

Morales, Erica

From: Montalbano, Ivonne
Sent: Wednesday, May 13, 2020 10:56 AM
To: Rodney, Chris; Records, Stefany; Drake, Brian; Jannett, Paula; Jones, Tasha; Flores, Yolanda
Cc: Morales, Erica; Matthews Herron, Chetiqua; Kesterson, Donald; Frank, April; Batiste, Jackie; Bradley, David; Harrison, Erika; Johnson, Jerry; Jung, Jimmy; Link, Eric; Montalbano, Ivonne; Munoz, Juan; Pigeon, Vanessa; Wolfe, Johanna
Subject: Contractors--TIME SENSITIVE
Importance: High

Dear All,

Based on the May 5, 2020 guidance provided by the Texas Department of State Health Services (DSHS) on "Minimum Standard Health Protocols," we must require contractors follow the same protocols that have been established for and will be required of UHD employees, namely:

1. COVID-19 training
2. Self-reporting and 14-day self-quarantine if diagnosed with COVID-19 or exposed to a COVID-19 confirmed case (Cynthia Vargas will be sending an email next week with more information on this requirement.)
3. Send contractor home if exhibiting COVID-related symptoms
4. Hand sanitizing
5. Social distancing
6. Face covering
7. Staggered schedules

In order to meet requirements #1 and #2 above, contractors need to have access to TAP and Outlook. Thus, all contractors in your respective divisions need to be set up as Persons of Interest (POIs) by completing a [ePOI Application Form](#) and forwarding it to the Payroll team at payroll@uhd.edu. These forms need to be completed at your earliest opportunity as they will need to be routed to the UHS Payroll Office for processing. In addition, this information needs to be shared with all contractors, and they must complete the mandatory training before June 1.

We will discuss this further in the virtual meeting Gladis will be scheduling with all department, college and division business administrators for early next week. Regardless, don't hesitate to email me should you have questions.

Thanks in advance for your prompt assistance with this request.

Best,

Ivonne Montalbano, MBA, SPHR, SHRM-SCP
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