UNM Main & Branch Campuses Travel FAQs
Last updated: June 16, 2020

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.

The Governor has ordered that any air traveler entering the state must quarantine for 14 days. This order has exceptions for health care workers and for those entering the state to conduct business activities. Further, the Governor and Secretary of Department of Health has advised against any non-essential travel and recommends a 14-day quarantine upon return to New Mexico (cv.nmhealth.org/travel-recommendations/). In addition to all university-related business and education related out-of-state travel being restricted, no university business-related travel is allowed both for financial reasons and because of restrictions (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 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 visitors from out of state conducting business related activities will be accommodated on a very limited basis such as critical consultant presentations, on-site inspections or employment interviews. These visits cannot last more than three (3) days total. COVID-19 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. Additionally, it is recommended that visitors are asked to have a negative COVID-19 test approximately 72-hours prior to travel. 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 of at least 6 feet and use masks at all times. 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.
5. **Is my personal travel restricted?**

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. There is also free COVID-19 testing available and we encourage self-monitoring of symptoms to reduce the risk to others. Employees working in the clinical environment should follow the procedures outlined by their clinical entity and contact Employee Occupational Health Services (EOHS) at 505.272.8043. Because travel advice and high incidence areas change constantly, [please check here](#) for the latest information.

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

If you do travel out of state for personal reasons, please abide by the state quarantine/self-isolation requirements. [They can be found here](#). Health care providers must contact Employee Occupational Health Services (EOHS) at 505.272.8043 to report travel and follow their recommendations. Employees experiencing symptoms should comply with UNM’s self-reporting policy [unm.edu/coronavirus/](http://unm.edu/coronavirus/) or contact NMDOH at 855-600-3453.

7. **Do I have to report out of state travel or travel to high incidence areas within the state?**

No, at this point no travel reporting is required except for health care providers, who must contact Employee Occupational Health Services (EOHS) at 505.272.8043 and follow their recommendations. Employees experiencing symptoms should comply with UNM’s self-reporting policy [unm.edu/coronavirus/](http://unm.edu/coronavirus/) or contact NMDOH at 855-600-3453.

8. **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 (80 hours) of total paid leave to quarantine or self-isolate.

9. **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](#), as it relates to staff employees, [Faculty Handbook Policy C-50](#) as to faculty, and/or applicable collective bargaining agreement.

Staff and faculty are not 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.