

OFFICE WORKPLACE CHECKLIST

Ensure your department is ready to welcome everyone back to the office environment. HSC Department Administrators/Manager/Supervisors must complete the checklist prior to reopening.

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**:

- Privately ask employees about vaccination status
- Require masks to be worn by employees who refuse to disclose vaccination status.

Positive Symptom Response FAQ

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

- encourage staff to stay home when ill.
- allow sick leave for staff member 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 Phased Return to Full Operations <https://hsc.unm.edu/covid-19/media/documents/final-rtfo-updated-15-july-2021.pdf>

UNM Health System Travel Guidelines <https://hsc.unm.edu/covid-19/media/documents/unm-health-system-travel-guidance-7-1-21.pdf>

UNM Staff Return to Campus Guide <https://hr.unm.edu/docs/hr/return-to-campus-staff-guide.pdf>

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://hr.unm.edu/docs/hr/covid-non-compliance-management-guide.pdf>

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://hr.unm.edu/cv19>

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