This guidance is effective immediately and intended to provide direction as the university continues Fall 2020 Planning. Details about fall operations will be shared as they become available. Supervisors are continually assessing staffing needs during this evolving time. Ask your supervisor any questions you may have about your responsibilities and work location.

As more employees return to campus to support research and other restart operations, it is imperative that FAS staff members follow this guidance to help ensure a healthy working environment. The university will release additional guidance later this summer and in advance of the fall academic semester.

**WORK LOCATION**

Employees working to support the university’s core priorities should – with guidance from their supervisor – work remotely whenever possible. If essential and core work functions must be performed on campus, you should follow social distancing and other preventive measures. You should also continue to follow our [guidance for Shared Work Spaces, Essential Maintenance / Utilities, and Use of Personal Facemasks](#).

For those staff members reporting to campus, please work with your supervisor on how to take breaks, including meals, in a socially distanced manner.

Supervisors are continually assessing staffing needs during this evolving time. Ask your supervisor any questions you may have about your responsibilities and work location.

**PROTECTIVE FACE COVERING POLICY**

All students, faculty, staff, visitors, and contractors are required to wear masks or cloth face coverings when in buildings on UT properties. You may remove your face covering inside a campus building if you are alone in a private office or space. The use of masks in outdoor areas on campus is encouraged, especially in areas where social distancing is not possible, but not required. Some work groups whose outdoor work is required in a group setting may have more stringent face covering requirements in an effort to more adequately protect staff.

Read more about this policy in the [June 8 message to campus from Interim President Hartzell](#).

**PREVENTIVE MEASURES**

Continue to practice healthy habits to prevent the spread of COVID-19:

- Stay at home if you don’t feel well.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizer.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Keep six feet of distance between yourself and others whenever possible.
- Wear a face covering when you will be around other people, even a homemade face covering. A face covering is not a substitute for keeping six feet between others and yourself. Do both.
- Do not share food or beverages with others.
- Avoid close contact with sick people.
- Avoid shaking hands – wave or “hook ‘em” instead.
- Clean and disinfect frequently touched objects and surfaces often.
- Cough or sneeze into the inside of your elbow or sleeve or cover coughs and sneezes with a tissue. Throw the tissue directly into the trash.

Any employee who believes they may have COVID-19 or has been tested for the virus – regardless of the test result – should contact the [Occupational Health Program](#) at 512-471-4647 or [healthpoint.ohp@austin.utexas.edu](mailto:healthpoint.ohp@austin.utexas.edu).

Visit the [Financial and Administrative Services website](#) for FAS coronavirus information and operational status of campus services and units.