

Office of Finance and Administration
Office of the Provost
March 12, 2020



Dear UNE Faculty and Professional Staff,

The health and safety of our students, professional staff, faculty, and the broader community is of paramount concern, and that includes protecting the safety of our campuses as we continue to meet our students' academic objectives. UNE leadership continues to monitor the developments of the COVID-19 outbreak and respond to the challenges it represents.

It is important that all of the members of the UNE community recognize that while this virus may not be a significant risk for some community members, it does pose a risk for those who have pre-existing conditions, which are still not fully understood. To ensure a safe and healthy workplace, we all need to increase our commitment to preventing the spread of this respiratory disease. All faculty and professional staff are urged to take proper precautions to avoid exposure to or infection by the COVID-19 virus.

In keeping with our commitment to employee safety, and in an effort to be responsible global citizens, **we have placed a halt on all non-essential business travel effective immediately, until further notice.** This includes both domestic and international travel. For the purposes of this announcement, essential university travel shall be defined as travel directly related to your function. Your dean or senior administrator will determine if travel is essential. Ultimate approval will come from the Provost or the Senior Vice President of Finance and Administration. Conversely, employees or students who express that they do not wish to travel will not be made to do so.

If you are on a University trip when you receive this communication, complete your travel, business as usual. There are no specific or new risks prompting this decision that should cause you concern.

For future travel, please follow the guidance below:

- For non-essential travel, cancel your plans and find a technology-supported option to conduct your meeting if possible. Please work with your travel provider (Atlas Travel) via phone to cancel your travel as soon as possible to ensure all possible credits are applied.
- Speak to your dean or senior administrator about travel if you believe it is business-essential, including future meetings you are scheduled to attend that require travel. If you and your dean or senior administrator agree the travel is essential, you must then escalate to the Provost for academic units and Senior Vice President for Finance and Administration for administrative units.

While we realize that many of you may have personal trips or vacations planned, we ask that you reconsider these trips, especially those that are international. **If you do choose to travel personally, we ask that you adhere to the following requirements:**

- Notify your direct supervisor of your travel plans;
- Related to the coronavirus, follow CDC, WHO, US State Department and other agency guidance;

- **You should strongly consider cancelling your travel plans to any of the Level 3 high risk international locations as defined by the CDC — currently China, Iran, Italy and South Korea — to avoid any potential quarantine constraints that may be put in place in the future.**

The situation with coronavirus continues to evolve, as does guidance on best practices, and we will continue to communicate any changes or updates to you. In the meantime, please use good judgement when assessing essential travel requirements and follow the established guidelines. Thank you for your cooperation in these challenging circumstances.

Sincerely,

Nicole L. Trufant, CPA
Senior Vice President of Finance and Administration

Joshua Hamilton, Ph.D.
Provost and Senior Vice President for Academic Affairs