

COVID-19 Office Procedure Updates

As we brace for the impact of the COVID-19 pandemic, our top priority is keeping our Texas State employees safe. With that in mind, we are taking the necessary steps to ensure your safety.

The Office of Human Resources will be implementing Social Distancing through the following methods:

- **Please limit visits to one person at a time in the lobby. If someone is already receiving assistance, please allow a few minutes for that person to complete their business and we'll be happy to help you.**
- Greet with a wave instead of a handshake.
- Conduct virtual meetings via Zoom or Teams.
- Keep a distance of at least six feet from others, as much as possible.
- Avoid touching commonly touched surfaces or high traffic surfaces.
- Cough or sneeze into the bend of your arm.

If you're concerned you may have COVID-19:

Please stay home and contact us via phone **512.245.2557** or email **hr@txstate.edu**.

For more guidance and updates regarding COVID-19 please visit www.txstate.edu/coronavirus

TEXAS  STATE
HUMAN RESOURCES

