

OFFICE WORKPLACE CHECKLIST

Ensure your department is able provide reasonable safety to everyone in the office environment. HSC Department Administrators/Managers/Supervisors must complete the checklist weekly.

OFFICE PREPAREDNESS

- Hand sanitizer is available and accessible
- Schedule for each employee has been communicated and acknowledged
- Approved [Remote Work/Telecommuting](#) agreements are signed and submitted
- Disposable face masks are available for employees, students, visitors and vendors as needed
- Necessary cleaning supplies are available and accessible (paper towels, disinfectant, hand soap)
- Signage posted about wearing face masks, personal hygiene, and maintaining a clean environment

Vaccination Status FAQ

Department Administrators/Managers/Supervisors **can**:

- remind staff of vaccination requirements, and on-going testing requirements for those with vaccine exemptions, including possible action taken for continued noncompliance
- follow up with staff who have been noted as noncompliant

Positive Symptom Response FAQ

Department Administrators/Managers/Supervisors **can**:

- encourage staff to stay home when ill.
- encourage staff to apply for the COVID-19 Paid Leave if individual is unable to telecommute.
- request staff member to check-in each subsequent day that they will be out so arrangements can be made to meet business needs.

Department Administrators/Managers/Supervisors **cannot**:

- ask the employee whether or not they contacted their primary care provider.
- question the employee regarding their health status related to their positive response.

RESOURCES

Health Sciences Return to Full Operations <https://hsc.unm.edu/covid-19/>

UNM Health System Travel Guidelines <https://hsc.unm.edu/covid-19/>

UNM Bringing Back the Pack <https://bringbackthepack.unm.edu/>

UNM Remote and Telecommuting Agreement Guidelines <https://hr.unm.edu/remote-work>

UNM Manager's Guide for Staff Failure to Comply with COVID-Safe Practices
<https://bringbackthepack.unm.edu/employees/non-compliance-with-csps-staff.html>

UNM Travel Guidelines <https://hr.unm.edu/docs/hr/travel-guidelines-faq.pdf>

UNM Policy 3410: Sick Leave <https://policy.unm.edu/university-policies/3000/3410.html>

UNM COVID-19 leave options <https://bringbackthepack.unm.edu/employees/additional-covid-19-paid-leave.html>

Centers for Disease Control and Prevention Coronavirus (COVID-19) <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Personal Items

- CDC – Use of Face Cloths <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Housekeeping

- CDC - Guidance for Cleaning and Disinfecting <https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>
- UNM Chemical & Research Laboratory Supplier (cleaning supplies) <https://crls.unm.edu/>

Employees will *not* be reimbursed if they purchase any housekeeping items. Departments are responsible for providing the necessary items for their areas.

For assistance or for specific questions email HSC-EVP-Admin@salud.unm.edu