

Updated April 2, 2021

Campus Visitation Procedure: “Dos” and “Don’ts”

Do Check in Daily: Upon campus arrival — send an email to **valsec@unm.edu**, with:

- Your name.
- Important: A **non-UNM contact number** and an **up-to-date on campus number**. Recent situations have demonstrated the need for as much information as possible, and much of the information on file is inaccurate. In an urgent situation, we do not have time to track down the necessary contact information.
- Building name, clearly spelled out, and room number. Information is shared with custodians and this detailed information is more accurate than building codes, letters, or nicknames.
- Arrival and departure times. If your job duties require you to enter multiple areas in the course of the day, please provide us with detailed information (i.e., building names and room numbers). Again, this information is provided to the custodians on a daily basis, so information needs to be accurate.

Don’t send us a weekly or semester schedule as we are in limited capacity to accommodate everyone in that way.

Do send your information in a **timely manner** (not 11 p.m., or the next day.). Best practice: Before shutting down your computer at the end of your workday, send an email to **valsec@unm.edu** that says “I am leaving now; I have been in ...”

Do Note that

- **Limited Hours of Operation** are still in effect, 10 am to 3 pm. Schedules outside of this window are to be approved by your respective supervisor. Once buildings have been locked and alarmed, officers will not provide access unless circumstances are exigent, as the building has also been disinfected by custodial staff.
- Masks and physical distancing (minimum six feet) are required on campus.
Vaccinations do not alleviate the need for these safety measures.