



September 28, 2020

Departments across the UNM Health Sciences Center have been implementing a phased return to campus as necessary. Employees have or will be returning to campus due to resumption of in-person classes or to complete their work functions in other mission areas. For quick reference, see the complete list of requirements, checklists and resources at the end of this document.

Due to the novel coronavirus (COVID-19), causing the worst worldwide health crisis in more than 100 years, the UNM HSC will continue to do everything possible to provide a safe environment for the entire HSC community.

Supervisors, managers or other authorities including deans, department chairs, lab directors, departmental administrators or other individuals with direct responsibility/oversight of Health Sciences employees or students must follow COVID-Safe Practices (CSPs) for reducing the risk of spreading COVID-19. The CSPs required at UNM HSC are:

1. Employees in every mission will continue to perform as much of their work remotely as can be reasonably accomplished. Supervisors and other HSC authorities will provide the maximum flexibility to balance safety and accomplishing our essential missions.
2. Screening – Everyone must complete the daily Symptom Attestation email survey and stay home when experiencing COVID-19 symptoms (cough, fever, shortness of breath) or if you have been exposed to the virus.
3. Distancing – continue reducing the proximity or density of employees and provide barriers, especially in open/crowded work areas; promoting and maintaining a safe physical distance in all work/common areas.
4. Masks – wearing cloth face coverings when in common and shared areas.
5. Hygiene – washing one’s hands regularly and covering coughs or sneezes with tissue or arm.
6. Cleaning surfaces in personal and shared offices/breakrooms regularly with effective cleaning supplies.

In recognition of how difficult this may be for many, UNM and Health Sciences have centralized access to mental health resources at mentalhealth.unm.edu. A true culture of health supports students, staff, and faculty in seeking care and wellbeing. In addition, supervisors, managers and other authorities, see the [Manager’s Guide for Staff Failure to Comply with COVID-Safe Practices](#) to assist with resources.

PHASED APPROACH TO RETURN TO FULL OPERATIONS

GENERAL ADMINISTRATIVE, FACULTY AND STAFF OFFICES, AND BUSINESS AREAS

General Operations in the Office Environment

Health Sciences general administrative, faculty and staff offices, and business areas please review the policies and procedures that are in operation (see list of resources below).

1. Limit operations to remote work to the greatest extent possible. Supervisors should have a plan and regularly discuss available options with staff, faculty, residents, students, etc.
2. Prior to returning, all UNM Health Sciences Center employees must complete the [Bringing Back the Pack](#) training available in Learning Central. This training will appear as an assignment in each employee's Learning Central plan, similar to the annual mandatory trainings.
3. Ensure all employees and students are completing the Daily Symptom Attestation survey.
4. Follow the [Office Workplace Checklist](#) (aka Manager's Checklist) to ensure the workspace is ready for staff to be on site.
5. Arrange workplaces to provide for a minimum of 6 feet of distance between individuals wherever possible.
6. Limit use of common areas where personnel are likely to congregate wherever possible or modify them to minimize contact.
7. Provide for meetings to take place remotely whenever possible, and have the necessary protocols in place for in-person meetings when needed.
8. Cover your mouth and nose with a face mask. Follow all safety equipment protocols. Wash your hands often with soap and water for at least 20 seconds. Routinely and regularly disinfect common contact sites (keyboards, door handles, multi-user equipment, etc.).

On-Campus Worksite Protocols

Cloth Face Coverings

We must work together to maintain a safe environment. Although no environment can be completely without risk, one very effective step is for everyone to wear a cloth face mask when in public or shared spaces.

1. Employee Requirements

To prevent spread of COVID-19, the University of New Mexico Health Sciences requires cloth face masks be worn by everyone while on campus or other workplace location at all times, even if on site for personal or recreational purposes. A cloth face mask that covers both nose and mouth is mandatory when in common areas including, but not limited to, stairwells, hallways, breakrooms, copy rooms, elevators, conference rooms and restrooms or anytime you are in a public or common area. This requirement is also for outdoor common areas.

A face mask will not be required when in your office or cubicle alone. However, if you are in a setting with walls or barriers that are less than 5 feet tall and you are within 6 feet of another person, you must wear a cloth face mask.

See the Centers for Disease Control (CDC) website regarding everything you need to know about [cloth masks and face coverings](#).

2. Department Responsibilities

Each department is responsible for ensuring the safety and wellbeing of all their employees, students, vendors and visitors. Directors/Managers of each department/unit should ensure that proper guidelines are followed for face coverings/mask and that employees adhere to the guidelines put out by the University. All departments should keep a supply of disposable face masks for visitors, employees and vendors on an emergency or temporary basis.

