

HSC – Supervisor Guidance for Confirmed COVID-19 Test

For Non-Clinical Areas

February 10, 2022

This document outlines the UNM Health Sciences response to be undertaken when a member of the Health Sciences community tests positive for COVID-19. The rest of this document refers to this person as ‘Confirmed Person.’

This document addresses the steps a supervisor or other authority including deans, department chairs, lab directors, departmental administrators, or other individuals with direct responsibility/oversight of Health Sciences employees or students will take when a Confirmed Person presents. Instructors who are addressing a situation of in-class Confirmed Person should coordinate with their department chair or program director and assume responsibility for communication with students when the chair or program director asks them to do so.

Note: If the Confirmed Person has not been on campus within 5 days prior to the positive test, then no further action is required. Otherwise:

- ❑ If onsite, instruct the Confirmed Person to go/stay home and complete the Redcap survey at **day 5** after testing positive if they are fully vaccinated and boosted, or **day 10** if they are not fully vaccinated or boosted and are feeling better and ready to return to work:
[https://redcap.link/return to work after covid](https://redcap.link/return%20to%20work%20after%20covid).
- ❑ If employee is remote working or telecommuting, instruct the Confirmed Person to complete the Redcap survey at **day 5** after testing positive if they are fully vaccinated and boosted, or **day 10** if they are not fully vaccinated or boosted and are feeling better and ready to return to work:
[https://redcap.link/return to work after covid](https://redcap.link/return%20to%20work%20after%20covid).
- ❑ If the Confirmed Person is a student they must contact SHAC (505) 277-3136, option #7 to report positive test and for guidance regarding options for self-quarantining on campus. Students may also contact the COVID-19 Coordinator at covidcoordinator@unm.edu for assistance.
- ❑ Students should also contact their college to ensure a continuing learning experience: Medicine: <https://hsc.unm.edu/covid-19/students-faculty-staff/medicine.html>; Nursing: <https://hsc.unm.edu/covid-19/students-faculty-staff/nursing.html>; Pharmacy: <https://hsc.unm.edu/covid-19/students-faculty-staff/pharmacy.html>; Population Health: <https://hsc.unm.edu/covid-19/students-faculty-staff/population-health.html>
- ❑ For non-research lab spaces and if Confirmed Person has been on site within the past 24 hours, , close the immediate work area and submit a COVID-19 cleaning request and submit request for COVID cleaning [here](#).
 - For questions regarding exposure at the HSC Business and Communications Center (1650), please contact Ryan Reynolds, Manager, HSC Facilities, (505) 331-8875 or ryreynolds@salud.unm.edu
 - For questions regarding all other North Campus areas, please contact Carlotta Abeyta, Finance and Administration Shared Services, (505) 450-6406 or abeytac@salud.unm.edu

For HSC laboratory spaces, please follow guidelines provided in Health Sciences Office of Research’s plan to return to full research and laboratory activities (<https://hsc.unm.edu/covid-19/returning.html#researchers>).

- ❑ **For anyone who has been in close contact with someone with COVID-19.** The [CDC defines close contact](#) as someone who was less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period. For example, three individual 5-minute exposures for a total of 15 minutes.

Fully Vaccinated (with Booster, if eligible):

- If you are [up to date](#) on all COVID-19 vaccines that you are eligible for and are not experiencing symptoms:

- You are not required to quarantine, and may continue to come to campus.
- Wear a mask around others for 10 days.
- Test on Day 5, if possible. The State of New Mexico has contracted with a test provider that [currently provides at-home PCR tests free of charge](#).
- If you develop symptoms at any time, report your symptoms to the UNM COVID Call Center via this secure online symptom survey. Stay home and quarantine until you receive guidance on testing and isolation from the COVID Call Center. The secure online symptom survey is at https://redcap.link/CCC_Symptomatic_testing_scheduling.

Not Fully Vaccinated:

- If you are unvaccinated, not fully vaccinated or without a booster (not up to date on all vaccinations you are eligible for) and are not experiencing symptoms:
 - Stay at home for 5 days after exposure.
 - Then wear a mask around others for 5 MORE DAYS.
 - Test on Day 5, if possible. The State of New Mexico has contracted with a test provider that [currently provides at-home PCR tests free of charge](#).
 - If you develop symptoms at any time, report your symptoms to the UNM COVID Call Center via this secure online symptom survey. Stay home and quarantine until you receive guidance on testing and isolation from the COVID Call Center. The secure online symptom survey is at https://redcap.link/CCC_Symptomatic_testing_scheduling.
- ❑ For Student close contacts of the Confirmed Person, contact the UNM Student Health & Counseling and connect with the COVID-19-line provider at (505) 277-3136, option #7.
- ❑ Review with all employees/students the on-going COVID-safe practices: mask requirement, hand washing, and surface cleaning.
- ❑ If the Confirmed Person's (or co-worker's) functions cannot be performed at home, the supervisor must work with their leadership to reassign duties to ensure that essential functions are continued. Instruct the Confirmed Person (or co-worker) to contact HR Client Services for guidance on leave options, also see hr.unm.edu/cv19/ffcra.
- ❑ For faculty Confirmed Person: questions about working remotely or leave at the College of Nursing, College of Pharmacy, or College of Population Health, email HSC-HSCFCO@salud.unm.edu. For questions of the same nature at the School of Medicine, contact som-facultyaffairs@salud.unm.edu.