

From: [Poole, Susan](#)
To: [USNH](#)
Subject: System Office - Coronavirus Update
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Dear Colleagues –

We want to thank you for your continued flexibility, patience and understanding during these challenging and ever-changing times. The University System of New Hampshire remains open and operational with appropriate measures to protect the health of the community. This is an emerging, rapidly evolving situation and USNH will continue to monitor, make changes/adjustments and provide updates. Information will be forthcoming on working remotely/teleworking. Based on new recommendations from the CDC and the latest available information, we offer the following updates and clarifications.

- At this time, travel to Massachusetts is not prohibited and does not require quarantine.
- We urge every member of our community to take extra precautions while traveling. There are currently no official restrictions on domestic travel, but we encourage you to be aware of what is happening in the areas where you live and travel. Information is changing rapidly. Please let your supervisor know if you have any planned international travel and be aware that you may be required to self-quarantine.
- The System Office remains open for normal business operations with some exceptions. For internal meetings and gatherings, we encourage you to minimize face-to-face contact when possible. Leverage technology to conduct everyday business.

Travel Restrictions

For the next 30 days international business travel is prohibited and all personal international travel is strongly discouraged. We want to avoid employees being stuck overseas if additional travel and re-entry restrictions are put in place. This will be reassessed in 30 days. Employees should avoid or postpone travel to geographic areas where COVID-19 community transmission is present based on the [Centers for Disease Control and Prevention \(CDC\) risk assessment/travel advisory guidelines](#).

If you recently traveled to any region with a [“Level 3” Travel Health Notice from the CDC](#), or have been in close contact with someone who has traveled to a “Level 3” country, **you must self-quarantine off-site for 14 days beginning the day you return to the United States**. Please do not return to your campus office.

If you do not feel comfortable traveling for any currently scheduled work-related trips or conferences, please work with your manager to cancel your travel commitments and request refunds. If you are unable to secure refunded expenses, there will be no financial impact to you; we will cover cancellation costs.

Employee Health and Wellness

If you are unable to work because you have symptoms associated with a cold or flu, stay home and use accrued sick leave (if available) to replace salary. If you need to stay home to care for a family member with cold or flu symptoms, use accrued Family Care (ability to use up to 25 sick time days) to replace salary, if available. If you have any additional concerns or questions, please consult with Human Resources.

If you are **diagnosed with COVID-19**, use the new temporary code “COVID” when reporting time away from work for your base schedule/appointment. The use of “COVID”, when approved, is considered paid excused time and any accrued paid leave will not be charged. The “COVID” code will be available through April 3, 2020, when a reassessment will be conducted.

If you are **required to quarantine for 14 days due to the parameters specified by the CDC and USNH at the time but do not have symptoms**, work remotely/telework if possible. If your role cannot be performed remotely or via technology, use the new, temporary code “COVID” when reporting time away from work for your base schedule/appointment. The use of “COVID” is considered paid excused time. The “COVID” code will be available through April 3, 2020, when a reassessment will be conducted.

If you have an **underlying health condition identified by the CDC** to be at greater risk but have no symptoms, talk with your supervisor and Human Resources.

Universal Health Precautions

Please continue to follow all recommended health precautions.

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based (at least 60% alcohol) hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home and avoid public places when sick (i.e. social distancing).
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Avoid being within 6 feet (close contact) of a person who is sick.
- Avoid sharing drinks, smoking/vaping devices, or other utensils or objects that may transmit saliva.
- Clean and disinfect frequently touched objects and surfaces.

All the best,
Susan

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