

*Office of Finance and Administration*  
*Office of Human Resources*  
April 01, 2020



Dear UNE Community,

Yesterday, Governor Mills issued a statewide stay-at-home order effective until at least April 30. We recognize that there have been some questions from employees about how this latest directive impacts the University.

Although some recent media reports have not listed colleges and universities as essential businesses, they have been designated as essential by the federal government, whose guidelines are incorporated into the governor's order. Therefore, UNE's current telework/flexwork policy is in compliance with this order.

In accordance with both UNE's policy and the most recent order from the governor, anyone who can work from home, to perform all of their duties or any part of them, must do so. The fewer people who remain on our campuses, the safer those environments will be for the small number of students who remain in the dorms in Biddeford and for the employees whose duties require them to be on one of the campuses.

If employees who do have to report to campus should be questioned by authorities during their commute to or from campus, they should show their University ID and explain that they are commuting for work at UNE to perform duties deemed necessary to be on-site by the University.

Thank you for your cooperation in making our campuses as safe as possible for our students and your fellow employees. We are committed through these collective efforts to do our part in helping to flatten the curve here in Maine.

Sincerely,

Nicole L. Trufant  
*Senior Vice President of Finance and Administration*

Annmarie Allen  
*Associate Vice President for Human Resources, CHRO*