Workspaces and Shared Space

UNM Health Sciences is committed to taking all reasonable action to curb the spread of COVID-19 and ensure the safety of faculty, staff, students, and guests. Wherever possible, workspaces should be 6 feet apart or separated by a barrier. As we have transitioned through Phase 1 of our full return to operations, we have installed over 1,000 barriers. Departments/Units may contact HSC Facilities to request installation of barriers for shared spaces and/or low-walled areas. The HSC has set aside a limited amount of funds to make these changes for Departments/Units in non-clinical areas.

A shared space is considered to be a work area that meets the following criteria:

1. Has two or more staff that utilize a workstation in the same office or workspace, and/or
2. Is a reception area or front desk that does not have an existing barrier between staff members and visitors, and
3. Is not separated by walls or does not have partitions taller than 5 feet and meets #1 or #2.

Information to provide:

- Building, room number, and exact room location
- Name, phone, and email for department/unit contact
- A photo of the space, if available

Please submit your request via the Smartsheet [form](#).

Where barriers are not amenable to the current structure of the space, supervisors must have a plan for continued telecommuting, rotating schedules or staggered shifts to ensure the minimal number of staff present at any given time to meet the required 6-foot distancing.

How to Implement Physical Distancing

Buildings will remain locked and/or badge-access only unless a departmental website has published specific open hours of operation or the building needs to be unlocked to allow general access.

Communicate using email, telephone, instant messaging, and online conferencing even when communicating with people in the same office or building. It is encouraged that all meetings take place via Zoom, Microsoft Teams, or other video conferencing software as much as possible. When utilizing web conferencing technology, be sure you understand the privacy considerations relative to the type of information you are sharing and apply the recommendations appropriate to your meetings. Zoom recommendations can be found at at.unm.edu/media-collaborative-apps/zoom-web-conferencing.html

It is highly recommended that all documents needing review and/or signatures be routed via email or by other electronic routing/signature software such as Adobe Sign. Information on how to sign up and use the Adobe Sign service can be found at <https://creativecampus.unm.edu/adobe-sign.html>.

Maintain physical distancing in University/Department vehicles and limit vehicle occupancy to no more than two (2) people per vehicle. If two people are occupying one vehicle, each person must wear a facemask while in the vehicle. Disinfectant wipes or other cleaning supplies should be kept in each vehicle. Employees are responsible for cleaning all touched surfaces prior to and after each use.

Restrict the number of people in common areas where personnel are likely to congregate such as breakrooms, copy rooms, and restrooms. Avoid lingering in hallways and stairwells. Avoid sharing elevators, but when necessary, adhere to the posted occupancy limits and stand 6 feet apart. Adhere to physical distancing when waiting for the elevator.

Guests, both internal and external, visiting other areas of campus shall wear a cloth facemask whether inside or outside of a building. If you are visiting another area of campus, you must wear a cloth facemask.

Supervisor, Manager and other authority Guidelines for COVID-19 Exposures

Supervisors who have a confirmed or possible positive COVID-19 exposure in your area, please follow the guidelines provided in the appropriate checklist:

- HSC [Checklist for Confirmed COVID-19 Exposure](#)
- HSC [Checklist for Possible COVID-19 Exposure](#)

How to Submit a COVID-19 Cleaning Request

Immediately upon notification of an occupant/visitor in your area with a positive COVID-19 test, or other circumstance that may warrant COVID-19 cleaning, inform your supervisor while remaining HIPAA, ADA and FERPA compliant, and contact the appropriate *HSC Contact* listed below.

For HSC Business and Communications Center
(1650 University)

Ryan Reynolds

Manager, HSC Capital Projects

505.331.8875

ryreynolds@salud.unm.edu

For all other North Campus areas

Carlotta Abeyta

Director, Finance and Administration Shared Services

505.272.6426 or 505.450.6406

abeytac@salud.unm.edu

Information you will be asked to provide:

- Is the space office space or lab space?
- Building, room number, and exact room location
- Does the area have Badge access or key access, or both?
- Name, phone and email for department/unit contact
- Explain the circumstance of the need for COVID-19 cleaning while remaining HIPPA compliant

Business Processes

DAILY SYMPTOM ATTESTATION

All HSC employees must complete the daily Symptom Attestation survey. HSC operates 24/7 and daily attestation when coming to campus or reporting to another worksite location is mandatory, even when outside of normal business hours and on weekends.

Supervisors can expect to receive the 3-day no response report when employees fail to complete the survey for three consecutive days, but if aware of special circumstances, no action is required.

- Special circumstances: - On approved leave, - On call

Supervisor must contact employees when they fail to complete the daily attestation survey for three (3) consecutive days and there are no special circumstances.

