

Blair L. Fannin

From: Blair L. Fannin
Sent: Friday, May 1, 2020 2:17 PM
To: All Extension Employees
Subject: COVID-19 Agency Update: May 1, 2020

Sent on behalf of Texas A&M AgriLife Extension Service Director Dr. Jeff Hyde

Extension colleagues,

With Governor Abbott this week announcing the first phase of the plan to open Texas and minimize the spread of COVID-19, AgriLife Extension is updating office and program guidance accordingly. The following outlines the agency's process to safely and strategically restore aspects of programming, research and recovery. As a reminder, the State of Texas continues to be under a disaster declaration in all counties.

Office Staffing Guidance

County Extension Offices will continue to follow the operational guidelines of their county for office openings, closings and restrictions.

All other AgriLife Extension offices and employees will follow the guidelines below as outlined in the Vice Chancellor's memo on [April 30, 2020](#):

*Given the staffing guidance we have already implemented (operating with only essential personnel in the workplace, observing social distancing in the workplace, ensuring that enhanced custodial and hygiene practices are used, providing online instruction only, and having most employees work from home), this latest announcement **does not impact our current operating measures** at Texas A&M AgriLife.*

AgriLife will continue to follow operational changes implemented over the past few weeks, through at least May 18. Please continue to follow guidance issued by your supervisor, with only essential personnel in the workplace and most employees working remotely via alternate work location (AWL).

We anticipate bringing more employees back to the workplace in the near future. Return to on-site work will be handled in a way that reopens the workplace in successive "waves" beginning in mid-May. This will be done in a thoughtful manner that protects the health and safety of our faculty, staff, researchers and students and is informed by guidance from public health authorities, The Texas A&M University System, and the Office of the Governor. We will share further details on these plans as they are available.

Travel Guidance

AgriLife Extension will continue to follow operational changes implemented over the past few weeks. Please continue to follow guidance issued by your supervisor and submitting the appropriate travel documents for approval. These guidelines will be re-evaluated and further guidance provided by May 18.

Programming Guidance

The following guidelines will pertain to both youth and adult audiences, face to face programs, meetings or trainings and ALL Extension events regardless of site or host location and those organized, hosted or presented by AgriLife Extension employees. Guidance may change with new directives from the Office of the Governor and the Texas A&M University System.

May 1-20: All face to face events remain cancelled.

May 18: Additional guidance from the Office of the Governor on reopening the state, summer camps and overnight events

***Other guidance and parameters may apply to the Texas 4-H Conference Center.

Please input into Qualtrics by May 12 with all planned or previously planned events from June 1-August 31, 2020. This data will help administration make future decisions regarding programming [Face to Face Events June 1-August 31](#)

ZOOM Weekly COVID-19 Agency Update

This week's agency COVID-19 ZOOM update included information about Evidence-Based Practice case studies, a Disaster Assessment Recovery (DAR) update on work being done by AgriLife Extension with medical supply delivery and mobile collection sites, plus the new Child Care Training initiative as part of the Governor's Frontline Child Care initiative. To access the replay, visit the [Texas EDEN Employee site](#) (pwd: 77843).

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