



July 15, 2021

Departments across the UNM Health Sciences Center have been implementing a phased return to campus as necessary. Employees have or will be returning to campus due to resumption of in-person classes or to complete their work functions in other mission areas. Beginning August 2nd, with the return of students to in-person classes, all Health Sciences buildings will no longer require badge access during normal business hours of 8:00 a.m. – 5:00 p.m., Monday – Friday. As a result, many areas will require more staff on site to provide office hours. For quick reference, see the complete list of requirements, checklists and resources at the end of this document.

Supervisors, managers or other authorities including deans, department chairs, lab directors, departmental administrators or other individuals with direct responsibility/oversight of Health Sciences employees or students must ensure that all COVID-Safe Practices (CSPs) for reducing the risk of spreading COVID-19 are followed. The CSPs required at UNM HSC are:

1. Employees who are able to work effectively from home may seek permission to [telecommute or work remotely](#) from their supervisor.
2. Distancing – unvaccinated faculty, staff, and students should maintain a safe physical distance in all work/common areas based on current guidelines set by NM DOH and the state’s Public Health Order.
3. Masks – Follow all posted signs. Face masks are required in all patient care (clinics, hospitals and clinical trial) areas, regardless of which building the patient care area is located, and by all unvaccinated faculty, staff, and students.
4. Hygiene – washing one’s hands regularly and covering coughs or sneezes with tissue or arm.
5. Cleaning surfaces in personal and shared offices/breakrooms regularly with effective cleaning supplies.

UNM and Health Sciences have centralized access to mental health resources at mentalhealth.unm.edu. A true culture of health supports students, staff, and faculty in seeking care and wellbeing. In addition, supervisors, managers and other authorities, see the [Manager’s Guide for Staff Failure to Comply with COVID-Safe Practices](#) to assist with resources.

RETURN TO FULL OPERATIONS

GENERAL ADMINISTRATIVE, FACULTY AND STAFF OFFICES, AND BUSINESS AREAS

General Operations in the Office Environment

Health Sciences general administrative, faculty and staff offices, and business areas please review the policies and procedures that are in operation (see list of resources below).

1. Employees who are able to [telecommute or work remotely](#) may seek permission to do so from their supervisor. Supervisors should have a plan to ensure that all business needs are met and discuss available options with staff, faculty, residents, students, etc.
2. Prior to returning, all UNM Health Sciences Center employees must complete the [Bringing Back the Pack](#) training available in Learning Central. This training will appear as an assignment in each employee's Learning Central plan, similar to the annual mandatory trainings.
3. Follow the [Office Workplace Checklist](#) (aka Manager's Checklist) to ensure the workspace is ready for staff to be on site.
4. Arrange workplaces to provide for distancing between individuals according to the current guidelines set by NM DOH and the state's Public Health Order.
5. Have the necessary protocols in place for in-person meetings that meet participation restrictions set by NM DOH and the state's Public Health Order. Provide additional meeting options (Zoom, Microsoft Team, Skype) for those to meet remotely.
6. Follow all posted signs. Cover your mouth and nose with a face mask if in an area that is in close proximity to patient care or you are unvaccinated. Follow all safety equipment protocols. Wash your hands often with soap and water for at least 20 seconds. Routinely disinfect high touch areas in common areas.

On-Campus Worksite Protocols

Cloth Face Coverings

If you're fully vaccinated, you can move about on our open campuses largely unmasked—though please, as always, continue to follow guidance on health and safety protocols and comply with all signage on where masks may still be required. This is especially critical in many of our mixed-use areas in UNM Health Sciences Center facilities, where spaces may be integrated with patient care and research spaces. And if you are not yet vaccinated, please continue to wear your mask in all common areas, whether indoors or outside.

1. Employee Requirements

To prevent spread of COVID-19, the University of New Mexico Health Sciences continues to require cloth face masks be worn by everyone who is not fully vaccinated while on campus or other workplace location at all times, even if on site for personal or recreational purposes.

A cloth face mask that covers both nose and mouth is also mandatory in areas with posted signs such as all patient care (clinics, hospitals and clinical trial) areas at the HSC, regardless of which building the patient care area is located.

Health Sciences buildings and areas considered 'mixed use' – where business, administration, research or education are co-located or closely-located with patient care and/or research – will also continue to require occupants to wear masks and other appropriate PPE. Please follow all posted signs.

See below for a list of 'mixed use' buildings and spaces. Please email HSC-EVP-Admin@salud.unm.edu if you have a suggested addition to the below list of buildings.

