

**From:** [McGrail, James](#)  
**To:** [USNH](#)  
**Subject:** HR Update  
**Date:** Tuesday, June 30, 2020 2:33:24 PM  
**Attachments:** [COVIDTravel 6-30-20.pdf](#)  
[Workplace Guidelines 6-30-20.pdf](#)

---

Dear Colleagues –

As a follow-up to Chancellor Leach’s communication to all of us yesterday, I am providing additional information concerning the following:

- Earlier this spring, we announced a new voluntary COVID-19 enhanced retirement program for staff that allows early retirement with up to 5 ½ years of health benefits. We are now offering an expansion of that program. Along with the health benefits, eligible employees will receive 75% of annual base salary as salary continuation. Additional components include payments related to age/years of status service. While the expansion of incentives reflects an investment, our hope is that this voluntary program will reduce the number of employees we will need to impact to meet our restructuring goals. Eligible staff will receive a communication tomorrow from Susan Poole which will provide a summary document and application for the program. Only employees who will attain age 55 and 10 years of status service by June 30, 2021 are eligible.
- Given the ongoing COVID-19 transmission throughout the world and in the United States, USNH continues to discourage all business-related travel. Best practice also advises avoiding nonessential travel, even for personal reasons. While we are not in a position to dictate your own personal travel plans over the summer months, please do so with the updated CDC recommendations in mind, as outlined in the attached travel document.
- Lastly, for those of you who are going into the Concord office or one of our other locations, please remain aware of the mandated workplace protocols that are still in place and noted on our COVID-19 website and attached. Masks must be worn in all public common areas (hallways, kitchen, bathroom, etc.) as well as in situations when coworkers are less than six feet apart, including at their desks. The CEMS form (<https://eha.usnh.edu> – we recommend you bookmark this for easy access) must be filled out by anyone going into the office, regardless of length of time spent there. This is for your own safety, as well as the safety of your colleagues and their families. It is critically important that we create a space that is as safe as possible for all our staff. Disregarding these protocols may result in disciplinary action.

We will continue to provide regular updates as information warrants, and maintain updates on our COVID-19 webpage: <https://www.usnh.edu/human-resources/covid-19-system-office-resources-and-communications>. Please send any questions you have regarding this update to me, Susan Poole, or Lauren Dews.

Safe Regards,

Jim

James A. McGrail  
Chief Human Resources Officer

V: 603.862.0921 | F: 603.862.0946

University System of New Hampshire  
5 Chenell Drive, Suite 301  
Concord, NH 03301

[www.usnh.edu](http://www.usnh.edu)

Confidentiality Notice: This e-mail and any files transmitted with it are confidential and are intended solely for the use of the individual(s) addressed in the message above. This communication may contain sensitive or confidential information. If you are not an intended recipient, you have received this e-mail in error and any use, dissemination, forwarding, printing, or copying of this e-mail is strictly prohibited. If you believe you have received this e-mail in error, please notify us immediately and delete all copies of this message including any contained in your reply. Thank you.

## **Updated Travel Guidance Provided by the CDC/NH Infectious Disease and Reminder about Required Workplace Screening**

We recognize that as summer rolls in, people are craving vacation time that will allow them a sense of normalcy and provide a break from what has been a grueling spring. Given the ongoing COVID-19 transmission throughout the world and in the United States, USNH continues to discourage all business-related travel. Best practice also advises avoiding nonessential travel, even for personal reasons. While we are not in a position to dictate your own personal travel plans over the summer months, please do note that if/when you do travel for personal purposes, you may be asked to quarantine for 14 days upon your return. This is for your own household safety as well as your coworkers'. While we hope you enjoy your well-earned breaks this summer, please do so with the updated CDC recommendations in mind, as outlined below.

### **Travel Guidance – [CDC Travel Notices](#)**

- The CDC recommends against any non-essential travel to all global destinations.
- The CDC discourages any travel on cruise ships.
- The NH Infectious Disease guidelines discourage personal domestic travel outside of NH, ME, and VT.
  - Domestic travel by public conveyances (e.g., bus, train, plane) should be avoided.
- Any persons traveling internationally (including Canada), on public conveyances outside of NH, VT, or ME, or on a cruise ship, must quarantine for 14 days after return, which is consistent with CDC guidance.

---

### **Reminder mandatory Employee Illness and Risk Screening – to assess the risk for COVID-19:**

- Do you have any symptoms of COVID-19 or fever of 100.0 degrees F or higher?  
Symptoms of COVID-19 can include:
  - Fever.
  - New respiratory symptoms such as runny nose, sore throat, cough, or shortness of breath.
  - General body symptoms such as muscle aches, chills, and severe fatigue; and
  - Changes in a person's sense of taste or smell.
  - Have you had any close contact with someone who is suspected or confirmed to have COVID-19 in the past 14 days (Note: healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment should answer "no")?
  - Have you traveled in the past 14 days either: Internationally (outside the U.S.), by cruise ship, or domestically (within the U.S.) outside of NH, VT, or ME on public transportation (e.g., bus, train, plane, etc.)?

**Self-Quarantine:**

For the safety and protection of employees and their colleagues, person(s) with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting the travel risk factors will be asked to self-quarantine:

- Symptomatic persons should contact their health care provider to be tested for COVID-19 and self-isolate at home following the \*instructions below.
- Asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or who report one of the travel-related risk factors should self-quarantine for 14 days from their last exposure or return from travel.
- During self-quarantine, if an employee is feeling well enough to work, they may do so, remotely.

\*Person(s) with suspected or confirmed COVID-19 must isolate at home until symptom-based criteria are met: At least 10 days have passed since symptoms first appeared; AND At least 3 days (72 hours) have passed since recovery (recovery is defined as resolution of fever off any fever reducing medications, plus improvement in other symptoms).

## Workplace Guidelines

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, 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 Jim McGrail.