

July 1, 2020

To: All Faculty and Staff

Re: "Bringing Back the Pack" COVID-19 Screening and Worksite Protocol

Per Dr. Letteney's request, and as a follow-up to Tuesday's Town Hall, we are sending this information to help clarify our Campus Visitation Procedure that was sent last week.

- COVID-19 Daily Health Screening is mandated by UNM-Main Campus; it does not come to the Police Department and is strictly for determining if anyone has coronavirus symptoms.
- Limited hours of operation: 10 am to 3 pm (*Please get permission from the affected Director or Dean of Students via email and cc. to valsec@unm.edu.*)
- Campus Visitation Procedure (or Worksite Protocol): To comply with UNM-established "Bringing Back the Pack" guidelines, we ask that all faculty and staff coming on to campus do the following:
 - Upon arrival — **daily** — send an email to **valsec@unm.edu***, with:
 - your name
 - cell phone number (will be kept confidential)
 - building name and room number
 - arrival time
 - departure time (may be included in initial email or you may send a separate one as you are leaving)

**valsec@unm.edu is monitored by both Lt. Killinger and Diana; please use this address*

Providing this information allows our officers to know who is on campus, and when buildings may be locked down in the afternoon. Additionally, the information can be shared with the Facilities Manager for additional cleaning and disinfecting of occupied areas. Most importantly, current CDC guidance is that we gather this information in the event someone tests positive or becomes ill while on campus, and we can immediately begin contact tracing.

- **Masks and Social Distancing Practices are mandatory while on campus, and you may volunteer for a temperature screen.**
- If you do require police assistance (for any reason) please note, as a reminder, that when you call, police dispatcher will ask the following:
 - a. Your name
 - b. Your telephone number
 - c. Your current location
 - d. Specific information such as room number/door location to be opened.
Any other information that may be helpful to our officers.