

System Office Updates

8-12-20

Remote Work Continuation:

Considering the ongoing COVID-19 pandemic, the System Office will continue to limit the number of employees at its 5 Chenell Drive and campus locations by encouraging supervisors to permit employees to work remotely from home for the fall semester. In January, decisions will be made regarding work locations for the remainder of the fiscal year.

Office Equipment and Furniture:

Any office equipment taken home must first be approved by the employee's supervisor, with notification to Will McDermott for inventory purposes. The removal of any office furniture (chairs and major accessories) must have supervisor approval via email, with notification to David DeLuca for inventory documentation.

Concord and Campus Work Locations:

If an employee needs to go into the office, office protocols must be followed, as posted at <https://www.usnh.edu/human-resources/covid-19-system-office-resources-and-communications>. Matt Purcell and David DeLuca are working on office reconfiguration to ensure social distancing for our colleagues who must report to 5 Chenell Drive for specific job duties. System Office employees who report to work on a campus must follow that campus' protocols, as posted.

Guests at Work Locations:

Employee guests and other visitors may be permitted only if necessary. All guests must sign in at the reception desk and include date, time, and contact information. Guests must follow all the same protocols as employees upon entering the office.

COVID-19 Testing:

As System Office employees will be mainly working remotely, mandatory COVID testing is not required at this time. Those entering the Concord office must fill out the CEMS health attestation form (<https://eha.usnh.edu>), regardless of length of time spent there. System employees who work on the campuses must follow the campus protocols for mandatory testing.

Business Meetings:

Electronic meetings should continue until further notice. Any in-person meetings should take place only when able to meet social distancing requirements and it is necessary to accomplish the meeting purpose.

U-Cars and Business Travel:

Given the ongoing COVID-19 transmission throughout the world and in the United States, USNH continues to discourage all business-related travel. As such, the use of U-Cars is currently suspended, both to minimize travel and to prevent inadvertent spread of contamination.

Personal Travel:

Best practice also advises avoiding nonessential travel, even for personal reasons. While we are not able to dictate your own personal travel plans over the summer months, the System Office will follow state and federal guidelines for employees who travel. Please note that the NH DHHS updated their travel and quarantine guidance on 7-22-2020 (<https://www.nh.gov/covid19/resources-guidance/businesses.htm>) to include:

NH residents or out-of-state visitors traveling to/from areas outside of New England (Vermont, Maine, Massachusetts, Connecticut, or Rhode Island) need to self-quarantine for the first 14 days of any intended stay in NH after travel (starting from the last day of their travel outside New England). This recommendation is irrespective of the mode of transportation for travel (public vs. private transportation).