

HSC – Supervisor Guidance for Confirmed COVID-19 Test

For Non-Clinical Areas

July 16, 2021

This document outlines the UNM Health Sciences response to be undertaken when a member of the Health Sciences community is confirmed by 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 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>; Pop 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
 - For all other North Campus areas – Carlotta Abeyta, Director, Finance and Administration Shared Services, (505) 450-6406 or 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: masks and physical distancing for employees and students who are not fully vaccinated, 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.
- ❑ 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. For questions of the same nature at the School of Medicine, contact som-facultyaffairs@salud.unm.edu.