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OFFICE OF THE PRESIDENT

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March 22, 2020

Dear UNE Community,

During a public health crisis, it is vitally important that information be shared with the community in a timely fashion while protecting patient privacy. In keeping with that commitment, I am writing to inform you that a UNE employee has tested positive for COVID-19.

I want to acknowledge that this is a difficult time for that individual and his/her family, and I would ask anyone who may know about the diagnosis to respect his/her privacy and allow him/her to rest and recover.

That employee and those he/she was in close contact with have been self-isolating since the employee first reported symptoms. Since receiving the positive diagnosis, the employee has contacted those individuals to inform them. The employee's work space has also been cleaned.

As the number of cases in Maine continues to increase, students, faculty, and professional staff should self-assess for symptoms as described by the CDC. Employees who have symptoms themselves, or have had direct contact with someone with symptoms of COVID 19 or a positive diagnosis, should not come into work. They should contact their primary care or medical provider and should email Human Resources at [HR-COVID19Questions@une.edu](mailto:HR-COVID19Questions@une.edu). Human Resources will follow up with additional guidance. Students exhibiting symptoms should contact their primary care provider or the Student Health Center at (207) 602-2358.

I understand that employees and students may be feeling stress and/or anxiety about these events. Employees can contact UNE's Employee Assistance Program at 1(877) 622-4327 or log into [www.MyCigna.com](http://www.MyCigna.com) for help. Resources for student counseling can be found on UNE's COVID-19 updates page. Students seeking academic resources should contact their program director or dean.

As the trajectory of cases in our state and our communities is likely to increase, the University will continue to follow guidance from state and federal CDC with respect to reporting and communications.

I want to thank you for the sacrifices you are making to keep as many members of our community as safe and healthy as possible in this challenging time.

Sincerely,

James D. Herbert  
*President*