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://hscl.unm.edu/covid-19/students-faculty-staff/medicine.html](https://hscl.unm.edu/covid-19/students-faculty-staff/medicine.html); Nursing: [https://hscl.unm.edu/covid-19/students-faculty-staff/nursing.html](https://hscl.unm.edu/covid-19/students-faculty-staff/nursing.html); Pharmacy: [https://hscl.unm.edu/covid-19/students-faculty-staff/pharmacy.html](https://hscl.unm.edu/covid-19/students-faculty-staff/pharmacy.html); Pop Health: [https://hscl.unm.edu/covid-19/students-faculty-staff/population-health.html](https://hscl.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
- 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](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. For questions of the same nature at the School of Medicine, contact som-facultyaffairs@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://hscl.unm.edu/covid-19/returning.html#researchers](https://hscl.unm.edu/covid-19/returning.html#researchers)).