

October 13, 2020

To: All Faculty and Staff

From: UNM-Valencia Campus Police Department,  
Rick Goshorn, Director, Business Operation

**Re: COVID-19 and “Bringing Back the Pack” Updates and Reminders**

On Friday, Oct. 9, Provost Holloway sent his weekly Academic Dispatch and the opening paragraph states: “ ... *This is the time to remember that we are all part of the same New Mexico community, and each of our decisions impacts the others, from our family and loved ones to strangers who might simply sit near us. Please remember how important it is to wear your mask ... wearing a mask protects both you and me ... . UNM is still doing well in managing the virus ... but we can’t relax — masks, distance, quarantine when exposed, working from home when possible, staying home when sick, responding to the daily UNM screening email, and following the state’s safe practices are essential.*”

In addition to the safe practices mentioned above, UNM-Valencia Campus enacted a Campus Visitation Procedure in June 2020. The procedure is in accordance with the [Staff Return to Campus Guide](#), which references departments establishing their own screening process, in addition to the mandatory COVID-19 Screening we complete each day.

Additionally, the staff guide, Page 26, provides specific guidance regarding non-compliance, and the UNM Human Resources Department has published a [Manager’s Guide for Staff Failure to Comply with COVID-Safe Practices](#).

Because we are seeing an increase in COVID-19 positive cases, please remember to follow UNM-Valencia’s protocols to ensure the safety of our community. We want to remain diligent in our cleaning standards and make sure we can take the necessary precautions when an issue arises. Please be considerate of those who are keeping our campus safe! Please follow the protocols. Your help is greatly appreciated, and we would rather not report issues to respective supervisors and Human Resources.

The updated Campus Visitation Procedure is provided on the next page.

Thank you.

Campus Visitation Procedure:

- A. **Daily Check-ins** (Please do not send us a weekly or semester schedule as we are in limited capacity to accommodate everyone in that way.) Daily — upon campus arrival — send an email to **valsec@unm.edu**, with
1. Your name.
  2. (This is 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.
  3. 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.
  4. 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.
  5. **Send your information in a timely manner** (please send times you are in your office, or building). 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 ... ”
  6. **Limited Hours of Operation**: Are still 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.
  7. **Masks** and **physical distancing** are required on campus.

Thank you for your understanding and cooperation!