

**HOW TO REPORT  
COVID-19 EXPOSURE IN WORK AREA(S)  
AND  
REQUESTING COVID-19 CLEANING OF AFFECTED AREA(S)**

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](mailto: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](mailto:abeytac@salud.unm.edu)

Information you will be asked to provide:

- 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

UNM's COVID-19 cleaning is in alignment with Department of Health recommendations and procedures, and UNM Hospitals protocols.

All requests for COVID-19 cleaning received through this process will be reviewed and prioritized.