



TEXAS A&M
AGRI LIFE

December 17, 2020

TO: Texas A&M AgriLife On & Off Campus Unit Contacts

SUBJECT: Requirement to Retake COVID-19 Course Due Before Returning to Work in January 2021

UPDATE

New hires, with a record in Workday (even if it's before their hire date and access to TrainTraq), are able to access 2114130 : Protocol and Certification for System Member Employees using this direct link <https://traintraq.tamus.edu/CourseDetails.aspx?cnum=2114130>. Please ensure that all new hires have access to this link and/or complete this training prior to their first day of work.

Per CDC guidelines and guidance from the System Offices, one of the COVID courses in TrainTraq, 2114130 : Protocol and Certification for System Member Employees, was updated; and, all employees are required to retake the course before returning to work in January 2021. This requirement also applies to employees who have continued to work onsite. The course will be reassigned to Texas A&M AgriLife employees in upcoming days. Current employees who completed the Safe Practices course (2114131) will not be required to retake that course.

New employees will continue to be automatically assigned both COVID courses:

- 2114130 : Protocol and Certification for System Member Employees
- 2114131 : Safe Practices for Returning to the Office During the COVID-19 Pandemic

The Spanish version of both courses is also available:

- 2114163 : Protocolo y Certificación para Empleados Miembros del Sistema
- 2114165 : Practicas Seguras Para Regresar a la Oficina Durante la Pandemia de COVID-19

NOTE: Completing either the English or Spanish version will meet the assignment requirements.

In addition, the updated version for non-employees affiliated with Texas A&M AgriLife is available through TrainTraq's external gateway, <https://traintraq.tamus.edu/External/ExternalGatewayLogon.aspx>. The current password (through February 1) is: 54\$pruc3*Acht

If you have questions regarding these courses, please contact agrilifehr@ag.tamu.edu.

Texas A&M AgriLife Human Resources | <http://agrilifeas.tamu.edu/hr/>