

The University of Maine

DigitalCommons@UMaine

---

Community Guidance

University of Maine System Communications

---

6-19-2020

## UMS\_Community Guidance\_Working In-Person or Remotely

University of Maine System

Follow this and additional works at: [https://digitalcommons.library.umaine.edu/c19\\_guidance](https://digitalcommons.library.umaine.edu/c19_guidance)



Part of the [Higher Education Commons](#), [History Commons](#), and the [Medicine and Health Sciences Commons](#)

---

### Repository Citation

University of Maine System, "UMS\_Community Guidance\_Working In-Person or Remotely" (2020). *Community Guidance*. 62.

[https://digitalcommons.library.umaine.edu/c19\\_guidance/62](https://digitalcommons.library.umaine.edu/c19_guidance/62)

This Webpage is brought to you for free and open access by DigitalCommons@UMaine. It has been accepted for inclusion in Community Guidance by an authorized administrator of DigitalCommons@UMaine. For more information, please contact [um.library.technical.services@maine.edu](mailto:um.library.technical.services@maine.edu).



### Together for Maine Plan

- Home
- Chancellor's Message
- Safe Return Planning
- Unifying Principles
- Informational Videos
- Safe Return Committees

### Community Guidance

- Everyone
- Students
- Employees
- Travelers
- Visitors

### Recent Updates

- New Travel and Work Guidance Posted  
June 19, 2020
- University To Update Guidance Based on Governor Mills' Plan To Restart the Maine Economy  
April 29, 2020
- CARES Act Distribution to Students Expected Week of May 4  
April 24, 2020

### Earlier Updates

- June 2020 (1)
- April 2020 (9)
- March 2020 (25)
- February 2020 (1)

### For Employees

- Return to Campus Training Guide (07/01/2020) +
- Working In-Person or Remotely – Guidance Beginning July 1, 2020 (06/19/2020) -**

University of Maine System employees will be invited to return to working on campus in increasing numbers during the month of July by their respective campus emergency operations teams and their University's leadership. The institutions of the University of Maine System in general will be increasing operations on campus during July and there is more information about that elsewhere on this web site with further guidance anticipated on or around July 1.

Any employee invited to return to campus will receive specific individual communication about returning. No employee currently working remotely should decide to return to work on campus or at other University locations unilaterally or independently. Employees should only return once they have received specific invitation or direction from their manager or supervisor or other appropriate University authorities.

Employees who would like to return to campus but have not yet been contacted are invited to contact their supervisor or manager. Supervisors and managers may in turn check on current workforce status with Human Resources to support the process in the event of questions or concerns. Supervisors and managers who are considering return to work decisions for employees must also coordinate with the emergency operations team on their campus.

Employees at greater risk for COVID-19 should continue to work remotely. For more information about understanding if you are at greater risk visit the CDC's [People Who Are at Higher Risk for Severe Illness](#) page.

This pandemic continues to be a rapidly evolving situation. This information is subject to change. Employees should check the [Health Advisory](#) page routinely for updated information or changes in existing information.

Returning to campus will involve safety constraints. To provide for social distancing and other pandemic practices, the University may in certain cases continue to limit the personnel in certain offices, programs or facilities. Keeping everyone safe is among the reasons why no employee should decide to return to campus unilaterally. Cloth face coverings will be required in almost all places at almost all times. A further description of that requirement is posted in the face covering portion of this web site.

This guidance about employees potentially returning to campus is intended for employees only and does not alter or otherwise affect instructions or updates for students, remote or in-person instruction or the status of previously cancelled summer programming or activities.

Certain activities continue to be exempted from these restrictions under the Governor's executive order. Employees who already were required to continue to perform duties or were permitted to do so at a physical location other than home may continue to do so in consultation with their supervisor. Employees with questions about this guidance are encouraged to contact their supervisor or manager and may also consult with Human Resources as appropriate to their needs and concerns.

All employees are asked to follow the Governor's directions in their personal conduct.

In early July, the Office of Human Resources will be reaching out with more information and training materials to support a Safe Return to campus for those employees who will be returning in July.

(Last reviewed/updated: 06/19/2020)

- Resources for Teaching and Working Remotely (6/16/2020) +
- Workplace Policies and Guidance (06/16/2020) +
- How to protect yourself and others (06/16/2020) +
- Should I wear a face covering when working? (06/16/2020) +
- Vendors/Contractors on Campus (06/12/2020) +
- UMS Work and Pay Guidance through June 30, 2020 (05/05/2020) +
- 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) +

### Campus-Specific Return Information

