



## Office of the Chancellor

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DATE: March 13, 2020

To: NMSU System Community

FROM: Human Resource Services

THROUGH: Dan Arvizu, Chancellor 

SUBJECT: COVID-19 related human resource information

The health and safety of NMSU employees is paramount as we work through this world-wide coronavirus (COVID-19) outbreak. We will communicate with you as new information becomes available and we are here to support our NMSU community.

### **Telework**

NMSU is implementing voluntary temporary telework arrangements for employees whose job duties are conducive to working from home. Supervisors and managers are encouraged to be flexible and creative in working with staff. However, there are some positions that require the employee to be physically present in the workplace. Employees requesting to telework should read the [Temporary Telework Guidelines](#) and will need to complete the [Telework Agreement Form](#) located on the HRS forms page.

Should the current health situation warrant, NMSU may require all employees, with the exception of essential personnel, to work from home. Employees should be proactive with department managers in preparing for these circumstances to ensure that employees have the resources necessary to work remotely.

### **Student Employment (Undergraduate and Graduate)**

Students wishing to work during the two-week Spring Break may do so, up to 40 hours. If students prefer not to work during this time, that should be discussed with the supervisor.

### **Caring for Family Members**

With the Las Cruces Public Schools closed through April 3, employees needing to care for family members may either use their annual leave, telework as agreed to with their supervisor, or sick leave in case of sick family members. Details are available at [Temporary Telework Guidelines](#).

## **Self-Care**

Taking care of yourself at this time is essential. Not only should you wash your hands frequently and keep your offices and desks clean, but please get rest and exercise as you can. Avoiding mass gatherings and maintaining distance (approximately 6 feet) from others when possible, which is also referred to as social distancing, is important as well. If you have any concerns about your health, call your care provider. And if you want to talk about the impact of this health outbreak, please call our [Employee Assistance Provider](#).

## **Travel**

If you have traveled out of state or country (excluding typical trips to El Paso) in the last 14 days please register your travel on the University [travel reporting portal](#). And if you will be traveling internationally or out of state via commercial carrier for personal travel, you will need to self-isolate for 14 day after return and inform your supervisor to help manage your work.

If you have additional questions, contact your supervisor or your department head. Also, questions can be sent to [HRhelp@nmsu.edu](mailto:HRhelp@nmsu.edu).