



# Alabama Agricultural & Mechanical University

OFFICE OF THE PRESIDENT

P. O. BOX 1357, NORMAL, ALABAMA 35762

July 30, 2020

Dear Faculty and Staff,

I hope this correspondence finds you and your family well. In efforts to reduce the spread of COVID-19, local school districts collectively announced that the start of their school year would occur virtually, and Governor Ivey extended the Safer at Home Order. As of today, according to the Alabama Department of Public Health, the state has reported 81,572 total cases, which includes 1,263 new positive cases. In Madison County, where the University is located, there is a glimmer of hope in that cases have slightly declined since July 22, 2020.

As you know, employees cleared by Human Resources and the Health Center may return to campus beginning Monday, August 3, 2020. Please continue following our campus safety measures, including but not limited to face coverings, remaining home if experiencing symptoms or sick, quarantining for 14 or until a test confirms that you are negative, if you came in close contact with someone who tested positive, and notifying Human Resources if you test positive for COVID-19. Employees may not return to campus until completion of the Back to Campus COVID-19 Certification is confirmed, and a negative test result is received. Supervisors may request a copy of the Certification, however, test results must be sent directly to the Health and Counseling Center ([studenthealth@aamu.edu](mailto:studenthealth@aamu.edu)) by employee, if not using the LabCorp testing option. Offices should continue using technology to host both internal and external meetings. Employees in a high-risk category as determined by the CDC should contact the Office of Human Resources if accommodations are needed.

Additionally, Alabama A&M University will do its part in reducing the spread of the virus by decreasing the number of non-faculty and non-essential employees on campus in a thoughtful manner. I have authorized area vice presidents and divisions head to implement both student-centered and employee-friendly plans, including, but not limited to:

- Cautioning departments against returning to standard operating procedures.
- Implementing a “Weekly Group Work Schedule” for non-faculty/non-essential employees. This would require supervisors to implement standing work-groups of 3-5 employees. Such a model greatly reduces contact between all employees should one test positive for COVID-19. An example schedule is provided below.

Office of XYZ with 9 Employees  
Fall 2020 Weekly Group Work Schedule

Group	Week 1	Week 2	Week 3	Week 4
Group 1 (3 Employees)	In-office	Teleworking	Teleworking	In-office
Group 2 (3 Employees)	Teleworking	In-office	Teleworking	Teleworking
Group 3 (3 Employees)	Teleworking	Teleworking	In-office	Teleworking

*Note: Out of an abundance of caution, an employee cannot fall into more than one group.*

- Extending operating hours as late as 8:00 p.m., if needed.

While I understand that every department is unique, the overarching goal is to keep offices open at a reduced capacity for as long as students are on campus as we collectively work to ensure the safety of students, faculty, and staff. Supervisors are asked to review special requests for flexibility on a case-by-case basis.

I will provide additional updates as they become available.

Sincerely,

Andrew Hugine, Jr., Ph.D.  
President