Message from Vice Chancellor & Chief Human Resources Officer
Yohna Chambers

Dear TCU Employees,

By now, you have received communication from Chancellor Boschini regarding TCU’s plans to suspend in-person instruction for our students until at least April 3, 2020. All classes are suspended for the week of March 16 – 20, with online instruction beginning March 23.

Even though the majority of TCU students will not return to campus until April 3, 2020 or later, the university will continue its regular operations during this time (unless specifically noted in other communications). As such, TCU employees will report to work during their regular working hours or shifts as assigned. For your information, see below communication from Kathy Cavins-Tull to TCU students.

Please note important updates to share:

Travel Procedures:

TCU has suspended all upcoming University-related international travel and University-related non-essential domestic travel through the end of the month. University-sponsored domestic travel must be approved, in advance, by the appropriate Vice Chancellor. The University also requests that non-essential personal travel to regions with community transmission be reconsidered.

Meetings on Campus:

All large meetings, conferences and on-campus events are canceled or postponed through April 3. The purpose for this decision relates to CDC guidelines which recommend that mass gatherings or large community events can facilitate the spread of the virus as well as tax local health care response. Additionally, the CDC recommends social distancing, which means remaining out of congregate settings, avoiding mass gatherings, and maintaining distance (approximately 6 feet or 2 meters) from others when possible. For more information, visit https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/mass-gatherings-ready-for-covid-19.html. We are working through additional details and will post to the FAQ once we have more information.

The TCU Emergency Planning Group is actively monitoring the rapidly updating guidance from the Center for Disease Control, Texas Department of Health and Human Services and Tarrant County Public Health for employers and higher education institutions. At this time, there is at least one known individual with presumptive-positive for COVID-19 in Tarrant County.

A reminder about the 14-day self-observation period:
Self-observation means people should remain alert for subjective fever, cough, or difficulty breathing. If they feel feverish or develop cough or difficulty breathing during the self-observation period, they should take their temperature, self-isolate, limit contact with others, and seek advice by telephone from a healthcare provider or their local health department to determine whether medical evaluation is needed. As always, and especially during this time of extra caution, we want to prevent the spread of communicable diseases on our campus. The safety of our campus community is our top concern. For information about TCU’s COVID-19 practices, please go to the FAQ posted to our website.

Instructions for a 14-day self-observation period:

Employees must communicate with their supervisor if they are experiencing symptoms or have been in close contact with a COVID-19 positive or presumptive positive person prior to engaging in the self-observation period. Eligible employees engaging in a 14-day self-observation period will remain in a paid status. If an employee tests positive or presumptive positive, the employee should communicate with their supervisor to request the use of FMLA (Family Medical Leave). Human Resources has prepared a FAQ (Frequently Asked Questions) document to assist with additional questions.

Additional resources

For employees and their families with TCU Health Insurance:

Medical resources for employees and their families covered by TCU Health insurance:
- 24/7 Nurseline - call 800-581-0353
- MDLIVE website or call - 888-680-8646 (copays may apply)

Mental health resources for employees and their families covered by TCU Health Insurance:
- 800-327-1393
- [www.magellanasccend.com](http://www.magellanasccend.com)
  - Enter TCU as company name

Important Phone Numbers

**CDC:** 800-232-4636  
24/7 English only  
M-F 8am – 8pm, English and Spanish

**Texas Dept of Health Services:** 877-570-9779  
M-F 7am – 8pm, English and Spanish

**Tarrant County:** 817-248-6299, English and Spanish  
M-F 8am – 5pm
The wait times on all of these hotlines are higher than usual, CDC being the highest*

As we navigate the unknown of COVID-19 and its potential impact, it is critical that we honor the dignity and respect of every member of the TCU community. We all have a responsibility for our personal health as well as maintaining the good health of our community. TCU is committed to providing a working and learning environment free from discrimination and harassment. We expect members of our community to avoid unkind comments or behavior toward those impacted by the illness or against members of our community from impacted countries. Making assumptions about any individual on our campus based on appearance or background may be a violation of university policy and is not consistent with our values.

Thank you for keeping us all healthy and safe. Contact askhr@tcu.edu with additional questions or for assistance.

Yohna J. Chambers
Vice Chancellor and Chief Human Resources Officer
Texas Christian University

March 11, 2020 Email to Students from Kathy Cavins-Tull

Dear TCU Students,

By now, you’ve seen the communication from Chancellor Boschini outlining the plan for moving our semester forward given the spread of the COVID-19 virus in the United States. The status of COVID-19 is changing rapidly and, with the aim of protecting our campus and community, we will deliver coursework online beginning March 23 through at least April 3, and encourage students to remain at home.

For those who cannot travel or do not have a viable place to go, campus housing will remain open. In order to remain on campus, students will need to do the following:

1. Register with Housing and Residence Life at the following link [https://tcu.co1.qualtrics.com/jfe/form/SV_6FfaAY95IYoB96I](https://tcu.co1.qualtrics.com/jfe/form/SV_6FfaAY95IYoB96I). If you are experiencing symptoms, you will not be permitted to be quarantined in a residence hall. Proper locations for quarantine and isolation will be defined by the Office of Emergency Management and the Tarrant County Public Health Department.
2. Follow the CDC guidelines for hygiene and social distancing. That information can be found at [www.cdc.gov](http://www.cdc.gov).

Many students have been away from campus for Spring Break. As we navigate how to keep our campus healthy, we are asking that all students who have been away hold on returning to campus. We are working through the complex details of what this means to each individual
student and will send more information as we finalize our procedures and processes. If you live on campus and need access to specific items before April 3, please contact Housing and Residence Life at 817-257-7865.

Please note the following regarding services for students:

1. Brown-Lupton Health Center will remain open. If you have traveled to an affected area and have symptoms of COVID-19, please contact TCU Brown-Lupton Health Center prior to coming to the center at 817-257-4707.
2. Counseling and Mental Health Services will remain open and offer appointments via phone and tele-health. Please contact the main officer at 817-257-7863 if you would like to conduct your appointment electronically.
3. Campus Recreation Services will be closed.
4. Campus Dining Services will remain open with reduced times. Specific information will be provided as soon as possible.
5. Student workers may choose to continue to work on campus or may choose to not work while classes are being offered online. Please inform your supervisor of your choice.

As we learn more, we will update you via email. Please continue to check your email. If you have questions, please direct them to Campus Life at 817-257-7926.

Sincerely,

Kathy Cavins-Tull
Vice Chancellor for Student Affairs