



# The Texas Board of Pardons and Paroles Coronavirus / COVID-19 Announcement

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The Texas Board of Pardons and Paroles (The Board) remains in continuous communication with the Governor's Office, State of Texas, Texas Division of Emergency Management, and the Texas Department of Criminal Justice to monitor developments associated with the spread of COVID-19. To ensure the health and safety of employees and offenders, the agency is implementing the following steps to prevent and mitigate the spread of the virus:

## TRAVEL:

- Staff should limit any unnecessary domestic traveling;
- Agency travel should be limited unless it is an absolute necessity; and
- Any international travel must be approved by the employee's division director, and if approved, the employee may be required to delay their return to work.

## ILLNESSES:

- If an employee feels ill or is running a fever, they are advised to stay home;
- If an employee begins to feel ill at work, and they are assigned to an area where the Coronavirus has been confirmed, they will be required to complete the TDCJ COVID-19 Screening form; and
- Based on the completion of the Screening, if an employee appears to be ill, they will be sent home and will be required to submit a physician's note stating the employee is clear of any symptoms of COVID-19 upon returning to work.

## SANITATION:

- ALL staff are reminded to take proper housekeeping/cleaning steps both in their personal office space as well as their total work environments; and
- Staff are asked to use good hygiene practices, frequently wash hands thoroughly, and refrain from touching their eyes, nose, and mouth.

The Texas Department of State Health Services is maintaining their website (<https://www.dshs.texas.gov/coronavirus/>) with the most up-to-date information to advise citizens, businesses and community organizations of the latest news, recommended prevention guidance and numerous other resources. We encourage everyone to stay apprised of this content and share it with your colleagues, family and friends.

The Board will continue monitoring the situation for as long as necessary and will provide additional communication if there are any new developments.