



June 5, 2020

Dear UNM Faculty, Staff, and Students,

As we conclude UNM's first week in our initial phase of Bringing Back the Pack, I am excited to announce the implementation of a new process that will begin on Monday, June 8 for UNM main and branch campuses. As articulated by President Stokes and reiterated throughout UNM's guidance for returning to fuller operations, our collective success requires that we work together to create a culture of mutual protection. A core element of this culture is Screening – staying home if you are sick and actively screening every day if it's ok to come to work.

To that end, and as outlined in the State of New Mexico's COVID-Safe Practices for all employers, the main and branch campuses are implementing a daily screening process for all employees. Each day, you will receive an email from [ITweb@unm.edu](mailto:ITweb@unm.edu) asking if you are planning on coming to campus that day, and if so, if you are experiencing any symptoms that can be associated with COVID-19.

All employees are required to respond to this request each day. The first question in the email is "do you plan to come to campus today?" If you answer 'no', then you're all done. If you answer 'yes', you will be prompted to answer further questions regarding symptoms and will receive guidance on any necessary next steps. If you are instructed to not return to work, your supervisor will receive an email so they are also informed that you will not be reporting to work. Through this process, employees may be cleared to return to work prior to the end of the work day. Depending on the situation, the employees may be asked to work remotely, or report leave for the time they are not able to report to work. This new process for the main and branch campuses complements the process that began at the Health Sciences Center earlier this week.

This daily screening process is expected to remain in place for the duration of the summer, while we solicit feedback and evaluate options to further refine and streamline our efforts in preparation for the beginning of the fall semester. For more information on this process, including an alternate process for individuals without the technology resources available to complete the email screening and the most up to date information on our phased return to normal operations, please visit <https://bringbackthepack.unm.edu/worksites-protocols/index.html>.

As always, thanks for all of your hard work and resilience as we navigate this resumption in operations. If you have any questions or concerns, please do not hesitate to contact Human Resources at [clientsv@unm.edu](mailto:clientsv@unm.edu).

Best,

Dorothy T. Anderson  
Vice President for Human Resources