Vendors and Contractors

UNM Purchasing Department's [COVID-19 Health and Safety Procedures](#) must be provided to all potential vendors and contractors.

Travel Guidelines

UNM Health Sciences Center is following the [UNM Health System](#) travel guidance. UNM HSC continues to advise against unnecessary travel, both business and personal.

UNM HSC EMPLOYEE Personal Travel/Personal Visitors

Suggested simple, common-sense actions include:

- Do not visit someone who is sick.
- Do not permit sick visitors into your home.
- Continue to keep you and your family safe by maintaining physical distancing measures and washing hands regularly.

Other suggestions while visiting or hosting visitors:

- Use very hot water or a dishwasher (if available) for cookware and utensil sanitation.
- Clean surfaces regularly.
- If possible, provide a separate restroom for visitors during their stay.

Housekeeping – Common Areas and Individual Offices

Facilities Management will continue to focus on cleaning floors, restrooms, stairwells, hallways, elevators and conference rooms; however, for employees reporting on site, supervisors are encouraged to develop opening and closing procedures in common areas and offices. Health Sciences will ensure all necessary cleaning supplies are available to purchase through LoboMart. See example housekeeping checklist and schedule below.

EXAMPLE HOUSEKEEPING CHECKLIST

| <u>Common/Shared Areas</u> | <u>Personal Space Areas</u> |
|---|---|
| <input type="checkbox"/> Entrance doors - interior and exterior doorknobs | <input type="checkbox"/> Office door - interior doorknob |
| <input type="checkbox"/> Light switch plates | <input type="checkbox"/> Desktop and tabletops |
| <input type="checkbox"/> Office doors - exterior doorknobs | <input type="checkbox"/> Telephone |
| <input type="checkbox"/> Countertops | <input type="checkbox"/> Keyboard and mouse |
| <input type="checkbox"/> Paper towel dispenser | <input type="checkbox"/> Stapler, calculator, label maker |
| <input type="checkbox"/> Sink - exterior edging and faucet handles | <input type="checkbox"/> Chair handles |
| <input type="checkbox"/> Coffee pot and other small appliances | <input type="checkbox"/> Filing cabinet handles |
| <input type="checkbox"/> Microwave keypad and door (after each use) | <input type="checkbox"/> Upper cabinet/flipper handles |
| <input type="checkbox"/> Refrigerator door handle | |
| <input type="checkbox"/> Copier keypad | |
| <input type="checkbox"/> Tabletops | |
| <input type="checkbox"/> Hand sanitizer dispensers | |

Cleaning Equipment

All supplies and health safety equipment should be purchased through LoboMart; however, if vendors in LoboMart cannot provide the safety equipment you need to purchase due to supply limitations, a [Special Exception](#) form must be completed prior to purchasing from an outside vendor. All supplies should be shipped to the University.

Below is a list of recommended cleaning supplies.

- Clorox Clean Up
- Clorox wipes (if available)
- Hand sanitizer
- Kleenex

- Screen cleaner
- Paper towels
- Disinfecting soap
- Lysol spray

Parking and Transportation Services

The following [shuttle routes](#) are on regular summer semester schedule from 6:30 a.m. to 7:00 p.m., Monday- Friday:

[G/Q/\(U\) Shuttle route](#)

[Redondo Shuttle route](#)

[SSSC Shuttle route](#)

Parking enforcement has returned to normal hours.

Telecommuting Protocols and Allowances

Telecommuter Purchases of Supplies, Equipment and Furniture

While it is important that our staff and faculty are able to work as productively as possible while telecommuting, we must also, in all cases, avoid unnecessary or duplicate purchases of office supplies, office equipment, and office chairs to be used at home.

In every possible circumstance, those items should be checked-out from the workplace for use in the home environment rather than purchased. Where this is not possible, departments must follow the [Telecommuter Home Office Purchases](#) procedure for all telecommuting purchases.

Recap of Faculty and Staff Actions/Responsibilities

Stay home if you are experiencing any COVID-related symptoms and follow [HSC's self-reporting requirements](#). Work with your supervisor to telecommute if possible, or review [leave options](#) that are available if unable to telecommute.

Wear a cloth facemask during any direct communication with others or when in common/shared spaces, whether indoor or outdoor.

Take ownership of your workspace and wipe down your area at least twice daily (see example housekeeping checklist and schedule above).

Wash your hands frequently. Use hand sanitizer in addition to washing hands or when handwashing is not possible.

Maintain physical distancing. Do not linger in hallways, stairwells, breakrooms, copier rooms, or other shared areas. Do not enter an elevator with multiple people already inside.

