

## UNM Main, HSC (non-UNMH) & Branch Campuses Travel FAQs

Last updated: October 16, 2020

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### 1. Is Outgoing University-related travel restricted in any way?

The University has restricted university-related travel until further notice, with limited exceptions for travel essential to University operations. We are carefully evaluating all university-related travel, including by car, to high incidence areas outside of and within the state on a case-by-case basis. Employees who receive an exception to travel are subject to the COVID rules established in the state or country they visit. Upon return to New Mexico, employees must comply with the self-isolation and self-quarantine rules at [cv.nmhealth.org/travel-recommendations/](https://cv.nmhealth.org/travel-recommendations/).

Further, university business-related travel is not allowed for financial reasons through November 30, 2020 even travel that takes place after the projected expiration of the public health order. ([hr.unm.edu/cv19/travel-food-restrictions](https://hr.unm.edu/cv19/travel-food-restrictions/)).

### 2. My extramurally funded research requires travel and the funding agency is allowing travel, what should I do?

Potential travel, including extramurally-funded travel, will be considered on a case-by-case basis. This evaluation will be made by the immediate supervisor. Exceptions related to extramural funding must first be approved in writing by the appropriate Principal Investigator and sponsoring agency (where applicable). The Executive Vice President, Provost or designee will conduct regular reviews of travel to ensure it is being appropriately approved in a limited fashion.

### 3. Are incoming University-related visitors from out of state restricted in any way?

Incoming essential business visitors from out of state coming to any part of the UNM campus will be accommodated on a very limited basis. These individuals include equipment/software maintenance and other contractors, critical consultant presentations, on-site inspections or employment interviews. These visits cannot last more than three (3) days total. COVID-Safe Practices must be followed. This includes requiring all visitors to be asymptomatic and to use masks and practice stringent personal hygiene during the trip. They must also self-screen for symptoms each day before coming to campus. Groups must not be larger than five (5), meetings must take place in large spaces (i.e. conference rooms) and attendees must adhere to social distancing often called “physical distancing” of at least 6 feet and use masks at all times.

Vendors and contractors coming to campus to provide essential services must follow UNM Purchasing Health and Safety Procedures ([purchase.unm.edu/covid-hsp-vendors.pdf](https://purchase.unm.edu/covid-hsp-vendors.pdf)). No other incoming visitors are allowed at this time.

#### **4. Can I schedule future travel?**

No university-related travel for **any future date** is being approved at this time unless an exception has been granted. All existing travel arrangements must be cancelled unless an exception has been granted. ([hr.unm.edu/cv19/travel-food-restrictions](http://hr.unm.edu/cv19/travel-food-restrictions)).

#### **5. Is my personal travel restricted?**

No, however, all students, faculty, and staff are advised to avoid all non-essential out-of-state travel for personal reasons. Additionally, we advise UNM community members to avoid travel to high-incidence areas within the state. We know this advice may be a hardship for some members of our community. We understand that some faculty, staff or students may have personal circumstances that lead to travel, and in those circumstances, we ask our community members to be mindful of their responsibility to others, to research community-spread at their planned destination, and to voluntarily quarantine or self-isolate upon return. See FAQ #6 for guidance regarding self-isolation and reporting. Because travel advice and high incidence areas change constantly, please check [cv.nmhealth.org/travel-recommendations/](http://cv.nmhealth.org/travel-recommendations/) for the latest information.

#### **6. Do I have to quarantine or self-isolate when I return from out-of-state travel or from high-risk areas?**

If you do travel out of state or to high-risk areas for personal reasons, please abide by the New Mexico state quarantine/self-isolation requirements ([cv.nmhealth.org/travel-recommendations/](http://cv.nmhealth.org/travel-recommendations/)). All faculty, residents, fellows, HSC students and Health System staff must follow the UNM Health System Travel Guidance ([hospitals.health.unm.edu/ipcd/wp-content/uploads/sites/4/2020/06/UNM-Health-System-Travel-Guidance-6.24.20-English.pdf](http://hospitals.health.unm.edu/ipcd/wp-content/uploads/sites/4/2020/06/UNM-Health-System-Travel-Guidance-6.24.20-English.pdf)). All UNM employees, whether Main Campus, Branches or HSC may call the NMDOH Coronavirus Hotline at 1-855-600-3453 for questions about travel.

#### **7. If I am unable to work from home during quarantine or self-isolation related to travel, will I be provided with leave?**

Should the resulting quarantine or self-isolation period interfere with your ability to perform your duties, you may use accrued sick or annual leave to cover the period that you cannot return to campus. Pursuant to the Families First Coronavirus Response Act, all UNM employees, including those working at the Health Sciences Center (non UNMH), are allowed 10 days (up to 80 hours, prorated by appointment percentage) of total paid leave to quarantine or self-isolate. Please consult UNM Hospital, SRMC and UNMMG Human Resources for policies and guidance regarding leave usage.

#### **8. Can my annual leave be denied based on where I am traveling?**

Annual leave requests will be determined in accordance with UAP 3400, Section 5 ([policy.unm.edu/university-policies/3000/3400.html](http://policy.unm.edu/university-policies/3000/3400.html)), as it relates to staff employees, Faculty Handbook Policy C-50 ([handbook.unm.edu/c50/](http://handbook.unm.edu/c50/)) as to faculty, and/or applicable collective bargaining agreement. Staff and faculty should not be asked about the purpose for leave when they request annual leave. However, if a staff or faculty member intends to use annual leave to travel out of state or to an area of high incidence within the state, it is recommended that you inform your supervisor in advance for a discussion of whether such leave and the resulting quarantine or self-isolation period may interfere with the needs of the University and/or your ability to perform your job duties.