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Community Guidance

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## UMS\_Community Guidance\_Working Remotely

University of Maine System

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# Health Advisory – Coronavirus Disease 2019

## UMS Community Guidance

- For Everyone
- For Students
- For Employees New ▲
- For Travelers New ▲

## UMS Campus Specific Information

- University of Maine
- University of Maine at Augusta
- University of Maine at Farmington
- University of Maine at Fort Kent
- University of Maine at Machias
- University of Maine at Presque Isle
- University of Southern Maine
- University of Maine School of Law

## Public Health Resources

- Maine Center for Disease Control — Coronaviruses
- CDC Coronavirus (COVID-19) Information

## Announcements

- Chancellor Malloy: Our Continued Commitment to UMS Employees  
April 3, 2020
- Student Fee Adjustment and Rebate Policy by April 15  
April 1, 2020
- Chancellor Malloy: Celebrating Commencement During the COVID-19 Pandemic  
March 30, 2020
- Pass/Fail Options Extended At UMS Universities  
March 25, 2020
- Chancellor Malloy: We're All in This Together  
March 24, 2020
- Mills Administration, Public Higher Education Systems Coordinating Response to COVID-19  
March 24, 2020
- Identifying University Resources and Materials for the COVID Response Effort  
March 23, 2020
- Chancellor Malloy: Full Pay Commitment to Regular Employees Through April 4  
March 19, 2020
- Universities Inventorying Resources for Maine's Coronavirus Response  
March 19, 2020
- Universities Transition Employees To Remote Work Thursday, March 19  
March 18, 2020
- UMS To Continue Paying Federal Work Study Students  
March 18, 2020
- Spring Break Extended Two Days: Classes Resume March 25th  
March 18, 2020
- Chancellor Malloy: Working Remotely and March 25 Start of Classes  
March 18, 2020
- Room and Board Adjustments and Rebates  
March 17, 2020
- Chancellor Malloy: Focusing on Faculty and Staff Needs  
March 17, 2020
- UMS Technology Resource Update  
March 16, 2020
- Chancellor Malloy: Event Restrictions On Gatherings and Other Updates  
March 12, 2020
- Student Room and Board Refunds: UMS posting guidance before Noon on Wednesday, March 18th  
March 12, 2020
- Travel Assistance Hotline for UMS Employees and Students  
March 11, 2020
- Chancellor Malloy Message on Transition to Online Instruction  
March 11, 2020
- University UMS COVID-19 Directives prohibit non-essential university air travel, opens residence halls for spring break, sets March 23 deadline for continuity of instruction planning  
March 10, 2020
- Novel Coronavirus (COVID-19) Information University of Maine System  
March 9, 2020
- Students and Employees Urged to Update Emergency Contact Information  
March 6, 2020
- UMS COVID-19 Guidance on University Travel for Business and Personal Travel  
March 5, 2020
- UMS Guidance for International Travelers  
March 4, 2020
- Governor Mills Convenes Coronavirus Response Team  
March 2, 2020
- Travel Monitoring and Prohibitions: University Travel to Italy Prohibited  
March 1, 2020
- We're Making Plans to be Ready for Coronavirus  
February 28, 2020

## For Employees

UMS Work and Pay Guidance, April 5, 2020 - June 30, 2020 **(New: 04/03/2020)**

Working Remotely **(New: 04/03/2020)**

All University of Maine System employees are asked to telecommute or otherwise work remotely from home to the maximum extent possible through May 17.

This does NOT mean the University is stopping operations. The University continues to meet its teaching, research, and public service missions to the State of Maine, which now includes coordination with the Maine CDC and our healthcare systems to protect public health.

The directive to maximize remote working does mean, in light of the latest federal and state guidance, including Governor Mills stay at home order effective April 2, 2020, the University is redoubling its efforts regarding social distancing and remote working.

For example:

- Any employee who is traveling to campus because of preference or slight advantage over home should instead stay home. A preference for working on campus is not a reason to do so. Unless your work requires that you be physically proximate to it on campus, please stay home.
- Employees who must go to campus for work should minimize their time there. If you need something for instructional purposes, get the material and go home. If you must be physically present for only a portion of your work, please do what is needed on campus and otherwise stay home.
- All work that can only be done in person but which does not need to be done now should not be done. Please defer non-critical work in collaboration with your supervisor.
- Certain activities continue to be exempted from these restrictions. Employees who are required to continue to perform duties at a physical location other than home have and are receiving instructions from their respective supervisors. Employees with questions about this should contact their supervisor.
- Lastly, all employees are asked to follow the Governor's directions in their personal conduct. Stay safe by staying home.
- The University will continue to keep this information current in this rapidly evolving situation. Please check the [Health Advisory page](#) often for updates.

For much more information about working remotely, safety, employees at higher risk and additional information, please see the [Human Resources guidance page](#).

(Last reviewed/updated: 04/03/2020)

Families First Coronavirus Response Act, (FFCRA) Information (04/02/2020)

UMS Wellness Program – COVID-19 Level 1 Incentive Adjustment Update (03/30/2020)

Identifying University Resources and Materials for the COVID Response Effort (03/25/2020)

COVID-19 Pay Guidance (03/20/2020)

Full Pay Commitment Through April 4 (03/19/2020)

Benefit Eligible Employees – Cigna Prescription (03/19/2020)

Benefit Eligible Employees: Cigna Information (03/17/2020)

Benefit Eligible Employees: Telehealth Options (03/17/2020)

Employee Assistance Program (03/17/2020)

Resources for Teaching and Working Remotely (3/16/2020)

Workplace Policies and Guidance (03/12/2020)

Staying safe in the workplace (03/12/2020)