Avoid unnecessary personal travel.

Due to travel restrictions both within and outside our state, many individuals have been unable to take a vacation that they normally would have. This has caused a rise in the number of employees who have either accrued the max 252 hours of annual leave or are close to the limit; therefore, effective July 1, 2020, UNM has instituted a **temporary** increase to the [max annual leave accruals](#) from 252 hours to 308. **Annual leave balances exceeding 252 hours on December 31, 2021, will be forfeited.**

Recap of Health Sciences Actions/Responsibilities

Prior to fully reopening, Departments/Units are to thoughtfully develop a phased approach to bring employees back to campus while remaining flexible to all the various situations employees are currently encountering (i.e., health issues, childcare, etc.).



Building MERV
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All HSC buildings have MERV-13 filters in air handling systems.

Provide Department/Unit training to employees to match new work environment and expectations as new protocols are implemented (e.g., new software, resources and tools, apps, office housekeeping processes, way of conducting business).

Ensure all critical housekeeping supplies are on hand and available so employees have what they need to stay safe (e.g., hand sanitizer dispensers located in multiple areas, cleaning supplies, paper towels).

Establish and maintain protocols for use of safety equipment deemed necessary. Departments to keep disposable masks for vendors, guests, and employees who forgot their masks. Provide all necessary training to new employees as part of onboarding and have trainings available for those who need refresher training.

We all must be flexible and ready to make changes as our environment changes. Additional strategies, procedures, guidelines and protocols will be developed and modified appropriately in each work setting by the Dean/Director/Department Head/Unit Leader as situations present themselves during the COVID-19 crisis and the phased return to full operations.

Resources:

- For assistance or for specific questions email HSC-Chancellor-Admin@salud.unm.edu
- UNM Health System Travel Guidance
https://mcusercontent.com/59ce53c1a4dedb490bac78648/files/8ba064b9-f6a3-42ca-9bb9-fcb18341d8e6/UNM_Health_Systems_Travel_Guidance_ENG_9.4.20.pdf
- HSC [Checklist for Confirmed COVID-19 Exposure](#)
- HSC [Checklist for Possible COVID-19 Exposure](#)
- Office Workspace Checklist (aka, Manager's Checklist) <https://hsc.unm.edu/covid-19/media/documents/manager-checklist.pdf>

- HSC Telecommuter Home Office Purchases of Supplies/Equipment/Furniture https://mcusercontent.com/59ce53c1a4dedb490bac78648/files/d7a2ef8c-46ae-429f-87f1-1d28b9f87df0/Telecommuter_Home_Office_Purchases.01.pdf
- HSC Request for Barrier Solutions for Shared Space <https://app.smartsheet.com/b/form/163a4a5b31f343fea58d6bfedc3c8059>
- HSC IMT Policy for Positive COVID-19 Self-Reporting <https://hsc.unm.edu/covid-19/assets/images/positive-workplace.pdf#the%20policy%20here>
- HSC Shipping and Receiving <http://univserv.unm.edu/>
- UNM Staff Return to Campus Guide <https://hr.unm.edu/docs/hr/return-to-campus-staff-guide.pdf>
- UNM COVID-19 leave options <https://hr.unm.edu/cv19>
- UNM Temporary Increase to Maximum Annual Leave Accruals for Faculty and Staff <https://hr.unm.edu/docs/hr/annual-leave-temporary-policy-allowance.pdf>
- UNM Counseling, Assessment & Referral Services (CARS) <https://cars.unm.edu/>
- UNM Purchasing Department's COVID-19 Health and Safety Procedures <http://purchase.unm.edu/index.html>
- UNM Purchasing Special Exception <http://pcard.unm.edu/pcard-special-exception-web-form/index.html>
- UNM COVID-19 Self-Reporting Requirements <http://www.unm.edu/coronavirus/>
- UNM Purchasing Ship To Exception Request https://forms.unm.edu/forms/ship_to_code_exception_request
- UNM Employee Wellness <https://hr.unm.edu/wellness>
- UNM Mental Health Resources <https://mentalhealth.unm.edu/>
- Zoom Web Conferencing Recommendations <http://at.unm.edu/media-collaborative-apps/zoom-web-conferencing.html>
- Adobe Create Campus/Adobe Sign <https://creativecampus.unm.edu/adobe-sign.html>
- CDC COVID-19 <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- CDC - Guidance for Cleaning and Disinfecting <https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>
- CDC – Use of Face Cloths <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- WHO – Symptoms https://www.who.int/health-topics/coronavirus#tab=tab_3

For assistance or for specific Health Sciences-related questions email HSC-Chancellor-admin@salud.unm.edu