Building No.	Building Name	Area
269	Ambulatory Care Center	All
228	College of Pharmacy	2nd Floor - Student Lab Space Only
227	Clinical Translational Science Center (CTSC)	2nd Floor - Clinical Trial Area
		1st Floor - All
260	Domenici Hall	All
200	Domenici Center Complex	Simulation Center and Reach Clinic
248	Family & Community Medicine	1st Floor Clinic
HSC Rio Rancho Building #1	HSC Rio Rancho	2nd Floor Clinic
266	Health Sciences and Services Building (HSSB)	2nd Floor Student Lab Space
289	Innovation, Discovery & Training Complex (IDTC)	1st Floor Simulation Area
249	Novitzki Hall	Clinical Course Area
268 (915 Vassar)	Psychiatry	All
201	School of Medicine (SOM) Building #2	All
264	Diabetes Research Center	All
299A-D	Mental Health Center	All

A face mask will not be required when in your office or cubicle alone.

See the Centers for Disease Control (CDC) website regarding everything you need to know about [cloth masks and face coverings](#).

2. Department Responsibilities

Each department is responsible for ensuring the safety and wellbeing of all their employees, students, vendors and visitors. Directors/Managers of each department/unit should ensure that proper guidelines are followed for face coverings/masks and that employees adhere to the guidelines put out by the University. All departments should keep a supply of disposable face masks to be given as needed to visitors, employees, and vendors in instances when a mask is forgotten or lost.

How to Implement Physical Distancing

Beginning August 2nd, with the return of students to in-person classes, all Health Sciences buildings will be open during normal business hours of 8:00 a.m. – 5:00 p.m., Monday – Friday.

For all in-person meetings, please ensure that seating meets participation restrictions set by NM DOH and the state’s Public Health Order and that notices related to face masks and physical distancing are visibly posted. Please have hand sanitizer available to the attendees. Departments should have cleaning protocols in place to wipe down tables and chairs between meetings.

For meetings with more than 10 attendees, please provide an option for participants to attend via Zoom, Microsoft Teams, or other video conferencing software. When utilizing web conferencing

technology, be sure you understand the privacy considerations relative to the type of information you are sharing and apply the recommendations appropriate to your meetings. Zoom recommendations can be found at at.unm.edu/media-collaborative-apps/zoom-web-conferencing.html

It is recommended that all documents needing review and/or signatures continue to be routed via email or by other electronic routing/signature software such as Adobe Sign. Information on how to sign up and use the Adobe Sign service can be found at <https://creativecampus.unm.edu/adobe-sign.html>.

Adhere to physical distancing requirements when in common areas such as breakrooms, copy rooms, elevators, lobby areas, and restrooms.

Guests visiting campus shall wear a cloth face mask and adhere to physical distancing requirements.

Supervisor, Manager and other authority Guidelines for COVID-19 Exposures

Supervisors who have a confirmed or possible positive COVID-19 exposure in your area, please follow the guidelines provided in the appropriate checklist:

- [HSC Checklist for Confirmed COVID-19 Exposure](#)
- [HSC Checklist for Possible COVID-19 Exposure](#)

How to Submit a COVID-19 Cleaning Request

Immediately upon notification of an occupant/visitor in your area with a positive COVID-19 test, or other circumstance that may warrant COVID-19 cleaning, inform your supervisor while remaining HIPAA, ADA and FERPA compliant, and contact the appropriate *HSC Contact* listed below.

For HSC Business and Communications Center
(1650 University)

Ryan Reynolds
Manager, HSC Capital Projects
505.331.8875
ryreynolds@salud.unm.edu

For all other North Campus areas

Carlotta Abeyta
Director, Finance and Administration Shared Services
505.272.6426 or 505.450.6406
abeytac@salud.unm.edu

Information you will be asked to provide:

- Is the space office space or lab space?
- Building, room number, and exact room location
- Does the area have Badge access or key access, or both?
- Name, phone and email for department/unit contact
- Explain the circumstance of the need for COVID-19 cleaning while remaining HIPPA compliant

Business Processes

Vendors and Contractors

UNM Purchasing Department's [COVID-19 Health and Safety Procedures](#) must be provided to all potential vendors and contractors.

Travel Guidelines

UNM Health Sciences Center is following the [UNM Health System travel guidance](#). UNM HSC continues to advise against unnecessary travel, both business and personal.

Health Sciences staff and faculty who do not have patient contact and do not sit in 'mixed use space,' are not required to perform the Travel Symptom Survey for out-of-state travel.

Housekeeping – Common Areas and Individual Offices

Facilities Management will continue to focus on cleaning floors, restrooms, stairwells, hallways, elevators and conference rooms. Health Sciences will ensure all necessary cleaning supplies are available to purchase through LoboMart for departments that wish to maintain additional cleaning procedures.

Parking and Transportation Services

Please visit [Parking and Transportation Services](#) webpage for current shuttle schedules.

