

## MEMORANDUM

August 7, 2020

To: UNM-Valencia Faculty and Staff

From: Rick Goshorn, Director, Business Operations

Re: "Bringing Back the Pack" Updates

With the start of the Fall Semester only days away, I'd like to remind everyone of the COVID-19 protocols that are required by the University:

1. Daily COVID-19 Screening forms, per UNM HR, are no longer necessary so long as the daily screening email is completed. Any visitor, contractor or volunteer is still required to fill out the form and submit to the HR office every day they are on campus.
2. Please continue to provide a daily check in with the UNMVPD when you intend to come to campus. To make things easier, a fillable form has been created that you can save to your desktop and complete/update when you arrive on campus, or on your laptop before you come to campus. The submit button on the form will return it to UNMVPD and Rick Goshorn. This new form will be sent in a separate email to enable online distribution and tracking. This is an extremely important component of our ability to track contacts should we have a positive event on campus and will help us protect the health and safety of the campus population.
3. Masks and social distancing are required on campus. Officers, as well as staff will be patrolling common areas and hallways around the beginning of class and asking students and employees who aren't showing safe spacing and PPE practices to please comply or exit the campus. If you feel you need assistance, please contact the PD office line at 925-8570 or the front admin desk and we will respond immediately. It will also be likely officers will be in the hallways and can be contacted directly. Masks and thermometers are available in the Police Office and masks only in the Dean's office if someone has forgotten their supplies or you'd prefer to screen your students every day.
4. Parking permits, key pickup, lost and found, or other interactions necessary with the police department will continue by appointment. To make an appointment, please email [valsec@unm.edu](mailto:valsec@unm.edu).

Let's all be diligent and do what we can to make this a safe and healthy semester.

RG/ds