

## Memorandum

**To:** UNMPD, SHAC, SRS, University Children's Campus and Utilities at FM  
**From:** Division of Human Resources  
**Date:** August 12, 2020  
**Subject:** Essential Worker Revised Protocols

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Recognizing the vital and important role that the University of New Mexico (UNM) plays in keeping New Mexico safe, the University has re-considered the standard established for essential personnel and has designated staff in the following units as essential:

- University of New Mexico Police Department
- Student Health and Counseling
- Safety & Risk Services
- Other emergency management, public works and utilities employees
- UNM Children's Campus

The New Mexico Department of Health (NMDOH) allows "essential workers" as defined by the [Stay at Home – Essential Businesses](#) order, options for a modified standard of quarantine. Based on the departments identified above, the UNM Call Center will evaluate the situation and may provide modified return to work instructions for these personnel. The instructions will be dependent on a number of specific factors considered by the UNM Call Center and may allow essential employees to return to work sooner at either 7 days or 10 days post-exposure/travel rather than the current 14-day standard for employees not designated as essential.

However, in order for UNM to utilize any revised self-quarantine standards, supervisors in essential units must establish procedures for a return-to-work temperature check. Additionally, they must ensure no symptoms, physical distance, and wear a mask. Temperature checks at the start of their shift must be implemented for all employees working in the department for all workdays between the dates the employee returns and the 14-day self-quarantine standard. The CDC General Business Frequently Asked Questions offers guidance to establish protocols to conduct the check and protect the employee(s) conducting the screening. Please visit [cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html](https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html) and see question *Should we be screening employees for COVID-19 symptoms (such as temperature checks)? What is the best way to do that?* The employee taking the temperature does not need to be a medically trained professional; however, the procedure must be standardized, confidential and designed to maintain safety for the temperature taker.

We look forward to continuing to guide and support you in bringing back our employees and resuming our services in a careful manner. As always, we are here to assist so if you have any questions, please contact [clientsv@unm.edu](mailto:clientsv@unm.edu).