

# HSC – Supervisor Guidance for Confirmed COVID-19 Test

## For Non-Clinical Areas

October 19, 2021

This document outlines the UNM Health Sciences response to be undertaken when a member of the Health Sciences community is confirmed by PCR test to be positive for SARS-Cov-2. The rest of this document refers to this person as 'Confirmed Person.'

This document addresses the steps a supervisor or other authority including deans, department chairs, lab directors, departmental administrators, or other individuals with direct responsibility/oversight of Health Sciences employees or students will take when a Confirmed Person presents. Instructors who are addressing a situation of in-class Confirmed Person should coordinate with their department chair or program director and assume responsibility for communication with students when the chair or program director asks them to do so.

**Note: If the Confirmed Person has not been on campus within 14 days prior to the positive test, then no further action is required. Otherwise:**

- ❑ If onsite, instruct the Confirmed Person to go/stay home and call the UNM COVID-19 Call Center at 1-505-515-8212 immediately (**same day**).
- ❑ If employee is remote working or telecommuting, instruct the Confirmed Person to call the UNM COVID-19 Call Center at 1-505-515-8212 immediately (**same day**).
- ❑ If the Confirmed Person is a student they must contact SHAC (505) 277-3136, option #7 to report positive test and for guidance regarding options for self-quarantining on campus. Students may also contact the COVID-19 Coordinator at [covidcoordinator@unm.edu](mailto:covidcoordinator@unm.edu) for assistance.
- ❑ Students should also contact their college to ensure a continuing learning experience: Medicine: <https://hsc.unm.edu/covid-19/students-faculty-staff/medicine.html>; Nursing: <https://hsc.unm.edu/covid-19/students-faculty-staff/nursing.html>; Pharmacy: <https://hsc.unm.edu/covid-19/students-faculty-staff/pharmacy.html>; Population Health: <https://hsc.unm.edu/covid-19/students-faculty-staff/population-health.html>
- ❑ For non-research lab spaces, close the immediate work area and submit a COVID-19 cleaning request by contacting the appropriate HSC Contact listed below:
  - For HSC Business and Communications Center (1650) – Ryan Reynolds, Manager, HSC Capital Projects, (505) 331-8875 or [ryreynolds@salud.unm.edu](mailto:ryreynolds@salud.unm.edu)
  - For all other North Campus areas – Carlotta Abeyta, Director, Finance and Administration Shared Services, (505) 450-6406 or [abeytac@salud.unm.edu](mailto:abeytac@salud.unm.edu)

For HSC laboratory spaces, please follow guidelines provided in Health Sciences Office of Research's plan to return to full research and laboratory activities (<https://hsc.unm.edu/covid-19/returning.html#researchers>).

- ❑ Instruct coworkers of the Confirmed Person to call the COVID-19 Call Center and describe their exposure, receive guidance, give their contact information and inform their supervisor of the Call Center Guidance.
- ❑ For Student close contacts of the Confirmed Person, contact the UNM Student Health & Counseling and connect with the COVID-19-line provider at (505) 277-3136, option #7.
- ❑ Review with all employees/students the on-going COVID-safe practices: mask requirement, hand washing, and surface cleaning.
- ❑ If the Call Center guidance is quarantine and the Confirmed Person's (or co-worker's) functions cannot be performed at home, the supervisor must work with their leadership to reassign duties to ensure that essential functions are continued. Instruct the Confirmed Person (or co-worker) to contact HR Client Services for guidance on leave options, also see [hr.unm.edu/cv19/ffcra](http://hr.unm.edu/cv19/ffcra).
- ❑ For faculty Confirmed Person: questions about working remotely or leave at the College of Nursing, College of Pharmacy, or College of Population Health, email [HSC-HSCFCO@salud.unm.edu](mailto:HSC-HSCFCO@salud.unm.edu). For questions of the same nature at the School of Medicine, contact [som-facultyaffairs@salud.unm.edu](mailto:som-facultyaffairs@salud.unm.edu).