



Alabama Agricultural & Mechanical University

OFFICE OF THE PRESIDENT

P. O. BOX 1357, NORMAL, ALABAMA 35762

May 28, 2020

Dear Campus Community,

I hope that this correspondence finds you and your families well. I am writing to share important updates pertaining to the re-engagement of our community.

While remaining acutely attuned to the recommendations of federal, state, and local healthcare officials, the administration's commitment to you has been to make decisions regarding university operations that prioritize the health and safety of our students, faculty and staff. The University's short-term plans for re-engaging community members rely on current COVID-19 data for Madison County, the State of Alabama, and guidelines from the CDC and ADPH regarding social distancing, face masks, and personal hygiene. To this end, the University is moving forward implementing the following guidelines:

- High-impact departments (as determined by the area's vice president/division head) may authorize up to 25% of staff to return to the office as needed, beginning June 1, 2020
- High-impact departments (as determined by the area's vice president/division head) may authorize up to 50% of staff to return to the office as needed, beginning June 17, 2020.
- Employees recently tested for COVID-19 will not be allowed to return to campus until negative results are received.
- Employees must self-monitor and log [symptoms](#) prior to arriving on campus.
- Employees with [symptoms](#) should notify immediate supervisor and stay home. Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with your healthcare provider.
- Employees recently tested for COVID-19 may not return to campus until the healthcare provider provides clearance (negative results).
- Employees must wear a face covering while in public spaces, including green spaces and at all times where practical/possible.
- Supervisors are asked to use an alternating yet consistent in-office/teleworking schedule if social distancing is not attainable. The schedule must be approved by the area's vice president or division head.
- Employees must use a virtual platform (e.g., Zoom) to facilitate meetings.
- No public access to offices during this period. Employees are asked to communicate with customers via telephone, email, and Zoom until further notice.
- Employees who are well but have a family member at home with COVID-19 should contact his/her immediate supervisor to discuss telework options.
- The University will work to accommodate employees in a [high-risk group](#) to the extent possible. Contact Human Resources to begin the process.

Lastly, the re-engagement plan for Fall 2020 is currently under development by the Post-Pandemic Recovery Task Force and will include academic options, COVID-19 testing, monitoring of fever/symptoms, contact tracing, surveillance, and additional guidelines for safe campus operations. I look forward to providing updates in the near future.

Wishing you a safe and healthy summer.

Sincerely,

Andrew Hugine, Jr., Ph.D.
President