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**To:** [USNH](#)  
**Subject:** HR Update - Workplace Screening Guidelines  
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Dear Colleagues —

Our top priority remains the health and well-being of every member of our community. This update is related to the State of NH's Universal Guidelines, specifically as it relates to the new screening requirements for those that come to one of our work locations. Employees who are working remotely should continue to do so until further notice. We are currently working on a plan for our transition of employees back to System office work locations. The estimated timeframe is sometime in August, contingent upon COVID-19 developments. Updates will be provided via email and the monthly Town Hall zoom meetings.

The State of New Hampshire recently issued guidelines for institutions that were deemed essential and remained open, like USNH. Effective immediately and until further notice, the following guidelines are in place for any employee who comes to any of our locations or any work-related site outside of the home. **This includes going into the office to pick up mail or get supplies.**

1. If you are sick or not feeling well stay home and notify your supervisor. Possible symptoms of COVID-19 include fever; respiratory symptoms such as a runny nose, sore throat, cough, or shortness of breath; flu-like symptoms such as muscle aches, chills, and severe fatigue; and changes in a person's sense of taste or smell.
2. Employees are required to take their temperature and submit a self-screening no more than 90 minutes before arriving. To accomplish this, log into the secured CEMS (<https://eha.usnh.edu>) online health self-assessment portal and answer the following questions. The CEMS screening will ask you to attest that you:
  - Have not been in close contact with a person with a confirmed case of COVID-19.
  - Have not had a fever (above 100.0 F) or felt feverish in the last 72 hours.
  - Are not experiencing any new respiratory symptoms including runny nose, sore throat, cough, or shortness of breath.
  - Are not experiencing any new muscle aches or chills.
  - Have not experienced any new change in your sense of taste or smell.
3. Employees who exhibit COVID-19 symptoms or cannot attest to the screening questions should:
  - Leave the premises immediately and seek medical advice.
  - Employees will not be allowed to return to the workplace until cleared by a healthcare professional or has been fever/symptom free for a minimum of 3 days or 72 hours without the aid of medication.
  - Employees who have been sent home and feel well enough to work may work remotely from home.

4. Increase hygiene practices, including wash hands and use hand sanitizer frequently; avoid touching the face, eyes, or mouth; practice good respiratory etiquette. This includes coughing and sneezing into a tissue or your elbow rather than into your hands.
5. While at work, employees should wear a cloth face covering to help protect against the spread of the virus. Our Concord location has disposable masks available at the reception desk, but employees may wear their own masks should they choose to do so. **Masks must be worn upon entering and exiting the building and in all common areas such as hallways, bathroom, elevator [usage limited to two people], kitchen, etc.**
6. Practice social distancing as required by the guidelines – 6-foot radius. Colleagues who work within six feet of each other in side-by-side cubicles should wear masks if both come to one of our locations at the same time, though they should try to coordinate schedules to prevent this from happening.

To be clear, these guidelines are for employees who go into one of our locations or any work-related site outside of the home. These guidelines are designed to help promote the safest work environment possible for all our employees and to comply with the State of NH Universal Guidelines. Please follow these guidelines to help keep everyone safe.

Should you have any questions please contact Susan Poole, Lauren Dews or me.

Best,  
Jim

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