



October 19, 2021

The UNM Health Sciences Center (UNM HSC) is fully open and students have resumed in-person classes.

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. All of UNM HSC units (including Health System) are under the [NM Public Health Order](#) dated August 17, 2021, requiring COVID-19 vaccination for all employees and students. The only accommodations are medical or religious; no exceptions are available for remote work.
2. Employees who are able to work effectively from home may seek permission to [telecommute or work remotely](#) from their supervisor. However, telecommuting is not an exception to the COVID-19 vaccine requirement.
3. Distancing – 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.
4. Masks – effective July 26, 2021, face masks were required in all UNM HSC buildings and learner settings, including laboratories, for all individuals regardless of vaccination status. Face masks must be worn at all times except when actively eating or drinking, or in an office or cubicle alone. Face shields, bandanas, single-layer gaiters, etc. do not meet mask standards.
5. Hygiene – washing one’s hands regularly and covering coughs or sneezes with tissue or arm.
6. 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](http://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

UNM 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. All employees who can telecommute or work remotely must comply with the UNM HSC vaccine requirement (see below.)
2. Prior to returning to campus, all UNM HSC 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 workspaces 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) to meet remotely as necessary.
6. Cover your mouth and nose with a face mask. 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

### **Vaccine Requirement**

In August 2021, Governor Lujan Grisham mandated health care workers to have the COVID-19 vaccination. The [public health order](#) broadly defines health care workers to include all workers who have the potential for direct or indirect exposure to patients or COVID airborne aerosols. Dr. Ziedonis, Health Sciences EVP, communicated that all Health Sciences faculty and staff were to be in compliance by **Friday, August 27, 2021**. Individuals were to have received their first dose by this date and uploaded their official documentation to the [UNM vaccination verification site](#) or requested one of two [accommodations](#) – medical/disability or religious – by this same date.

If an employee requested an accommodation, they must provide proof of negative COVID-19 test results weekly on Friday. The COVID-19 test is at the expense of the employee. The State of New Mexico has contracted with a test provider, [Vault](#), that currently provides tests free of charge.

Employees are required to [upload](#) a copy of their test results as soon as they are received, but no later than Friday each week.

Non-Compliance Guidelines:

- [Staff](#)
- [Faculty](#)

Noncompliance by staff designated as temporary, on call, or probationary will result in termination. Departments are responsible for processing the EPAF to separate noncompliant employee from the University.

Employees returning from long-term leave (e.g., parental leave, CAT, FML, Workers' Comp, LWOP, etc.) must be compliant with vaccine mandate before starting work. They must [upload](#) proof of first shot/vaccination or have received an approved accommodation. Employees who have an [accommodation](#) approval must provide proof of negative COVID-19 test on a weekly basis beginning the week before starting work.

### **Cloth Face Coverings**

A face mask that covers both nose and mouth is mandatory when in all common areas within a building including, but not limited to, stairwells, hallways, breakrooms, copy room, elevators, conference rooms, and restrooms. This includes the HSC Wellness Center, and the *happy heart Bistro* unless actively eating or drinking.

#### 1. Employee Requirements

To prevent spread of COVID-19, the University of New Mexico Health Sciences continues to require face masks be worn by everyone while inside a Health Sciences building or other indoor workplace location at all times, except when alone in a private office. This requirement is not required for outdoor common areas.

See the Centers for Disease Control (CDC) website regarding everything you need to know about [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 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**

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](https://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 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](mailto: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](mailto:abeytac@salud.unm.edu)

Information you will be asked to provide:

- Is the request for 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

For HSC laboratory spaces, please follow guidelines provided in Health Sciences Office of Research's plan to return to full [research and laboratory](#) activities:

## **Business Processes**

### **Interviewing and Hiring**

All newly hired UNM HSC employees must [upload](#) proof of full vaccination status or have an approved accommodation **prior** to their official start date. Final candidates may request an [accommodation](#); however, no work or payment may be started until the accommodation is approved. If the accommodation is disapproved, the candidate may not start and department will enter a separation EPAF.

