

USNH Town Hall

September 16, 2020

Chancellor's Update

FAR Update

USNH Email Communication: Attributes

- Email records are persistent – you may “delete” an email from all of your devices and accounts but it likely will remain retrievable for some period of time, perhaps a very long time.
- An email can be forwarded and re-forwarded, conveying your exact words to people you never expected would read them. You won’t be able to credibly argue the email was “misheard” or “misremembered.”
- Under the NH Right to Know Law, an email related to your USNH work is a “record,” and available for public access upon request, unless it falls into one of a few narrow exceptions.
- Emails are also subject to compelled disclosure if potentially relevant to a civil or criminal legal proceeding or likely to lead to relevant information.



USNH Email Communication: Recommendations

- Limit your use of USNH devices and accounts for personal purposes, remembering personal emails and other documents on USNH devices and accounts may be the subject of Right to Know requests.
- Make each and every one of your email messages professional and appropriate – NO exceptions. Be careful in using forms of speech that depend on facial expressions or vocal inflections for clarity.
- Use care when forwarding emails containing message strings. Include only those messages that help make your point and are appropriate for your addressees.
- Select a title that clearly conveys the subject of the email. If the message is sensitive, confidential, or privileged include that on the subject line.
- Be extra careful in selecting your addressees, cc's, and bcc's, especially if you are using the "auto-complete" option. Always proof-read your emails, including the address lines, BEFORE you push "send."

USNH Email Communications: THE Takeaway

- Finally – and this is the one to remember if you forget everything else:

**Send only email messages that won't
embarrass you or USNH if they
appear in a headline, on social media,
or in your supervisor's inbox**



COVID-19 Campus Cases

Campus	Employees	Students	Total
UNH	11	44	55
PSU	3	13	16
KSC			
GSC			0
SYS			0

Testing for UNH: <https://register.veritasgenetics.com/>

Convenient MD also provides testing/results within three days.



EAP Resources

The EAP is available 24/7, offering useful articles, videos, and information on staying healthy and maintaining a good work-life balance. New COVID-19 related articles recently added to the site:

- Managing Virtual and On-Site Teams
- Responding to Employee Needs during COVID-19
- Healthy Eating
- Child Care and Return to Work
- Helping Elder Relatives Stay Connected During the Pandemic
- Helping Millennials manage in a COVID-19 World

Access to the USNH EAP website: <http://www.powerflexweb.com/1063/login.html>

Company code on the login site is: USNH

Employee Wellness

Our “new” work situation is very much a marathon, not a sprint. Facing and addressing COVID Fatigue/Burnout is important for our personal health. Burnout can be combatted with exercise, communication, constructive thinking, and mindfulness/gratitude. We can’t change our situation, but we can control or adjust our way of thinking about it.

We encourage our staff to make sure they care for themselves using vacation for downtime. Having a break from the daily grind will make you feel better and hopefully settle you back into work refreshed.

In a future Wellness newsletter, we want to hear how you are creatively coping with the challenges of today’s working environment. How has remote work affected your daily lives? Anyone who would like to share their home/work experience please email Susan Poole.