

Updates on COVID-19 Procedures.

Spehar, Karen, TRD <Karen.Spehar@state.nm.us>

Thu 8/5/2021 12:52 PM

To: TRD-All EMail <TRD-AllEMail@state.nm.us>

Hello Tax and Rev Employees:

Sending a big THANK YOU to all employees who have either given HRB their vaccination card or contacted us to get information about getting tested! Your active participation in this process is greatly appreciated.

I have three important pieces of information share with you. This information is coming directly from the State Personnel Office and/or our Cabinet Secretary.

Masks

All visitors to State buildings must now wear a mask or face covering regardless of their vaccination status.

All employees who are working in State buildings located in counties that have substantial or high COVID-19 transmission rates must now wear a mask or face covering regardless of their vaccination status. So, if you are working in a county that is either in orange or red status, you must wear a mask in the office even if you have been vaccinated.

Masks may be removed only while eating or drinking.

To get the most up-to-date information about transmission rates in your county please visit the website below.

<https://covid.cdc.gov/covid-data-tracker/#county-view>

Testing

If you who decide not to provide a vaccination card to HRB, and instead will be testing please know that the State is providing a free and convenient testing process that you can do from the comfort of your home Please visit the website below to begin the process.

<https://learn.vaulthealth.com/nm>

Teleworking

While Tax and Rev must do what it takes to keep our offices up and running, we are happy to offer employees with the opportunity to work from home whenever possible! If you are currently not teleworking, or you are on a hybrid schedule and would like to spend more time working from home, please submit an updated Telework Request Form. We will do everything we can to accommodate your requests.

Again, thank you all for adapting so quickly to the changes that keep coming our way. Changes are being made in the spirit of listening to employees and continuing to do our best to keep everyone healthy!

We realize that all change, even the most positive change can be stressful.

Please take your breaks, don't forget to takes some extra deep breaths (under our 🙏) and do your best to have a little time for relaxation. I personally love my job, but I truly live for vacation! I am planning some time away this fall to celebrate my mom's 80th birthday and then to take a nice, long-ish road trip with my husband. Just planning the time away is making me a little more relaxed.

And, of course, please let me know if you have questions.

Regards,

Karen