UMB/UMMS has now activated **Step 2** of the University of Maryland, Baltimore (UMB)/University of Maryland Medical System (UMMS) Recommendations and Policies Regarding COVID-19.

**COVID-19 TELEWORK POLICY**

At the outset, we emphasize that we will remain open during any period of episodic telework. The UMB President or UMMS President declare that the transition to UMB/UMMS episodic telework will start on Saturday, March 14, 2020. The regular restrictions on teleworking are waived during this episodic telework period.

During this period of episodic telework, the goal is to dramatically reduce the number of people on campus. When this announcement is made, all employees who are able to work remotely are immediately reassigned to telework.

For specific UMB or UMMS telework policies, please refer to your organization for additional information.

*The evaluation of the need to implement telework will be continuous.*

**NEW TRAVEL RULES AND ADVICE FOR EMPLOYEES AND STUDENTS**

(1) We prohibit work-related out-of-state travel.*

(2) We strongly discourage personal travel outside of Maryland.

(3) Travel related to a regular commute is permitted.

(4) Travel of a guest to attend a campus event is prohibited.

*We may restrict access to UMB or UMMS facilities for anyone who travels against this advice.*

*There are the following exceptions to this subsection: (a) travel that is within 75 miles from the traveler’s normal workplace for essential clinical or client matters. Granting an exception requires the approval of the Dean (with advance notification to the Provost) for UMB employees, students or faculty practices, or UMMS Executive for UMMS employees. This decision will be made based on information at the time the individual has chosen to travel; or (b) Travel to return home by an individual already travelling at the outset of Step 2.*

**GATHERINGS**

We have defined several different types of gatherings: administrative meetings; classes/education; UMB/UMMS-hosted events for internal or external audiences; on-campus events hosted by a non-UMB/UMMS organization; off-campus events attended by UMB/UMMS personnel; Commencement; patient care-related gatherings; recruitment/admissions; and laboratory research. See below for specific guidance for each category.

**ADMINISTRATIVE MEETINGS**

In-person meetings will be prohibited. In light of the telework policy, all other meetings should be moved to virtual means or canceled. A Dean, Vice President or UMMS Executive can make an exception on a case-by-case basis for a meeting deemed essential to critical operations (e.g. clinical team meetings) that must occur in-person that can be achieved with social distancing.