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

19 October 2021
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


Personal Items


Housekeeping

- 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