly. Please utilize [EDEN](#) as your source for information (texashelp.tamu.edu).

Rest assured that as an agency we are in daily contact with health and emergency management authorities. We are prepared with a continuity of operations plan and a pandemic plan if needed.

Thanks in advance for all the work you are doing in this effort!

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