[G/Q/\(U\) Shuttle route](#)

[Redondo Shuttle route](#)

[SSSC Shuttle route](#)

Parking enforcement has returned to normal hours.

Telecommuting Protocols and Allowances

Telecommuter Purchases of Supplies, Equipment and Furniture

Employees who continue to telecommute must continue to checkout from the workplace all office supplies and equipment that will be used in the home environment.

Those who have an approved Remote or Telecommuting agreement in place, must adhere to stipulations as outlined in the [guidelines](#).

Recap of Faculty and Staff Actions/Responsibilities

Stay home if you are experiencing any COVID-related symptoms. Work with your supervisor to telecommute if possible, or review [leave options](#) that are available if unable to telecommute.

A cloth face mask is required in all common areas for unvaccinated individuals, and also at all times when in a patient care setting or mixed-use area. As always, watch for posted signs.

Wash your hands frequently. Use hand sanitizer in addition to washing hands or when handwashing is not possible.

Maintain physical distancing.

Due to travel restrictions implemented across the nation since the beginning of the pandemic, many individuals have been unable to take a vacation that they normally would have. Effective July 1, 2020, UNM instituted a **temporary** increase to the [max annual leave accruals](#) from 252 hours to 308. **Annual leave balances exceeding 252 hours on December 31, 2021, will be forfeited.**

Recap of Health Sciences Actions/Responsibilities

Prior to August 2nd, Departments/Units are to thoughtfully develop an approach to bring employees back to campus while remaining flexible to all the various situations employees are currently encountering (i.e., health issues, childcare, etc.).



Building MERV
filter ratings.docx

All HSC buildings have MERV-13 filters in air handling systems.

Provide Department/Unit training to employees to match new work environment and expectations as new protocols are implemented (e.g., new software, resources and tools, apps, office housekeeping processes, way of conducting business).

Ensure all critical housekeeping supplies are on hand and available so employees have what they need to stay safe (e.g., hand sanitizer dispensers located in multiple areas, cleaning supplies, paper towels).

Establish and maintain protocols for use of safety equipment deemed necessary. Departments to keep disposable masks for vendors, guests, and employees who forgot their masks. Provide all necessary training to new employees as part of onboarding and have trainings available for those who need refresher training.

Resources:

- For assistance or for specific questions email HSC-EVP-Admin@salud.unm.edu.
- UNM Health System Travel Guidance <https://hsc.unm.edu/covid-19/media/documents/unm-health-system-travel-guidance-5-3-21.pdf>

- HSC [Checklist for Confirmed COVID-19 Exposure](#)
- HSC [Checklist for Possible COVID-19 Exposure](#)
- Office Workspace Checklist (aka, Manager's Checklist) <https://hsc.unm.edu/covid-19/media/documents/manager-checklist.pdf>
- HSC Telecommuter Home Office Purchases of Supplies/Equipment/Furniture https://mcusercontent.com/59ce53c1a4dedb490bac78648/files/d7a2ef8c-46ae-429f-87f1-1d28b9f87df0/Telecommuter_Home_Office_Purchases.01.pdf
- HSC Shipping and Receiving <http://univserv.unm.edu/>
- UNM Staff Return to Campus Guide <https://hr.unm.edu/docs/hr/return-to-campus-staff-guide.pdf>
- UNM Remote and Telecommuting Guidelines <https://hr.unm.edu/docs/hr/remote-work-guidelines-for-in-state-staff.pdf>
- UNM COVID-19 leave options <https://hr.unm.edu/cv19>
- UNM Temporary Increase to Maximum Annual Leave Accruals for Faculty and Staff <https://hr.unm.edu/docs/hr/annual-leave-temporary-policy-allowance.pdf>
- UNM Counseling, Assessment & Referral Services (CARS) <https://cars.unm.edu/>
- UNM Purchasing Department's COVID-19 Health and Safety Procedures <http://purchase.unm.edu/index.html>
- UNM Purchasing Special Exception <http://pcard.unm.edu/pcard-special-exception-web-form/index.html>
- UNM Employee Wellness <https://hr.unm.edu/wellness>
- UNM Mental Health Resources <https://mentalhealth.unm.edu/>
- Zoom Web Conferencing Recommendations <http://at.unm.edu/media-collaborative-apps/zoom-web-conferencing.html>
- Adobe Create Campus/Adobe Sign <https://creativecampus.unm.edu/adobe-sign.html>
- CDC COVID-19 <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- CDC - Guidance for Cleaning and Disinfecting <https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>
- CDC – Use of Face Cloths <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- WHO – Symptoms https://www.who.int/health-topics/coronavirus#tab=tab_3

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