Managers, to prepare your department’s return to campus plans, you may utilize the following template to request information from your employees. If an employee voluntarily discloses a preexisting medical condition, this information must be kept confidential in accordance with TAMUCC personnel policies. Please continue to comply with non-discrimination laws and policies on age discrimination. Contact HR with any questions. This assessment for manager planning purposes does not replace the daily requirement that employees conduct a daily assessment to confirm ability to work on campus.

To prepare our departmental plans regarding returning to on-campus work, please provide responses to the following questions:

Considering the current CDC guidance on people who are higher risk for severe illness associated with COVID-19, and other COVID-19 factors please answer “yes” or “no”, without specifying the factor that applies to you. Would you be UNABLE to come to work beginning on [Department Determined Target Return to On-Campus Work Date] because of any one of the following reasons:

- You need to care for a child because schools or day-care centers are closed;
- You need to care for other dependents if other services you normally rely upon for such support are unavailable;
- You or a member of your immediate household fall into one of the categories identified by the CDC guidance as being at high risk for serious complications from the pandemic influenza virus such or you have been or would be advised by public health authorities not to come to work (e.g., pregnant women; persons with compromised immune systems due to cancer, HIV, history of organ transplant or other medical conditions; persons less than 65 years of age with underlying chronic conditions; or persons over 65).

Answer:

If yes to the first question above, when do you anticipate being able to return to on-campus work?

Answer:

If yes to the first question above, are you able to continue teleworking at this time?

Answer:

If no to the first question above, are there any questions or concerns you have regarding returning to on-campus work on [Department Determined Target Return to On-Campus Work Date]?

Answer: