

# HSC - Supervisor Guidance for a Potential Exposure to COVID-19

Non-Clinical Areas

July 16, 2021

Due to the novel corona virus (COVID-19), causing the worst worldwide health crisis in more than 100 years, health care providers and health care support staff have been designated as critical infrastructure employees. All UNM employees working at HSC are critical employees. See <https://hr.unm.edu/cv19/ffcra> that designates all HSC employees as critically needed during the pandemic.

UNM HSC will closely follow the US Centers for Disease Control (CDC) guidance for critical infrastructure workers who may have had exposure to a person with suspected/unconfirmed COVID-19 exposure. The NM Department of Health also recommends these guidelines.

A potential exposure means being a household contact or having close/multiple contact within 6 feet of an individual with suspected COVID-19. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. This document refers to this person as 'Potential Person.'

This document outlines 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 Potential Person circumstance presents.

1. If employee is onsite, instruct the employee Potential Person to go/stay home and call the UNM COVID-19 Call Center at 1-505-515-8212 immediately (**same day**).
2. 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**).
3. Students must contact SHAC (505) 277-3136, option #7, for guidance regarding options. Students may also contact the COVID-19 Coordinator at [covidcoordinator@unm.edu](mailto:covidcoordinator@unm.edu) for assistance
4. The employee Potential Person must follow the directions of the UNM Call Center and inform their supervisor of that guidance.
5. If the guidance is to return to work, review with the employee the on-going workplace COVID-safe practices: masks and physical distancing for employees who are not fully vaccinated, hand washing, and surface cleaning.
6. If the Call Center guidance is quarantine and the employee Potential Person'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 Potential Person to contact HR Client Services for guidance on leave options, also see [hr.unm.edu/cv19/ffcra](https://hr.unm.edu/cv19/ffcra).
7. Instruct other employees, who may have been subsequently, exposed to the Potential Person, to call the COVID-19 Hotline if they have any concerns. Review with all employees the on-going workplace COVID-safe practices: masks and physical distancing for employees who are not fully vaccinated, hand washing, and surface cleaning.
8. For non-research lab spaces, close only the immediate work area and submit a COVID-19 cleaning request by contacting the appropriate HSC Contact listed below:
  - o 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)
  - o 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>).

9. If the Potential Person is directed to test for COVID-19 and the results are positive, the employee must follow the Mandatory Self-Reporting Policy.