
Keeping You Safe When Returning Back to the Office (Return to Onsite Operations Plan)

We're committed to keeping UNM Hospital employees safe while working on site. To help you safely transition from telecommuting to working back in the office, we ask you follow the safety guidelines below to decrease the risk of spreading disease.

While at UNM Hospital Main or Offsite Areas:

1. All health care personnel working at UNMH will **wear face masks when in common areas**. Face masks must cover your mouth and nose. This means face masks will be worn in any area outside of one's personal office or cubicle. Avoid touching your eyes, nose and mouth.
2. Staff will **work from their original space or be reassigned to allow for physical distancing** and follow their pre-COVID work schedule. Staff will continue to follow standard requests for leave or schedule changes.
3. Keep your personal workspace and common areas clean by following the checklist below. **Use disinfectant products that work against the virus and clean multiple times a day**. In addition, staff are encouraged to **open doors with tissues or paper towels** to limit high-touch surface exposure.
4. **Wash your hands very often or use hand sanitizer**. Wash your hands with soap and water for 20 seconds.
5. Staff should **use Zoom, instant messaging, email and/or the phone whenever necessary**, as opposed to visiting each other's offices/work area unless absolutely necessary. If meeting in the same area/room is necessary, physical distancing requirements will be enforced (six feet apart) and face masks will be worn.
6. Staff may be self-quarantined for 14 days after personal travel. For more information on UNMH Health System Travel Guidance, go here for the [English](#) and [Spanish](#) version. Below is important information about when to call Occupational Health Services.

Call Occupational Health at (505) 515-8212 if:

- You have a positive COVID-19 test.
- You're getting a test because you have COVID-19 symptoms.
- You're getting a test because you have a possible COVID-19 exposure:
 - Exposure at work (per [CDC definition](#)).
 - Close contact with someone with COVID-19 infection at home or in the community.
 - Recent travel to an area with ongoing community spread of COVID-19.
 - Note: Occupational Health will not accept a COVID-19 test before day seven, after these exposures.

Staff Checklist

- Always wear your badge.
- Use Zoom, phone, email and/or instant messaging to communicate with other staff
- Wipe down entrance door handles:
 - at start of day (7:30 a.m. or 8:00 a.m.)
 - midday at 12:00 p.m.
 - when last person is closing/leaving for the day
- Wear face masks in common areas or outside your office/work area.
- Wipe down refrigerator door handles, microwave, coffee pot and other equipment with disinfectant wipes/spray after each use and follow the Housekeeping Checklist.

Clean to Stay Healthy

Both Clorox® and Oxivir TB® wipes are effective against COVID. Make sure to keep surfaces wet for the right amount of time. For more details about wet times, [click here](#).

Use disinfectant products to clean the following areas:

Common/Shared Areas

To be disinfected **at least 2x/day** – opening, closing and as needed

- Entrance doors – interior and exterior doorknobs
- Light switch plates
- Office doors – exterior doorknobs
- Countertops
- Paper towel dispenser
- Sink – exterior edging and faucet handles
- Coffee pot and other small appliances
- Microwave keypad and door
- Refrigerator door handle
- Copier keypad
- Tabletops
- Hand sanitizer dispensers
- Any other communally used machines/space

Personal Space Areas

To be disinfected **at least 2x/day** – opening, closing and as needed

- Office door – interior doorknob
- Desktop and tabletops
- Telephone
- Keyboard and mouse
- Chair handles
- Filing cabinet handles
- Upper cabinet/flipper handles
- Clean microwave keypad and door after you use it
- Any other commonly used machines/space