Departments should include the above language in all interview scripts and advise all interviewees of the requirement.

### **Annual Leave – Temporary Increase in Maximum Accrual**

The temporary change to [UAP 3400: Annual Leave, Section 4.1: Maximum Allowable Balance](#), which allows for a maximum accrued annual leave balance of 308 (from 252) for staff and 12-month faculty who earn annual leave has been [extended](#). Employees now have until **June 30, 2022** to use this accrued leave before it is forfeited.

### **COVID-19 Paid Leave – Expansion of Sick Leave**

UNM expanded the provisions of sick leave for eligible employees by providing up to two weeks (80 hours), pro-rated based on appointment percentage, of [Additional COVID-19 Paid Leave](#) to those impacted by COVID-19, if situational telecommuting is not an option.

### **Vendors and Contractors**

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

The UNM Health Sciences Center instituted a mandatory vaccination requirement for all faculty, staff and students. This mandate applies to third-party vendors and contractors working with UNM Health Sciences who must be on site to perform the duties and obligations of a contract or work agreement.

Department/area staff are responsible for visually verifying proof of vaccination when a contractor/vendor is on site. Departments/areas shall designate at least one employee who will be responsible for maintaining the department/area log. Designee(s) shall ensure the log is available for review upon request. Staff need only to verify documentation, they **DO NOT** need to make a copy of any documents or keep any other record of contact other than maintaining a log.

### **Travel Guidelines**

UNM Health Sciences Center is following the [UNM Health System travel guidance](#).

### **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. Notify your supervisor and call the COVID-19 Call Center at (505) 515-8212. Work with your supervisor to telecommute if possible, or review [leave options](#) that are available if unable to telecommute.

Proof of [vaccination status](#) or completed accommodation/exemption process was due by August 27, 2021.

A face mask is required in all indoor common areas regardless of vaccination status.

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 June 30, 2022, will be forfeited.**

## **Recap of Health Sciences Actions/Responsibilities**

Prior to August 2, 2021, Departments/Units were asked 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.

Ensure staff are following all COVID-safe practices.

### **Resources:**

- For assistance or for specific questions email [HSC-EVP-Admin@salud.unm.edu](mailto:HSC-EVP-Admin@salud.unm.edu).
- UNM Health System Travel Guidance <https://hsc.unm.edu/covid-19/media/documents/unm-health-system-travel-guidance-7-1-21.pdf>
- HSC Checklist for Confirmed COVID-19 Exposure <https://hsc.unm.edu/covid-19/returning.html>
- HSC Checklist for Possible COVID-19 Exposure <https://hsc.unm.edu/covid-19/returning.html>
- 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](https://mcusercontent.com/59ce53c1a4dedb490bac78648/files/d7a2ef8c-46ae-429f-87f1-1d28b9f87df0/Telecommuter_Home_Office_Purchases.01.pdf)
- UNM Mailing, Shipping and Receiving <http://univserv.unm.edu/>
- UNM's Bringing Back the Pack <https://bringbackthepack.unm.edu/>
- UNM's Vaccination, Testing, & Masking Requirements <https://bringbackthepack.unm.edu/protecting-the-pack/vaccination-and-masking-requirements.html>
- UNM's vaccine verification site <https://lobocheckin.unm.edu/checkin/svpfa/24>
- UNM's vaccine requirement exemption forms <https://bringbackthepack.unm.edu/vaccine/vaccine-requirement-exemption-forms.html>
- 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://bringbackthepack.unm.edu/employees/additional-covid-19-paid-leave.html>
- UNM Temporary Increase to Maximum Annual Leave Accruals for Faculty and Staff <https://bringbackthepack.unm.edu/employees/temporary-annual-leave-policy.html>
- 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 Vendors and Contractors <https://bringbackthepack.unm.edu/worksite-protocols/vendors-and-contractors.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 Masks <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](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](mailto:HSC-EVP-Admin@salud.unm.edu).